



# Oadby and Wigston Borough Council

## TO COUNCILLOR:

Mrs L M Broadley  
Mrs L Eaton  
L A Bentley  
G A Boulter  
J W Boyce  
F S Broadley  
D M Carter  
Miss M V Chamberlain  
M H Charlesworth

B Dave  
M L Darr (Mayor)  
R F Eaton (Deputy Mayor)  
D A Gamble  
Mrs S Z Haq  
J Kaufman  
Mrs H E Loydall  
K J Loydall  
R E R Morris

Mrs S B Morris  
R H Thakor  
G S Atwal  
T Barr  
Ms A R Bond  
Ms K Chalk  
B Fahey  
Dr T K Khong

Dear Councillor et al

I hereby summon you to attend a meeting of the **COUNCIL** to be held at the **COUNCIL OFFICES, STATION ROAD, WIGSTON** on **TUESDAY, 19 APRIL 2016** at **7.00 PM** for the transaction of the business set out in the Agenda below.

Yours faithfully

Council Offices  
Wigston  
11 April 2016

Mark Hall  
Chief Executive

## AGENDA

## PAGE NO'S

### 1. **Calling to Order of the Meeting and Prayers**

The meeting of the Council will be called to order to receive His Worship The Mayor and Deputy Mayor. Members, Officers and those otherwise in attendance are asked to remain standing whilst the Meeting is led in prayer by the Chaplin.

### 2. **Apologies for Absence**

### 3. **Declarations of Interest**

Members are reminded that any declaration of interest should be made having regard to the Members' Code of Conduct. In particular, Members must make clear the nature of the interest and whether it is 'pecuniary' or 'non-pecuniary'.

### 4. **Reading, Confirmation and Signing of Minutes**

1 - 12

To read, confirm and sign the Minutes of the previous meeting of the Council

held on Tuesday, 18 February 2016 in accordance with Rule 17 of Part 4 of the Constitution.

<b>5. Action List</b>	<b>13</b>
To read, confirm and note the Action List arising from the previous meeting of the Council held on Tuesday, 18 February 2016.	
<b>6. Motions on Notice</b>	
To consider any Motions on Notice in accordance with Rule 12 of Part 4 of the Constitution.	
<b>7. Petitions, Deputations and Questions</b>	
To receive any Petitions and, or, Deputations in accordance with Rule 24 of Part 4 of the Constitution.	
Members are reminded that in accordance with Rule 11.1 of Part 4 of the Constitution, questions can be asked of the Leader of the Council and the Chair of a Committee without notice upon an item of the report of a Committee when that item is being receiving or under consideration by the Council.	
<b>8. Mayor's Announcements</b>	
<b>a) List of Official Mayoral/Deputy Mayoral Engagements</b>	<b>14 - 17</b>
<b>9. Leader's Statement</b>	
<b>10. Members' Allowance Scheme 2016/17</b>	<b>18 - 25</b>
<b>11. Council's Medium Term Financial Strategy 2016/17 to 2020/21</b>	<b>26 - 49</b>
<b>12. Prudential Indicators, Treasury and Investments Strategies</b>	<b>50 - 70</b>
<b>13. Local Government Boundary Commission for England - Final Recommendations</b>	<b>71 - 73</b>
<b>14. Draft Schedule of Council and Allied Meetings 2016/17</b>	<b>74 - 91</b>
<b>15. Receiving of Minutes for Information</b>	
The Council will receive the minutes from the meetings of the below-mentioned Committees, Forums, Working Groups and Outside Bodies for the purposes of information in accordance with Rule 17 of Part 4 of the Constitution.	
<b>a) Minutes of the Service Delivery Committee held on Tuesday, 19 January 2016</b>	<b>92 - 102</b>
<b>b) Minutes of the Greening of the Borough Working Group held on Tuesday, 09 February 2016</b>	<b>103 - 106</b>
<b>c) Minutes of the Development Control Committee held on Wednesday, 17 February 2016</b>	<b>107 - 112</b>
<b>d) Minutes of the Oadby Residents' Forum held on Tuesday, 01 March 2016</b>	<b>113 - 118</b>
<b>e) Minutes of the South Wigston Residents' Forum held on Tuesday, 08 March 2016</b>	<b>119 - 121</b>
<b>f) Minutes of the Place Shaping Working Group held on Wednesday, 09 March 2016</b>	<b>122 - 125</b>

<b>g)</b>	<b>Minutes of the Wigston Residents' Forum held on Monday, 14 March 2016</b>	<b>126 - 130</b>
<b>h)</b>	<b>Minutes of the Community Engagement Forum held on Tuesday, 15 March 2016</b>	<b>131 - 134</b>
<b>i)</b>	<b>Minutes of the Service Delivery Committee held on Tuesday, 22 March 2016</b>	<b>135 - 143</b>
<b>j)</b>	<b>Minutes of the Policy, Finance and Development Committee held on Tuesday, 29 March 2016</b>	<b>144 - 152</b>
<b>k)</b>	<b>Minutes of the Children and Young People Forum held on Wednesday, 30 March 2016</b>	<b>153 - 156</b>
<b>l)</b>	<b>Minutes of the Health and Wellbeing Board held on Tuesday, 05 April 2016</b>	<b>157 - 159</b>
<b>m)</b>	<b>Minutes of the Change Management Committee held on Wednesday, 06 April 2016</b>	<b>160 - 161</b>

**MINUTES OF A MEETING OF THE COUNCIL HELD AT THE COUNCIL OFFICES, STATION ROAD, WIGSTON ON THURSDAY, 18 FEBRUARY 2016 COMMENCING AT 7.11 PM**

<b><u>IN ATTENDANCE:</u></b>		
Mayor - Councillor M Latif Darr Deputy Mayor - Councillor Robert F Eaton		
<b>COUNCILLORS (19):</b>		
Mrs L M Broadley Mrs L Eaton L A Bentley G A Boulter J W Boyce F S Broadley Miss M V Chamberlain	M H Charlesworth B Dave D A Gamble J Kaufman Mrs H E Loydall K J Loydall R E R Morris	Mrs S B Morris G S Atwal Ms A R Bond Ms K Chalk B Fahey
<b>OFFICERS IN ATTENDANCE (4):</b>		
S J Ball Mrs A E Court	M W L Hall A Thorpe	

Min Ref.	Narrative	Officer Resp.
57.	<p><b><u>CALLING TO ORDER OF THE MEETING AND PRAYERS</u></b></p> <p>The meeting of the Council was called to order to receive His Worship The Mayor and Deputy Mayor.</p> <p>The meeting was led in prayer by the Chaplin.</p>	
58.	<p><b><u>APOLOGIES FOR ABSENCE</u></b></p> <p>An apology for absence was received from Councillors D M Carter, Mrs S Z Haq, T Barr, Dr T K Khong and R H Thakor.</p>	
59.	<p><b><u>DECLARATIONS OF INTEREST</u></b></p> <p>None.</p>	
60.	<p><b><u>READING, CONFIRMATION AND SIGNING OF MINUTES</u></b></p> <p><b>RESOLVED THAT:</b></p> <p>The Minutes of the meeting of the Council held on Tuesday, 08 December 2015 be taken as read, confirmed and signed.</p>	
61.	<p><b><u>ACTION LIST</u></b></p> <p><b>RESOLVED THAT:</b></p> <p>The Action List arising from the previous meeting of the Council held on Tuesday, 08 December 2015 be noted by Members.</p>	

62.	<p><b><u>MOTIONS ON NOTICE</u></b></p> <p>None.</p>	
63.	<p><b><u>PETITIONS, DEPUTATIONS AND QUESTIONS</u></b></p> <p>None.</p>	
64.	<p><b><u>MAYOR'S ANNOUNCEMENTS</u></b></p> <p>The Mayor presented to Members the list of Official Mayoral Engagements attended by The Mayor and, or, Deputy Mayor as set out at agenda item 8a in the first supplementary agenda update (at page 1). The Mayor further confirmed his attendance at the 'Lessons from the Holocaust' event on 20 January 2016 (at line 4) and the 'High Sheriff Changeover' event due to be held on 08 April 2016 (at line 25).</p> <p>In accordance with Rule 7.3 of Part 4 of the Constitution, the Mayor moved for the order of business to be altered and agenda item 9, 'Leader's Statement' be taken at the end of the meeting.</p> <p><b>RESOLVED THAT:</b></p> <p>The order of business be altered and agenda item 9, 'Leader's Statement' be taken at the end of the meeting.</p>	
65.	<p><b><u>CORPORATE PLAN</u></b></p> <p>The Council gave consideration to the report and appendix (at pages 19 - 24) as delivered by the Chief Executive, which should be read together with these minutes as a composite document.</p> <p>The Chief Executive directed Members' attention to paragraphs 4.1 to 4.9 of the Corporate Plan, 'The Council's Commitments' as set out in Appendix A (at pages 22 - 23). He noted that the delivery of the nine commitments, and the wider Corporate Plan, was entirely dependent upon the four-year financial settlement (as only recently clarified by central government) and would predominantly feature in a revision of the Council's Medium Term Financial Strategy (MTFS) in due course. On a national level, the settlement was said to realise an ever diminishing role for local government and an expectation that local authorities were to become increasingly more self-sufficient. The Chief Executive reported that Heads of Service and Managers were working to respond to the challenges faced and to ensure that the Council's commitments were achievable in accordance with the soon-to-be revised MTFS.</p> <p>With reference to 'Governance Structure' at paragraph 2.2 (at page 21), citing '5 Conservatives', Councillor B Fahey stated that, in fact, there were 6 Conservative Members and requested the same be amended. The Member further questioned the accuracy of the commitment made at paragraph 4.1.a, 'Maintain Front Line Services' (at page 22) alleging that 'free shoppers' car parking' was restricted (i.e. a maximum of three hours) and that 'weekly collection of waste and recycling' was fortnightly.</p> <p>The Leader of the Council noted the error made at paragraph 2.2 and</p>	

	<p>assured Opposition Members that the requested amendment would be made, accordingly. In respect of paragraph 4.1.a, the Leader stated that: residents of the Borough understood what was meant by 'free shoppers' car parking' (without further clarification); refuse/residual and recyclable waste were, in fact, collected on a weekly-basis; and garden waste was collected on a fortnightly-basis.</p> <p><b>UNANIMOUSLY RESOLVED THAT:</b></p> <p>The overarching Corporate Plan for the life-cycle of this Council be agreed by Members.</p>	
<p><b>66.</b></p>	<p><b><u>BUDGET PROPOSALS 2016/17</u></b></p> <p>The Council gave consideration to the report and appendices (at pages 25 - 56) as jointly-delivered by the Chief Executive, in the absence of the Interim Chief Finance Officer (Section 151 Officer), and the Chair of the Policy, Finance and Development Committee, Councillor Mrs S B Morris, which should be read together with these minutes as a composite document.</p> <p>The Chief Executive stated that the report was a technical consolidation for Members' consideration of the information hitherto resolved at the meetings of the Service Delivery Committee held on 19 January 2016 and the Policy, Finance and Development Committee held on 02 February 2016, respectively.</p> <p>Councillor Mrs S B Morris sought to introduce the Council's Budget proposals for 2016/17, noting the challenging times faced by the public sector and, in particular, local government. With reference to the 'General Fund Budget Summary 2016/17' as set out in Appendix 1 (at page 30), the net Committee expenditure in 2016/17 was cited to be just under £6.1 million, over £300,000 less than in 2015/16, owing to a reduction in the Council's Revenue Support Grant of over £400,00 whilst, at the same time, the costs of financing the Council's investment in services had increased. This was said to include investment in a new fleet of refuse vehicles and the two, new Leisure Centres and Swimming Pools which had doubled the annual interest and principal repayments from £306,000 in 2015/16 to £626,000 in 2016/17.</p> <p>The Member stated that in order to balance the books, the Council was proposing to identify savings in 2016/17 largely around staffing levels, citing the Council's earlier resolution in December 2015 to reduce the use of agency, contractor and interim staff. In addition, savings were said to be found from the current establishment by deleting posts that have been vacant for some time. She stated that a further review of the establishment across the Council's services would also be undertaken, in respect of which: any staff reductions would only be agreed if there was certainty that community services would not be affected; and no compulsorily redundancies would be sought, thus avoiding considerable costs and risks to service disruption. She further stated that in future years, the Council would look to find further savings from the better use of technology, asset rationalisation and new ways of working.</p> <p>The Member reported that grant funding from central government was to be reduced from £1.1 million in 2015/16 to just over £700,000 in 2016/17, with</p>	

all local authorities having seen similar reductions. She stated that the government had announced their intention to phase out this grant entirely by 2020, which would see further reductions. At a national level, it was said that the government's belief in an economic recovery would mean that there will be more business activity (and more business rates for Councils to collect) in the coming years, and that the extra business rate income would offset the reductions in grant. However, the problem for Councils like Oadby and Wigston was said to be a difficult one, insofar as it was hard to see where the extra business rates were likely to materialise: as such, the issue required further consideration and would feature in the iteration of the Council's MTFS next month.

The Member noted that, for the first time in some years, the Council was proposing to increase its Council Tax given that the Council Tax Freeze Grant would not be available from 2016/17 and signposted Members to the details set out at agenda item 12 (at pages 57 - 60) and the first supplementary agenda update (at pages 2- 9).

The Member equally noted that, despite the significant financial challenges, the Council would continue to invest in the long-term in services, assets and infrastructure. With reference to the 'Capital Programme 2016/17 to 2018/19' as set out in Appendix 4 (at page 39), the Programme was said to include: over £3.7 million on the refurbishment of Boulter Crescent; just under £800,000 on new, more efficient refuse vehicles; over £400,000 on disabled facilities grants to improve the quality of life for local residents; and £250,000 on the Blaby Road Park Pavilion.

With reference to the 'Housing Revenue Account' as set out in Appendix 3 (at page 33), citing the effect this Council's spending plans, the Member stated that, in respect of Housing Services, the government had decided that in each of the next four years, housing rents were to be reduced by 1% in order to reduce the bill for housing benefits. However, it was noted that although rents were being reduced, the Council's policy of increasing service charges and garage rents by CPI inflation plus 1% would continue, which for 2016/17 equated to an increase of 1.1%.

With reference to the 'Risk and Sensitivity Analysis for 2016/17' as set out in Appendix 7 (at pages 51 - 56), the Member advised that the Council's overarching financial policy was to ensure that the Council did nothing to put its financial standing at risk. As part of the planning of the 2016/17 budget, she informed Members that she had instructed the Council's Interim Chief Financial Officer to systematically review the proposals (as outlined) and to give his professional advice on the associated risks, as set out in Appendices 6 and 7 (at pages 41 - 45 and 46 - 49). Based on his advice, the recommendations contained in the report regarding the use and maintenance of reserves were set out at paragraphs 2.6 and 4.6.

The Member stated that, give the challenges faced, the Council would have to change the way it does business. This was to be said to be (already) achieved: with the successful opening of the Customer Service Centre; by seeing reductions in staff numbers, whilst working smarter and making better use of new technology; and by finding new ways of engaging and working with our partner organisations. Commending the Budget, the Member surmised that she remained confident that the Council would continue to thrive and described the Council as being ambitious for the area,

for the communities it served and for the way it would operate.

Councillor Mrs S B Morris moved the recommendations as set out at paragraphs 2.1. to 2.8 of the report (at pages 25 - 26).

Councillor Mrs L M Broadley commended the Council's capacity to balance its books without affecting frontline services given the difficulties posed by funding cutbacks.

Councillor Mrs L M Broadley seconded the recommendations.

The Leader of the Opposition, Councillor B Dave, raised an concern in respect of the underlying issues pertaining to the Budget's preparation as a statutorily-mandated accounting exercise, citing an approximate under/overspends of c. £1 million and the fluctuation of cost-centre budget allocations purportedly ring-fenced for specific service-area purposes. He stated that there were no significant concerns in respect of the Budget's overall intended direction nor with the figures contained therein.

Councillor Mrs S B Morris advised that the process(es) concerning the Budget's preparation was a highly prescriptive one as dictated by government regulations.

Councillor J Kaufman acknowledged the significant achievements secured by a small, Liberal Democrat administered Council (viz. free garden waste collections, free parking, two new leisure facilities, Customer Service Centre's opening) which continued to serve and benefit the residents of the Borough, despite the increasingly-austere economic climate all local authorities continued to weather. The Member commended all the Council's Officers involved who made their realisation possible.

With reference to the 'General Fund Budget Summary 2016/17' as set out in Appendix 1 (at page 30), Councillor G S Atwal enquired as to the rate of interest accumulated upon the two-fold increase in capital financing (i.e. from £306,180 to 626,660) across 2015/16 and 2016/17. The Member also enquired as to the impact of the proposed reductions to staffing costs upon the viability of the Council's workforce. He further stated that he supported a more progressive policy in respect of increases to Council Tax in order to lessen the immediate impact upon residents.

With reference to the 'Housing Revenue Account' (HRA) as set out in Appendix 3 (at page 33), Councillor G A Boulter stated that government-led requirement to reduce rents by 1% per annum over the next four years served to weaken the Council's HRA Business Plan. He further raised concerns as to implications stemming from the concurrent reductions in housing benefit and the increases in private-sector rents, which was said to be prohibiting many young and single people from being adequately-housed and, or, securing a footing on the property-ladder. The Member nevertheless commended the high-standard of the Council's housing stock, citing the refurbishments currently being undertaken at Boulter Crescent, Wigston. The Member lastly criticised the government-led requirement for the Council to dispose of its highest-valued housing stock, as a means to plug the financial gap sustained to Housing Associations following the extension of the Right to Buy scheme as opposed to any reinvestment of funds into housing stock. He invited Opposition Members to lobby their



Conservative counterparts in Parliament to address the same.

The Chief Executive accepted the concerns raised by Councillor B Dave. He stated that a concerted effort was needed to prudently balance the Budget and in innovative ways to adapt to the ever-changing economic climate. He reported that the two-fold increase in capital financing was a result of an intended investment in a new fleet of recycling vehicles and the two, new leisure facilities: as part of the contract, it was said that the latter now negated the payment of an ongoing management fee and ultimately accrued a significant saving to this Council over the contract's lifetime.

Councillor Mrs A R Bond alleged that there was a disproportionate concentration of capital works in the Wigston area. She further raised a concern of a resident who had condemned the state of repair of Chartwell House, Oadby and requested that in/exterior refurbishment works be undertaken as soon as practicable.

Councillor G A Boulter reported that capital works were being undertaken in the Oadby area, citing refurbishments at King Street, Oadby as an example. He stated that the structural integrity of Chartwell House was not at any imminent/dangerous risk, that its refurbishment programme was to be brought forward and that re-painting of the building exterior was to be completed before the year end.

The Leader of the Council stated that capital receipts were invested throughout the Borough's three urban areas. He reported that Chartwell House had been earmarked for potential refurbishment and further encouraged Members to use the Members' Enquiry System so that residents' concerns could be captured.

The Leader of the Council emphasised that the Council's recent investments sought to secure long-term savings and that considerations about appropriate reserve levels were important to maximise the benefit of investment opportunities if, and when, implemented sensibly with a degree of forward-planning. For example, and with reference to the comments made by the Chief Executive, he reported that a £6 million saving was to be accrued over the leisure contract's 20-year period. He acknowledged the challenges ahead faced by this Council but remained confident in protecting front-line services within the Borough and in such a way as to continue to improve the standard and efficiency of service-delivery within inherited budgetary-constraints. He noted that although the balancing of the Budget was a complex exercise, which required further attention by the Interim Chief Finance Officer, he said that this Council's position was comparatively strong and commended the same.

**RESOLVED THAT:**

- (i) The General Fund net revenue budget estimates for 2016/17 totalling £6,414,876 be approved (as set out in Appendix 1);
- (ii) The capital programme for 2016/17 amounting to £6,323,764 be approved (as set out in Appendix 2);
- (iii) The Housing Revenue Account draft estimates for 2016/17 be approved (as set out in Appendix 3);
- (iv) The Chief Finance (Section 151) Officer be authorised to arrange the financing of the capital programme, as necessary;

	<p>(v) A decrease of 1.00% in housing rents (as set out in Appendix 3, paragraph 4.2) and increases in other charges (as described in Appendix 3, paragraph 2) be approved;</p> <p>(vi) The list of reserves and balances (as set out in Appendix 5) be approved;</p> <p>(vii) As set out in the Chief Finance (Section 151) Officer's statement (at Appendix 6), the following polices be approved, namely:</p> <p>(a) An absolute minimum level of General Fund reserves of 5% of annual net expenditure throughout the period between 2016/17 to 2019/20 be held;</p> <p>(b) An absolute minimum level of General Fund reserves of 5% of annual net Holding an optimal level of reserves of between 5% and 10% of annual net expenditure over the period 2016/17 to 2019/20 be held to cover the absolute minimum level of reserves, in-year risks, cash flow needs and unforeseen circumstances;</p> <p>(c) A maximum recommended level of reserves of 10% of annual net expenditure for the period 2016/17 to 2019/250 be held to provide additional resilience to implement the Medium Term Financial Plan;</p> <p>(d) A Reserves Strategy be adopted to maintain the recommended optimal level of reserves within the relevant period (2016/17 to 2019/20); and</p> <p>(e) In relation to the Housing Revenue Account (HRA), reserves at a minimum of £300,000 be maintained.</p> <p>(viii) The risks and sensitivities surrounding the Budget (as set out in Appendix 7) be noted by Members.</p> <p><b>Votes For</b>                    20  <b>Votes Against</b>                0  <b>Abstentions</b>                    1</p>	
67.	<p><b><u>COUNCIL TAX SETTING 2016/17</u></b></p> <p>The Council gave consideration to the report in the first supplementary agenda update (at pages 2 -9), as jointly-delivered by the Chief Executive, in the absence of the Interim Chief Finance Officer (Section 151 Officer), and the Chair of the Policy, Finance and Development Committee, Councillor Mrs S B Morris, which should be read together with these minutes as a composite document.</p> <p>The Leader of the Council sought to clarify that report set out in the first supplementary agenda update (at pages 2 -9) was to supersede the original report in provided in main agenda document (at pages 57 - 60) due to short-notice revision of the precepts for the Police and Crime Commissioner for Leicestershire.</p> <p>Councillor Mrs S B Morris requested that the substantive recommendation set out at paragraph 2.1. of the report (at page 6) be amended to incorporate an increase of 1.99% in Council Tax and, subject to that amendment, commended the report to Members.</p> <p>Councillor Mrs S B Morris moved the recommendations as set out at</p>	

paragraphs 2.1. to 2.5 of the report (as amended).

Councillor Mrs L M Broadley stated that the proposed increase in Council Tax was the first for this Council in five-years: however, noted that the Council still remained one of the lowest-setting authorities across all Leicester/shire District and Borough Councils.

Councillor Mrs L M Broadley seconded the recommendations (as amended).

The Leader of the Opposition sought further clarification as the recommendation at paragraph 2.1 (as amended).

Councillor Mrs S B Morris advised that the amendment to the substantive recommendation opted to incorporate an increase of 1.99%, as opposed to an increase of £5, to the rate of Council Tax for 2016/17.

The Opposition Leader enquired as to the reason for the increase in the Council's base rate.

Councillor Mrs S B Morris advised that the increase of 1.99% served to normalise the Council base rate as a result, and subsequent to, the successive acceptance of the Council Tax Freeze Grant (CTFG) for the preceding five-years.

The Deputy Leader of the Council, Councillor M H Charlesworth, stated that the CTFG was taken in previous years in the knowledge that future budgets were to be amended, accordingly. He noted that the levying of Council Tax was done for prudent, as opposed to political, purposes which required a sensible approach to avoid service failure.

**RESOLVED THAT:**

- (i) It be noted that, under powers delegated to the Chief Finance Officer, the Council be calculated at the amount of 16,944.20 as its Council Tax base for the financial year 2016/17 and that an increase of 1.99% in Council Tax be approved in accordance with the Local Authorities (Calculation of Council Tax Base) (England) Regulations 2012.
- (ii) The Council Tax Requirement for the Council's own purposes for 2016/17 be approved at £3,501,210;
- (iii) The following amounts be calculated by the Council for the year 2016/17 in accordance with sections 30 to 306 (as amended) of the Local Government Finance Act 1992:
  - (a) £19,017,644 being the aggregate of the amounts which the Council estimates for the items set out in section 31A(2) of the Act;
  - (b) £15,516,434 being the aggregate of the amounts which the Council estimates for the items set out in section 31A(3) of the Act;
  - (c) £3,501,210 being the amount by which the aggregate at 3 a) above exceeds the aggregate at iii(b) above, calculated by the Council, in accordance with section 31A(4) of the Act, as its Council Tax Requirement for the year;
  - (d) £206.63 being the amount at iii(c) divided by the amount a 1 above, calculated by the Council, in accordance with section 31 B

- of the Act, as the basic amount of its Council Tax for the year;
- (e) Being the amounts given by multiplying the amount at iii(d) above by the number which, in the proportion set out in Section 5(1) of the Act, be applicable to dwellings listed in a particular valuation band divided by the number which in that proportion is applicable to dwellings listed in valuation Band D, calculated by the Council, in accordance with section 36(1) of the Act, as the amount to be taken into account for the year in respect of categories of dwellings listed in different valuation bands below.

#### Valuation Bands

A	B	C	D	E	F	G	H
£	£	£	£	£	£	£	£
137.75	160.71	183.67	<b>206.63</b>	252.55	298.47	344.39	413.26

- (iv) It is noted that for the year 2016/17, Leicestershire County Council, the Police and Crime Commissioner for Leicestershire, and the Leicester, Leicestershire and Rutland Combined Fire Authority have stated the following amounts in precepts issued to the Council, in accordance with section 40 of the Local Government Finance Act 1992, for each of the categories shown below.

#### Precepting Authorities - Valuation Bands

Leicestershire County Council :-							
A	B	C	D	E	F	G	H
£	£	£	£	£	£	£	£
751.60	876.87	1,002.14	<b>1,127.40</b>	1,377.94	1,628.47	1,879.00	2,254.80
Police and Crime Commissioner for Leicestershire :-							
A	B	C	D	E	F	G	H
£	£	£	£	£	£	£	£
122.39	142.78	163.18	<b>183.58</b>	224.38	265.17	305.97	367.16
Leicestershire Fire Authority :-							
A	B	C	D	E	F	G	H
£	£	£	£	£	£	£	£
41.08	47.93	54.77	<b>61.62</b>	75.31	89.01	102.70	123.24

- (v) That having calculated the aggregate in each case of the amounts at ii(e) and iii above, the Council, in accordance with section 30(2) of the Local Government Finance Act 1992, hereby sets the following amounts as the amounts of Council Tax for the year 2016/17 for each of the categories of dwellings shown below.

A	B	C	D	E	F	G	H
£	£	£	£	£	£	£	£
1,052.82	1,228.29	1,403.76	<b>1,579.23</b>	1,930.18	2,281.12	2,632.06	3,158.46

Votes For 20  
 Votes Against 1  
 Abstentions 0

68. **PAY POLICY STATEMENT 2016/2017**

	<p>The Council gave consideration to the report and appendices (at pages 61 - 70) as delivered by the Director of Services, which should be read together with these minutes as a composite document.</p> <p>The Director of Services stated that the annual publication of the Pay Policy Statement, as set out in Appendix A (at pages 63 – 69), was a statutory obligation outlining, amongst other things, the pay of the Council’s staff: most notably, a pay comparison between its Chief Officers vis-a-vis its lowest-paid employees. She reported that the Living Wage was introduced by this Council back in 2013 and would continue to be paid to those few qualifying employees for the foreseeable future.</p> <p>The Deputy Leader welcomed the Council’s continuance of the Living Wage and moved the recommendation at paragraph 2 of the report (at page 61).</p> <p>Councillor D A Gamble seconded the recommendation.</p> <p>Councillor B Fahey enquired as to the respective number(s) of permanent, full-time, part-time and agency Council staff currently employed in each salary banding.</p> <p>Councillor S B Morris advised that the information requested was not readily available at this meeting but would be provided to the Member in due course.</p> <p><b>UNANIMOUSLY RESOLVED THAT:</b></p> <p>The Pay Policy Statement for 2016/17 be approved.</p>	
69.	<p><b><u>RESPONSE TO GOVERNMENT CONSULTATIONS</u></b></p> <p>The Council gave consideration to the report (at pages 71 - 78) as delivered and summarised by the Planning, Policy and Regeneration Manager, which should be read together with these minutes as a composite document.</p> <p>The Deputy Leader enquired as to what the government’s intended position was to be should New Homes Bonuses (NHB’s) be phased out as understood.</p> <p>The Planning, Policy and Regeneration Manager advised that the government’s proposal sought to amend as oppose to phase out the NHB’s incentive scheme in respect of: a reduction in the number of years that NHB’s are paid (i.e. from six to four years) and; to limit NHB allocations for none/late submission of Local Plans.</p> <p>Councillor Mrs L Eaton left the Chamber at 8:15 pm.</p> <p><b>UNANIMOUSLY RESOLVED THAT:</b></p> <p>The proposed comments as set out in paragraphs 3.3 to 3.15 and 3.18 to 3.20 of the report be approved as the Council’s response to the Government consultations.</p>	
70.	<p><b><u>UPDATE ON LOCAL DEVELOPMENT ORDERS</u></b></p>	

	<p>The Council gave consideration to the report as set out in the second supplementary agenda update (at pages 1 - 3) as delivered and summarised by the Planning, Policy and Regeneration Manager, which should be read together with these minutes as a composite document.</p> <p><b>UNANIMOUSLY RESOLVED THAT:</b></p> <p>(i) The progress on the Local Development Orders and the future work programme be noted by Members; and</p> <p>(ii) The statutory consultation beginning on Monday, 22 February 2016 be noted by Members.</p> <p>Councillor Mrs L Eaton returned to the Chamber at 8:21 pm.</p>	
71.	<p><b><u>RECEIVING OF MINUTES FOR INFORMATION</u></b></p> <p>The Council received the minutes as set out at agenda item numbers 16a - 16m (pages 8 - 155), together with the supplementary update (at pages 10 – 23), from the meetings of the below-mentioned Committees, Forums, Working Groups and Outside Bodies for the purposes of information:-</p> <p>a. <b>Minutes of the Oadby Residents' Forum held on Wednesday, 04 November 2015;</b></p> <p>b. <b>Minutes of the South Wigston Residents' Forum held on Tuesday, 10 November 2015;</b></p> <p>c. <b>Minutes of the Wigston Residents' Forum held on Wednesday, 11 November 2015;</b></p> <p>d. <b>Minutes of the Development Control Committee held on Thursday, 19 November 2015;</b></p> <p>e. <b>Minutes of the Greening of the Borough Working Group held on Monday, 23 November 2015;</b></p> <p>f. <b>Minutes of the Community Engagement Forum held on Thursday, 10 December 2015;</b></p> <p>g. <b>Minutes of the Development Control Sub-Committee (Enforcement) held on Monday, 11 January 2016;</b></p> <p>h. <b>Minutes of the Place Shaping Working Group held on Tuesday, 12 January 2016;</b></p> <p>i. <b>Minutes of the Licensing and Regulatory Committee held on Thursday, 14 January 2016;</b></p> <p>j. <b>Minutes of the Change Management Committee held on Wednesday, 20 January 2016;</b></p> <p>k. <b>Minutes of the Development Control Committee held on Thursday, 21 January 2016; and</b></p> <p>l. <b>Minutes of the Policy, Finance and Development Committee held on Tuesday, 02 February 2016</b></p>	
72.	<p><b><u>LEADER'S STATEMENT</u></b></p> <p>The Leader of the Council, Councillor J W Boyce, noted the progress made to date in respect of the Combined Authority for Leicester/shire (CA) which had since included a first draft its Terms of Reference and Constitution which were not likely to be finalised until May or June of this year. It was said that a number of governance-related implications also required addressing, namely: the fact that the Leaders of this Council and Melton Borough Council did not enjoy an executive, decision-making capacity; and</p>	

	<p>the election and accountability of a directly-elected Mayor. The matter of reserved and delegated powers to be exercised, respectively, by the CA and the Constituent Member Councils, and the need for commensurate budget allocations to allow the same, was also said to be the subject of ongoing negotiations. Proposals determining the membership status of those local authorities bordering the Leicester/shire area (i.e. Rutland Country Council) were also under consideration in addition to whether the geo-political remit of any CA ought to combine the Leicestershire, Nottinghamshire and Derbyshire areas.</p> <p>The Leader further informed Members that work was currently being undertaken in respect of the framing of a proposal by this Council in response to a request requiring details of the available provision and infrastructure within the Borough to meet the government's commitment to accommodate 20,000 Syrian refugees. The proposal was said to be complex one entertaining several service-area implications: however, it was emphasised that the re-housing needs of those Syrian refugees to be met within this Borough were to be resourced from the private-sector. On a wider-aspect, the Leader also informed Members that Kennedy House, a former homelessness unit based in South Wigston, had recently been identified by the Home Office and G4S for inclusion in the National Asylum-Seeker Dispersal Scheme to house asylum-seekers whilst their applications were being determined. He stated that discussions were currently being held between all stakeholders and interested parties to secure the best deal possible, most notably surrounding those asylum-seekers' entitlement to certain rights, and the implications thereof, granted by virtue of the asylum decision-making process in deeming to have a "local connection" to the Borough. It was assured that Member's were to be kept informed about future developments.</p>	
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**THE MEETING CLOSED AT 8.29 PM**



.....  
**MAYOR**  
.....

**TUESDAY, 19 APRIL 2016**  
.....

COUNCIL

**ACTION LIST**

**ARISING FROM A MEETING HELD ON TUESDAY, 08 DECEMBER 2015**

<b>Min Ref.</b>	<b>Title</b>	<b>Action To Be Taken</b>	<b>Officer</b>	<b>Target Date</b>	<b>On Target</b>
<b>65.</b>	Corporate Plan	To correct the error made at paragraph 2.2 noting 6 Conservative Members.	<b>MH</b>	<b>Apr-16</b>	<b>Yes</b>



# Agenda Item 8a

## LIST OF OFFICIAL MAYORAL ENGAGEMENTS (MAY 2015 – APRIL 2016)

### 2015

#### May

28 Buckingham Palace Royal Garden Party

#### June

3 OWBC Brocks Hill Volunteering Fair  
5 The Royal Anglian Regiment Cocktail Party and Beating Retreat  
6 Oadby & Wigston Swimming Club Mayor's Swimming Gala  
7 OWBC Brocks Hill Event  
9 Mothers' Union Mothers' Union Festival Eucharist Service  
12 OWBC Mark Hall Photo shoot  
19 Lawns Care Home Mad Hatters BBQ  
20 Carl Walter Tesco Community Event  
21 OWBC Brocks Hill Bird, Bees and Butterflies Day Event  
22 OWBC Mark Hall Armed Forces Flag Raising  
27 Punjabi Listeners Club Punjabi Language Seminar  
28 Friends of Wigston Charities Garden Party

#### July

1 Learning South Leics SSP Celebration Event for School Sport  
3 Green Pepper Activities Launch of New Care Home  
4 Leicestershire County Council Armed Forces Day Service and Parade  
9 Pride of the Borough Visit of Judges  
11 The Bishop of Leicester Farewell Party  
14 University of Leicester Summer Degree Congregations 2015  
23 Chairman of County Council Summer Evening Buffet Reception  
30 Leicester Children's Holiday Centre, Chairman's Lunch

#### August

1 High Sheriff of Leicestershire Afternoon Tea with Jazz  
1 Aylestone Lane Allotment Assn Annual Allotment Day  
15 Leicestershire County Council Service to Commemorate 70th Anniversary of VJ Day  
19 OWBC Mark Smith Supersonic Boom  
30 Leicester Children's Holiday Centre Chairman's Lunch

#### September

3 Rotary Club of Oadby Presentation to Rotary  
6 Oadby & Wigston Muslim Assn. Bi Annual Summer Sizzler  
10 Leicestershire County Council Evensong to Commemorate HM Queen Long Service  
12 Bill Boulter Sock Day  
13 High Sheriff of Leicestershire Magna Carta Justice Service  
19 Rainbows Open Day  
20 Royal Air Forces Association Parade & Service Battle of Britain  
21 O&W Pride of the Borough Annual Awards and Celebration Evening 2015  
27

#### October

Charnwood Borough Council Civic Service  
3 Oadby & Wigston Lions Club Charity Swim  
11 Friends of Brocks Hill Food Fayre  
13 Leicester Cathedral Evensong to Commemorate Battle of the Hohenzollern  
27 Magistrates Association AGM and Educational Event  
30 OWBC Carolyn Holmes Launch of Natural Discovery Volunteer Dev Pr  
31 Wigston Civic Society Commemoration of World War 1

#### November

3 Leicestershire Police Intercultural Evening  
5 Chair of OLP Heads Private Meeting  
7 OWBC Town Centre Manager Oadby Christmas Lights Switch On  
8 OWBC Remembrance Parade and Service  
8 Oadby Royal British Legion Remembrance Parade and Service  
11 OWBC Remembrance Day Service

- 11 Lieutenancy Office Show : We'll Meet Again
- 12 Peter Swift's Funeral
- 21 Leicester Festival of Music & Drama Festival
- 24 Avril Lennox Awards Evening
- 28 OWBC Hark Hryniw Wigston Christmas Lights Switch On

#### **December**

- 2 OWBC Official Opening of Customer Service Centre
- 3 Lord Mayor's Christmas Concert
- 4 Motor Neurone Disease
- 5 OWBC Town Centre Manager South Wigston Christmas Lights Switch On
- 6 O&W Fundraising Group Lights to Remember Service
- 9 OWBC Borough Carol Concert
- 10 Melton Borough Council Civic Carol Service
- 12 Community Action Partnership Over 60's Free Christmas Dinner
- 17 Muslim School Oadby Annual Assembly
- 17 HMP Glen Parva Annual Carol Service
- 17 Wigston Academies Trust Christmas Concert
- 19 Salvation Army Carol Concert

#### **2016**

#### **January**

- 10 Oceans Fun Day
- 15 Nottingham Building Society Branch Opening
- 21 Civic visit to Defence 6<sup>th</sup> Form College
- 26 OWBC Holocaust Memorial Day
- 27 Leicester City of Faiths Holocaust Memorial Day
- 28 Leicester County Council Chairman Castle House Dinner

#### **February**

- 3 Dialogue Society of Leicester Talk on 'Is Multiculturalism dead?'
- 4 All Saints CofE Primary School Wings of Peace Memorial Service
- 6 Pride of the Borough Awards
- 21 Gurdwara – Mayor's charity Collection Presentation
- 25 Leicestershire County Council Unsung Heroes Dinner
- 28 Rotary Club of Oadby Swimathon at Parklands

#### **March**

- 4 Oadby Remembers
- 4 Pride of the Borough Awards Ceremony
- 12 Leicester Progressive Jewish Congregation – Induction of new Rabbi
- 13 Dialogue Society International Women's Day
- 19 Senior Citizens Steering Group Spring Concert
- 20 Oadby Sport Relief Event

#### **April**

- 8 Leicestershire County Council High Sheriff Changeover
- 12 City of Leicester RAFA Presentation of Legion of Honour
- 17 ABF The Soldiers Charity – A Curry Luncheon

## LIST OF OFFICIAL DEPUTY MAYORAL ENGAGEMENTS (MAY 2015 – APRIL 2016)

### 2015

#### May

30 Carl Walter Opening of New Shop on Blaby Road

#### June

17 Guthlaxton College Musical Mayhem

#### July

2 High Sheriff of Leicestershire Evening at Bosworth Battlefield Centre

8 ABF Reception and Band Concert

10 Thythornfield School Awards Ceremony

#### August

8 LCHC (Mablethorpe) Civic Day

17 HBBC Mayor's Charity Evening

#### September

17 NWLDC Magic Evening

22 Harborough District Council Civic Dinner

24 High Sheriff High Sheriff's Reception at Warning Zone

#### October

3 Lieutenancy Office A Musical Evening at Leicester Cathedral

10 Andrew Granger Concert and Reception

11 Blaby District Council Civic Service

16 Leicestershire County Council Walk of Britain

18 Leicestershire County Council County Service

31 HBBC Mayor's Charity Ball

#### November

8 St. Thomas Church, South Wigston Remembrance Service

21 OWBC Libby Gluyas Brocks Hill Christmas Craft Fayre

22 SSAFA President's Luncheon

25 Royal Mail Christmas Visit

27 Lady Gretton A Winter Reception

28 Oadby & Wigston Scout and Guide Band An Evening of Musical Entertainment

#### December

4 Menphys Carol Concert

7 LOROS Christmas Concert

9 Harborough District Council Civic Carol Service

10 NWLDC Christmas Charity Dinner Show

13 HBBC Civic Carol Service

17 Charnwood Borough Council Community Carol Service

17 Wigston Academies Trust Christmas Lunch

19 Salvation Army Carol Concert

### 2016

#### January

16 South Wigston Chamber of Commerce Beauty and the Beast Production

#### February

6 Wigston Civic Society Civic Orchestra 50<sup>th</sup> Anniversary

#### March

3 Wigston College – Little Shop of Horrors

11 Melton BC Civic Dinner

15 Hinckley & Bosworth BC Civic Dinner

17 Leicester & Rutland Magistrates Association Annual Spring Conference

#### April

7 Blaby District Council Chairman's Civic dinner

11 Leicestershire Girl Guiding Annual Review

13 Leicester Children's Holiday Centre Fundraising Dinner

14 NW Leicestershire Chairman's Charity Dinner & Show

15 Lord Mayor of Leicester Black Tie Dinner

20 Hinckley & Bosworth BC Mayor's Charity Fund raising Event

## 2016 UPCOMING EVENTS TO BE ATTENDED BY THE MAYOR AND DEPUTY MAYOR

### April

24	Hinckley & Bosworth Borough Council	Civic Service
24	Leicester Scouts	St Georges Day Parade
28	Lord Mayor of Leicester	Service of Thanksgiving

### May

10	Wigston Civic Society	Unveil replacement plaque for Wigston Station
14	Bishop of Leicester	Welcome service for new Bishop
14	Hinckley & Bosworth Council	Mayor B&W Diamond Ball
TBC	Local Government Association	Royal Garden Party

### June

1	Wigston Civic Society	Relaunch of Two Steeples Walk
12	28th Leicester (Wigston) Scout Group	Summer Fete
17	The Lawns	Care Home Open Day
25/26	South Wigston Chamber of Commerce	Tesco South Wigston Community Fun Day
26	Oadby & Wigston Lions Club	Menphys Gala Concert

### July

1	Leicestershire County Council	100th Anniversary Battle of Somme
2	Buxton Military Tattoo	ABF The Soldiers' Charity
19	Mayor Melton BC	Civic Service St Mary's Church

### September

27	South Leicester Sea Cadets	Biennial Royal Naval Parade
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### October

02	Leicestershire County Council	County Service
09	High Sherriff Leicester	Justice Service at Leicester Cathedral

### December

03	South Wigston Chamber of Commerce	Christmas Capers
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# Agenda Item 10



<b>Council</b>	<b>Tuesday, 19 April 2016</b>	<b>Matter for Decision</b>
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**Title:** **Members' Allowance Scheme 2016/17**

**Author:** **Mark Hall - Chief Executive**

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## 1. Introduction

This report asks Council to consider and adopt a Members' Allowance Scheme for 2016/17 based on the recommendations of the Independent Remuneration Panel. The Council is required to have regard for the Panel's report each year.

## 2. Recommendations

That Member's adopt the Members' Allowance Scheme as recommended by the Independent Remuneration Panel (IRP).

## 3. Information

- 3.1. Attached at Appendix 1 is the report of the Independent Remuneration Panel recommending a Members' Allowance Scheme for the Council for the 2016/17.
- 3.2. The Panel continued to build on data in respect of its long term aim to rebalance the scheme to increase the basic allowance following a full review of the Scheme as reported in September 2013 and supplemented in April 2014 and February 2015. The review had sought to rebalance the Scheme to produce a more transparent and simplified structure.
- 3.3. The report proposes minor changes to the existing scheme and provides details of the work carried out by the Panel over the past year, with a view to proposing a revised scheme in April 2016.

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<b>Implications</b>	
Financial (CR)	The Members' Allowance Scheme as proposed is within the Budget set aside for 2016/17.
Legal (AC)	CR1 - Decreasing Financial Resources.
Risk (AC)	No significant implications.
Equalities (AC)	The Council has a duty to consider the advice of the Independent Remuneration Panel in determining the Members Allowances.

**Members' Allowances Review**  
**for**  
**Oadby and Wigston Borough Council**

**Report of the**  
**Independent Remuneration Panel**

Feb 2016

## RECOMMENDATIONS

The Panel makes the following RECOMMENDATIONS:

- a) Special Responsibility Allowances (SRA) be agreed as set out in Column 2 of the following Table:

	Col 1 - Existing (£)	Col 2 – Proposed (£)
Leader of the Council	7310	10,000
Deputy Leader of the Council * halved where shared	2430*	2500*
Leader of the Opposition Group # pro rata based on the total membership of groups where applicable	2430#	2500#
Chairman of Policy, Finance & Development, Service Delivery, Development Control	3450	3500
Vice Chairman of Policy, Finance & Development, Service Delivery, Development Control	1150	1000
Chairman of Council (Mayor)	3040	3500
Vice Chairman of Council (Deputy Mayor)	910	1000
Chairman of Licensing & Regulatory Committee	2430	2500
Vice Chairman of Licensing & Regulatory Committee	800	1000
Member of Development Control Committee (other than Chairman or Vice Chairman)	240	Nil
Generic Task Group Chairman Allowance (pro rata if the Group disbands)	1000	1000
Change Management Committee Chairman	1000	1000
Community Engagement Group Chairman	1000	1000
Children and Young People Forum Chairman	1000	1000
Greening of the Borough Working Group Chairman	1000	1000
Community Safety Partnership Chairman (where it is a Member of the Council)	1000	1000
Place Shaping Working Group Chairman	1000	1000
Health and Wellbeing Board Chairman	1000	1000
Residents Forum Chairman	1000	1000
Members Standards Complaints – Adjudication Panel (up to 4 hours*, over 4 hours** per attendance)	50* or 100**	50* or 100**
Member of Licensing Panel (up to 4 hours*, over 4 hours** per attendance)	30* or 60**	30* or 60**
Member of Internal Interview Panel (up to 4 hours*, over 4 hours** per attendance)	50* or 100**	50* or 100**
Representative on Outside Body (up to 4 hours*, over 4 hours** per attendance)	30* or 60**	30* or 60**

- b) The Members Allowance Scheme included at Appendix A to this report be adopted, to be effective for the period 18 May 2016 until 9 May 2017.

- c) That a Basic Allowance of £4,750 should be paid to each Councillor and have effect from 18<sup>th</sup> May 2016.
- d) That councillors should be permitted to claim no more than two Special Responsibility Allowances. In those cases 100% of the higher and 50% of the lower Special Responsibility Allowance should be claimed.
- e) The Council note the results of the Panel's continuing work and benchmarking exercise against comparable local authorities.

## **INTRODUCTION**

The Local Authorities (Members' Allowances) (England) Regulations 2001, requires Local Authorities to establish and maintain an Independent Remuneration Panel (IRP). The Local Authorities (Members' Allowances) (England) Regulations 2003, placed additional responsibilities on the role of the Panel.

The purpose of the Panel is to make recommendations to the Authority about allowances to be paid to Elected Members. The Panel has a duty, each year, to advise the Authority on its scheme and the amounts to be paid. The Council must have regard to this advice.

### **Membership of the Panel**

The Panel comprises of the following individuals;-

- |                    |   |
|--------------------|---|
| Mr Laurie Faulkner | - Magistrate and retired Head of Business Development at De Montfort University |
| Mr David Wood      | - Self Employed Local Resident  |
| Mr John Whiting    | - Local Resident and Retired Tax Inspector                                      |

### **Process of the Review**

The Panel has addressed the requirements of the Regulations in drawing up the recommendations for the Council's 2016/2017 scheme.

The Panel continued to build on data in respect of its long term aim to rebalance the scheme to increase the basic allowance following a full review of the Scheme as reported in September 2013 and supplemented in April 2014 and February 2015. The review had sought to rebalance the Scheme to produce a more transparent and simplified structure.

The Panel recommends the adoption of the attached Scheme for the 2016/17 municipal year. This differs from the existing scheme in that it proposes to raise the Basic Allowance for all councillors and also simplifies the payment of Special Responsibility Allowances by reducing the bands from eight to four.



## History

To recap, a benchmarking exercise identified that the current structure of the Scheme sets the basic allowance lower than that of many other comparable local authorities. It also highlighted that a number of Schemes adopted by other comparable local authorities were simpler, with fewer different bandings of special responsibility allowances. Consequently, the report of the Independent Remuneration Panel considered by the Council in September 2013 proposed two options for a Members Allowance Scheme. These can be summarised as 1) a rebalanced Scheme within the existing budget or 2) a re-adoption of the existing scheme with some minor rounding of allowances. The Council resolved to re-adopt the existing Scheme in line with recommendation 2.

In the report considered in September 2013, Recommendation 1 reduced the total number of bandings from thirteen to five, which made the scheme more transparent and much simpler to understand from the perspective of the public. This is due to the rationalisation of some inconsistencies contained within the scheme following the cumulative impact of minor changes made over a number of years.

Work carried out prior to the report in September 2013 analysed and adjusted the levels of special responsibility allowances, reducing the number of bandings of special responsibility allowances and removing some attendance allowances. The effect of this reduced the spread of allowances paid to individual councillors.

Since the initial proposals, the Panel has been mindful of continued financial pressure faced by the Council and on public spending in general. The Panel also acknowledges that the Council had expressed a view that it was not appropriate to remodel the scheme against a backdrop of budgetary constraints and cuts in local authority spending. In the circumstances, the Panel recommended no change to the existing Scheme in 2015/16 with the exception of the inclusion of a generic allowance for Task Groups that were set up following a governance review in April 2014. The purpose of a generic allowance supports the time limited nature of the Task Groups and allows flexibility within the Scheme for this model of governance.

The proposed scheme for 2016/17 revisits the basic principles that the Panel wished to focus on in 2013 in increasing the Basic Allowance and further streamlines the Special Responsibility Allowances by reducing them from eight bands to four.

### **2016/17 Scheme – Work Since April 2015**

The Panel has continued to carry out benchmarking of the current structure against the cluster of other comparable local authorities to provide the Council with more information to support a rebalanced scheme for future years.

In a similar way to last year, data was collected from a cluster of fourth option local authorities which is set out below:

For the first time the Panel feels it has had the opportunity to review the allowance scheme without the limitations of having to constrain the overall budget within the historic financial limits. If the Council accepts the recommendations of the Panel then

this will increase the total amount of the Scheme by approximately £20,000. This approximate amount has been included within the budget estimates for 2016/17.

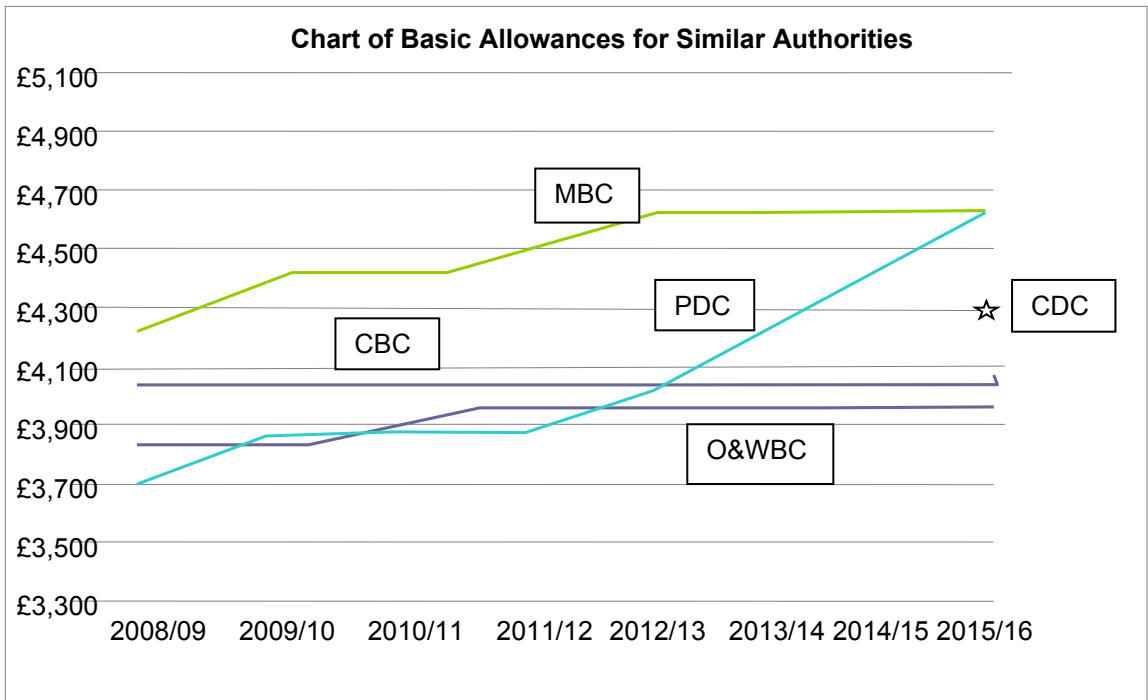
Table of cluster of similar authorities

<b>Authority</b>	<b>Population</b>	<b>Number of Councillors</b>	<b>Basic Allowance October 2015</b>
Christchurch Borough Council	47,752	24	£4072
Purbeck District Council	44,973	24	£4616
Oadby & Wigston Borough Council	56,170	26	£3960
Melton Borough Council	50,376	28	£4617
Craven District Council**	55,409	30	£4300
<b>Averages</b>	<b>50,936</b>	<b>27</b>	<b>£4313</b>

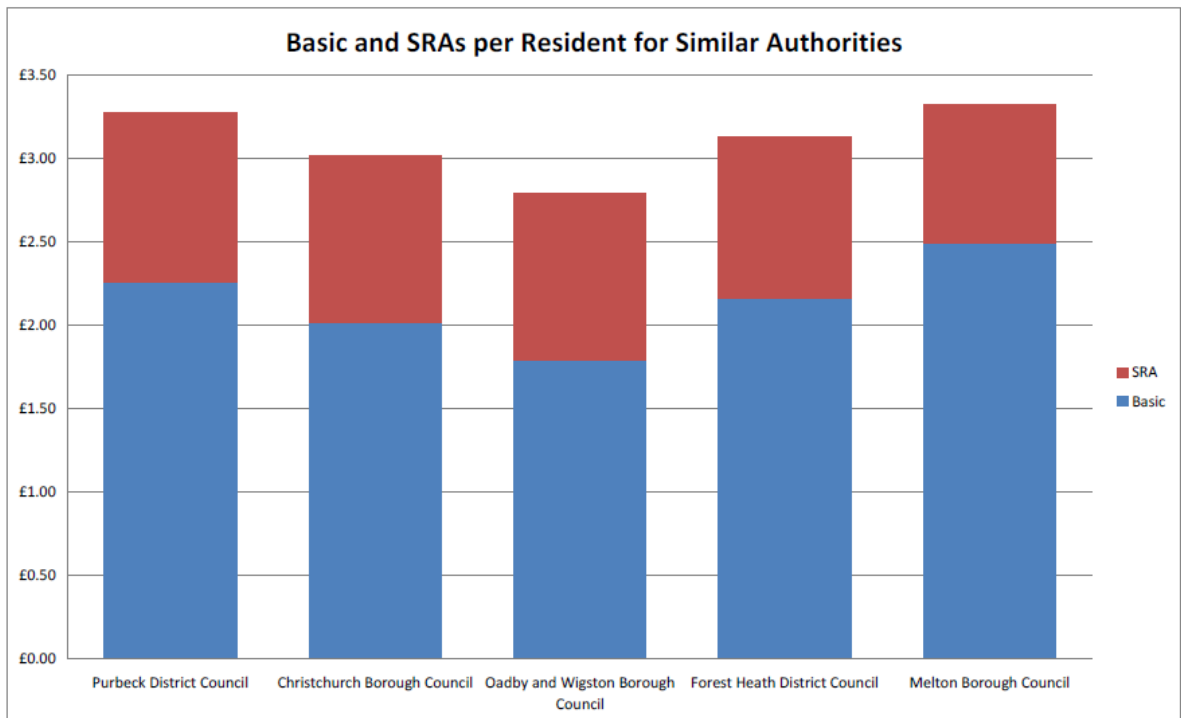
\*\*Forest Heath District Council (used in the previous report) has now moved to an Executive system with a Cabinet. This has been replaced with Craven District Council.

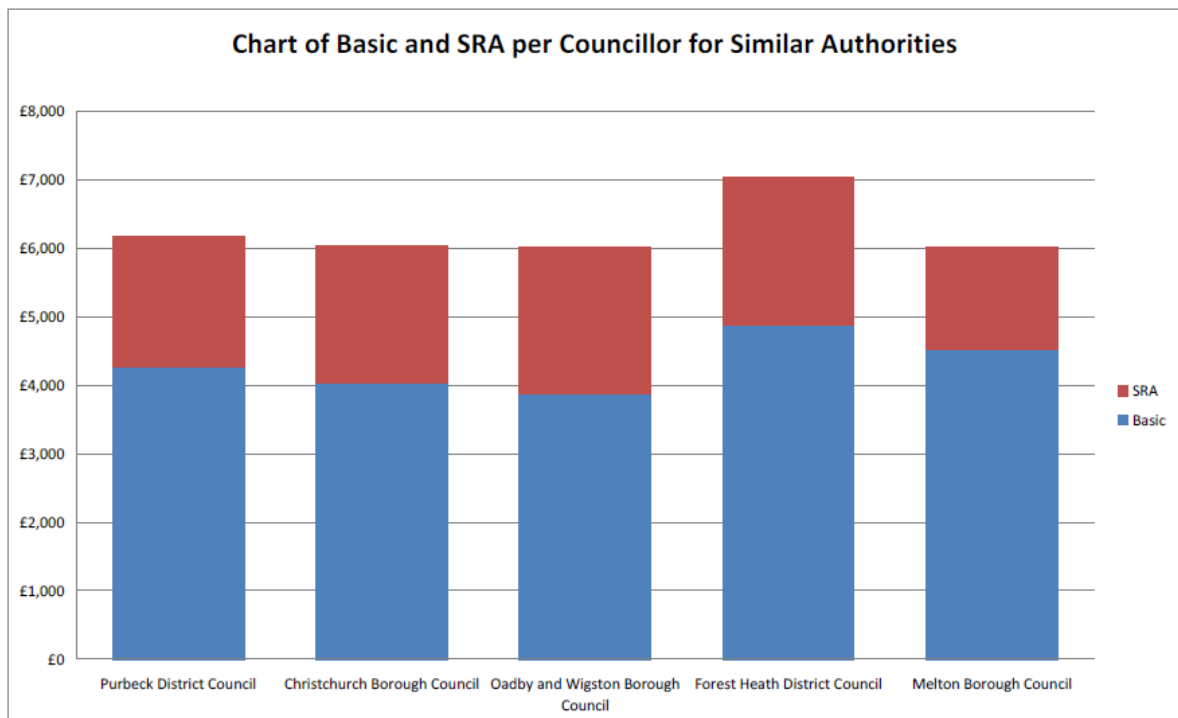
Analysis of historical payments going back several years of basic allowances across the cluster continue to show that Oadby and Wigston Borough Council has been consistently lower than average. [See table below.](#)

After consideration of the recent changes in workload for the Leader of the council, the panel have increased the Leader's allowance to reflect these changes to the role



Further analysis based on the Scheme cost per resident and cost per councillor using data for 2014/15 was a useful measure and the results are shown below. It was noted that while the special responsibility allowance was close to that of the other authorities in the cluster, the basic allowance, once again, was much lower than average. This supports the Panel’s long term view to increase the basic allowance.





**Future Workplan**

If accepted by councillors this will be the first increase in basic allowance for over six years and by increasing it by that amount the Panel don't expect that it will increase again for some time. The Panel will, however, continue with its benchmarking exercises using the cluster of similar authorities.

# Agenda Item 11



<b>Council</b>	<b>Tuesday, 19 April 2016</b>	<b>Matter for Information and Decision</b>
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**Title:** Council's Medium Term Financial Strategy 2016/17 to 2020/21

**Author:** Martin Hone – Interim Chief Financial Officer (Section 151 Officer)

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## 1. Introduction

- 1.1 The purpose of the Medium Term Financial Strategy is to update the Council and other Stakeholders on the forecast position of the Council's finances within the national public finance context. The Strategy covers the period 2016/17 to 2020/21, being the current year plus four. The Strategy identifies savings targets for the next budget cycle and identifies the key issues for delivering a balanced budget.

## 2. Recommendations

That Council:

- 2.1 Approves the Medium Term Financial Strategy attached as an Appendix to this report;
- 2.2. Notes the Council's current and projected financial positions.

## 3. Information

- 3.1 The Medium Term Financial Strategy (MTFS) is the Council's key financial planning document. It sets out the implications of the Corporate Plan and ensures that resources are allocated to meet identified need and priorities approved by the Council.
- 3.2 It is part of a wider corporate system that comprises key policy documents, such as the Community Strategy and Corporate Plan.
- 3.3 The purpose of the Council's Medium Term Financial Strategy is to support the Council's corporate business planning process and to indicate the resource issues and principles, which will be used to shape the Council's annual budget development and medium term financial plans.
- 3.4 Due to the current significant uncertainty surrounding the levels of public expenditure, and more specifically to local government funding, the Interim Chief Financial Officer has updated the various assumptions and forecasts within the MTFS with all known information from the government, CIPFA and other sources of information. It is highly likely these assumptions and forecasts will need to be revised and updated and re-presented to Council and spending Committees over the coming months.

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<b>Implications</b>	
Financial (MH)	As contained in the attached Appendix.
Legal (MH)	As set out in the report.
Risk (MH)	As set out in the attached Appendix.
Equalities (MH)	All proposals for growth, savings or capital investment are subject to appropriate equality impact assessments.

# OADBY & WIGSTON COUNCIL'S MEDIUM TERM FINANCIAL STRATEGY

2016/17 – 2020/21

## CONTENTS

- 1 Introduction**
- 2 The national financial context**
- 3 The local financial context**
- 4 The corporate, service and resource planning framework**
- 5 Corporate Plan**
- 6 Delivering the Medium Term Financial Strategy**
- 7 Corporate assurance and risk management**

**Appendix A General Fund forecast**

**Appendix B Housing Revenue Account forecast**

**Appendix C Reserves forecast**

### **1 Introduction**

The Medium Term Financial Strategy shows, at a high level, how the Council intends to address the financial challenges it faces in delivering its priorities.

Through corporate and service planning the strategy will be developed into a four year financial plan. Both the Corporate Plan and the Medium Term Financial Strategy have a time frame of four years but they are updated and approved at Council annually.

The financial plans for the first year of the strategy (i.e., 2016/17) are set out in detail in the suite of reports agreed by Council in February 2016. The remainder of this document sets out the Council's Medium Term Financial Strategy (MTFS) to cover the remainder of the planning period (2017/18 to 2020/21). It shows, at a high level, how the Council intends to address the corporate

and service challenges identified in its Corporate Plan and the financial challenges identified in the Medium Term Financial Forecast (see Appendices A-C).

The MTFS presents the financial position captured at a point in time and therefore provides a reference point for corporate decisions and allows key messages regarding financial strategy to be communicated to staff and stakeholders. It does this by showing how the Council intends to align its financial resources to national and local priorities while balancing spending with available funding. The strategy assists the Council in setting financial targets and a direction of travel in performance for services over the three year planning period. This means that annual revenue budgets and capital investment plans are linked to, and informed by, the MTFS. This document looks to build on the assumptions of last year's MTFS and to reiterate the commitment to robust, prudent and sustainable financial management to meet the current and future needs of Oadby & Wigston.

## 2 The national financial context

### *The spending review and local government finance settlement*

The November 2015 Spending Review set out the scale of the cuts local government faces over the course of the parliament, with the Chancellor making clear that local government will continue to play a major role in the government's deficit reduction plans and will see funding for the services it delivers cut significantly. Simultaneously, the Chancellor also delivered the annual autumn statement which provided details on a range of policies with implications for local government.

While the Spending Review provided the overall amount of funding local government can expect to receive, the actual impact for individual councils was set out in the local government finance settlement published in December 2015. For Oadby & Wigston the figures are as follows:

	2016/17	2017/18	2018/19	2019/20
	£m	£m	£m	£m
Settlement Funding Assessment of which:	2.13	1.80	1.62	1.42
Revenue Support Grant	0.72	0.36	0.14	NIL
Baseline Funding Level	1.41	1.44	1.48	1.53



The Spending Review means further increase in the uncertainty faced by the Council. Although the Chancellor stated that local government will spend the same level by the end of this Parliament in cash terms as it does today, this is unlikely to result in an improved outlook and the Council should prepare for further funding reductions beyond the current medium-term plan. Not only do the plans mean a reduction in real terms, but local government may have to fund functions which are currently funded by central government, for instance the administration of Housing Benefit for pensioners. It is unclear whether the further transfer of business rates will be sufficient to meet this spend.

### ***Growth, forecast and debt***

The Office for Budget Responsibility (OBR) forecasts GDP growth of 2.4% in 2015, 2.4% in 2016 and 2.5% in 2017. CPI inflation is forecast to be below target in 2016 and to remain below the 2% inflation target before returning gradually to 2.0% in 2019. Public sector net borrowing is forecast to fall to 3.9% of GDP in 2015/16 and then to fall each year for the remainder of the forecast period. The OBR forecasts that the public finances will return a surplus of £10.1bn in 2019/20.

### ***Spending plans***

In the July Budget, the Chancellor stated the government will make savings of £37bn over this parliament. Of this, a total of £12bn will come from welfare cuts and £5bn will come from tackling tax avoidance and tax planning, evasion and compliance, and imbalances in the tax system. This left £20bn of savings to be identified in the Spending Review.

The OBR forecast for public finances in November 2015 estimated:

- Increased revenue gross tax increases over the 5 year period (up to 2020/2021) total £28.5bn. These include the new apprenticeship levy (£11.6bn), higher council tax (£6.2bn), and the introduction of higher rates of stamp duty land tax for second homes and buy-to-let purchases (£3.8bn)
- Lower interest on the government debt – Spending on debt interest is lower in all years, reflecting a further fall in market interest rates.

Changes to the OBR forecast since July Budget 2015 meant that the remaining reduction in spending required was £18bn.

As announced at Summer Budget 2015, the government is introducing an apprenticeship levy which will be worth £3bn per annum by 2019/20.

The remaining £3bn is to be delivered through measures aimed at tackling tax avoidance.

The cut of £12bn to total departmental resource spending by 2019/20 is made up of £21.5bn of savings from unprotected departments, of which £9.5bn will be reinvested in the government's priorities which include:

- Spend 2% of Gross Domestic Product (GDP) on defence for the rest of this decade
- Spend 0.7% of Gross National Income on overseas aid
- Provide the NHS in England £10bn per year more in real terms by 2020/21 than in 2014/15
- Increase the basic State Pension by the triple lock in April 2016, so that it rises to £119.30 a week
- Protect overall police spending in real terms over the Spending Review period.

The scale of protection afforded to these departments and budgets means local government has to bear a larger proportion of funding cuts. The Council must be mindful that following the revision to forecasts in 2010 cuts to councils were subsequently increased to help meet deficit reduction targets.

### ***Business Rates, Core Grant (RSG), and other funding changes***

The government previously announced that by end of the parliament 'core grant' (Revenue Support Grant) would be phased out and councils would get to keep all business rates generated nationally. It is difficult to ascertain from the supporting information presented in the Review the exact funding position for the Council as the government has not set out clearly how much councils can expect to receive in each year.

The position regarding business rates remains unclear. In order to achieve the required cuts to achieve a surplus by 2019/20 the government is going to have to both 'substitute' business rates for existing sources of income (that is, allow us to retain rates in exchange for cutting other grants) and transfer over significant areas of new responsibilities. A number of these were mooted in the Review, such as the administration of Housing Benefits for pensioners and Public Health.

The position remains that under the reforms councils will have the power to cut but not raise rates, except in limited cases for elected mayors to raise rates following consultation with the business community in order to pay for infrastructure.

The doubling of small business rates relief has been extended to 2016/17. Eligible businesses will pay either no rate, or have their rate tapered. In the past councils have been recompensed for this with a specific 's31' grant, and it remains to be seen whether this will be the case for 2016/17.

The Spending Review announced other important changes to the local government funding. These include:

- New Homes Bonus – the government announced it will consult on reducing the length of payments from six years to four years. This would present a further funding cut for both capital projects and revenue.
- The Review stated that local authorities will have the flexibility to spend capital receipts excluding those from Right to Buy on the costs of service reform.
- The Chancellor also announced an increase to the Better Care Fund by £1.5bn to support integration between health and social care. In order to improve the integration further, every part of the country will have to set out a plan for the integration of services by 2017 and to be implemented by 2020.

### ***Council Tax***

The Spending Review announced that local authorities responsible for social care will be allowed collect a social care precept, giving them the power to raise new funding to be spent exclusively on adult social care. The precept will work by giving local authorities the flexibility to raise Council Tax in their area by up to 2% above the existing threshold, which was 2% in recent years, without the need for a referendum.

In previous years the Council has taken advantage of the ‘freeze grant’ offered to local authorities. This is no longer available and as a consequence Council Tax was increased by 1.99% in 2016/17. The MTFs anticipates a similar increase in each of the next three years.

### ***Welfare***

As expected, the Chancellor reversed plans to make changes to Working Tax Credit. To pay for the funding gap that this creates, he confirmed that the £12bn saving to the welfare budget would be met over a longer period. Current claimants will continue to retain their tax credit, with a “transitional period” when these claimants go over to Universal Credit. There will be tougher rules on new claimants.

The National Living Wage (NLW) announced in the Summer Budget will be £7.20 from April 2016. This is below the £9.20 wage currently advocated for by living wage campaigners. Based on the OBR’s earnings forecasts, the NLW will be over £9 by 2020.

The Personal Allowance (the earning threshold where people start to pay tax on) will be raised to £12,000 by the end of this Parliament.

Additional Discretionary Housing Payments (the fund used for Councils to mitigate the impacts of the welfare changes) will continue to be given to local authorities, although the level of funding is not yet clear.

### ***Housing***

As regards Housing Benefits, the Review announced limitations in social sector rents to the equivalent private sector rent. Social sector rents for tenants on Housing Benefit will be capped at the equivalent Local Housing Allowance (LHA) rate for new tenants from April 2016 and existing tenants from April 2018. The exact level of impact is currently being assessed.

The Review signalled a shift in Temporary Accommodation financing, taking it out of the welfare budget and with funds directly provided to Councils for homelessness work. Councils will receive at least the same amount of money initially (with £10m more nationally to be spent by authorities on homelessness) and have more control over where it is spent. From 2016/17 the costings anticipate considerable savings (£1bn to 2020/21) but it is unclear how these savings would be achieved.

There will be a new 3% surcharge on stamp duty for buy-to-let properties and second homes from April 2016, raising about £1bn. Receipts would not be reinvested locally.

The government intends for a large investment in delivery of homes, but sole focus is on ownership. Affordability covered through Starter Homes, Help to Buy and Shared Ownership. The targets are 400,000 affordable homes to include 200,000 Starter Homes (starting at £450,000), 135,000 Shared Ownership, 10,000 'rent to buy' and 8,000 specialist homes for older people.

### **3 The local financial context**

As shown above, the Council's finances are influenced significantly by the national economy and Government policy on the share of public spending for local government and how that is then distributed to individual Councils in formula grant.

Local factors that influence available finance include:

- Council Tax and Business Rates levels.
- Council Tax and Business Rates collection.
- Movements in Council Tax and Business Rates base.
- Spending decisions.
- Levels of fees and charges.
- Revenue consequences of capital investment.

At a high level. Oadby & Wigston:

- Has the fourth lowest Council Tax in Leicestershire in 2016/17 (including precepts from parishes and town councils).
- Has broadly average funding per head of population from Government compared to other Councils.

Many of the cost pressures facing the Council over the next few years are the same as for most other local authorities:

- The need to find ongoing savings and the implications for services of the Chancellor's Autumn Statement and Budget.
- Interest rate rises once the Council needs to borrow to fund its capital programme.
- Possible shortfalls against the expected value of assets identified for disposal.
- The adequacy of contingencies to meet demographic and economic pressures.
- The impact of rent reductions over the next four years on the Housing Revenue Account.
- The effects of welfare reform on the communities the Council serves.

The Council also faces cost pressures because of its particular demographics:

- The investment required to maintain vibrancy in town centres.
- The limits on the ability to promote economic growth and thus benefit from increased business rate income.
- The limits on the ability to increase the supply of affordable housing and thus benefit from increased New Homes Bonus.
- Ageing population.

Significant savings in the running costs of day-to-day services will be required over the planning period and this will require a focus on new ways of working (e.g., accommodation strategy, procurement, enhanced internet capabilities, etc.). Some of these projects may require upfront investment in order to achieve ongoing savings.

Given the current economic outlook, there are significant uncertainties surrounding the future funding of local services and it remains important that the Council has a level of reserves that allows it to withstand any unanticipated financial impacts of future developments at the local and national level. These issues have been reflected in the Medium Term Financial Forecast and the Medium Term Financial Strategy.

#### **4 The corporate, service and resource planning framework**

The MTFS is an integral part of the Council's planning framework and is reviewed annually. As part of the roll forward of the MTFS, a review of the links between the Council's financial plans, its corporate plan and other key strategic documents (e.g., asset management, fees and charges, treasury management, risk register, reserves policy) has been undertaken to ensure that these are synchronised and support each other.

The corporate, service and resource planning framework delivers:

- The Council's aims and priorities in the medium to long term.
- The Council's priorities in the short term.
- Improved efficiency.
- Improved value for money.
- Effective use of available resources.

The MTFS provides the framework to set service and Council-wide financial strategy targets and a direction of travel for performance for the planning period to 2019/20. Targets for 2016/17 (in terms of treasury management, asset management, fees, charges and reserves) have already been agreed as part of the annual budget exercise.

The MTFS optimises resource allocation by balancing spending on services, community leadership and the management/professional capacity to improve services, efficiency and governance.

Each year the financial strategy targets are updated for inflation and for other changes in circumstances (e.g., to reflect the previous year's outturn; demographic changes). The allocation of capital resources is considered at the same time, although specific targets are not allocated to services. The General Fund forecast is attached at Appendix A and the Housing Revenue forecast is attached at Appendix B. The Reserves forecast is attached at Appendix C.

For the General Fund, there is a funding gap of £0.86m in 2017/18 and net savings required over the planning period of £1.4m.

As regards the Housing revenue Account, the MTFs forecasts that sufficient revenue will be generated in 2016/17 to contribute £0.494m towards capital expenditure, and a total contribution to capital outlay of £1.311m over the planning period.

The Council's reserves are forecast to reduce from £4.041m at the beginning of financial year 2016/17 to £3.332m by the end of financial year 2019/20. This is before decisions are made about utilising some of these reserves to fund long-term investment in infrastructure, housing, etc. which would have the effect of reducing the need to borrow to fund the Council's capital programme.

The Council's proposed capital programme for the current and future years is summarised below:

	2016/17	2017/18	2018/19	2019/20
<b>Fund</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>
General Fund	2,405	499	499	499
Housing Revenue Account	3,919	2,065	1,273	1,305
<b>Total Capital Programme</b>	<b>6,324</b>	<b>2,564</b>	<b>1,772</b>	<b>1,804</b>
<b>Funding</b>				
Borrowing	4,019	1,114	262	262
Grants and Contributions	182	177	177	177
Capital Receipts	60	60	60	60
Major Repairs Reserve	1,214	1213	1273	1305
Use of Reserves	849	0	0	0
<b>Total Funding</b>	<b>6,324</b>	<b>2,564</b>	<b>1,772</b>	<b>1,804</b>

The Council's capital programme is currently fully funded and has been prepared based on the level of borrowing the Council can support, as well as the level of notified grants, prudent assumptions regarding the level of other grants and the timing and valuation of asset disposals. The impact of borrowing costs on the Council's revenue budgets are reflected in the forecasts included in this strategy.

The adequacy of Council reserves was reviewed as part of the budget setting exercise for financial year 2016/17 and Council agreed the following strategy:

- An absolute minimum level of General Fund reserves of 5% of annual net expenditure that is maintained throughout the period between 2016/17 to 2019/20;
- An optimal level of reserves of between 5% and 10% of annual net expenditure over the period 2016/17 to 2019/20 to cover the absolute minimum level of reserves, in-year risks, cash flow needs and unforeseen circumstances;
- A maximum recommended level of reserves of 10% of annual net expenditure for the period 2016/17 to 2019/250 to provide additional resilience to implement the Medium Term Financial Plan;
- A Reserves Strategy to maintain the recommended optimal level of reserves within the relevant period (2016/17 to 2019/20);



- In relation to the Housing Revenue Account (HRA) my recommendation is that reserves be maintained at a minimum of £300,000.

The Reserves Strategy will be reviewed annually and adjusted in the light of the prevailing circumstances.

The estimated level of unallocated General Fund reserves at 31 March 2016, based on current projections is 15.8% depending on final spending, which remains above the maximum recommended level.

The Council's corporate, service and resource planning framework requires service managers, SMT and lead members to develop revenue and capital investment proposals within the financial envelope set out in the MTFs. There is some latitude for SMT and lead members to agree individual service guidelines as long as the overall financial targets are met.

## **5 Corporate Plan**

The latest Corporate Plan was agreed by Council in February 2016 and the MTFs reflects the Plan's priorities:

### ***Protect the Borough***

- a. The Council will resist any attempt by either the City or County Councils to impose their control over the Borough.
- b. The Council will work cooperatively and consensually with all the other Councils in Leicester and Leicestershire in order to form a Combined Authority and to seek the devolution of powers with the corresponding financial support from central government without the loss of its sovereignty.

### ***Maintain Front Line Services***

- a. The Council is committed to free shoppers' car parking and weekly collection of waste and recycling.
- b. No major changes would ever be made to these services without consultation.

### ***Offering Choice when Possible***

- a. The Council will offer choice whenever possible.

b. When major decisions affecting front line services need to be considered the Council will ensure that all the options available are explained clearly and listen and respond to residents.

#### ***Save Money through Service Redesign***

a. The Council will look at all its services and redesign those that can be improved and cheaper to run.

b. The main focus of this redesign will be the better and wider use of ICT, Council assets and procurement.

#### ***Involve Residents and Partners***

a. The Council is committed to continue with the town forums and to develop other community engagements systems.

b. The Council will work with and continue to support partner

#### ***Economic Development***

a. The Council recognises the need to develop both housing and the town centres.

b. This will be done with the maximum of public involvement and at minimum cost to the green spaces in the Borough

#### ***Greening the Borough***

a. The Council will continue to invest in and encourage activities which result in a greener Borough

b. The prioritising of the protection of trees will be a cornerstone of this commitment.

#### ***Improving the Health of Residents***

a. The Council wants to ensure residents live a full and healthy life.

b. The Council will continue to develop its relationship with partners in order to develop and implement appropriate outcomes that attempt to achieve this.

#### ***Value for Money***

a. The Council will always accept any council tax freeze grant offered by the Government.

b. The Council will endeavour to benchmark its services against the “most like” authorities to ensure transparency and demonstrate value for money.

## **6 Delivering the Medium Term Financial Strategy**

To become more efficient and effective the Council will need to ensure that it is budgeting for and spending on priorities; continuing to improve the management information available on productivity, quality and performance; considering alternative methods of service delivery, including collaboration and joint working to deliver services; and identifying opportunities for generating income streams. Inevitably this will require difficult decisions to be taken and developing new approaches to find further ways to increase efficiency and reduce net spending.

Most Councils will need to increase significantly the level of savings made – this will not be unique to Oadby & Wigston. Strong leadership from both elected members and officers will be paramount in continuing to challenge, monitor and support the Council to deliver the ongoing efficiency and productivity improvements required.

In drafting the MTFS the policies set out in the budget report to Council in February 2016 have been extended over the planning period:

- More active asset management.
- Service review and redesign placing residents at the heart of the process.
- 'Invest to save' schemes, where one-off expenditure achieves continuing revenue savings or additional income.
- Never adopting any schemes, projects or services that are not first demonstrated to be at least cost neutral and therefore will not be an additional burden to local Council Tax payers.
- Commitment to building more houses.

## **7 Corporate assurance and risk management**

The table overleaf identifies the key financial risks and sensitivities that the Council faces over the period to March 2020. It highlights the assumptions to be made in the budget and forward forecast for the period, areas of possible divergence from these assumptions, the likelihood of an alternative outcome and the financial impact of such outcomes. It concludes by identifying the control mechanisms for each of the risks and sensitivities.

<b>Factor</b>	<b>Directly Controllable by OWBC?</b>	<b>Base Assumption</b>	<b>Key Risks</b>	<b>Likelihood of Different Outcome</b>	<b>Financial Implications</b>	<b>Controls and Mitigation</b>
<b>Pay Inflation</b>	Mainly not.	1% per annum.	National settlement at higher level.	Nil for 2016/17; unlikely over the planning period.	A 1% pay rise equates to a £60k in the annual salary bill.	Sufficient balances exist to cover pay increases.
<b>Pay Inflation</b>	No.	Only contractually agreed increases have been included in the 2016/17 budget.	That price rises are greater than assumed.	The retail and consumer price indices for December 2015 were 1.2% and 0.2% respectively. However, these indices are not generally reflective of local government expenditure.	Greater price inflation would put pressure on the use of balances as reserves as funding is fixed.	Budgetary control, virements, contingencies and service level adjustments.
<b>National Economic Climate</b>	No.	Cautious provision made.	Greater demand for services; reduced resources.	Scope and depth of current economic climate unknown.	Examples included in report and S151 Assurance Statement.	Budgetary control, virements, contingencies, reserves and service level adjustments.
<b>New Legislation</b>	No.	Impacts of the Local Council Tax Support	Increase in costs to ensure compliance.	Unknown.	Unknown – dependent on the impact of	Constant monitoring, contingencies,

Factor	Directly Controllable by OWBC?	Base Assumption	Key Risks	Likelihood of Different Outcome	Financial Implications	Controls and Mitigation
		scheme, Universal Credit, local retention of NNDR, New Homes Bonus and reduction in housing rents have been included for 2016/17.			changes.	reserves and service level adjustments.
<b>Changed Council Priorities</b>	Yes.	Budget strategy is linked to corporate plan.	Changes after budgets are set.	Low, provided budget strategy and corporate plan are aligned.	Cost of new priorities unknown at this stage.	Published plan.
<b>Level of Government Funding</b>	No.	Overall reduction in Revenue Support Grant included in budget for 2016/17. Further reductions to NIL by 2020 anticipated.	Lower grant level than expected.	The Treasury has set out provisional RSG reductions to 2020.	Council to be self-financing by 2020.	Increase in Council Tax, budget reductions, efficiency savings, alternative funding streams.
<b>VAT Partial Exemption</b>	Partly.	No immediate impact on	Exceed 5% <i>de minimis</i>	Low.	Additional cost dependent on	Use of consultants for

<b>Factor</b>	<b>Directly Controllable by OWBC?</b>	<b>Base Assumption</b>	<b>Key Risks</b>	<b>Likelihood of Different Outcome</b>	<b>Financial Implications</b>	<b>Controls and Mitigation</b>
		budget.	threshold and incur costs in irrecoverable VAT.		extent to which the limit is exceeded.	VAT advice, revise plans for delivery of schemes, use of reserves.
<b>Capital/Borrowing</b>	Yes.	Effect of prudential borrowing on revenue positions.	Impact on revenue. Political risk and Member aspirations. Balance of investment and sustainability.	Low.	Unknown.	CFO reporting to Council under statutory duties and the setting of appropriate prudential indicators.
<b>Interest Rates</b>	No.	Base rates of 0.5% have been used in preparing the estimates for 2016/17.	Higher rates would impact on both the General Fund and the HRA borrowing (adversely) and on investments (favourably).	Medium, given the uncertainties in the market especially because of continuing global economic and fiscal difficulties.	In the medium term the impact of a rise would be minimal as the majority of the Council's borrowing is at fixed rates.	Adjust Treasury Management Strategy and other budgetary controls based on CIPFA's best practice guide.
<b>Investment Practice</b>	Mostly.	Counterparty list per approved Annual Investment	Counterparty default.	Low.	Potential loss of full amount invested and reduced investment	Investment strategy, credit rating watch, use of external financial advisers.

<b>Factor</b>	<b>Directly Controllable by OWBC?</b>	<b>Base Assumption</b>	<b>Key Risks</b>	<b>Likelihood of Different Outcome</b>	<b>Financial Implications</b>	<b>Controls and Mitigation</b>
		Strategy criteria.			income.	
<b>Pension Contributions</b>	No.	Known increases in employer's contribution and actuarial strain payments included in estimates.	Market conditions and demand on the Pension Fund including those resulting from the new automatic enrolment and workplace pension reform.	Medium.	Unknown but could be significant.	Forecast/forward strategy with Leicestershire County Council; monitoring interim evaluation results.
<b>Changes in Consumer Expectations/Demand</b>	No.	Budgets based on existing approved service levels.	Potential loss of income or increase in expenditure to meet demand.	Medium, but risk potentially increased due to impact of austerity.	Directly dependent on increases or reductions in demand.	Customer/resident consultation and performance monitoring.
<b>Demographic Population Growth</b>	No.	Service levels are based on 2012 Census report and other statistical information.	Additional demand, insufficient resources.	Low.	Unknown but could have significant effect.	Knowledge of trends in local demography, housing/planning delivery strategy, budget adjustment, Council and Business Rate income.

<b>Factor</b>	<b>Directly Controllable by OWBC?</b>	<b>Base Assumption</b>	<b>Key Risks</b>	<b>Likelihood of Different Outcome</b>	<b>Financial Implications</b>	<b>Controls and Mitigation</b>
<b>Interaction with Leicestershire County Council and other partners</b>	Yes.	Financial support from LCC, central government other partners and stakeholders.	Adequacy of control and administration of partners; residual costs falling on OWBC as accountable body; budget cuts proposed by LCC for 2016/17 and beyond.	Medium.	Unknown but could have significant effect.	Financial regulations, other codes of governance, due diligence and regular monitoring.
<b>Council Tax Level</b>	Yes, up to a maximum increase of 2% in any year.	Increase of 1.99% in 2016/17.	A high Council Tax increase would result in the triggering of a referendum. A low Council tax leads to pressure on the delivery of existing services.	Medium.	1% movement in Council Tax equates to £37,000.	Advice of S151 Officer in liaison with Members; appropriate use of reserves and balances; targeted efficiency savings.
<b>Savings and Efficiency Targets</b>	Yes.	Savings and efficiencies have been included in the	Savings and efficiencies are not achieved or are reduced by	Medium.	The extent to which targets are not met.	Budget monitoring to ensure early detection of plans going off target.



<b>Factor</b>	<b>Directly Controllable by OWBC?</b>	<b>Base Assumption</b>	<b>Key Risks</b>	<b>Likelihood of Different Outcome</b>	<b>Financial Implications</b>	<b>Controls and Mitigation</b>
		budget for 2016/17 and support the Council's wider and longer term transformation plans.	budget pressures.			Use of Equilibrium Reserve.
<b>Failure in Budgetary Control</b>	Yes.	Income and expenditure will be as set out in the budget.	Higher expenditure. Lower income. External events outside the Council's control.	Low, given budget monitoring processes and the Council's track record on financial management.	A 1% variance in net General Fund budget is equivalent to 1.8% on the Council Tax.	Budgetary control, virement, contingency provision, use of reserves, service adjustments.

Whilst the above points may seem like a long list, inevitably the Council's financial forecasts have many inherent risks attached to them. Clearly demand led activities are subject to market pressures; other areas of spending/income generation will be influenced by internal factors such as competing work pressures and standards of financial management. Also major capital schemes or developments bring with them financial as well as other risks that could have revenue implications. The Council's financial monitoring arrangements will ensure that these risks are contained and service performance management will provide additional support. The national economy and Government's other plans can have a marked impact on financial planning. Inevitably further changes to the financial projections will arise in producing detailed annual budgets.

**Medium Term Financial Strategy 2016/17 - 2019/20****General Fund Budget**

	<u>2016/17</u>	<u>2017/18</u>	<u>2018/19</u>	<u>2019/20</u>
	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
Employees	5,748	5,163	5,313	5,463
Premises	507	517	527	538
Transport	500	500	500	500
Supplies and Services	1,840	1,810	1,810	1,810
Third Parties	895	913	931	950
Transfer Payments	9,243	9,243	9,243	9,243
Income	(11,236)	(11,251)	(11,171)	(11,091)
Recharges to HRA	(650)	(650)	(650)	(650)
<b>Net Costs of Services</b>	<b>6,847</b>	<b>6,245</b>	<b>6,503</b>	<b>6,763</b>
<b>Savings Requirement</b>	<b>(765)</b>	<b>(862)</b>	<b>(1,135)</b>	<b>(1,403)</b>
Net Cost of Services after Savings Required	6,082	5,383	5,368	5,360
Capital Charges	627	891	929	960
Contribution from Earmarked Reserves	(294)	0	0	0
Net Expenditure Prior to Use of General Fund balance	6,415	6,274	6,297	6,320
Use of General Fund balance	(128)	(100)	(100)	(100)
<b>Budget Requirement General Fund</b>	<b>6,287</b>	<b>6,174</b>	<b>6,197</b>	<b>6,220</b>
Revenue Support Grant	(718)	(360)	(140)	0
Non Domestic Rates	(1,412)	(1,440)	(1,480)	(1,530)
New Homes Bonus	(446)	(507)	(602)	(602)
Collection Fund (Surplus)/Deficit	245	100	100	100
Other Grants	(455)	(360)	(360)	(360)
<b>Total External Funding</b>	<b>(2,786)</b>	<b>(2,567)</b>	<b>(2,482)</b>	<b>(2,392)</b>
Demand on Collection Fund	(3,501)	(3,607)	(3,715)	(3,828)
<b>Total Funding</b>	<b>(6,287)</b>	<b>(6,174)</b>	<b>(6,197)</b>	<b>(6,220)</b>

**Medium Term Financial Strategy 2016/17 - 2019/20****Housing Revenue Account**

<b><u>Expenditure</u></b>	<b><u>2016/17</u></b>	<b><u>2017/18</u></b>	<b><u>2018/19</u></b>	<b><u>2019/20</u></b>
	<b><u>£</u></b>	<b><u>£</u></b>	<b><u>£</u></b>	<b><u>£</u></b>
Supervision and Management				
General Management	1,144,370	1,147,800	1,151,260	1,154,760
Special Management	435,680	437,780	439,900	442,050
total Supervision and Management	1,580,050	1,585,580	1,591,160	1,596,810
Repairs and Maintenance	1,351,310	1,353,450	1,355,710	1,357,990
Depreciation (MRA)	1,214,000	1,245,000	1,276,000	1,308,000
Debt Charges	10,020	10,020	10,020	10,020
Bad Debt Provision	128,000	119,000	109,000	95,000
<b>Total Expenditure</b>	<b>4,283,380</b>	<b>4,313,050</b>	<b>4,341,890</b>	<b>4,367,820</b>
<b><u>Income</u></b>				
Rents - Dwellings	(4,994,100)	(4,911,700)	(4,830,660)	(4,750,950)
Void Losses	101,580	99,960	98,370	96,800
Rents - Non Dwellings	(85,080)	(86,360)	(87,660)	(88,970)
Other Charges	(187,480)	(190,290)	(193,140)	(196,030)
<b>Total Income</b>	<b>(5,165,080)</b>	<b>(5,088,390)</b>	<b>(5,013,090)</b>	<b>(4,939,150)</b>
<b>Capital Charges</b>				
Interest Paid	553,480	553,480	553,480	553,480
Interest Received	(15,000)	(15,000)	(15,000)	(15,000)
<b>Appropriations</b>				
Revenue Contribution to Capital	494,000	0	0	817,000
<b>Potential Funding Gap</b>				<b>(272,156)</b>
Deficit/(Surplus) in Year	150,780	(236,860)	(132,720)	511,994
Opening Balance	(593,194)	(442,414)	(679,274)	(811,994)
<b>Closing Balance</b>	<b>(442,414)</b>	<b>(679,274)</b>	<b>(811,994)</b>	<b>(300,000)</b>

## Medium Term Financial Strategy 2016/17 - 2019/20

## Council Reserves at 31 March 2017

		Balance 1st April 2015 £'000	Receipts in Year 2015/16 £'000	Used on Revenue in Year 2015/16 £'000	Used on Capital in Year 2015/16 £'000	Outturn Balance 31st March 2016 £'000	Movement on Reserves £'000	Balance at 31 March 2017 £'000	Restrictions in Use
<b>General Fund Earmarked Reserves</b>									
80306 7360	Open Spaces S106	622	6		(144)	484	(55)	429	S106 balances received for expenditure on parks and public open spaces
80306 7360	Capital Grants Received in Advance	27				27		27	Grants received for specific purposes, that have not yet been used
80306 7360	Useable S106 Interest	306				306	(124)	182	Interest received on S106 balances now used for their respective conditions
90005 7751	Useable Capital Receipts	579			(292)	287	(60)	227	Receipts from sale of assets to be used on capital projects only
90006 7751	Capital Project	6			(6)	0		0	Monies put aside specifically for use to fund capital projects
90007 7751	Contributions Unapplied Reserve	30				30		30	Grants received for specific purposes, that have not yet been used
90008 7751	Software Implementation	6			(6)	0		0	Monies put aside specifically for funding ICT software improvements
90017 7751	Contingency Reserve	200				200		200	To safeguard against budget risk and for one-off priming activities
90019 7751	Budget Carried Forward	106		(106)		0		0	Authorised budget carry forwards from the year to be used in the next financial year
90023 7751	Operations	30		(30)		0		0	To provided as insurance against potential fluctuations in market pricing on the sale of recyclates
90024 7751	Plant and Machinery	30			(30)	0		0	Used to fund the purchase of replacement plant and machinery
90025 7751	Service Improvement	24				24		24	Used to fund improvements in Council services to improve performance after corporate restructure and reductions in commensurate budgets
90026 7751	Forums - Council Priority	73				73		73	Funding from New Homes Bonus to be used to fund the improvement of areas which are specific Council priorities in areas where developments take place
90028 7751	Welfare Reform	75				75		75	Monies set aside to cover the additional costs of administration and recovery following the introduction of the local Council Tax Benefit scheme and Universal Credit
90029 7751	Troubled Families	23		(23)		0		0	Used to fund investment in the Troubled families programme
90030 7751	Income Profiling	150				150		150	Protection against fluctuations in service income
90031 7751	Disabled Facilities	0	10		(10)	0	10	10	Monies put aside specifically to fund Disabled Facilities Grants
90032 7751	European Regional Development Fund (ERDF)	17				17		17	Monies put aside specifically to provide matched funding for European Regional Development Fund schemes
90033 7751	Greening the Borough	183		(12)		171	(30)	141	Resources available to improve the environment of the Borough and well-being of residents
90034 7751	Active Asset Management	300				300		300	Funding for developing Business Enterprise Centres in the Borough
90035 7751	Recycling Improvement	992			(992)	0		0	For the retention of a weekly service
90036 7751	Management of Change	445		(351)	(94)	0		0	For future organisational development
90037 7751	Budget Equilibrium	600		(103)		497	(281)	216	To safeguard against changes in Council funding
90038 7751	Land Valuation	23				23		23	To fund ad hoc pieces of land that the Council may wish to buy/sell
90039 7751	HR Recruitment	20				20		20	To fund Council recruitment when required
	<b>Total</b>	<b>4,867</b>	<b>16</b>	<b>(625)</b>	<b>(1,574)</b>	<b>2,684</b>	<b>(540)</b>	<b>2,144</b>	
<b>General Fund Grants</b>									
90013 7751	Earmarked Grants	553				553		553	Proceeds of revenue grants and other external contributions that have not yet been used
90015 7751	HPDG	212	51	(62)		201		201	Contains the remaining proceeds of this Central Government funding for future housing and planning projects
90027 7751	Grounds Maintenance	234		(23)		211	(23)	188	This reserve holds a commuted lump sum received from a developer earmarked for the maintenance of a specific green space
	<b>Total</b>	<b>999</b>	<b>51</b>	<b>(85)</b>	<b>0</b>	<b>965</b>	<b>(23)</b>	<b>942</b>	
<b>HRA</b>									
90009 7751	Major Repairs	0	1,185		(1,185)	0		0	Capital funding for the maintenance of the Council's housing stock
90011 7751	Regeneration Reserve	500			(108)	392	(146)	246	For regeneration of housing stock (within the HRA Business Plan)
	<b>Total</b>	<b>500</b>	<b>1,185</b>	<b>0</b>	<b>(1,293)</b>	<b>392</b>	<b>(146)</b>	<b>246</b>	
<b>Grand Total</b>		<b>6,366</b>	<b>1,252</b>	<b>(710)</b>	<b>(2,867)</b>	<b>4,041</b>	<b>(709)</b>	<b>3,332</b>	

# Agenda Item 12



<b>Council</b>	<b>Tuesday, 19 April 2016</b>	<b>Matter for Information and Decision</b>
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**Title:** Prudential Indicators, Treasury and Investments Strategies

**Author:** Martin Hone – Interim Chief Finance Officer (Section 151 Officer)

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## 1. Introduction

This report contains the revised prudential indicators, treasury strategy and plan and investment strategies for the financial year 2016/17 and onwards.

## 2. Recommendations

That Members:

- 2.1. Approve the Prudential Indicators 2016/17 (Appendix 1)
- 2.2. Approve the Treasury Strategy and Plan 2016/17 (Appendix 2)
- 2.3. Approve the Investment Strategy 2016/17 to 2018/19 (Appendix 3)

## 3. Information

### Housing Revenue Account and General Fund Pools

Following the implementation of HRA self-financing on 1<sup>st</sup> April 2012 the HRA and General Fund debt has been managed separately using the two pools approach. However, from 2016/17 onwards, in the interests of corporate efficiency, the Council is moving to a combined loans pool for both the HRA and General Fund.

Where relevant the figures that follow in the attached strategies and plan are split between HRA and General Fund. However, it should be noted that all debt is secured on all the revenues of the Council and that the Section 151 Officer retains control of the overall Treasury Strategy and Plan.

One of the key elements of the implementation of self financing for the HRA is a transfer of treasury management risk from Central to Local Government. This is because under the subsidy system allowance was made for the full actual cost of any HRA related borrowing. What this meant was that if interest rates rose the subsidy calculation was adjusted to reflect the higher level of interest cost and the negative subsidy fell. This was an automatic hedge which, clearly, will no longer exist. The risk of managing interest rate volatility will fall entirely on the local authority.

### Prudential Indicators 2016/17

Part 1 of the Local Government Act 2003 and C.I.P.F.A.'s (Chartered Institute of Public Finance and Accountancy) Prudential Code for Capital Finance in Local Authorities (the Code) set out a framework for self-regulation of capital spending, in effect allowing council's to invest in capital projects without any limit as long as they

are affordable, prudent and sustainable. This allows the Council to determine the appropriate level of capital investment to properly deliver quality public services, subject to affordability.

To facilitate the decision making process and support capital investment decisions the Prudential Code requires the Council to agree and monitor a number of Prudential Indicators as attached at Appendix 1.

These indicators are mandatory and are purely for internal use by the Council. They are not to be used as comparators between authorities. In addition, the indicators should not be taken individually; rather the benefit from monitoring will arise from following the movement in indicators over time and the year on year changes.

### **Treasury Strategy and Plan 2016/17**

In accordance with the requirements of C.I.P.F.A's latest Code of Practice on Treasury Management and the Council's Treasury Management Policy Statement, a Treasury Strategy and Plan for 2016/17 has been prepared and attached at Appendix 2.

For the purpose of this strategy, treasury management includes the management of all capital market transactions in connection with the cash and funding resources of the Council. This covers all funds and reserves including the collection fund and includes the arrangement of leases.

### **Investments Strategy 2016/17 to 2018/19**

This strategy, which is attached at Appendix 3, is written in accordance with guidance issued under section 15 (1) (a) of the Local Government Act 2003, the Department of Communities and Local Government (DCLG) Guidance on Local Authority Investments issued in April 2010, any revisions of that guidance, the Audit Commission's report on Icelandic investments and the C.I.P.F.A Treasury Management in Public Services Code of Practice and Cross Sectoral Guidance Notes (2011).

The objectives of this strategy are to:

- facilitate investment decisions which ensure that the Council's investment sums remain secure;
- ensure the liquidity of investments so that the Council has sufficient cash resources available to carry out its functions at all times; and
- achieve the maximum return on investments after taking into account security and liquidity.

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<b>Implications</b>	
Financial (MHo)	Incorporated within the body of the report
Legal (AC)	No significant implications
Risk (MHo)	These are existing controls that are listed within the current strategic risk register.
Equalities (AC)	No significant implications



## **PRUDENTIAL INDICATORS 2016/17**

### **1.0 The Prudential Code**

Part 1 of the Local Government Act 2003 and C.I.P.F.A.'s Prudential Code for Capital Finance in Local Authorities (the Code) set out a framework for self-regulation of capital spending, in effect allowing council's to invest in capital projects without any limit as long as they are affordable, prudent and sustainable. This allows the Council to determine the appropriate level of capital investment to properly deliver quality public services, subject to affordability.

The revenue costs of capital investment can be supported through the Revenue Support Grant (RSG) mechanism up to a certain level, known as Supported Capital Borrowing. However, for the last six financial years (2010/11 to 2015/16) this support was not provided. Again in 2016/17, the support has not been forthcoming and is not likely to be available for future years as RSG is phased out in

To facilitate the decision making process and support capital investment decisions the Prudential Code requires the Council to agree and monitor a number of Prudential Indicators.

For housing authorities these are separated for the Housing Revenue Account and non-Housing Revenue Account capital investment.

These indicators are mandatory, but can be supplemented with local indicators if this assists interpretation. The indicators cover affordability, prudence, capital expenditure, external debt and treasury management and form the basis of in year monitoring and reporting.

The indicators are purely for internal use by the Council and are not to be used as comparators between authorities, as any comparisons will be meaningless. In addition, the indicators should not be taken individually; rather the benefit from monitoring will arise from following the movement in indicators over time and the year on year changes.

### **2.0 Capital Expenditure and the Capital Financing Requirement**

The Capital Financing Requirement (CFR) represents the Council's underlying need to borrow for a capital purpose; the change year on year will be influenced by the capital expenditure in the year. In simple terms the CFR will increase by the amount of capital expenditure to be financed by borrowing less any amount set aside in the year to repay debt.



The expected movement in the CFR over the next three years is dependent on the level of supported and unsupported capital expenditure decisions taken during the budgeting cycle. There are two main limiting factors on the Council's ability to undertake unsupported capital expenditure:

- Whether the revenue resource is available to support in full the implications of capital expenditure, both borrowing costs and running costs. Can the Council afford the implications of the unsupported capital expenditure?
- The Government may use a long stop control to ensure that either the total of all local authorities' plans do not jeopardise national economic policies, or in the event of an assessment by central government that local plans are not affordable at a particular council, it may implement a specific control to limit its capital expenditure plans.

The Council's expectations for capital expenditure and Capital Financing Requirement (CFR) in the next three years are shown in the following tables. These form two of the required Prudential Indicators.

## 2.1 Breakdown of Capital Expenditure by Service

The table below takes into account the Council's estimates of available resources as set out in the Medium Term Financial Strategy and the HRA Business Plan as adjusted for any major changes during the budget setting process.

	<b>2015/16 Estimate £ 000s</b>	<b>2016/17 Estimate £ 000s</b>	<b>2017/18 Estimate £ 000s</b>	<b>2018/19 Estimate £ 000s</b>
General Fund	6,073	7,000	432	432
HRA	3,856	3,830	2,569	1,242
<b>Total</b>	<b>9,929</b>	<b>10,830</b>	<b>3,001</b>	<b>1,674</b>

## 2.2 Capital Financing Requirement

The actual and estimated CFRs are set out below together with a split between supported and unsupported spending.

	2014/15 Estimate £ 000s	2015/16 Estimate £ 000s	2016/17 Estimate £ 000s	2017/18 Estimate £ 000s	2018/19 Estimate £ 000s
<b>Capital Expenditure *</b>					
Supported Spend	3,452	5,718	2,305	1,482	1,453
Unsupported Spend	427	10,243	4,019	1,177	348
<b>Total Spend</b>	<b>3,879</b>	<b>15,961</b>	<b>6,324</b>	<b>2,659</b>	<b>1,801</b>
<b>Financed By:</b>					
Borrowing		6,719	4,019	1,177	348
Capital Receipts	312	19	60	60	0
Capital Grants	1,780	177	177	177	177
Earmarked Funds	428	676	355	0	0
Major Repairs Reserve	1,185	1,185	1,214	1,245	1,276
Revenue	174	1,871	494	0	0
Other Contributions	0	217	5	0	0
<b>Total Financing</b>	<b>3,879</b>	<b>10,864</b>	<b>6,324</b>	<b>2,659</b>	<b>1,801</b>
<b>Capital Financing Requirement</b>					
CFR - General Fund	4,302	14,273	15,669	15,431	15,431
CFR - HRA	18,006	18,024	20,089	20,089	20,089
<b>Total CFR</b>	<b>22,308</b>	<b>32,297</b>	<b>35,758</b>	<b>35,520</b>	<b>35,520</b>

\*These figures represent an affordable capital programme rather than the total of capital submissions put forward by budget holders.

## 2.3 External Debt

The following estimate of gross external debt is provided for information.

	2014/15 Estimate £ 000s	2015/16 Estimate £ 000s	2016/17 Estimate £ 000s	2017/18 Estimate £ 000s	2018/19 Estimate £ 000s
Borrowing	19,114	19,114	26,114	27,114	28,114
Other Long term Liabilities	0	0	0	0	0
<b>Total Debt at 31st March</b>	<b>19,114</b>	<b>19,114</b>	<b>26,114</b>	<b>27,114</b>	<b>28,114</b>

### 3.0 Affordability Prudential Indicators

The indicators that follow provide an indication of the impact of the capital investment plans on the overall Council finances.

#### 3.1 **Ratio of Financing Costs to Net Revenue Stream**

The actual and estimates of the ratio of financing costs to net revenue stream identifies the trend in the cost of capital (borrowing costs net of interest and investment income) against the net revenue stream. The estimates of financing costs include current commitments and the proposals in the budget report.

	<b>2014/15 Actual %</b>	<b>2015/16 Estimate %</b>	<b>2016/17 Estimate %</b>	<b>2017/18 Estimate %</b>	<b>2018/19 Estimate %</b>
General Fund	3.2	5.0	9.7	14.1	14.6
HRA	10.5	10.4	10.6	12.0	12.3

#### 3.2 **Incremental Impact of Capital Investment Decisions on the Band D Council Tax**

The estimates of the incremental impact of capital investment decisions on the Council Tax indicator identifies the trend in the cost of proposed changes in the three year capital programme recommended in the budget report compared to the Council's existing commitments and current plans. The figures are based on the assumptions included in the budget.

	<b>Budget 2016/17 £</b>	<b>Forward Projection 2017/18 £</b>	<b>Forward Projection 2018/19 £</b>
2016/17 Programme	12.67	12.67	12.67
2017/18 Programme	0	0	0.00
2018/19 Programme	0	0.91	0.91
<b>Total</b>	<b>12.67</b>	<b>12.67</b>	<b>12.67</b>

#### 3.3 **Incremental Impact of Capital Investment Decisions on Housing Rent Levels**

The estimates of the incremental impact of capital investment decisions on housing rent levels are similar to the Council Tax calculation. This indicator identifies the trend in the cost of proposed changes in the housing capital programme recommended in the budget report compared to the Council's existing commitments and current plans, expressed as a change in weekly rent levels.

	<b>Budget 2016/17 £</b>	<b>Forward Projection 2017/18 £</b>	<b>Forward Projection 2018/19 £</b>
2016/17 Programme	1.09	1.09	1.09
2017/18 Programme	0.00	0.00	0.00
2018/19 Programme	0.00	0.00	0.16
<b>Total</b>	<b>1.09</b>	<b>1.09</b>	<b>1.25</b>

### **3.4 Prudential Indicators and Limits on Activity**

A key control over the Council's activity is to ensure that over the medium term net debt will only be for a capital purpose. The Council needs to ensure that net debt does not, except in the short-term, exceed the total of the Capital Financing Requirement (CFR). The following table sets out the estimated net borrowing position in relation to the estimated CFR.

	<b>2015/16 Estimate £ 000s</b>	<b>2016/17 Estimate £ 000s</b>	<b>2017/18 Estimate £ 000s</b>	<b>2018/19 Estimate £ 000s</b>
Borrowing	24,114	25,114	26,114	28,114
Investments	0	0	0	0
<b>Net Debt</b>	<b>24,114</b>	<b>25,114</b>	<b>26,114</b>	<b>28,114</b>
<b>CFR</b>	<b>32,297</b>	<b>35,758</b>	<b>35,520</b>	<b>35,520</b>

**The Section 151 Officer reports that the Council complied with the requirement to keep net borrowing below the relevant CFR in 2014/15 and no difficulties are foreseen for the current year or in respect of net debt for future years. This opinion takes account of current commitments, existing plans and the proposals in this and the budget report.**

Under the self-financing settlement for the Housing Revenue Account (HRA), the Department for Communities and Local Government has imposed a cap on indebtedness for the HRA of £21,898k. For 2014/15 the HRA CFR stands at £18,006k and for future years is predicted rise to £20,089.

### **3.5 Treasury Management Prudential Indicators**

These indicators are shown in detail at Appendix 2.

## **TREASURY STRATEGY AND PLAN 2016/17**

### **1.0 Introduction**

In accordance with the requirements of the Chartered Institute of Public Finance and Accountancy's (CIPFA) latest Code of Practice on Treasury Management and the Council's Treasury Management Policy Statement, a Treasury Strategy and Plan is prepared each year.

For the purpose of this strategy, treasury management includes the management of all capital market transactions in connection with the cash and funding resources of the Council. This covers all funds and reserves including the collection fund and includes the arrangement of leases.

The strategy includes broad principles, which provide the framework within which the Council's treasury management activities are conducted together with detailed plans for the management of the Council's loans and investment portfolios. The strategy includes those indicators required by the Prudential Code that relate to treasury management.

### **2.0 Treasury Management Objectives**

The primary objective of treasury management operations will be to maximise the revenue resources available to the Council whilst ensuring the effective management of risks associated with treasury management activities in accordance with the following principles:

- i) That the cost of borrowing is minimised commensurate with following a prudent funding policy.
- ii) That the most advantageous rates of return on investments are secured commensurate with the primary principle of maintaining the capital value of funds.
- iii) That the Council maintains flexibility in its borrowing and lending portfolios.
- iv) That the Council manages its borrowings and investments as a combined portfolio in order to achieve the optimum net debt position.

The sections below provide a summary of the principal activities anticipated during the period covered.

### 3.0 Balanced Budget Requirement

It is a statutory requirement under the Local Government Finance Act 1992, for the Council to produce a balanced budget. In particular, it requires a local authority to calculate its budget requirement for each financial year to include the revenue costs that flow from capital financing decisions. This, therefore, means that increases in capital expenditure must be limited to a level of increase in costs to revenue from:-

- Increases in interest charges caused by increased borrowing and,
- Any increase in running costs from new capital projects

to a level which is affordable within the projected income of the Council for the foreseeable future.

### 4.0 Current Treasury Position

The Council's detailed treasury position is highlighted in the following table.

		31st March 2015		Rate	31st March 2016		Rate
		Actual			Actual		
		GF	HRA		GF	HRA	
		£ 000s	£ 000s	%	£ 000s	£ 000s	%
Fixed Rate Debt	PWLB	500		3.50	500		3.50
	PWLB	500		4.10	500		4.10
	PWLB	0	18,114	2.98	0	18,114	2.98
	Market	0	0		0	0	
Variable Rate Debt	PWLB	0	0		0	0	
	Market	0	0		0	0	
Total Debt		1,000	18,114		1,000	18,114	
Other Long-term Liabilities		0			0	0	
<b>Total</b>		<b>1,000</b>	<b>18,114</b>		<b>1,000</b>	<b>18,114</b>	
Fixed Investments		0			0	0	
Variable Investments		0			0	0	
<b>Total Investments</b>		<b>0</b>			<b>0</b>	<b>0</b>	
<b>Net Borrowing</b>		<b>1,000</b>	<b>18,114</b>		<b>1,000</b>	<b>18,114</b>	

## **5.0 Borrowing and Debt Strategy**

### **5.1 Long Term**

#### **General Fund**

At 31<sup>st</sup> March 2016 the Council's borrowing for General Fund purposes will total £1.0 million. This will be made up of two loans from the Public Works Loan Board (PWLB) as shown in the table at 4.0.

Despite the recent revisions to the "Right to Buy" scheme, the Council is still not in receipt of large sums of capital funds as a result of the sale of assets (Housing or General Fund). Because of this, it would generally be usual for debt to increase in line with the proposals within the capital programme. However, in the last few years, because the Council has had reasonable cash balances invested it has not been necessary to increase external borrowing. These balances relate to a number of different items such as grants and external contributions received in advance of expenditure, reserves and provisions and simple cash flow. However by the end of 2015/16 these cash reserves have been fully utilised with short-term borrowing taken to cover the shortfall.

In 2016/17, the final financing of the Council's new leisure development will take place. This has been a substantial development of facilities costing £10 million and it will be necessary to increase borrowing by £5 million to finance this project (the remainder has been funded by internal borrowing). It is intended that a new loan be sought from the PWLB to cover this. The majority of this loan will be coterminous with the life of the new leisure contract (40 years).

With internal balances and investments utilised, in order to cover future capital programmes, it is proposed that a further loan of £1.0 million be taken in 2016/17 followed by a further £1.0m in 2017/18. The £2.0 million increase in portfolio will partially cover the gap between gross debt and General Fund CFR up to 2017/18.

External debt figures relating to the General Fund for future financial years are expected to be:

2016/17	£7.0 million
2017/18	£8.0 million

#### **Housing Revenue Account (HRA)**

The self financing settlement involved the Council taking on £18.114 million of PWLB borrowing. The HRA business plan provides the

repayment of HRA debt over its life. However, because resources are required in the early years of the plan to fund the demands of the asset management strategy, repayment cannot begin until 2020. The HRA debt is, therefore, structured to mature from 2020 onwards. Additional HRA borrowing of £2.0 million is expected to be required in 2016/17, in order to fund capital works as per the HRA business plan.

## 5.2 Short Term

It is anticipated that some short term borrowing will be necessary during the period covered by the strategy. Should such borrowing be required to meet any short term deficits, the loans will be secured at the most favourable rates available.

## 6.0 Prudential Indicators and Limits on Activity

The purpose of these Prudential Indicators is to contain the activity of the treasury function within certain limits, thereby reducing the risk of an adverse movement in interest rates impacting negatively on the Council's overall financial position. However, if these are set to be too restrictive they will impair the opportunities to reduce costs.

### 6.1 Authorised Limit for External Debt

This represents the limit beyond which borrowing is prohibited and needs to be set and revised by Council. It reflects the level of borrowing which, while not desired, could be afforded in the short-term, but is not sustainable. It is the expected maximum borrowing need with some headroom for unexpected movements. This is the statutory limit determined under section 3(1) of the Local Government Act 2003.

	2015/16 Estimate £ 000s	2016/17 Estimate £ 000s	2017/18 Estimate £ 000s	2018/19 Estimate £ 000s
Borrowing	34,000	34,000	34,500	35,000
Other Long-term Liabilities	0	0	0	0
Total	34,000	34,000	34,500	35,000

**The Chief Financial Officer (Section 151 Officer) reports that the authorised limits given above are consistent with the council's current commitments, existing plans and the proposals in the capital programme report. The limits are also consistent with the Council's approved treasury management policy statement and practices. Risk analysis of the key elements of the council's cash flow forecasts has been undertaken to determine these limits.**



## 6.2 Operational Boundary for External Debt

This indicator is based on the probable external debt during the course of the year (allowing for peaks and troughs in cash flow and the impact of treasury management decisions). It is not a maximum and actual borrowing could vary around the boundary for short times during the year. It should act as an indicator to ensure the authorised limit is not breached.

	2015/16 Estimate £ 000s	2016/17 Estimate £ 000s	2017/18 Estimate £ 000s	2018/19 Estimate £ 000s
Borrowing	32,000	32,000	32,500	33,000
Other Long-term Liabilities	0	0	0	0
Total	32,000	32,000	32,500	33,000

## 6.3 Limits in Interest Rate Exposure

**Upper Limits on Variable Rate Exposure** – This indicator identifies a maximum limit for variable interest rates based upon net interest payments.

**Upper Limits on Fixed Rate Exposure** – Similar to the previous indicator this covers a maximum limit on fixed interest rates.

	2015/16 Upper %	2016/17 Upper %	2017/18 Upper %
Limits on fixed interest rates	100	100	100
Limits on variable interest rates	25	25	25

## 6.4 Maturity Structure of Fixed Borrowing

These gross limits are set to reduce the Council's exposure to large fixed rate sums falling due for refinancing.

	2016/17	
	Lower %	Upper %
Under 12 months	0	30
12 months to 2 years	0	35
2 years to 5 years	0	50
5 years to 10 years	0	75
10 years and above	0	100

## 6.5 Total Principal Sums Invested

These limits are set to reduce the need for early sale of investment, and are based on the availability of investments after each year-end.

There are no proposals for the Council to invest sums for periods longer than 364 days.

## 7.0 Local Performance Indicators

The Code of Practice on Treasury Management requires the Council to set performance indicators to assess the adequacy of the treasury function over the year. These are distinct historic indicators, as opposed to the Prudential Indicators, which are predominantly forward looking. The Council also sets local performance indicators which are as follows.

Local Indicator	2014/15	2015/16	2016/17	2017/18
Average rate of interest on borrowing compared to the national average	Level	Level	Level	level
Average rate of interest on investments compared to the national average	Level	Level	Level	Level

The results of these indicators will be reported as part of the Treasury Management Annual Report before 30<sup>th</sup> September each year.

## 8.0 Minimum Revenue Provision

Local authorities are required each year to set aside some of their revenue budget as provision for debt repayment. This scheme of Minimum Revenue Provision (MRP) is set out in sections 27, 28 and 29 of the Capital Finance Regulations 2003.

Under the guidance a statement of policy on making MRP is required. Members are asked to approve the following statement:

### General Fund

***For the financial year 2016/17, it is proposed that in respect of debt that is supported by Revenue Support Grant (RSG), MRP is calculated using the Capital Financing Requirement (CFR) method. For new borrowing for which no Government support is being given and is therefore self-financed, it is proposed that the Asset Life method is used, with the exception of the borrowing related to the development of the leisure facilities, where the Annuity Asset Life method will be used.***

***The CFR method calculates MRP as 4% of the non-housing CFR at the end of the preceding financial year (4% of the capital expenditure funded by supported borrowing). This is consistent with the way in which supported borrowing costs are paid through Revenue Support Grant.***

***The Asset Life method requires MRP to be made in equal annual instalments over the estimated life of the asset for which the unsupported borrowing is undertaken.***

***The Annuity Asset Life method requires that the MRP for each year be the amount presumed to be the principal element of the equal amounts that would be payable each year in respect of a loan at a specified rate of interest that would reduce the outstanding principal amount to zero at the end of the estimated useful life of the asset. This results in an MRP charge that rises over time. This is deemed to be particularly appropriate for assets which generate increasing revenues over time.***

### **HRA**

***There is no statutory requirement to make a MRP in the HRA. There is, therefore, no requirement to follow the DCLG Guidance when considering an appropriate provision for the HRA. Therefore, because***

- ***There is no statutory requirement,***
- ***There is no repayment of debt due to begin until 2020 and***
- ***Resources are required in the early years of the HRA business plan to fund the demands of the asset management strategy***

***It is proposed that during 2016/17 a full review of HRA debt is carried out to assess the practicalities of repayment/reduction of debt from 2020 onwards.***

**INVESTMENTS STRATEGY 2016/17 – 2018/19****1.0 Introduction**

This strategy is written in accordance with guidance issued under section 15 (1) (a) of the Local Government Act 2003, the Department of Communities and Local Government (DCLG) Guidance on Local Authority Investments issued in April 2010, any revisions of that guidance, the Audit Commission's report on Icelandic investments and the revised CIPFA Treasury Management in Public Services Code of Practice and Cross Sectoral Guidance Notes (2011).

The objectives of this strategy are to:

- facilitate investment decisions which ensure that the Council's investment sums remain secure
- ensure the liquidity of investments so that the Council has sufficient cash resources available to carry out its functions at all times
- achieve the maximum return on investments after taking into account security and liquidity

**2.0 Current Investments**

At present the Council has no fixed investments.

Surplus funds arising from day to day operations are invested based on the most up to date forecasts of interest rates and in accordance with the Council's cash flow requirements in order to gain maximum benefit from the Council's cash position throughout the year. In the current financial climate only specified investments will be considered as set out below.

**3.0 Investments**

In accordance with relevant guidance, all investments will be placed for a maximum of 364 days and amounts will only be invested with counterparties included on the Council's approved list. Institutions with which specified investments will be made include:

- UK government institutions and other local authorities
- institutions which have been awarded a high credit rating by a credit rating agency

The Council's Treasury Management Practice note 1 (3) states that 'The Section 151 Officer will be responsible for preparing for the Council a list of institutions in which the Council's funds may be invested. This list will be supported by details of the criteria employed to assess the various credit standings of counterparties'. The following credit ratings will be considered:

- Long-term ratings – these range from the highest rating of AAA to the lowest rating of D. As the title suggests, this indicator reflects the long-term stability of the institution.
- Short-term ratings - These have a time horizon of less than 12 months and therefore place greater emphasis on the liquidity necessary to meet financial commitments in a timely manner. As all of the Council's investments are expected to be for less than 364 days, this is of particular importance. The ratings are F1 (highest credit quality), F2 (good credit quality), F3 (fair credit quality) and B to D (representing various levels of potential default).
- Individual ratings – These range from the highest of A to the lowest of F. This rating is only assigned to banks and attempts to assess how it would be viewed if it were entirely independent and could not rely upon external support.
- Support ratings – These range from 1 to 5 with 1 being the highest. It is a judgement on whether a bank would receive support should this become necessary. It is assumed that any such support would come from the sovereign state or institutional owners.

The Council's counterparty list needs to provide security for the amounts invested whilst containing a sufficient number of institutions with which to place funds. For the purpose of this strategy in respect of Categories 1 and 2 below, only counterparties that meet all of the following criteria will be considered for investment.

- UK banks
- Building societies with asset bases in excess of £6 billion.
- By reference to all three major credit rating agencies (Fitch, Standard and Poor's, Moody's) only those that reach the minimum standard for the lowest agency rating set out.

#### Category 1

The minimum ratings that will be considered for all agencies are set out below:

Term	Credit Agency		
	Fitch	Moody's	S & P
Short	F1	P1	A1
Long	AA-	AA3	AA-
Individual	C	D	
Support	3		

For any organisation that meets the above criteria, up to £1.5m may be invested at any one time for a maximum duration of 364 days.

**Any building society that meets the above criteria must also have an asset base in excess of £6 billion.**

## Category 2

The minimum ratings that will be considered for all agencies are set out below:

	<b>Credit Agency</b>		
<b>Term</b>	<b>Fitch</b>	<b>Moody's</b>	<b>S &amp; P</b>
<b>Short</b>	F1	P1	A1
<b>Long</b>	A	A2	A1
<b>Individual</b>	C	D	
<b>Support</b>	3		

For any organisation that meets the above criteria, up to £1m may be invested at any one time for a maximum duration of 12 months.

**Any building society that meets the above criteria must also have an asset base in excess of £6 billion.**

Other counterparties that can be used and any restrictions applicable are set out below.

### Debt Management Office

Investments of a maximum duration of 6 months can be made with this Government department.

### Public Authorities in England, Scotland and Wales

Investments of up to £5m at any one time with a maximum duration of 364 days can be made with these bodies. These include local government, fire and police authorities.

### Money Market Funds

Investments of up to £1.5m per fund at one time can be made provided they are AAA rated.

Credit ratings are monitored on a daily basis using Sector's credit rating service by the Section 151 Officer who will determine the amendments to be made to the counterparty list when credit ratings change.

The proposed counterparty list for investments is given at Annex 3.1.

## **4.0 Liquidity of Investments**

The period for which investments are placed will be based on the Council's cash flow forecasts and estimates of movements in interest rates. The Council does not expect to place investments for longer than 364 days although this situation will be kept under review by the Section 151 Officer. Long-term investments will only be made where it is clear that surplus cash resources are not required for the day to day financing of the Council's activities. The maximum period for any long-term investments will be the three-year planning cycle covered by this strategy.

The maximum amount which may be held in investments lasting more than 364 days will be 25% of the average annual investments.

## **5.0 Policy on the Use of External Service Providers**

External investment managers will not be used, except to the extent that a Money Market Fund can be considered an external manager.

The Authority uses Sector as an external treasury advisor but still recognise that responsibility for treasury management decisions remains with the Council at all times. Whilst it is recognised that undue reliance should not be placed on external advisors, it is valuable to be able to access specialist skills and resources.

## **6.0 Scheme of Delegation**

Policy, Finance and Development Committee

- Approval of annual strategy
- Approval of annual treasury outturn report
- Approval of mid year treasury management updates
- Mid year treasury management updates
- Review of treasury management policy and procedures, including making recommendations to responsible body

Overview and Scrutiny Committee

- Scrutiny of Treasury Management Strategy and Plan, Investment Strategy and Annual Outturn Report

Chief Financial Officer (Section 151 Officer)

- Day to day management of treasury management, within agreed policy
- Appointment of external advisors, within existing Council procurement procedures and standing orders.

## **7.0 Role of Section 151 Officer**

The Section 151 Officer has day to day responsibility for running the treasury management function.

## **8.0 Ethical Investment Strategy**

The Council aims to be aware of ethical issues within its investment strategy. Where any member of the Council becomes concerned about such issues, these matters should be reported to the Section 151 Officer. Where necessary, the Section 151 Officer will then present a response to the concerns raised to the next meeting of the Policy, Finance and Development Committee.

**EXTERNAL INVESTMENT OF FUNDS - APPROVED INSTITUTIONS****Category 1**

<b>Restrictions</b>	
<b>Max Amount £m</b>	1.5
<b>Duration</b>	364 days
<b>Asset Base (Building Societies Only)</b>	£6 bn

**Category 2**

<b>Restrictions</b>	
<b>Max Amount £m</b>	1
<b>Duration</b>	365 days
<b>Asset Base (Building Societies Only)</b>	£6 bn

The following institutions will also be classed as Category 2 although they currently may not meet the exact criteria.

Barclays Bank Plc

Lloyds Bank Plc

HSBC Plc

Santander UK Plc

National Westminster Bank Plc

Royal Bank of Scotland Plc

Bank of Scotland Plc

Nationwide Building Society

**Debt Management Office**

<b>Restrictions</b>	
<b>Max Amount £m</b>	N/A
<b>Duration</b>	6 months

Operated by a National Government Department



## **Public Authorities in England, Scotland and Wales**

<b>Restrictions</b>	
<b>Max Amount £m</b>	5
<b>Duration</b>	364 days

All public authorities (including local government, fire and police authorities) in England, Wales and Scotland

## **Money Market Funds**

<b>Restrictions</b>	
<b>Max Amount £m</b>	1.5
<b>Duration</b>	N/A

Funds must be AAA-rated and operated by a company regulated by the Financial Services Authority. The Section 151 Officer, under delegated powers, will choose the appropriate fund(s).



<b>Council</b>	<b>Tuesday, 19 April 2016</b>	<b>Matter for Decision</b>
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**Title:** **Local Government Boundary Commission for England - Final Recommendations**

**Author:** **Anne Court - Director of Services and Monitoring Officer**

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**1. Introduction**

Attached to this report at Appendix 1 are the final recommendations on the new electoral arrangements for Leicestershire County Council following consultation late last year by the Boundary Commission.

**2. Recommendations**

To note the final recommendations of the Local Government Boundary Commission

**3. Information**

- 3.1. At the Council meeting on 8 December 2015, Members resolved that the Council objected strongly to the Boundary Commission’s proposal to make changes to the Wards of Oadby South and Wigston East.
- 3.2. The attached report setting out the final recommendations of the Boundary Commission states that the Commission has listened to local views and now proposes that Oadby will unite the whole of Oadby in one electoral division which will be represented by two County Councillors. The Commission has also altered its proposed boundaries for the three divisions covering Wigston.

**Background Documents:-**

Minutes of the Meeting of the Council held on Tuesday, 8 December 2015.

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<b>Implications</b>	
Financial (CR)	No significant implications.
Legal (AC)	No significant implications.
Risk (AC)	No significant implications.
Equalities (AC)	No significant implications.



The table lists all the divisions we are proposing as part of our final recommendations along with the number of voters per county councillor. The table also shows the electoral variances for each of the proposed divisions which tells you how we have delivered electoral equality.

Division name	No. of cilrs	Number of electors per councillor (2021)	Variance from average %	Division name	No. of cilrs	Number of electors per councillor (2021)	Variance from average %
<b>Blaby District</b>				<b>Hinckley &amp; Bosworth Borough</b>			
1 Blaby & Glen Parva	1	9,774	-2%	29 Burbage	1	9,748	-2%
2 Braunstone	1	10,111	1%	30 De Montfort	1	10,515	5%
3 Cosby & Countesthorpe	1	10,505	5%	31 Earl Shilton	1	10,416	4%
4 Enderby & Lubbethorpe	1	9,155	-8%	32 Groby & Ratby	1	9,774	-2%
5 Glenfields, Kirby Muxloe & Leicester Forests	2	9,289	-7%	33 Hollycroft	1	10,179	2%
6 Narborough & Whetstone	1	10,697	7%	34 Mallory	1	10,389	4%
7 Stoney Stanton & Croft	1	10,222	2%	35 Market Bosworth	1	9,282	-7%
<b>Charnwood Borough</b>				<b>Melton Borough</b>			
8 Birstall	1	10,923	9%	38 Belvoir	1	9,587	-4%
9 Bradgate	1	10,678	7%	39 Melton East	1	10,510	5%
10 Loughborough East	1	9,732	-3%	40 Melton West	1	10,384	4%
11 Loughborough North	1	10,312	3%	41 Melton Wolds	1	9,322	-7%
12 Loughborough North West	1	10,093	1%	<b>North West Leicestershire District</b>			
13 Loughborough South	1	10,730	7%	42 Ashby de la Zouch	1	10,276	3%
14 Loughborough South West	1	10,782	8%	43 Castle Donington & Kegworth	1	9,510	-5%
15 Quorn & Barrow	1	10,618	6%	44 Coalville North	1	10,320	3%
16 Rothley & Mountsorrel	1	10,469	5%	45 Coalville South	1	10,271	3%
17 Shepshed	1	11,372	14%	46 Forest & Measham	1	9,903	-1%
18 Sileby & The Wolds	1	10,000	0%	47 Ibstock & Appleby	1	9,835	-1%
19 Syston Fosse	1	9,051	-9%	48 Valley	1	9,340	-6%
20 Syston Ridgeway	1	9,103	-9%	49 Whitwick	1	9,352	-6%
21 Thurmaston	1	8,656	-13%	<b>Oadby &amp; Wigston Borough</b>			
22 Broughton Astley	1	9,786	-2%	50 East Wigston	1	8,898	-11%
23 Bruntingthorpe	1	10,593	6%	51 North Wigston	1	8,875	-11%
24 Gartree	1	10,644	7%	52 Oadby	2	9,647	-3%
25 Launde	1	10,721	7%	53 South & West Wigston	1	8,843	-11%
26 Lutterworth	1	9,999	0%	<b>Totals</b>	<b>55</b>		
27 Market Harborough East	1	10,799	8%	<b>Averages</b>		<b>9,984</b>	
28 Market Harborough West & Foxton	1	10,909	9%				

### What happens next?

We have now completed our review of Leicestershire County Council.

The recommendations must now be approved by Parliament. A draft order - the legal document which brings into force our recommendations - will be laid in Parliament. Subject to parliamentary scrutiny, the new electoral arrangements will come into force at the county elections in 2017.

April 2016

The Local Government Boundary Commission for England

## Final recommendations on the new electoral arrangements for Leicestershire County Council

Summary report

Read the full report and view detailed maps at: [www.consultation.lgbce.org.uk](http://www.consultation.lgbce.org.uk)

Find out more at: [www.lgbce.org.uk](http://www.lgbce.org.uk)

Follow us on Twitter at: @LGBCE

### Who we are

The Local Government Boundary Commission for England is an independent body set up by Parliament. We are not part of government or any political party. We are accountable to Parliament through a committee of MPs chaired by the Speaker of the House of Commons.

Our main role is to carry out electoral reviews of local authorities throughout England.

### Electoral review

An electoral review examines and proposes new electoral arrangements for a local authority. A local authority's electoral arrangements are:

- The total number of councillors representing the council's voters ('council size').
- The names, number and boundaries of wards or electoral divisions.
- The number of councillors representing each ward or division.

### Why Leicestershire?

We are conducting an electoral review of Leicestershire County Council to deliver improved levels of electoral equality for local voters.

Leicestershire currently has high levels of electoral inequality where some councillors represent many more - or many fewer - voters than others. This means that the value of your vote - in county council elections - varies depending on where you live in Leicestershire.

### Our proposals

Leicestershire County Council currently has 55 county councillors. Based on the evidence we received during previous phases of the review, the Commission recommends that 55 county councillors should continue to serve Leicestershire in future.

### Electoral arrangements

Our final recommendations propose that Leicestershire's 55 county councillors should represent 51 single-member electoral divisions and two two-member electoral divisions across the county.

The Commission believes the final recommendations meet our statutory criteria to:

- Deliver electoral equality for voters.
- Reflect local community interests and identities.
- Promote effective and convenient local government.

Stage of review	Description
12 May - 20 Jul 2015	Public consultation on new division pattern
17 Nov 2015 - 11 Jan 2016	Public consultation on draft recommendations
5 Apr 2016	Publication of final recommendations
May 2017	Subject to parliamentary approval - implementation of new arrangements at county elections



**Summary of our recommendations**

Our final recommendations propose that Leicestershire's 55 county councillors should represent 51 single-member electoral divisions and two two-member electoral divisions across the county.

In response to representations made to it on the draft recommendations, the Commission has made changes to the draft proposals it originally put forward for consultation. For example, in Charnwood borough, the Commission has changed its original proposal to divide the southern part of Syston parish between Syston Ridgeway and Thurmaston Ridgemere divisions. In light of local feedback, the Commission now proposes that Syston should not be divided in this way and the southern part of the parish should be included in the Syston Ridgeway division.

The Commission has also altered its recommendations so that the whole of Sileby parish will be part of Sileby & The Wolds division. The Commission's draft recommendations had proposed to divide the parish between Sileby & The Wolds division and Syston & Ridgeway division. The Commission was persuaded to make the change in response to local feedback about community ties in this part of the county.

In North West Leicestershire, the Commission heard during its consultation that the Limes ward part of Ravenstone with Snibston parish should be part of the Coalville North division rather than Ibstock & Appleby. The new proposal would provide a clear and recognisable boundary.

In Oadby and Wigston, the Commission has listened to local views and made several changes to its recommendations. In particular, the proposals now propose to unite the whole of Oadby in one electoral division which will be represented by two county councillors. The previous proposals had divided the town between two divisions.

The Commission has also altered its proposed boundaries for the three divisions covering Wigston. The new proposals provide a better pattern of electoral divisions.

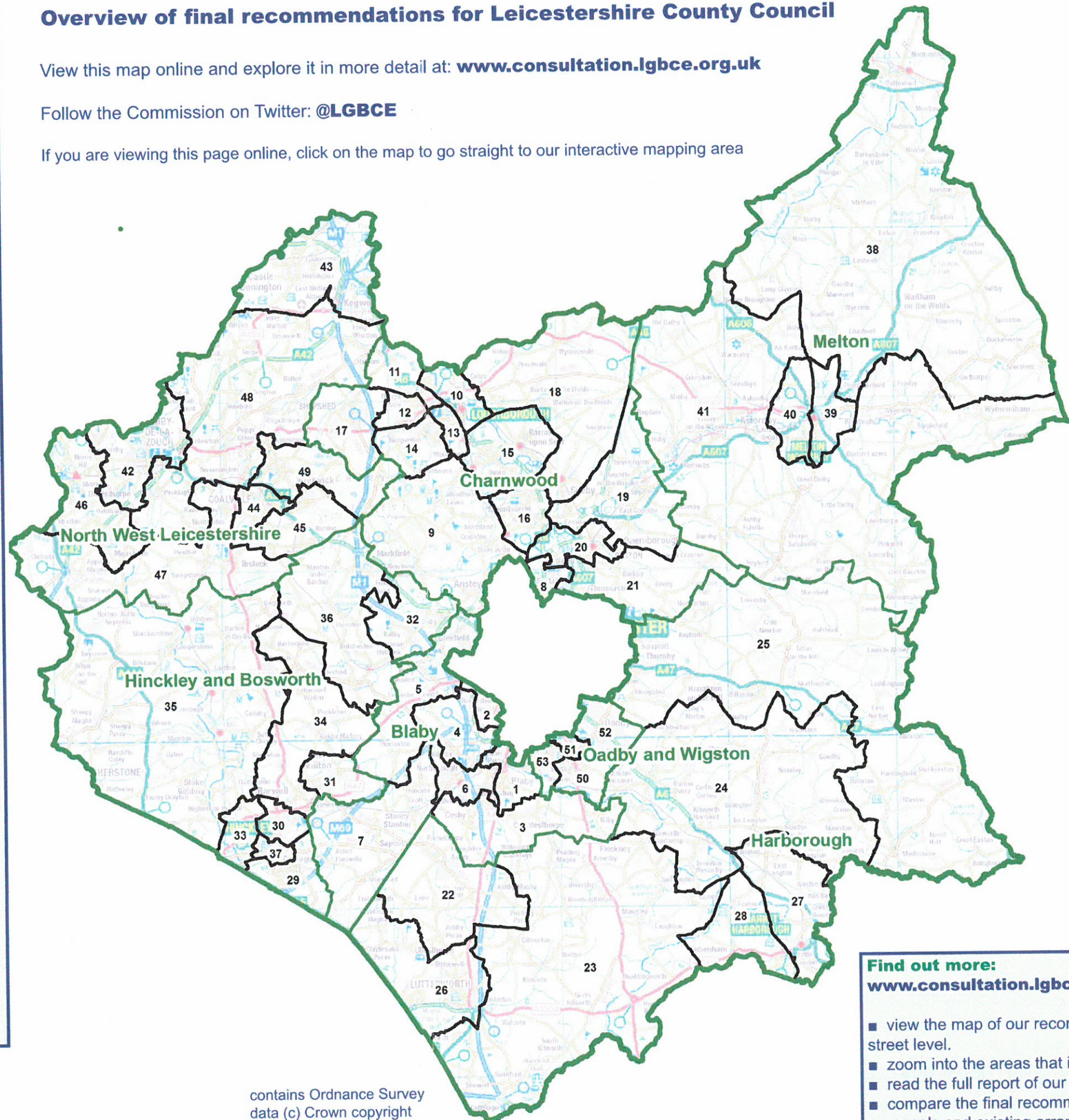
An outline of the proposals is shown in the map to the right of this box. A detailed report on the recommendations and interactive mapping is available on our website at: [www.lgbce.org.uk](http://www.lgbce.org.uk).

**Overview of final recommendations for Leicestershire County Council**

View this map online and explore it in more detail at: [www.consultation.lgbce.org.uk](http://www.consultation.lgbce.org.uk)

Follow the Commission on Twitter: [@LGBCE](https://twitter.com/LGBCE)

If you are viewing this page online, click on the map to go straight to our interactive mapping area



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**Find out more:**  
[www.consultation.lgbce.org.uk](http://www.consultation.lgbce.org.uk)

- view the map of our recommendations down to street level.
- zoom into the areas that interest you most.
- read the full report of our recommendations.
- compare the final recommendations with the draft proposals and existing arrangements.
- find out more about the electoral review process



# Agenda Item 14



<b>Council</b>	<b>Tuesday, 19 April 2016</b>	<b>Matter for Information</b>
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**Title:** **Draft Schedule of Council and Allied Meetings 2016/17**

**Author:** **Mark Hall – Chief Executive**

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## **1. Introduction**

This report seeks Members' initial approval of the draft Schedule of Council and Allied Meetings for the municipal year 2016/17 as set out in the Appendices to this report.

## **2. Recommendations**

That the draft Schedule of Council and Allied Meetings for 2016/17 be noted by Members for information only.

## **3. Information**

- 3.1. The attached draft Schedule sets out the proposed dates and times of meetings for the municipal year 2016/17. The draft Schedule also includes other meetings, events and useful dates (including bank holidays and school holidays) allied to the Council.
- 3.2. The Appendices to this report provides the proposed dates and times in both a calendar (Appendix 1) and table (Appendix 2) format. The table at Appendix 2 further groups and organises the proposed meetings and events by type and chronology.
- 3.3. Officers and Members have been consulted in the drafting of this Schedule.
- 3.4. If noted by Members, the final Schedule shall be put before Members for resolution at the Annual General Meeting of the Council to be held on Tuesday, 17 May 2016. Accordingly, the draft Schedule is to be considered as provisional, and therefore subject to further amendments, until such time.

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<b>Implications</b>	
Financial (CR)	No significant implications.
Legal (AC)	No significant implications.
Risk (AC)	No significant implications.
Equalities (AC)	No significant implications.

Draft Schedule of Council & Allied Meetings 2016/17 (Calendar)

# May 2016

May 2016							June 2016						
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
2	3	4	5	6	7	8	1	6	7	8	9	10	11
9	10	11	12	13	14	15	13	14	15	16	17	18	19
16	17	18	19	20	21	22	20	21	22	23	24	25	26
23	24	25	26	27	28	29	27	28	29	30			
30	31												

Monday	Tuesday	Wednesday	Thursday	Friday
25 Apr	26	27	28	29
2	3	4	5	6
Early May Bank Holiday (N/A)			Police and Crime Commissioner Elect	
9	10	11	12	13
			19:00 22:00 Development Control Committee (DC) (Council Chamber, Council Offices, Station Road, Wigston, Leicestershire, LE18 2DR)	
16	17	18	19	20
	19:00 22:00 Council/Annual General Meeting (AGM) (Council Chamber, Council Offices, Station Road, Wigston, Leicestershire, LE18 2DR)			
23	24	25	26	27
18:30 21:30 Youth Council (YC) (Council Chamber, Council Offices, Station Road, Wigston, Leicestershire, LE18 2DR)		18:30 21:30 Children and Young People Forum (CYP) (Council Chamber, Council Offices, Station Road, Wigston, Leicestershire, LE18 2DR)	19:00 22:00 Development Control Committee - Members' Training (DC) (Council Chamber, Council Offices, Station Road, Wigston, Leicestershire, LE18 2DR)	

Draft Schedule of Council & Allied Meetings 2016/17 (Calendar)

# June 2016

June 2016							July 2016						
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
6	7	8	9	10	11	12	4	5	6	7	8	9	10
13	14	15	16	17	18	19	11	12	13	14	15	16	17
20	21	22	23	24	25	26	18	19	20	21	22	23	24
27	28	29	30				25	26	27	28	29	30	31

Monday	Tuesday	Wednesday	Thursday	Friday
30 May 30 May - 3 Jun	31 Summer Half-Term School Holidays (Leicestershire) (N/A)	1 Jun	2 Members' Training Session (Council Chamber)	3
6 Members' Training Session (TBC)	7	8 14:00 17:00 Senior Citizens' Forum (SCF) (Council Chamber, Council Offices, Station Road, Wigston, Leicestershire, LE18 2DR) 19:30 22:30 South Wigston Residents' Forum (SWRF) (TBC)	9 18:30 21:30 Place Shaping Working Group (PSWG) (Committee Room, Council Offices, Station Road, Wigston, Leicestershire, LE18 2DR)	10
13 18:30 21:30 Youth Council (YC) (Council Chamber, Council Offices, Station Road, Wigston, Leicestershire, LE18 2DR)	14 19:00 22:00 Council (C) (Council Chamber, Council Offices, Station Road, Wigston, Leicestershire, LE18 2DR)	15 19:00 22:00 Licensing and Regulatory Committee - Members' Training (LR) (Council Chamber, Council Offices, Station Road, Wigston, Leicestershire, LE18 2DR)	16 19:00 22:00 Development Control Committee (DC) (Council Chamber, Council Offices, Station Road, Wigston, Leicestershire, LE18 2DR)	17
20	21	22	23 European Union (EU) Referendum (N/A)	24
27 Pride of the Borough (PotB) (TBC) 10:00 13:00 Armed Forces Flag Day (N/A) 19:00 22:00 Community Engagement Forum (CEF) (Council Chamber, Council Offices, Station Road, Wigs	28	29 19:00 22:00 Wigston Residents' Forum (WRF) (Council Chamber, Council Offices, Station Road, Wigston, Leicestershire, LE18 2DR)	30	1 Jul

Draft Schedule of Council & Allied Meetings 2016/17 (Calendar)

# July 2016

August 2016

July 2016

Mo	Tu	We	Th	Fr	Sa	Su
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Mo	Tu	We	Th	Fr	Sa	Su
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Monday	Tuesday	Wednesday	Thursday	Friday
<b>4 Jul</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>
	14:00 17:00 Highway Forum - Oadby and Wigston (HF) (Council Chamber, Council Offices, Station 19:00 22:00 Service Delivery Committee (SD) (Council Chamber, Council Offices, Station Road, Wigs	18:30 21:30 Oadby Residents' Forum (ORF) (TBC)	18:30 21:30 Greening the Borough Working Group (GotB) (Committee Room, Council Offices, Station Road, Wigston, Leicestershire, LE18 2DR)	18:30 21:30 Development Control Committee - Borough Tour (DC) (N/A)
<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>
Pride of the Borough - EMIB Review	13:30 16:30 Health and Wellbeing Board (HWB) (Committee Room, Council Offices, Station Road, Wigston, Leicestershire, LE18 2DR)	19:00 22:00 Children and Young People Forum (CYP) (Council Chamber, Council Offices, Station Road, Wigston, Leicestershire, LE18 2DR)	Members' Training Session (TBC)	
<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>
13:30 16:30 Community Safety Partnership (CSP) (Council Chamber, Council Offices, Station Road, Wigston, Leicestershire, LE18 2DR) 18:30 21:30 Youth Council (YC) (Council Chamber, Council Offices,	19:00 22:00 Policy, Finance and Development Committee (PFD) (Council Chamber, Council Offices, Station Road, Wigston, Leicestershire, LE18 2DR)	Summer School Holidays (Leicestershire) (N/A)	19:00 22:00 Licensing and Regulatory Committee (LR) (Council Chamber, Council Offices, Station Road, Wigston, Leicestershire, LE18 2DR)	18:30 21:30 Change Management Committee (CM) (Committee Room, Council Offices, Station Road, Wigston, Leicestershire, LE18 2DR)
<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>
		Summer School Holidays (Leicestershire) (N/A)	19:00 22:00 Development Control Committee (DC) (Committee Room, Council Offices, Station Road, Wigston, Leicestershire, LE18 2DR)	To 24 Aug
<b>1 Aug</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
		Summer School Holidays (Leicestershire) (N/A)	Summer School Holidays (Leicestershire) (N/A)	To 24 Aug

4 - 8 Jul

11 - 15 Jul

18 - 22 Jul

25 - 29 Jul

1 - 5 Aug



Draft Schedule of Council & Allied Meetings 2016/17 (Calendar)

# August 2016 - September 2016

August 2016							September 2016						
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
1	2	3	4	5	6	7	5	6	7	8	9	10	11
8	9	10	11	12	13	14	12	13	14	15	16	17	18
15	16	17	18	19	20	21	19	20	21	22	23	24	25
22	23	24	25	26	27	28	26	27	28	29	30		
29	30	31											

Monday	Tuesday	Wednesday	Thursday	Friday
<b>8 Aug</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>
From 18 Jul	Summer School Holidays (Leicestershire) (N/A)			
<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>
From 18 Jul	Summer School Holidays (Leicestershire) (N/A)			
18:30 21:30 Youth Council (YC) (Council Chamber, Council Offices, Station Road, Wigston, Leicestershire, LE18 2DR)				14:00 17:00 Senior Citizens' Forum (SCF) (Council Chamber, Council Offices, Station Road, Wigston, Leicestershire, LE18 2DR)
<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>
From 18 Jul	Summer School Holidays (Leicestershire) (N/A)			
			19:00 22:00 Development Control Committee (DC) (Council Chamber, Council Offices, Station Road, Wigston, Leicestershire, LE18 2DR)	
<b>29</b>	<b>30</b>	<b>31</b>	<b>1 Sep</b>	<b>2</b>
Summer Bank Holiday (N/A)		18:30 21:30 Oadby Residents' Forum (ORF) (TBC)	19:00 22:00 Children and Young People Forum (CYP) (Council Chamber, Council Offices, Station Road, Wigston, Leicestershire, LE18 2DR)	
<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>
Pride of the Borough (PotB) (TBC)	18:00 19:00 Budget Briefing Session (Committee Room, Council Offices, Station Road, Wigston, Leicestershi re) 19:00 22:00 Council (C) (Council Chamber, Council Offices, Station Road, Wigston, Leicestershire, LE1	19:30 22:30 South Wigston Residents' Forum (SWRF) (TBC)	18:30 21:30 Armed Forces Working Group (AFWG) (Committee Room, Council Offices, Station Road, Wigston, Leicestershire, LE18 2DR)	

8 - 12 Aug

15 - 19 Aug

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22 - 26 Aug

29 Aug - 2 Sep

5 - 9 Sep



Draft Schedule of Council & Allied Meetings 2016/17 (Calendar)

# October 2016 - November 2016

October 2016							November 2016						
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
3	4	5	6	7	8	9	7	8	9	10	11	12	13
10	11	12	13	14	15	16	14	15	16	17	18	19	20
17	18	19	20	21	22	23	21	22	23	24	25	26	27
24	25	26	27	28	29	30	28	29	30				
31													

Monday	Tuesday	Wednesday	Thursday	Friday
<b>17 Oct</b>	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>
18:30 21:30 Youth Council (YC) (Council Chamber, Council Offices, Station Road, Wigston, Leicestershire, LE18 2DR)	13:30 16:30 Community Safety Partnership (CSP) (Council Chamber, Council Offices, Station Road, Wigston, Leicestershire, LE18 2DR)	Autumn Half-Term School Holidays (Leicestershire) (N/A)	19:00 22:00 Development Control Committee (DC) (Council Chamber, Council Offices, Station Road, Wigston, Leicestershire, LE18 2DR)	
<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>
<b>31</b>	<b>1 Nov</b>	<b>2</b>	<b>3</b>	<b>4</b>
	19:00 22:00 Policy, Finance and Development Committee (PFD) (Council Chamber, Council Offices, Station Road, Wigston, Leicestershire, LE18 2DR)	18:30 21:30 Oadby Residents' Forum (ORF) (TBC)	19:00 22:00 Licensing and Regulatory Committee - Members' Training (LR) (Council Chamber, Council Offices, Station Road, Wigston, Leicestershire, LE18 2DR)	
<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>
	19:30 22:30 South Wigston Residents' Forum (SWRF) (TBC)			
<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>
		19:00 22:00 Wigston Residents' Forum (WRF) (Council Chamber, Council Offices, Station Road, Wigston, Leicestershire, LE18 2DR)	19:00 22:00 Development Control Committee (DC) (Council Chamber, Council Offices, Station Road, Wigston, Leicestershire, LE18 2DR)	

17 - 21 Oct

24 - 28 Oct

31 Oct - 4 Nov

7 - 11 Nov

14 - 18 Nov

# November 2016 - December 2016

November 2016							December 2016						
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
1	2	3	4	5	6	7	5	6	7	8	9	10	11
8	9	10	11	12	13	14	12	13	14	15	16	17	18
15	16	17	18	19	20	21	19	20	21	22	23	24	25
22	23	24	25	26	27	28	26	27	28	29	30	31	
29	30												

Monday	Tuesday	Wednesday	Thursday	Friday
<b>21 Nov</b> 18:30 21:30 Youth Council (YC) (Council Chamber, Council Offices, Station Road, Wigston, Leicestershire, LE18 2DR)	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>
<b>28</b> 18:30 21:30 Greening the Borough Working Group (GotB) (Committee Room, Council Offices, Station Road, Wigston, Leicestershire, LE18 2DR)	<b>29</b>	<b>30</b> 18:30 21:30 Place Shaping Working Group (PSWG) (Committee Room, Council Offices, Station Road, Wigston, Leicestershire, LE18 2DR)	<b>1 Dec</b> 19:00 22:00 Development Control Committee - Members' Training (DC) (Council Chamber, Council Offices, Station Road, Wigston, Leicestershire, LE18 2DR)	<b>2</b>
<b>5</b>	<b>6</b> 19:00 22:00 Council (C) (Council Chamber, Council Offices, Station Road, Wigston, Leicestershire, LE18 2DR)	<b>7</b> Christmas Carol Concert (Council Cha	<b>8</b> 19:00 22:00 Community Engagement Forum (CEF) (Council Chamber, Council Offices, Station Road, Wigston, Leicestershire, LE18 2DR)	<b>9</b>
<b>12</b>	<b>13</b>	<b>14</b> 19:00 22:00 Senior Citizens' Forum - Christmas Concert (SCF) (Council Chamber, Council Offices, Station Road, Wigston, Leicestershire, LE18 2DR)	<b>15</b> 19:00 22:00 Development Control Committee (DC) (Council Chamber, Council Offices, Station Road, Wigston, Leicestershire, LE18 2DR)	<b>16</b>
<b>19</b> 18:30 21:30 Youth Council (YC) (Council Chamber, Council Offices, Station Road, Wigston, Leicestershire, LE18 2DR)	<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>
Winter/Christmas School Holidays (Leicestershire) (N/A)				
To 3 Jan 17				



Draft Schedule of Council & Allied Meetings 2016/17 (Calendar)

# January 2017

January 2017							February 2017						
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
2	3	4	5	6	7	8	6	7	8	9	10	11	12
9	10	11	12	13	14	15	13	14	15	16	17	18	19
16	17	18	19	20	21	22	20	21	22	23	24	25	26
23	24	25	26	27	28	29	27	28					
30	31												

Monday	Tuesday	Wednesday	Thursday	Friday
<b>26 Dec</b> From 19 Dec Boxing Day (N/A)	<b>27</b> Christmas Day (Substitute Day) (N/A)	<b>28</b> Winter/Christmas School Holidays (Leicestershire) (N/A)	<b>29</b>	<b>30</b>
<b>2</b> From 19 Dec New Year's Day (N/A)	<b>3</b> Winter/Christmas School Holidays (Leicestershire) (N/A)	<b>4</b>	<b>5</b>	<b>6</b>
<b>9</b>	<b>10</b> 13:30 Health and Wellbeing Board (HWB) (Committee Room, Council Offices, Station Road, Wigston, Leicestershire, LE18 2DR)	<b>11</b> 18:30 21:30 Change Management Committee (CM) (Committee Room, Council Offices, Station Road, Wigston, Leicestershire, LE18 2DR)	<b>12</b>	<b>13</b> 19:00 22:00 Licensing and Regulatory Committee (LR) (Council Chamber, Council Offices, Station Road, Wigston, Leicestershire, LE18 2DR)
<b>16</b> 13:30 16:30 Community Safety Partnership (CSP) (Council Chamber, Council Offices, Station Road, Wigston, Leicestershire, LE18 2DR)	<b>17</b> 19:00 22:00 Service Delivery Committee (SD) (Council Chamber, Council Offices, Station Road, Wigston, Leicestershire, LE18 2DR)	<b>18</b>	<b>19</b>	<b>20</b> 19:00 22:00 Development Control Committee (DC) (Council Chamber, Council Offices, Station Road, Wigston, Leicestershire, LE18 2DR)
<b>23</b> 18:30 21:30 Youth Council (YC) (Council Chamber, Council Offices, Station Road, Wigston, Leicestershire, LE18 2DR)	<b>24</b>	<b>25</b> 19:00 22:00 Children and Young People Forum (CYP) (Council Chamber, Council Offices, Station Road, Wigston, Leicestershire, LE18 2DR)	<b>26</b>	<b>27</b> Holocaust Memorial Day - Commemorative

26 - 30 Dec

2 - 6 Jan

9 - 13 Jan

16 - 20 Jan

23 - 27 Jan

# February 2017

February 2017							March 2017						
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
6	7	8	9	10	11	12	13	14	15	16	17	18	19
20	21	22	23	24	25	26	27	28	29	30	31		

Monday	Tuesday	Wednesday	Thursday	Friday
<b>30 Jan</b>	<b>31</b> 19:00 22:00 Policy, Finance and Development Committee (PFD) (Council Chamber, Council Offices, Station Road, Wigston, Leicestershire, LE18 2DR)	<b>1 Feb</b>	<b>2</b>	<b>3</b>
<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>
<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>
Spring Half-Term School Holidays (Leicestershire) (N/A)				
	<b>18:30</b> 21:30 Greening the Borough Working Group (GotB) (Committee Room, Council Offices, Station Road, Wigston, Leicestershire, LE18 2DR)		<b>19:00</b> 22:00 Development Control Committee (DC) (Council Chamber, Council Offices, Station Road, Wigston, Leicestershire, LE18 2DR)	
<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>
18:30 21:30 Youth Council (YC) (Council Chamber, Council Offices, Station Road, Wigston, Leicestershire, LE18 2DR)	19:00 22:00 Council - Council Tax and Budget Setting (C) (Council Chamber, Council Offices, Station Road, Wigston, Leicestershire, LE18 2DR)			
<b>27</b>	<b>28</b>	<b>1 Mar</b>	<b>2</b>	<b>3</b>
	18:30 21:30 Oadby Residents' Forum (ORF) (TBC)			

30 Jan - 3 Feb

6 - 10 Feb

13 - 17 Feb

20 - 24 Feb

27 Feb - 3 Mar

Draft Schedule of Council & Allied Meetings 2016/17 (Calendar)

# March 2017

March 2017							April 2017						
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
6	7	8	9	10	11	12	3	4	5	6	7	8	9
13	14	15	16	17	18	19	10	11	12	13	14	15	16
20	21	22	23	24	25	26	17	18	19	20	21	22	23
27	28	29	30	31			24	25	26	27	28	29	30

Monday	Tuesday	Wednesday	Thursday	Friday
<b>6 Mar</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>
	19:30 22:30 South Wigston Residents' Forum (SWRF) (TBC)	18:30 21:30 Placing Shaping Working Group (PSWG) (Committee Room, Council Offices, Station Road, Wigston, Leicestershire, LE18 2DR)		
<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>
Commonwealth Day - Flying the Flag 19:00 22:00 Wigston Residents' Forum (WRF) (Council Chamber, Council Offices, Station Road, Wigston, Leicestershire, LE18 2DR)	19:00 22:00 Community Engagement Forum (CEF) (Council Chamber, Council Offices, Station Road, Wigston, Leicestershire, LE18 2DR)	19:00 22:00 Licensing and Regulatory Committee - Members' Training (LR) (Council Chamber, Council Offices, Station Road, Wigston, Leicestershire, LE18 2DR)	19:00 22:00 Development Control Committee (DC) (Council Chamber, Council Offices, Station Road, Wigston, Leicestershire, LE18 2DR)	
<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>
18:30 21:30 Youth Council (YC) (Council Chamber, Council Offices, Station Road, Wigston, Leicestershire, LE18 2DR)	19:00 22:00 Service Delivery Committee (SD) (Council Chamber, Council Offices, Station Road, Wigston, Leicestershire, LE18 2DR)	18:30 21:30 Armed Forces Working Group (AFWG) (Committee Room, Council Offices, Station Road, Wigston, Leicestershire, LE18 2DR)		
<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>	<b>31</b>
	19:00 22:00 Policy, Finance and Development Committee (PFD) (Council Chamber, Council Offices, Station Road, Wigston, Leicestershire, LE18 2DR)	19:00 22:00 Children and Young People Forum (CYP) (Council Chamber, Council Offices, Station Road, Wigston, Leicestershire, LE18 2DR)		
<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
	13:30 16:30 Health and Wellbeing Board (HWB) (Committee Room, Council Offices, Station Road, Wigston, Leicestershire, LE18 2DR)	19:00 22:00 Change Management Committee (CM) (Committee Room, Council Offices, Station Road, Wigston, Leicestershire, LE18 2DR)	19:00 22:00 Licensing and Regulatory Committee (LR) (Council Chamber, Council Offices, Station Road, Wigston, Leicestershire, LE18 2DR)	

6 - 10 Mar

13 - 17 Mar

20 - 24 Mar

27 - 31 Mar

3 - 7 Apr

Draft Schedule of Council & Allied Meetings 2016/17 (Calendar)

# April 2017 - May 2017

May 2017

April 2017

Mo	Tu	We	Th	Fr	Sa	Su
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Mo	Tu	We	Th	Fr	Sa	Su
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Monday	Tuesday	Wednesday	Thursday	Friday
<b>10 Apr</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>
18:30 21:30 Youth Council (YC) (Council Chamber, Council Offices, Station Road, Wigston, Leicestershire, LE18 2DR)	Spring/Easter School Holidays (Leicestershire) (N/A)	18:00 21:00 Supporting Leicestershire Families (SLF) (Committee Room, Council Offices, Station Road, Wigston, Leicestershire, LE18 2DR)	19:00 22:00 Development Control Committee (DC) (Council Chamber, Council Offices, Station Road, Wigston, Leicestershire, LE18 2DR)	To 21 Apr Good Friday (N/A)
<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>
Easter Monday (N/A)	Spring/Easter School Holidays (Leicestershire) (N/A)			
<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>
	19:00 22:00 Council (C) (Council Chamber, Council Offices, Station Road, Wigston, Leicestershire, LE18 2DR)	19:00 22:00 Children and Young People Forum (CYP) (Council Chamber, Council Offices, Station Road, Wigston, Leicestershire, LE18 2DR)		
<b>1 May</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
Early May Bank Holiday (N/A)			Election - Polling Day (N/A)	
<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>
			19:00 22:00 Development Control Committee (DC) (Council Chamber, Council Offices, Station Road, Wigston, Leicestershire, LE18 2DR)	

10 - 14 Apr

17 - 21 Apr

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24 - 28 Apr

1 - 5 May

8 - 12 May



Draft Schedule of Council & Allied Meetings 2016/17 (Calendar)

# May 2017 - June 2017

May 2017							June 2017						
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
1	2	3	4	5	6	7	5	6	7	8	9	10	11
8	9	10	11	12	13	14	12	13	14	15	16	17	18
15	16	17	18	19	20	21	19	20	21	22	23	24	25
22	23	24	25	26	27	28	26	27	28	29	30		
29	30	31											

Monday	Tuesday	Wednesday	Thursday	Friday
15 May 18:30 21:30 Youth Council (YC) (Council Chamber, Council Offices, Station Road, Wigston, Leicestershire, LE18 2DR)	16 19:00 22:00 Council/Annual General Meeting (AGM) (Council Chamber, Council Offices, Station Road, Wigston, Leicestershire, LE18 2DR)	17	18	19
22	23	24	25	26
29	30	31	1 Jun	2
	Spring Bank Holiday (N/A)	Summer Half-Term School Holidays (Leicestershire) (N/A)		
5	6	7	8	9
12	13	14	15	16

15 - 19 May

22 - 26 May

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29 May - 2 Jun

5 - 9 Jun

12 - 16 Jun

Draft Schedule of Council & Allied Meetings 2016/17 (Table)

Meeting/Event Type		Meeting/Event Title (Acronym)		Venue/Location		Date/Time
Meeting/Event Type: Bank Holiday (15 items)						
	Bank Holiday		Good Friday	N/A		25 March 2016 00:00
	Bank Holiday		Easter Monday	N/A		28 March 2016 00:00
	Bank Holiday		Early May Bank Holiday	N/A		02 May 2016 00:00
	Bank Holiday		Spring Bank Holiday	N/A		30 May 2016 00:00
	Bank Holiday		Summer Bank Holiday	N/A		29 August 2016 00:00
	Bank Holiday		Boxing Day	N/A		26 December 2016 00:00
	Bank Holiday		Christmas Day (Substitute Day)	N/A		27 December 2016 00:00
	Bank Holiday		New Year's Day	N/A		02 January 2017 00:00
	Bank Holiday		Good Friday	N/A		14 April 2017 00:00
	Bank Holiday		Easter Monday	N/A		17 April 2017 00:00
	Bank Holiday		Early May Bank Holiday	N/A		01 May 2017 00:00
	Bank Holiday		Spring Bank Holiday	N/A		29 May 2017 00:00
	Bank Holiday		Summer Bank Holiday	N/A		28 August 2017 00:00
	Bank Holiday		Christmas Day	N/A		25 December 2017 00:00
	Bank Holiday		Boxing Day	N/A		26 December 2017 00:00
Meeting/Event Type: Board/Group/Forum (31 items)						
	Board/Group/Forum		Children and Young People Forum (CYP)	Council Chamber, Council Offices, Station Road, Wigston, Leicestershire...		25 May 2016 18:30
	Board/Group/Forum		Senior Citizens' Forum (SCF)	Council Chamber, Council Offices, Station Road, Wigston, Leicestershire...		08 June 2016 14:00
	Board/Group/Forum		Place Shaping Working Group (PSWG)	Committee Room, Council Offices, Station Road, Wigston, Leicestershir...		09 June 2016 18:30
	Board/Group/Forum		Highway Forum - Oadby and Wigston (HF)	Council Chamber, Council Offices, Station Road, Wigston, Leicestershire...		05 July 2016 14:00
	Board/Group/Forum		Greening the Borough Working Group (GotB)	Committee Room, Council Offices, Station Road, Wigston, Leicestershir...		07 July 2016 18:30
	Board/Group/Forum		Health and Wellbeing Board (HWB)	Committee Room, Council Offices, Station Road, Wigston, Leicestershir...		12 July 2016 13:30
	Board/Group/Forum		Children and Young People Forum (CYP)	Council Chamber, Council Offices, Station Road, Wigston, Leicestershire...		13 July 2016 19:00
	Board/Group/Forum		Community Safety Partnership (CSP)	Council Chamber, Council Offices, Station Road, Wigston, Leicestershire...		18 July 2016 13:30
	Board/Group/Forum		Senior Citizens' Forum (SCF)	Council Chamber, Council Offices, Station Road, Wigston, Leicestershire...		19 August 2016 14:00
	Board/Group/Forum		Children and Young People Forum (CYP)	Council Chamber, Council Offices, Station Road, Wigston, Leicestershire...		01 September 2016 19:00
	Board/Group/Forum		Armed Forces Working Group (AFWG)	Committee Room, Council Offices, Station Road, Wigston, Leicestershir...		08 September 2016 18:30
	Board/Group/Forum		Place Shaping Working Group (PSWG)	Committee Room, Council Offices, Station Road, Wigston, Leicestershir...		15 September 2016 18:30
	Board/Group/Forum		Greening the Borough Working Group (GotB)	Committee Room, Council Offices, Station Road, Wigston, Leicestershir...		21 September 2016 18:30
	Board/Group/Forum		Supporting Leicestershire Families Group (SLF)	Committee Room, Council Offices, Station Road, Wigston, Leicestershir...		27 September 2016 18:30
	Board/Group/Forum		Senior Citizens' Forum (SCF)	Council Chamber, Council Offices, Station Road, Wigston, Leicestershire...		29 September 2016 09:30
	Board/Group/Forum		Highway Forum - Oadby and Wigston (HF)	Council Chamber, Council Offices, Station Road, Wigston, Leicestershire...		04 October 2016 14:00
	Board/Group/Forum		Health and Wellbeing Board (HWB)	Committee Room, Council Offices, Station Road, Wigston, Leicestershir...		11 October 2016 13:30
	Board/Group/Forum		Community Safety Partnership (CSP)	Council Chamber, Council Offices, Station Road, Wigston, Leicestershire...		18 October 2016 13:30

Draft Schedule of Council & Allied Meetings 2016/17 (Table)

Meeting/Event Type	Meeting/Event Title (Acronym)	Venue/Location	Date/Time
Board/Group/Forum	Greening the Borough Working Group (GoTB)	Committee Room, Council Offices, Station Road, Wigston, Leicestershire...	28 November 2016 18:30
Board/Group/Forum	Place Shaping Working Group (PSWG)	Committee Room, Council Offices, Station Road, Wigston, Leicestershire...	30 November 2016 18:30
Board/Group/Forum	Senior Citizens' Forum - Christmas Concert (SCF)	Council Chamber, Council Offices, Station Road, Wigston, Leicestershire...	14 December 2016 19:00
Board/Group/Forum	Health and Wellbeing Board (HWB)	Committee Room, Council Offices, Station Road, Wigston, Leicestershire...	10 January 2017 13:30
Board/Group/Forum	Community Safety Partnership (CSP)	Council Chamber, Council Offices, Station Road, Wigston, Leicestershire...	16 January 2017 13:30
Board/Group/Forum	Children and Young People Forum (CYP)	Council Chamber, Council Offices, Station Road, Wigston, Leicestershire...	25 January 2017 19:00
Board/Group/Forum	Greening the Borough Working Group (GoTB)	Committee Room, Council Offices, Station Road, Wigston, Leicestershire...	14 February 2017 18:30
Board/Group/Forum	Placing Shaping Working Group (PSWG)	Committee Room, Council Offices, Station Road, Wigston, Leicestershire...	08 March 2017 18:30
Board/Group/Forum	Armed Forces Working Group (AFWG)	Committee Room, Council Offices, Station Road, Wigston, Leicestershire...	22 March 2017 18:30
Board/Group/Forum	Children and Young People Forum (CYP)	Council Chamber, Council Offices, Station Road, Wigston, Leicestershire...	29 March 2017 19:00
Board/Group/Forum	Health and Wellbeing Board (HWB)	Committee Room, Council Offices, Station Road, Wigston, Leicestershire...	04 April 2017 13:30
Board/Group/Forum	Supporting Leicestershire Families (SLF)	Committee Room, Council Offices, Station Road, Wigston, Leicestershire...	12 April 2017 18:00
Board/Group/Forum	Children and Young People Forum (CYP)	Council Chamber, Council Offices, Station Road, Wigston, Leicestershire...	26 April 2017 19:00
Meeting/Event Type: Committee (31 items)			
Committee	Development Control Committee (DC)	Council Chamber, Council Offices, Station Road, Wigston, Leicestershire...	12 May 2016 19:00
Committee	Development Control Committee (DC)	Council Chamber, Council Offices, Station Road, Wigston, Leicestershire...	16 June 2016 19:00
Committee	Service Delivery Committee (SD)	Council Chamber, Council Offices, Station Road, Wigston, Leicestershire...	05 July 2016 19:00
Committee	Development Control Committee - Borough Tour (DC)	N/A	08 July 2016 18:30
Committee	Policy, Finance and Development Committee (PFD)	Council Chamber, Council Offices, Station Road, Wigston, Leicestershire...	19 July 2016 19:00
Committee	Licensing and Regulatory Committee (LR)	Council Chamber, Council Offices, Station Road, Wigston, Leicestershire...	20 July 2016 19:00
Committee	Change Management Committee (CM)	Committee Room, Council Offices, Station Road, Wigston, Leicestershire...	21 July 2016 18:30
Committee	Development Control Committee (DC)	Committee Room, Council Offices, Station Road, Wigston, Leicestershire...	28 July 2016 19:00
Committee	Development Control Committee (DC)	Council Chamber, Council Offices, Station Road, Wigston, Leicestershire...	25 August 2016 19:00
Committee	Policy, Finance and Development Committee - Statutory Reports (PFD)	Council Chamber, Council Offices, Station Road, Wigston, Leicestershire...	20 September 2016 19:00
Committee	Development Control Committee (DC)	Council Chamber, Council Offices, Station Road, Wigston, Leicestershire...	22 September 2016 19:00
Committee	Change Management Committee (CM)	Committee Room, Council Offices, Station Road, Wigston, Leicestershire...	26 September 2016 18:30
Committee	Licensing and Regulatory Committee (LR)	Council Chamber, Council Offices, Station Road, Wigston, Leicestershire...	29 September 2016 19:00
Committee	Service Delivery Committee (SD)	Council Chamber, Council Offices, Station Road, Wigston, Leicestershire...	11 October 2016 19:00
Committee	Development Control Committee (DC)	Council Chamber, Council Offices, Station Road, Wigston, Leicestershire...	20 October 2016 19:00
Committee	Policy, Finance and Development Committee (PFD)	Council Chamber, Council Offices, Station Road, Wigston, Leicestershire...	01 November 2016 19:00
Committee	Development Control Committee (DC)	Council Chamber, Council Offices, Station Road, Wigston, Leicestershire...	17 November 2016 19:00
Committee	Development Control Committee (DC)	Council Chamber, Council Offices, Station Road, Wigston, Leicestershire...	15 December 2016 19:00
Committee	Change Management Committee (CM)	Committee Room, Council Offices, Station Road, Wigston, Leicestershire...	11 January 2017 18:30
Committee	Licensing and Regulatory Committee (LR)	Council Chamber, Council Offices, Station Road, Wigston, Leicestershire...	12 January 2017 19:00
Committee	Service Delivery Committee (SD)	Council Chamber, Council Offices, Station Road, Wigston, Leicestershire...	17 January 2017 19:00



Draft Schedule of Council & Allied Meetings 2016/17 (Table)

Meeting/Event Type	Meeting/Event Title (Acronym)	Venue/Location	Date/Time
Committee	Development Control Committee (DC)	Council Chamber, Council Offices, Station Road, Wigston, Leicestershire...	19 January 2017 19:00
Committee	Policy, Finance and Development Committee (PFD)	Council Chamber, Council Offices, Station Road, Wigston, Leicestershire...	31 January 2017 19:00
Committee	Development Control Committee (DC)	Council Chamber, Council Offices, Station Road, Wigston, Leicestershire...	16 February 2017 19:00
Committee	Development Control Committee (DC)	Council Chamber, Council Offices, Station Road, Wigston, Leicestershire...	16 March 2017 19:00
Committee	Service Delivery Committee (SD)	Council Chamber, Council Offices, Station Road, Wigston, Leicestershire...	21 March 2017 19:00
Committee	Policy, Finance and Development Committee (PFD)	Council Chamber, Council Offices, Station Road, Wigston, Leicestershire...	28 March 2017 19:00
Committee	Change Management Committee (CM)	Committee Room, Council Offices, Station Road, Wigston, Leicestershir...	05 April 2017 19:00
Committee	Licensing and Regulatory Committee (LR)	Council Chamber, Council Offices, Station Road, Wigston, Leicestershire...	06 April 2017 19:00
Committee	Development Control Committee (DC)	Council Chamber, Council Offices, Station Road, Wigston, Leicestershire...	13 April 2017 19:00
Committee	Development Control Committee (DC)	Council Chamber, Council Offices, Station Road, Wigston, Leicestershire...	11 May 2017 19:00
Meeting/Event Type: Council/AGM (7 items)			
Council/AGM	Council/Annual General Meeting (AGM)	Council Chamber, Council Offices, Station Road, Wigston, Leicestershire...	17 May 2016 19:00
Council/AGM	Council (C)	Council Chamber, Council Offices, Station Road, Wigston, Leicestershire...	14 June 2016 19:00
Council/AGM	Council (C)	Council Chamber, Council Offices, Station Road, Wigston, Leicestershire...	06 September 2016 19:00
Council/AGM	Council (C)	Council Chamber, Council Offices, Station Road, Wigston, Leicestershire...	06 December 2016 19:00
Council/AGM	Council - Council Tax and Budget Setting (C)	Council Chamber, Council Offices, Station Road, Wigston, Leicestershire...	21 February 2017 19:00
Council/AGM	Council (C)	Council Chamber, Council Offices, Station Road, Wigston, Leicestershire...	25 April 2017 19:00
Council/AGM	Council/Annual General Meeting (AGM)	Council Chamber, Council Offices, Station Road, Wigston, Leicestershire...	16 May 2017 19:00
Meeting/Event Type: Elections (3 items)			
Elections	Police and Crime Commissioner Elections (Leicestershire Police Area)	N/A	05 May 2016 00:00
Elections	European Union (EU) Referendum	N/A	23 June 2016 00:00
Elections	Election - Polling Day	N/A	04 May 2017 00:00
Meeting/Event Type: Event (9 items)			
Event	Pride of the Borough (PotB)	TBC	27 June 2016 00:00
Event	Armed Forces Flag Day	N/A	27 June 2016 10:00
Event	Pride of the Borough - EMIB Review and Floral Winners (PotB)	TBC	11 July 2016 00:00
Event	Pride of the Borough (PotB)	TBC	05 September 2016 00:00
Event	Pride of the Borough - Awards Evening (PotB)	TBC	19 September 2016 00:00
Event	Remembrance Day	N/A	13 November 2016 00:00
Event	Christmas Carol Concert	Council Chamber, Council Offices, Station Road, Wigston, Leicestershire...	07 December 2016 00:00
Event	Holocaust Memorial Day - Commemoration Event	TBC	27 January 2017 00:00
Event	Commonwealth Day - Flying the Flag	N/A	13 March 2017 00:00
Meeting/Event Type: Members' Training (9 items)			
Members' Training	Development Control Committee - Members' Training (DC)	Council Chamber, Council Offices, Station Road, Wigston, Leicestershire...	26 May 2016 19:00
Members' Training	Members' Training Session	Council Chamber, Council Offices, Station Road, Wigston, Leicestershire...	02 June 2016 00:00

Draft Schedule of Council & Allied Meetings 2016/17 (Table)

Meeting/Event Type		Meeting/Event Title (Acronym)	Venue/Location	Date/Time
Members' Training	Members' Training Session	Members' Training (LR)	TBC	06 June 2016 00:00
Members' Training	Licensing and Regulatory Committee - Members' Training (LR)		Council Chamber, Council Offices, Station Road, Wigston, Leicestershire...	15 June 2016 19:00
Members' Training	Members' Training Session		TBC	14 July 2016 00:00
Members' Training	Budget Briefing Session		Committee Room, Council Offices, Station Road, Wigston, Leicestershir...	06 September 2016 18:00
Members' Training	Licensing and Regulatory Committee - Members' Training (LR)		Council Chamber, Council Offices, Station Road, Wigston, Leicestershire...	03 November 2016 19:00
Members' Training	Development Control Committee - Members' Training (DC)		Council Chamber, Council Offices, Station Road, Wigston, Leicestershire...	01 December 2016 19:00
Members' Training	Licensing and Regulatory Committee - Members' Training (LR)		Council Chamber, Council Offices, Station Road, Wigston, Leicestershire...	15 March 2017 19:00
Meeting/Event Type: Miscellaneous (13 items)				
Miscellaneous	Youth Council (YC)		Council Chamber, Council Offices, Station Road, Wigston, Leicestershire...	23 May 2016 18:30
Miscellaneous	Youth Council (YC)		Council Chamber, Council Offices, Station Road, Wigston, Leicestershire...	13 June 2016 18:30
Miscellaneous	Youth Council (YC)		Council Chamber, Council Offices, Station Road, Wigston, Leicestershire...	18 July 2016 18:30
Miscellaneous	Youth Council (YC)		Council Chamber, Council Offices, Station Road, Wigston, Leicestershire...	15 August 2016 18:30
Miscellaneous	Youth Council (YC)		Council Chamber, Council Offices, Station Road, Wigston, Leicestershire...	19 September 2016 18:30
Miscellaneous	Youth Council (YC)		Council Chamber, Council Offices, Station Road, Wigston, Leicestershire...	17 October 2016 18:30
Miscellaneous	Youth Council (YC)		Council Chamber, Council Offices, Station Road, Wigston, Leicestershire...	21 November 2016 18:30
Miscellaneous	Youth Council (YC)		Council Chamber, Council Offices, Station Road, Wigston, Leicestershire...	19 December 2016 18:30
Miscellaneous	Youth Council (YC)		Council Chamber, Council Offices, Station Road, Wigston, Leicestershire...	23 January 2017 18:30
Miscellaneous	Youth Council (YC)		Council Chamber, Council Offices, Station Road, Wigston, Leicestershire...	20 February 2017 18:30
Miscellaneous	Youth Council (YC)		Council Chamber, Council Offices, Station Road, Wigston, Leicestershire...	20 March 2017 18:30
Miscellaneous	Youth Council (YC)		Council Chamber, Council Offices, Station Road, Wigston, Leicestershire...	10 April 2017 18:30
Miscellaneous	Youth Council (YC)		Council Chamber, Council Offices, Station Road, Wigston, Leicestershire...	15 May 2017 18:30
Meeting/Event Type: Residents' Forum (16 items)				
Residents' Forum	South Wigston Residents' Forum (SWRF)		TBC	08 June 2016 19:30
Residents' Forum	Community Engagement Forum (CEF)		Council Chamber, Council Offices, Station Road, Wigston, Leicestershire...	27 June 2016 19:00
Residents' Forum	Wigston Residents' Forum (WRF)		Council Chamber, Council Offices, Station Road, Wigston, Leicestershire...	29 June 2016 19:00
Residents' Forum	Oadby Residents' Forum (ORF)		TBC	06 July 2016 18:30
Residents' Forum	Oadby Residents' Forum (ORF)		TBC	31 August 2016 18:30
Residents' Forum	South Wigston Residents' Forum (SWRF)		TBC	07 September 2016 19:30
Residents' Forum	Wigston Residents' Forum (WRF)		Council Chamber, Council Offices, Station Road, Wigston, Leicestershire...	14 September 2016 19:00
Residents' Forum	Community Engagement Forum (CEF)		Council Chamber, Council Offices, Station Road, Wigston, Leicestershire...	28 September 2016 19:00
Residents' Forum	Oadby Residents' Forum (ORF)		TBC	02 November 2016 18:30
Residents' Forum	South Wigston Residents' Forum (SWRF)		TBC	08 November 2016 19:30
Residents' Forum	Wigston Residents' Forum (WRF)		Council Chamber, Council Offices, Station Road, Wigston, Leicestershire...	16 November 2016 19:00
Residents' Forum	Community Engagement Forum (CEF)		Council Chamber, Council Offices, Station Road, Wigston, Leicestershire...	08 December 2016 19:00
Residents' Forum	Oadby Residents' Forum (ORF)		TBC	28 February 2017 18:30

Draft Schedule of Council & Allied Meetings 2016/17 (Table)

Meeting/Event Type	Meeting/Event Title (Acronym)	Venue/Location	Date/Time
Residents' Forum	South Wigston Residents' Forum (SWRF)	TBC	07 March 2017 19:30
Residents' Forum	Wigston Residents' Forum (WRF)	Council Chamber, Council Offices, Station Road, Wigston, Leicestershire...	13 March 2017 19:00
Residents' Forum	Community Engagement Forum (CEF)	Council Chamber, Council Offices, Station Road, Wigston, Leicestershire...	14 March 2017 19:00
Meeting/Event Type: School Holidays (7 items)			
School Holidays	Summer Half-Term School Holidays (Leicestershire)	N/A	30 May 2016 00:00
School Holidays	Summer School Holidays (Leicestershire)	N/A	18 July 2016 00:00
School Holidays	Autumn Half-Term School Holidays (Leicestershire)	N/A	17 October 2016 00:00
School Holidays	Winter/Christmas School Holidays (Leicestershire)	N/A	19 December 2016 00:00
School Holidays	Spring Half-Term School Holidays (Leicestershire)	N/A	13 February 2017 00:00
School Holidays	Spring/Easter School Holidays (Leicestershire)	N/A	10 April 2017 00:00
School Holidays	Summer Half-Term School Holidays (Leicestershire)	N/A	29 May 2017 00:00

# Agenda Item 15a

**MINUTES OF A MEETING OF THE SERVICE DELIVERY COMMITTEE HELD AT THE COUNCIL OFFICES, STATION ROAD, WIGSTON ON TUESDAY, 19 JANUARY 2016 COMMENCING AT 7.00 PM**

<b><u>IN ATTENDANCE:</u></b>		
Chair - Councillor G A Boulter Vice-Chair - Councillor Mrs S Z Haq		
<b>COUNCILLORS (10):</b>		
G S Atwal	Mrs L M Broadley	
L A Bentley	F S Broadley	B Fahey
Ms A R Bond	D M Carter	K J Loydall
J W Boyce	Ms K Chalk	
<b>OFFICERS IN ATTENDANCE (3):</b>		
S J Ball	S Glazebrook	M Hone

Min Ref.	Narrative	Officer Resp.
36.	<p><b><u>APOLOGIES FOR ABSENCE</u></b></p> <p>A minute's silence was observed in memory of the late former Councillor, Mayor (1992-1993) and Honorary Alderman (2001) of the Borough, Mr R D Allen.</p> <p>An apology for absence was received from Councillors Miss M V Chamberlain, Dr T K Khong and R H Thakor.</p>	
37.	<p><b><u>APPOINTMENT OF SUBSTITUTES</u></b></p> <p>Councillor B Fahey substituted for Councillor Dr T K Khong.</p>	
38.	<p><b><u>DECLARATIONS OF INTEREST</u></b></p> <p>None.</p>	
39.	<p><b><u>MINUTES OF THE PREVIOUS MEETING HELD ON 13 OCTOBER 2015</u></b></p> <p>In respect of 'New Build Programme / Refurbishment' (Minute Ref: 29) at paragraph 5, the Chair sought to clarify that two distinct subject-matters were reported: namely: (i) the purchase of former Council-owned properties under the Right to First Refusal (RFR) option afforded under the Right to Buy scheme; and (ii) the separate purchase of a private-sector property to which adaptations were currently being undertaken so to accommodate the intended occupants' disability requirements.</p> <p><b>RESOLVED THAT:</b></p> <p>Subject to the point of clarification aforementioned, the minutes of the previous meeting of the Committee held on 13 October 2015 be taken as read, confirmed and signed.</p>	SJB



40.	<p><b><u>ACTION LIST ARISING FROM THE MEETING HELD ON 13 OCTOBER 2015</u></b></p> <p><b>RESOLVED THAT:</b></p> <p>The Action List be noted by Members.</p>	
41.	<p><b><u>PETITIONS AND DEPUTATIONS</u></b></p> <p>None.</p>	
42.	<p><b><u>COMMITTEE REVISED FINANCIAL POSITION 2015/16 AND DRAFT BUDGET 2016/17</u></b></p> <p>The Committee gave consideration to the report and appendices (at pages 13 - 17) as delivered and summarised by Interim Chief Financial Officer (Section 151 Officer) which should be read together with these minutes as a composite document.</p> <p>The Interim Chief Financial Officer stated that the recommendation at 2.2. as set out in the report (at page 13) should be excluded.</p> <p>With reference to New Homes Bonuses (NHB's) at paragraph 3 (at page 14) citing an increase in the same, Councillor J W Boyce requested that a report be brought to a subsequent meeting of this Committee addressing its long-term potential.</p> <p>With reference to the Revised Budget for 2015/16 detailing the major variances at paragraph 4.1 (at page 15), the Member further requested that the budget be reviewed with the view to remove unnecessary budget heads (e.g. Senior Citizens Grants).</p> <p>The Interim Chief Financial Officer stated that although the £128,000 increase in NHB's was a reasonably healthy one based upon the current scheme, an ongoing central government-led consultation process was underway which sought to reduce this area of funding in future years. He advised that there was some uncertainty as to whether this would exclusively affect new grants or if it was to be applied retrospectively. He further provided an undertaking to review the Budget, accordingly.</p> <p><b>RESOLVED THAT:</b></p> <p>The revised General Fund revenue budget position for 2015/16 (as set out at paragraph 4.1. of the report) be noted by Members.</p>	MHo
43.	<p><b><u>HOUSING FINANCE UPDATE - HOUSING REVENUE ACCOUNT (HRA)</u></b></p> <p>The Committee gave consideration to the report and appendices (at pages 18 - 20) as delivered and summarised by Interim Chief Financial Officer (Section 151 Officer) which should be read together with these minutes as a composite document.</p> <p>With reference to rent levels for 2016/17 at paragraph 4 (at page 19), Councillor L A Bentley enquired as to whether there was a possibility of a further decrease in rents and its discernible impact upon Housing Revenue</p>	MHo



	<p>Account (HRA) and, consequently, the point of service-delivery. The Member further suggested that a review of the Council’s non-dwelling sites and assets be undertaken to ascertain, and capitalise upon, any potential better use(s) of the same.</p> <p>The Interim Chief Financial Officer stated that the 1% reduction in rents per annum was to apply over the duration of the next four years, after which increases in accordance with CPI +1% would resume (subject to the discretion of central government policy). He advised that should rents continue to see a reduction by a further two to three years (2022-2023), the Council’s ambition for the redevelopment of its housing stock would not be achievable and would require a scaling-back of capital programmes and investment of £50,000 per annum: if extended over 30-years, the impact upon the HRA was said to be significant. In respect of non-dwelling sites and assets, it was reported that all local authorities were expected to undertake a purpose-review of their estates and dispose of any redundant holdings.</p> <p>Councillor J W Boyce stated that the disposal of the Council’s highest-valued housing stock would not proportionately yield a commensurate return. He further expressed serious reservations in respect of the approximate, accumulative shortfall of £250,000 from the 1% reduction in rents and its impact on future capital projects.</p> <p>The Interim Chief Financial Officer advised that, due to the ongoing consultation process, there was still uncertainty as to criteria to be used to identify the Council’s highest-valued housing stock. It was suggested that this may involve the taking of a percentile-value calculated upon the valuation(s) of those highest-valued properties. He emphasised that the levy in question was compulsory and therefore would either necessitate the disposal of property or a payment rendered to the value thereof.</p> <p>Councillor Mrs S Z Haq sought clarification as to “void” at paragraph 3.4 (at page 18).</p> <p>Councillor Mrs L M Broadley sought further clarification as to the determination of “high-value” housing stock and whether the proceeds of the levy were to be retained by central government. The Member further raised concerns in respect of the ever-increasing diminution of housing stock, particularly under the new Right to Buy (RTB) scheme, and the impact upon the housing needs of social tenants. She was hopeful that the levy’s proceeds would be reinvested into social housing projects in the Borough.</p> <p>The Interim Chief Financial Officer was unable to provide further clarification to the points sought above until such time as the outcome(s) of the consultation process were known.</p> <p><b>UNANIMOUSLY RESOLVED THAT:</b></p> <p>The report be noted by Members and the new levels of rent and service charges (as set out at paragraphs 4 and 5 of the report, respectively) be recommended to the Policy, Finance and Development Committee.</p>	
44.	<b><u>COMMUNITY SERVICES UPDATE</u></b>	<b>SG</b>

The Committee gave consideration to the report and appendices (at pages 21 - 31) as delivered and summarised by Interim Community Services Manager, together with the supplementary agenda update (at page 1), which should be read together with these minutes as a composite document.

The Interim Community Services Manager directed Members' attention to particularly significant and noteworthy sections and paragraphs contained in the report. With reference to voids at paragraph 4 (at page 23), he added that a weekly-review process had been implemented to monitor the same and an update report detailing a comprehensive assessment of property voids was to be brought to the next meeting of this Committee on 22 March 2016.

With reference to future development and purchase opportunities at paragraph 11 (at page 26), the Chair opined that it was not advisable to enter into competition with the local Housing Association (HA) in terms of a "bidding war" for the provision of social and affordable housing. He welcomed the possibility of development and, or, purchase opportunities at Station Road, Wigston and Canal Street, South Wigston and suggested that a feasibility study be undertaken to assess the latter option.

With reference to the Housing Related Advice (HRA) services at paragraph 12 (at page 27), Councillor D M Carter enquired as to whether it was possible to distinguish between those providers that operated inside vis-a-vis outside the Borough.

The Interim Community Services Manager advised that of the nine known providers, Age UK, Christians Against Poverty, Helping Hands (HH), the Citizens Advice Bureau (CAB) and the Red Cross had facilities accessible from within the Borough whereas Shelter, Housing Aid, The Bridge, Research Projects and the Saffron Resource Centre operated from Leicester City. He stated that the joint-initiative to use HH and the CAB would ensure the improved delivery of advisory services to Borough residents.

With reference to the Choice-Based Lettings (CBL) statutory consultation at paragraph 13 (at page 27), Councillor J W Boyce sought to clarify that the 'Resident Forums' referred to the Housing Resident Forum and not the three, Community Resident Forums.

With reference to voids at paragraph 4 (at page 23), Councillor J W Boyce questioned the "average" length of the void turnaround time (i.e. excluding the major works exceptions) and requested that greater clarity was needed.

The Interim Community Services Manager stated that the subject of clarity was, in part, a reporting issue inasmuch as lengthy void periods (for the reasons aforementioned) counted against any meaningful average. He added that the facility did exist statistically exclude the same and that the Housing Options Team had been tasked to improve this reporting mechanism. He noted that the turnaround times were greater than ideally anticipated and that new initiatives were to be implemented (viz. quicker maintenance, earlier advertisement during completion of works etc.) in order to substantially reduce this. He further stated that the implications stemming from a low-demand for sheltered accommodation were to be addressed

through the multiple-offer provisions(s) as allowed by the CBL scheme.

With reference to gas safety at paragraph 5 (at page 24), Councillor J W Boyce reiterated the a 100% compliance rate was the only acceptable figure and that more pro-active steps ought to be taken as soon as reasonably practicable to minimise any prolonged periods where such is not the case. The Member agreed with the Chair insofar avoiding competition with the local HA. He noted that any proposed redevelopment at Canal Street entertained significant risk given the building's approximate 30-year vacancy, suggesting that it may well be prudent to reopen the process to identify any third-parties interested in redeveloping the site in order mitigate the implications thereof as may be otherwise assumed by the Council.

With reference to HRA services, the Member further requested that a quantum of need vis-a-vis provision required mapping. With reference to Disabled Facility Grants (DFG's) at paragraph 14 (at page 27), he emphasised the need to be clear in respect of reporting back from the Lightbulb Project and under which defined circumstances. With reference to warden services at paragraph 16 (page 28), the Member stated that ongoing assessments ought to be undertaken to continually re/evaluate and address the ever-changing vulnerabilities faced by those residents affected.

The Interim Community Services Manager reported that he and the Chief Executive were to meet imminently with HH and CAB in order to establish a needs-analysis for advisory services within the Borough, together with a performance-assessment matrix and a method to record footfall. It was said that a process would be undertaken to identify any potential third-party developers for Canal Street.

Councillor L A Bentley agreed with the Chair and Councillor J W Boyce with regards to the means to provide more social and affordable housing within the Borough and endorsed the equity-sharing arrangements incorporated therein in order to better stimulate home ownership. The Member further enquired as to whether a Council-backed bond under any Compulsory Purchase Order (CPO) indemnifying any later identified land propitiator of Canal Street site was financially-viable.

The Interim Community Services Manager advised that he was mindful of this implication and that the same would feature in the feasibility study to be conducted.

Councillor K J Loydall emphasised the importance of multi-agency partnership work as part of any advisory services framework so to better signpost service-users within the Borough.

Councillor Ms A R Bond enquired as to the frequency and location of the proposed drop-in surgeries for residents affected by Housing Related Support (HRS) remodel and whether Members were entitled to attend residents' advice sessions. She further requested that Members be informed as to the surgery dates once scheduled.

The Interim Community Services Manager reported that one-weekly surgery session was to be hosted at William Peardon Court, Wigston, and Chartwell and Marriott Houses, Oadby respectively, with an open invitation extended to those tenants living in dispersed bungalows. It was advised that residents

	<p>and Members alike would be informed accordingly once the logistical arrangements were finalised, the responsible Housing Support Officers had received the appropriate training and their obtaining job descriptions revised and approved.</p> <p>The Chair advised that Members would strictly be entitled to attend residents' advice sessions subject to the discretion of individual residents.</p> <p>Councillor Ms A R Bond enquired as to the future development and purchase opportunity at Chartwell House, Oadby at paragraph 11 (at page 26).</p> <p>The Interim Community Services Manager advised that a number of sites were currently being investigated, including Chartwell House and the possibility for the opening-up of a green-field site from the demolition of the garages sited thereat.</p> <p><b>UNANIMOUSLY RESOLVED THAT:</b></p> <p>The report be noted by Members.</p>	
<b>45.</b>	<p><b><u>COMMUNITY SERVICES UPDATE - RENT ARREARS FOR QUARTER 3</u></b></p> <p>The Committee gave consideration to the supplementary agenda update (at page 1) which should be read together with these minutes as a composite document.</p>	
<b>46.</b>	<p><b><u>HOUSING ALLOCATIONS POLICY - ADAPTED PROPERTIES</u></b></p> <p>The Committee gave consideration to the report (at pages 32 - 33) as delivered and summarised by Interim Community Services Manager which should be read together with these minutes as a composite document.</p> <p>Councillor J W Boyce stated that the recommendation at paragraph 2 (at page 32) made economic-sense and would serve to benefit those individuals with immediate disabled adaptations needs.</p> <p>Councillor J W Boyce moved the recommendation contained in the report.</p> <p>Councillor Mrs L M Broadley stated that should any given property not be matched to a household's requirements, that the property in question ought not to be left void but be brought back into re-occupation within a reasonable period of time.</p> <p>Councillor Mrs L M Broadley seconded the recommendation contained in the report.</p> <p><b>UNANIMOUSLY RESOLVED THAT:</b></p> <p>The amendment to the Housing Allocations Policy (as set out at paragraph 4 of the report) to permit properties with pre-existing adaptations for the disabled to be matched to households that require those adaptations in preference over those who do not be approved.</p>	
<b>47.</b>	<p><b><u>HOMELESS PREVENTION FUNDS POLICY</u></b></p>	

	<p>The Committee gave consideration to the report (at pages 34 - 35) as delivered and summarised by Interim Community Services Manager which should be read together with these minutes as a composite document.</p> <p><b>UNANIMOUSLY RESOLVED THAT:</b></p> <p>The making upto 20% of the Homeless Prevention Budget available to those who whilst meeting the existing criteria are deemed 'not in priority need' be approved.</p>	
48.	<p><b><u>EMPTY HOMES STRATEGY AND CORPORATE ENFORCEMENT UPDATE</u></b></p> <p>The Committee gave consideration to the report (at pages 36 - 38) as jointly-delivered and summarised by Interim Community Services Manager and Interim Chief Financial Officer (Section 151 Officer), in the absence of the Director of Services, which should be read together with these minutes as a composite document.</p> <p><b>Empty Homes Strategy</b></p> <p>Councillor D M Carter welcomed the actions taken by Officers in seeking to bring back into occupation those 35 properties that have been empty for more than 2 years. He further enquired as to any targets set, and the timeframes in which those targets were to be achieved, in respect of the remaining 22 non-responding property owners.</p> <p>The Interim Community Services Manager advised that the Environmental Health Team had been tasked with continuing to formally pursue the non-responders in question and that an enforcement action-plan was to be devised, accordingly.</p> <p>With reference to the proposed delegated authority at paragraph a.3. (at page 37), Councillor J W Boyce enquired as whether Offices had a workable policy framework so to render any enforcement action safe and consistent and to ascertain realistic achievement levels within this policy area.</p> <p>The Interim Community Services Manager stated that it was his intention to shortly formulate a sufficiently-robust, written Policy to expedite the enforcement process.</p> <p>Councillor L A Bentley enquired as to the financial-viability, and the risks attached thereto to this Council, in so offering 100% discretionary grants under the Private Sector Housing Renewals (PSHR) Policy given the potentially indeterminate and unpredictable nature and extent of property renovation works.</p> <p>The Interim Community Services Manager advised that grant applications under the PSHR Policy would be carefully considered upon merit and on a case-by-case basis and that the necessary funds would be made available, accordingly.</p> <p>The Interim Chief Financial Officer reiterated the need for a like-for-like approach in respect of any grant offers made whilst taking a holistic</p>	SG/AC

	<p>assessment of the totality of the costs, the revenue streams available and the measure of beneficial occupation likely to be achieved.</p> <p>Councillor Mrs L M Broadley enquired as to whether the 150% council tax rate levied against empty properties had proved successful insofar as encouraging their reoccupation and if any counter provisions were in place to prevent the dual-occupancy of properties serving as a loophole to avoid the increased levy.</p> <p>The Interim Chief Financial Officer advised that all the 35 properties aforementioned have been, or continue to be, subject the increased levy. He added that options were available to close the loophole to which the Member referred and that information on the same would be brought back to a sequent meeting of this Committee.</p> <p>The Vice-Chair enquired as to whether the option of a CPO was still available against properties that had been empty for two years or more.</p> <p>The Interim Community Services Manager answered affirmatively,</p> <p><b>Corporate Enforcement Update</b></p> <p>With reference to the costs of electrical rewiring at paragraph b.3.2 (at page 37), Councillor K J Loydall enquired as to the realistic prospect of recharging the costs to the private landlord.</p> <p>The Interim Chief Financial Officer advised that a sundry debtors bill could be raised and that it was always this Council's intention to enforce upon its debts owing.</p> <p>The Chair further advised that the monies owing may well be recuperated by way of an entry on the Local Land Charges Register against the property in question.</p> <p><b>UNANIMOUSLY RESOLVED THAT:</b></p> <ul style="list-style-type: none"> <li>(i) The report be noted by Members; and</li> <li>(ii) Delegated authority to Officers to take appropriate enforcement action in pursuance of the Empty Homes Strategy (as set out at paragraph a.3. of the report) be authorised.</li> </ul>	
<p><b>49.</b></p>	<p><b><u>BROCKS HILL COUNTRY PARK UPDATE</u></b></p> <p>The Committee gave consideration to the report (at pages 39 - 41) as delivered and summarised by Interim Chief Financial Officer (Section 151 Officer), in the absence of the Director of Services, which should be read together with these minutes as a composite document.</p> <p>With reference to the Stepping Stone Project at paragraph 3.3 (at page 41), the Chair noted that a net return has been accrued to this Council in the past through its partnership contribution to the project's budget as administered by Leicestershire County Council.</p> <p><b>UNANIMOUSLY RESOLVED THAT:</b></p>	

	<p>(i) The report be noted by Members; and</p> <p>(ii) Delegated authority to the Interim Chief Financial Officer (Section 151 Officer) to review in-year the continued funding towards the Stepping Stone project as necessary, following further proposals for the project from Leicestershire County Council, be authorised.</p>	
50.	<p><b><u>OPERATIONS AND FACILITIES SERVICES UPDATE</u></b></p> <p>The Committee gave consideration to the report and appendices (at pages 42 - 50) as delivered and summarised by Interim Chief Financial Officer (Section 151 Officer), in the absence of the Director of Services, which should be read together with these minutes as a composite document.</p> <p>The Chair announced that across all the Leicestershire District and Borough Councils for 2014/15, this Council was: the best-performing in respect of the lowest rate of residual household waste (361.63 kg per household); and in the top-performing quartile in respect of the reuse, recycling and composting of household waste (48.84%) (Report to the Meeting of Thursday, 21 January 2016, Environment and Transport Overview and Scrutiny Committee, Leicestershire County Council at page 47 - Appendix).</p> <p>With reference to Ervins Lock Footbridge at paragraph 3.1.1 (at page 42), Councillor L A Bentley expressed serious reservations as to the lengthy-protraction of the project and the potential dissipation of the £55,000 budget-allocation. He stated that although the potential use of the existed bridge was considered, it was never pursued. He emphasised that a significant number of residents had expressed that a means of crossing the waterway was urgently needed and that renewed efforts were essential to realise this sooner rather than later.</p> <p>Councillor J W Boyce agreed with the sentiments of Councillor L A Bentley.</p> <p>The Chair informed Members as to the revised 5-day opening arrangements of the Oadby Waste Site, as circulated within a information leaflet issued by Leicestershire County Council (LCC) ('Essential Information for Leicestershire Residents').</p> <p>Councillor Mrs L M Broadley expressed concern as to the high, itemised price-tariff for the disposal of non-household items at the Waste Site (as of April 2016) citing, amongst other things, an increased potential for fly-tipping within the Borough. She requested that a letter be drafted to LCC outlining this Council's concerns regarding the aforementioned implications of itemised-charging for non-household items.</p> <p>Councillor J W Boyce stated that the issue of fly-tipping was a pan-County subject-matter to be discussed with all Leicestershire District and Borough Councils.</p> <p><b>UNANIMOUSLY RESOLVED THAT:</b></p> <p>The report be noted by Members.</p>	AC
51.	<p><b><u>CUSTOMER SERVICES TRANSFORMATION - PROGRESS REPORT</u></b></p> <p>The Committee gave consideration to the report and appendices (at pages</p>	

	<p>51 - 54) as delivered and summarised by Interim Chief Financial Officer (Section 151 Officer), in the absence of the Director of Services, which should be read together with these minutes as a composite document.</p> <p>Councillor Ms A R Bond stated that the Helping Hands Advisory service was operating from the Trinity Methodist Church, Oadby.</p> <p>With reference to the monthly statistics for October 2015 (at page 54) citing a substantial increase in face-to-face enquires, Councillor J W Boyce stated the increased turnover was a measure of the success achieved in terms of the improved efficiency provided to Borough residents through the provision of self-service facilities. He described this measure as both demonstrating customer-service and, moreover, transformational progress and commended all those involved in realising this.</p> <p>Councillor L A Bentley agreed with Councillor J W Boyce. With reference to the pedestrianisation of Bell Street, Wigston at paragraph 4.1 (at page 53), he requested that the black granite blocks be re-positioned to prohibit vehicular to the same.</p> <p><b>UNANIMOUSLY RESOLVED THAT:</b></p> <p>The report be noted by Members.</p>	
<p><b>52.</b></p>	<p><b><u>LEISURE CONTRACT - PROGRESS REPORT</u></b></p> <p>The Committee gave consideration to the report (at pages 55 - 57) as delivered and summarised by Interim Chief Financial Officer (Section 151 Officer), in the absence of the Director of Services, which should be read together with these minutes as a composite document.</p> <p>Councillor J W Boyce acknowledged the Council's achievement in respect of the opening, and at a notable saving, of two new swimming pool facilities at Parklands Leisure Centre, Oadby and Station Road, Wigston within a single one-year period.</p> <p>Councillor Mrs L M Broadley echoed the sentiments of Councillor J W Boyce.</p> <p><b>UNANIMOUSLY RESOLVED THAT:</b></p> <p>(i) The report be noted by Members; and  (ii) The leisure facilities be endorsed and promoted to the wider audience.</p>	
<p><b>53.</b></p>	<p><b><u>CUSTOMER SERVICE CHARTERS - EXCEPTION REPORT</u></b></p> <p>The Committee gave consideration to the report (at pages 58 - 60) as delivered and summarised by Interim Chief Financial Officer (Section 151 Officer), in the absence of the Director of Services, which should be read together with these minutes as a composite document.</p> <p>With reference to Freedom of Information (FOI) requests at paragraph 3.4 (at page 59), Councillor J W Boyce enquired as to whether 100% of all FOI request received were responded to in full over time.</p>	



	<p>The Interim Chief Financial Officer answered affirmatively.</p> <p><b>UNANIMOUSLY RESOLVED THAT:</b></p> <p>(i) The proposed Service Delivery Charters be considered; and</p> <p>(ii) The performance standards that have not met the set target (as set out in paragraph 3 of the report) and the reasons why this has been noted by Members.</p>	
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**THE MEETING CLOSED AT 8.47 PM**



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**CHAIR**  
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**TUESDAY, 22 MARCH 2016**  
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**MINUTES OF GREENING OF THE BOROUGH  
WORKING GROUP HELD ON TUESDAY  
16<sup>TH</sup> FEBRUARY 2016**

<p><b>IN ATTENDANCE:</b></p> <p>Members:</p> <p>D M Carter (Chair) J W Boyce F S Broadley A Bond S Morris (part) B Boulter</p> <p>Officers:</p> <p>Brian Kew Margaret Smith Tony Boswell Jo Smith (Note Taker)</p>
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Minute Ref:	Narrative	Officer Response
59	<p><b><u>Apologies</u></b></p> <p>Anne Court Nick Hague Cllr R Thakor</p>	
60	<p><b><u>Minutes</u></b></p> <p>The Minutes of the previous meeting held on 23 November 2015 were agreed as an accurate record of that meeting.</p>	
61	<p><b><u>Matters Arising from Previous Minutes</u></b></p> <p><b>Crow Mill:</b> MS reported that works at Crow Mill were complete – picnic shelter, 2 x picnic benches installed and the fence surrounding the site repaired.</p> <p><b>Cafe Update:</b> Cllr Boyce advised that there was nothing to report as yet. Further update to be provided at next meeting.</p> <p><b>Master Gardeners:</b> DC advised that crops should now be being planted and picked however it was noted that this is not happening. DC to progress.</p> <p><b>Impermeable Driveways:</b> The issue of impermeable driveways was raised at the previous meeting by Cllr Boulter. Cllr Boyce was going to raise this with Adrian Thorpe through the Place Shaping group. A response is outstanding and is to be provided at next meeting.</p>	<p style="text-align: center;"><b>AC</b></p> <p style="text-align: center;"><b>Cllr DC</b></p> <p style="text-align: center;"><b>Cllr JB</b></p>

	<p><b>Cedar Tree Stump:</b> It was agreed that the stump was to be carved into an owl and a quote has been obtained by Nick Hague. This is to go to PFD on 29<sup>th</sup> March for approval.</p>	<p><b>NH</b></p>
<p><b>62a</b></p>	<p><b><u>Tree Strategy</u></b></p> <p>A draft of the current tree strategy was presented which is focussed on enhancing the care and regard for unprotected trees and woodland areas which are not the subject of legislation or Central Government policy.</p> <p>Cllr Boyce queried Policy 4 in that by applying Government policy, is it strong enough to uphold. It also does not mention anything about the replacement of trees, eg. should a tree be removed for whatever reason, would its replacement be adequate? TB advised that the strategy does help to determine this and that if any tree that is removed, its replacement would need to meet the minimum level adopted in the strategy.</p> <p>The strategy was due to go to public consultation shortly but Cllr Boulter advised that it would need to go to a committee first. TB to check with Anne Court as to which committee it needs to go to.</p> <p>TB also advised that he is to meet with Sharon Hosegood on 22<sup>nd</sup> February to reformat the strategy to include photographs of trees from South Wigston. Suggestions were sought of which trees should be included and which had been recently planted, ie. in living memory. Saffron Road, Orange Street/Park Road were suggested as suitable locations.</p> <p>BB also advised that woodchip doesn't add any nutrients to the soil; in fact it takes them out of the soil so caution should be used when using woodchip.</p> <p>TB confirmed that interviews for Tree Officers would be taking place on 22<sup>nd</sup> February.</p>	<p><b>TB</b></p>
<p><b>62b</b></p>	<p><b><u>Sustainable Food Production</u></b></p> <p>NH had provided a report on TCV Food Trail, South Wigston Food Group and potential partnerships.</p> <p>A request has been made by the Master Gardeners to utilise the greenhouses at Bushloe House; these are in poor condition with potential health &amp; safety risks.</p> <p>Cllr Boulter advised the group that the Community Plot at Aylestone Lane Allotments is a shambles. It's a vast area taking up a good number of plots but there are only a few volunteers for 2 or 3 hours per week. There are 3 poly tunnels on the plot which are not well maintained and look unsightly. His view is that something needs to be done before things can move forward.</p> <p>MS added that this is a community plot which, when it was originally took on, was managed with a paid worker but they left c. 18 months ago. Since then the number of volunteers has also diminished.</p>	

	<p><u>Edible Food Trail</u>: MS has spoken to Avril Lennox who advised that the bid submitted by TCV to the lottery has got past Stage 1 and has been put forward to Stage 2 for a full time worker with the potential to develop the project.</p> <p>There are 3 groups which are seeking to encourage sustainable food growing:-</p> <p>TCV South Wigston Food Group Master Gardeners</p> <p>Clr Boyce asked how we are best supporting this. Who should link the initiatives, indeed should they be linked? There is a danger that by linking them together that should one fail, then they may all fail. Report back at next meeting.</p>	<b>NH</b>
<b>63a</b>	<p><b><u>Borough's Gateways</u></b></p> <p>MS gave an overview of her report.</p> <p>There are 9 entry points into the Borough that are cast iron which read "Welcome to the Borough" and a further 3 entry points are traffic signs which read "Borough of Oadby &amp; Wigston".</p> <p>The cast iron signs have been installed for some time and need refurbishment.</p> <p>It is proposed that a phased refurbishment programme is undertaken as follows:-</p> <p>Phase 1: refurbishment (cost: £8,500) Phase 2: planting schemes Phase 3: local distinctiveness – artwork/sculptures, etc.</p> <p>Replacement traffic signs would cost approx. £675 each – we could potentially look at reducing the cost of these .</p> <p>Some discussion then took place about sponsorship from local businesses for some/all of the refurbishment along with what could be done to encourage local distinctiveness.</p> <p>It was agreed that the action plan should be to refresh the oldest signs first and to secure sponsorship if possible but to avoid excessive planting which is susceptible to vandalism.</p> <p>An action plan and report on progress re. opportunities for sponsorship to be reported back at next meeting.</p>	<b>MS</b>
<b>63b</b>	<p><b><u>Clean and Green</u></b></p> <p>BK talked through his report and brought along some photographs to share of works that have recently been undertaken.</p>	

	<p><u>Re: Pride of the Borough/Take Pride</u></p> <p>Manor High School had been keen to do a litter pick on Fludes Lane and Central Avenue, Wigston which we were able to facilitate.</p> <p>The group recognised the amount of work that the Clean and Green team had contributed but that it was not very well communicated to the wider audience. Suggestions from the group would be welcomed.</p> <p><u>Grass Verges</u></p> <p>Needs to go to Service Delivery.</p>	<b>BK</b>
<b>64</b>	<p><b><u>Brocks Hill Update</u></b></p> <p>A report was submitted by Nick Hague and reviewed.</p> <p><u>Chicken Alley</u></p> <p>MS has obtained quotes for re-surfacing and advised that she had received quotes ranging from £5,650 - £8,325 with 2 options being available:-</p> <p>a) Overlay in tarmac (cheapest and approved) b) Spray and Chip</p> <p>It would mean 4-5 days work and the path would need to be closed off which would need to be advertised prior to the works being undertaken. Works would be done in school holidays (agreed).</p> <p>The resurfacing of the footpath should have a lifespan of approximately 10 years.</p>	<b>MS</b>
<b>65</b>	<p><b><u>Volunteering Update</u></b></p> <p>Report was submitted by Nick Hague.</p> <p>ClIr Boyce commented that consideration should be given as to how the volunteering is sustained as the NDVDP is a time-limited project.</p>	<b>NH</b>
	The meeting closed at 7.40pm	

**MINUTES OF A MEETING OF THE DEVELOPMENT CONTROL COMMITTEE HELD AT THE COUNCIL OFFICES, STATION ROAD, WIGSTON ON WEDNESDAY, 17 FEBRUARY 2016 COMMENCING AT 7.00 PM**

<b><u>IN ATTENDANCE:</u></b>		
Chair - Councillor L A Bentley Vice-Chair - Councillor Mrs L M Broadley		
<b>COUNCILLORS (11):</b>		
G S Atwal T Barr G A Boulter F S Broadley	D M Carter B Dave D A Gamble Mrs S Z Haq	J Kaufman Mrs H E Loydall R E R Morris
<b>OFFICERS IN ATTENDANCE (4):</b>		
S J Ball	T Boswell S Robshaw	D Gill
<b>OTHERS IN ATTENDANCE(1):</b>		
Ms L Hryniw		

Min Ref.	Narrative	Officer Resp.
51.	<p><b><u>APOLOGIES FOR ABSENCE</u></b></p> <p>An apology for absence was received from Councillors R F Eaton and Dr T Khong.</p>	
52.	<p><b><u>APPOINTMENT OF SUBSTITUTES</u></b></p> <p>None.</p>	
53.	<p><b><u>DECLARATIONS OF INTEREST</u></b></p> <p>In respect of planning application number 15/00398/COU:</p> <p>(i) Councillor D A Gamble declared a pecuniary interest insofar as he presently rented a car parking space on the secure section of the site at 17 Mandervell Road, Oadby. The Member stated that he would leave the Chamber during consideration of the same by the Committee;</p> <p>(ii) Councillor J Kaufman declared a non-pecuniary interest insofar as being the Chair of the Health and Wellbeing Board of this Council; and</p> <p>(iii) All Members acknowledged a non-pecuniary interest insofar as the Leisure Development Officer of this Council was known to Members, whose representations are cited in the report (at pages 11 - 12) and in a letter dated 16 February 2016 from Marrons Shakespeares LLP addressed to the Planning Department (as circulated at the meeting).</p> <p>All Members attended the meeting without prejudice and with an open mind.</p>	

54.	<p><b><u>MINUTES OF THE PREVIOUS MEETING HELD ON 21 JANUARY 2016</u></b></p> <p><b>RESOLVED THAT:</b></p> <p>The minutes of the previous meeting of the Committee held on 21 January 2016, as received in the supplementary agenda update (at pages 1 - 15) be taken as read, confirmed and signed.</p>	
55.	<p><b><u>PETITIONS AND DEPUTATIONS</u></b></p> <p>None.</p>	
56.	<p><b><u>CURRENT JUSTIFICATION FOR DEVELOPMENT CONTROL SUB-COMMITTEE (ENFORCEMENT)</u></b></p> <p>The Committee gave consideration to the report (at pages 1 - 2) as delivered by the Corporate Enforcement Officer which should be read together with these minutes as a composite document.</p> <p>The Corporate Enforcement Officer reported that at a meeting of the Development Control Sub-Committee (Enforcement) on the 11 January 2016, the Chair had expressed a concern as to whether the Sub-Committee continued to serve a useful function in duly discharging its original terms of reference, most notably in managing the backlog of enforcement cases and ensuring that ward Members were adequately furnished with enforcement-related information. Upon review, it was decided that this was not the case and therefore recommended that meetings of the Sub-Committee be suspended for, and subsequently reviewed after, a period of one-year.</p> <p>The Corporate Enforcement Officer reported that since the Sub-Committee's inception, the backlog of enforcement cases had significantly reduced from approximately 200 down to 100 cases. He advised that enforcement cases were ordinarily closed by means of delegated report – in respect of which, and at the present time, the Sub-Committee was merely performing a “rubber-stamping” exercise - and that more complex cases, or those entertaining a particular public interest, were to be reserved for resolution before this Committee. He stated that closed enforcement cases were to be reported to this Committee on a six-monthly basis so that the wider aspect of Member participation and scrutiny was maintained.</p> <p>Councillor Mrs H E Loydall requested that the substantive recommendation as set out at paragraph 2 of the report (at page 1) be amended to reflect the one-year suspension period and, subject to that amendment, moved the recommendation.</p> <p>Councillor D A Gamble seconded the recommendation (as amended).</p> <p>Councillor G A Boulter enquired as to whether the Constitution of the Council required amending.</p> <p>The Chair advised that all the necessary constitutional and governance requirements would be reviewed and implemented, accordingly.</p> <p><b>UNANIMOUSLY RESOLVED THAT:</b></p>	

	Meetings of the Development Control Sub-Committee (Enforcement) be herewith suspended for a period of one-year.	
57.	<p><b><u>REPORT OF THE PLANNING CONTROL MANAGER</u></b></p> <p>Councillor D A Gamble left the Chamber at 7:11 pm.</p> <p>The Committee gave consideration to the report and appendices (at pages 3 - 17) as delivered by the Interim Planning Control Manager which should be read together with these minutes as a composite document.</p> <p><b>1. Application No. 15/00398/COU – 17 Mandervell Road, Oadby, Leicestershire, LE2 5LQ</b></p> <p>Ms Louise Hryniw, Solicitor at Marrons Shakespeares LLP, spoke upon the application on behalf of the applicant.</p> <p>Ms Hryniw stated that the applicant ran the Oadby and Leicester Gymnastics Club (“the Club”) which offered gymnastics activities and disciplines for all ages and abilities. She stated that the Club currently operated from Beauchamp College, Oadby and was at capacity with approximately 300 members and a waiting list of 200 children/young people. In respect of the representations received, citing responses from this Council’s Leisure Development Officer (at pages 11- 12), British Gymnastics (at pages 10 -11) and a further letter dated 15 February received from the Deputy Head Teacher at Brocks Hill Primary School, Oadby “whole heartedly” supporting the application, she said that the levels of support for the same would provide a community use valuable to residents and would extend after-school opportunities available to children.</p> <p>Ms Hryniw said that the Applicant had spent several years looking for a property that would be suitable for the gymnastics facility (viz. high ceilings, large open plan room) and that numerous other properties had not fulfilled the same requirements. The location was said to be ideal given its close proximity to Beauchamp College, allowing existing members to continue to use the facility whilst giving the Club a larger permanent base to grow its membership.</p> <p>With reference to a letter dated 16 February 2016 from Marrons Shakespeares LLP and addressed to the Planning Department, Ms Hryniw surmised that the applicant had:</p> <ul style="list-style-type: none"> <li>(i) viewed numerous properties over a period of years, all of which have been unsuitable for the proposed gymnastics use;</li> <li>(ii) instructed that it would not be viable for the landlord to refurbish the property for modern employment use;</li> <li>(iii) instructed that the site had been marketed by a commercial agent for class B use since December 2014 without any firm interest; and</li> <li>(iv) anticipated that the gymnastics facility will operate entirely satisfactorily within the industrial estate.</li> </ul> <p>With reference to the report’s conclusion, citing Officers’ recognition of ‘permission [being] subject to a condition limiting the permission to the applicants use only...’ (at page 16), Ms Hryniw stated that the class B use could be suspended temporarily to allow the gymnastics facility to run,</p>	



subject to a reversion of business use should the Club cease to operate. In summary, given material considerations that existed in favour of granting planning permission, in the form of the health promotion benefits, and the community benefit the gymnastics facility would deliver, she commended the application for approval in the form of a permission subject to a personal condition reverting to a class B use at the point the Club vacated the premises.

The Committee gave consideration to the two letters aforementioned dated 15 February and 16 February respectively, as circulated at the meeting.

Councillor Mrs H E Loydall raised a concern as to the references made in the report (at pages 11 - 12) and in the letter dated 16 February citing the representations made by this Council's Leisure Development Officer in that capacity. She further enquired as to whether a conflict of interest arose and, or, consequently, if a declaration of interest should be made.

The Legal Advisor stated that all Members present had a non-pecuniary interest insofar as the Officer in question was known to Members. He advised that as the Officer was not a statutory consultee, Members were to duly consider the representations in their ordinary and proper context on material planning grounds.

The Interim Planning Control Manager summarised the planning application's site and location, proposals, consultations, representations and planning considerations identifying the relevant planning policies as detailed in the report (at pages 3 - 16). He summarised the report's conclusion (at page 16), stating that the application was recommended for clear refusal on policy grounds.

The Interim Planning Control Manager further advised that if Members were minded to approve, that planning permission be subject to a condition limiting the permission to the applicants use only and, subject to reversion to a business use upon their ceasing to use all or any part of the premises. He stated that an express planning purpose required identifying to do so and that Members should balance the application's ad/disadvantages in respect of both safeguarding the use of employment land vis-a-vis the benefits of health and wellbeing promotion.

Councillor J Kaufman enquired as to whether he ought to recuse himself from the meeting insofar as being the Chair of this Council's Health and Wellbeing Board.

The Legal Advisor stated that the Member was entitled to remain at the meeting if he was of an open mind. He reiterated that considerations were on planning grounds.

With reference to the criterion outlined in the report (at pages 13 - 14), Councillor D M Carter described the current application as a positive "community venture" entertaining several merits including the promotion of health and wellbeing and the building's intended refurbishment. He further stated that the applicant had provided ample evidence of alternative site searches and, in his opinion, commended the premises 'suitability. With reference to the Officer's comment in the report (at page 9), citing 'that the building is currently in use for storage and warehousing...', he stated the

apparent use was not consistent with employment purposes and that evidence submitted by the applicant confirmed that the landlord of the premises had been actively marketing the same. The Member opined that it was irreconcilable for Members to refuse planning permission given similarly resolved applications in the nearby vicinity granting a temporary change of use in the past.

Councillor Mrs H E Loydall stated that the application should be properly dealt with on balance and enquired as to whether the premises could practically accommodate a class D2 use.

The Interim Planning Control Manager advised that the building's high-ceilings were considered suitable for a gymnastics use.

The Member stated that the letter dated 16 February resolved a number of planning concerns. She opined that, upon the consideration of the merits of the application, Members ought to be minded to approve planning permission subject to personal use in order to, amongst other things, to bring the building back into use.

Councillor Mrs H E Loydall moved that planning permission be approved subject to a condition limiting the permission to the applicants use only and, subject to reversion to a business use upon the ceasing of use all or any part of the premises.

Councillor G A Boulter enquired as to the application's car parking capacity and the additional volume of site traffic that could be accommodated concurrently with existing industrial uses.

The Interim Planning Control Manager reported that the application provided approximately 50 car parking spaces under a class D2 use. It was said that there was a low probability of a concentrated volume of traffic to/from the site and that the intended opening times of the Club did not enter into competition with other existing industrial uses of the site.

The Chair seconded the motion as moved by Councillor Mrs H E Loydall.

Councillor B Dave agreed with Councillor Mrs H E Loydall insofar as the application was to be considered on balance and that permission, subject to a condition limiting the permission to the applicant's use, should be resolved by Members.

Councillor Mrs S Z Haq enquired as to whether, if Members were minded to approve planning permission, the aforementioned personal condition would subsist in perpetuity and whether the applicant was to implement any security measures to secure the car park.

The Interim Planning Control Manager reported that the drafting of the condition intended the same to run in perpetuity and that, to his knowledge, no security measures were to be implemented by the applicant.

The Legal Advisor stated that the applicant would be liable in respect of any and all health and safety considerations and matters of pedestrian safety arising.

	<p>The Vice-Chair raised a concern as to potential onus being placed upon the applicant should the condition be granted personally and should he not be in a position in the future to continue to operate the Club. The Member further enquired as to wider planning implications arising for the Club should it wish to continue to operate in such circumstances.</p> <p>The Legal Advisor requested a short recess to consult with the applicant.</p> <p>The Chair permitted the Legal Advisor's request.</p> <p>The Committee went in to recess at 7:56 pm.</p> <p>The Committee came out of recess at 8:01 pm.</p> <p>The Legal Advisor and Interim Planning Control Manager co-advised that the identity of the Club amounted to a body corporate and, as such, the condition ought to be granted in the name of the Committee of the Club as opposed to applicant personally.</p> <p>Councillor Mrs H E Loydall enquired as to the planning implications should the Club's Committee wish to apply for a subsequent, future change of use.</p> <p>The Legal Advisor stated that the Member's enquiry was not material to this Committee's considerations in respect of this application.</p> <p>He further advised that, if Members were minded to approve planning permission, permission should be granted to the Club's Committee subject to a condition limiting the permission to the Club's use only. It was further recommended that delegated authority be given to Officers to determine the exact wording of that condition.</p> <p>The Chair clarified the motion as per the above.</p> <p>Councillor Mrs H E Loydall agreed to the motion as clarified by the Chair.</p> <p><b>UNANIMOUSLY RESOLVED THAT:</b></p> <p>(i) The application be <b>PERMITTED</b> planning permission;</p> <p>(ii) The planning permission be granted to the Committee of the Oadby and Leicester Gymnastics Club ("the Club") subject to a condition limiting the permission to the Club's use only and, subject to reversion to a business use upon the ceasing of Oadby and Leicester Gymnastics Club's use all or any part of the premises; and</p> <p>(iii) Delegated authority be authorised to Officers to determine the wording of the aforesaid condition.</p>	
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**THE MEETING CLOSED AT 8:09 PM**

  
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**CHAIR**  
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**THURSDAY, 14 APRIL 2016**  
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**MINUTES OF A MEETING OF THE OADBY RESIDENTS FORUM HELD AT OADBY COMMUNITY CENTRE, SANDHURST STREET, OADBY.TUESDAY.1st.MARCH 2016. COMMENCING AT 6.30 PM.**

**IN ATTENDANCE:**

**Councillor D Carter– Chair**

**Councillors:** L Darr (Mayor), J Kaufman, D Gamble, G.Atwal, A Bond, B Fahey, S Haq

**Residents in attendance:** J Chauhan, D Cunningham, M Hughes, M Luke, K Ellis, T Ellis, H Smith, J Sherlock, P Joshi, M Ward, J Bryars, D Needham, B Eglan, M Eglan, C Foulds, D B Hazel-Hodspson, J Hier, P J Newman, S Poole, A Shore, B Simmonds, A Shallaby, P Ballard, P Bliss, S Bolton, B Culpin, A Day, A Squires, K Rose, B Mellone, W Coelbun, P Juan -Derwills, G Austen, J F Potts, J Gannon, L Hill, R Davies, S Lucas, J Vickerstaff, J Fellows, E A Keywood, Bhanna, Chandu, D.B Cadlin, F Robson, R Shah, A Ahmed, T Khong, I Noormohomed, S Booshar, M Bates, P Bates, M Sansome, S Smith, R Shah

**Others in Attendance:** V Quintyne (OWBC),S Gutteridge (Oadby Traders),  
S Gutteridge (Pride of the Borough), Sgt 1977 S Lewin, Inspector L Batchelor, Casey Humphries (OWBC)

**Apologies:**

Councillor Z Haq, A Wood,  
,G Austen, P Newman, H Newman , S Lucas, G Lamb

Min Ref	Narrative	Officer Responsible																					
42.	<p><b><u>LOCAL POLICE ISSUES AND PRESENTATION ON 2020 POLICING</u></b></p> <p>The Police provided the residents with the latest crime figures as follows:</p> <table style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th></th> <th style="text-align: center;">This</th> <th style="text-align: center;">Last</th> </tr> </thead> <tbody> <tr> <td>Burglary in Dwelling:</td> <td style="text-align: center;">12</td> <td style="text-align: center;">22</td> </tr> <tr> <td>Burglary Other than Dwelling:</td> <td style="text-align: center;">7</td> <td style="text-align: center;">03</td> </tr> <tr> <td>Theft from Vehicle:</td> <td style="text-align: center;">14</td> <td style="text-align: center;">16</td> </tr> <tr> <td>Criminal Damage:</td> <td style="text-align: center;">13</td> <td style="text-align: center;">15</td> </tr> <tr> <td>BOT Dwellings (business premises)</td> <td style="text-align: center;">03</td> <td style="text-align: center;">0</td> </tr> <tr> <td>Robberies</td> <td style="text-align: center;">01</td> <td style="text-align: center;">0</td> </tr> </tbody> </table> <ul style="list-style-type: none"> <li>• Two excessively loud motorcycles on the A6 were identified by the Police. They were issued with 559 warnings. A 559 warning can lead to bikes being seized.</li> <li>• There are no further issues regarding the consumption of alcohol in Uplands Park.</li> <li>• A resident noted there are still issues on the use of nitrous oxide (legal highs) in parks. The Police continue to address this.</li> </ul> <p>The Chair reminded Residents that they can ring the Police Beat Team on the 101 phone number to report criminal activity. Reporting can also be done by Residents accessing the Police website, clicking the bottom banner icon to access the Beat Team. Information can also be reported by contacting Twitter and Facebook. Residents can also join in discussion via a monthly Police chat room session. There is also access to a police newsletter and a form for residents to provide information about illegal activity occurring in their area.</p> <p>Lucy Batchelor on behalf of the Police, presented an overview on the Police Change Programme&gt; This is titled; Blueprint 2020.Blueprint 2020 provided an overview of future policing, joint working with other agencies such as Probation and the ambulance service and</p>		This	Last	Burglary in Dwelling:	12	22	Burglary Other than Dwelling:	7	03	Theft from Vehicle:	14	16	Criminal Damage:	13	15	BOT Dwellings (business premises)	03	0	Robberies	01	0	
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	<p>covered the implications for change on policing in the Borough and the wider Leicestershire region.</p> <p>The presentation outlined, Performance and success areas, changing demands, policing Strategic Priorities, Leicestershire Police and the recent comprehensive spending review, Programmes to projects and Strategic Alliance with Leicestershire, Nottinghamshire, Northamptonshire's police forces.</p> <p>It was clarified that In relation to the budget, it has reduced from £175 million in 2010 to £168 million in 2015. In order to maintain policing levels of service and where possible minimise the reduction in the number of officers and staff needed to make significantly large savings, and in savings have to date found just over £36 million since 2010.</p> <p><b>Action: 1</b> Circulate a copy of the presentation with the minutes.</p>	Veronika Quintyne
43	<p><b><u>NATURAL DISCOVERY VOLUNTEER PROJECT DISPLAY BOARDS</u></b> The Natural Discovery Volunteer Development Project display boards were displayed by Casey Humphries. She is based at Brocks Hill Park and Centre. The Chair directed residents to the display at the front of the hall. This display covered the Volunteer Programme for the Borough. For more information residents are to contact: <a href="mailto:casey.humphreys@oadby-wigston.gov.uk">casey.humphreys@oadby-wigston.gov.uk</a></p>	
44	<p><b><u>ELLIS POOL SITE OADBY</u></b> As an item of discussion Residents raised concerns about the future development of the Ellis Pool Site .Clarification was sought ion what steps were put in place by the Borough for disposal of the pool and the reinstatement of the land. Matthew Luke raised a petition to request the Council retain ownership of the land for recreational use.</p> <p>Four hundred letters have also been distributed to residents on this issue. The feedback to this distribution is that residents wish to see the pool site land used for recreational use.</p> <p>The Chair encouraged residents to put any proposal they have on the use of the pool site to the Council.</p> <p>The pool site currently not available for alternative use. It has been boarded to ensure it is not vandalised.</p> <p>Officers are working on the outcome of a feasibility study re the future options for use of the pool site. Any suggestions for future use are to be sent to <a href="mailto:david.carter@oadby-wigston.gov.uk">david.carter@oadby-wigston.gov.uk</a>. He will pass them on to the relevant Council officers.</p> <p>Control of the pool site land will be retained by the Council and not sold. Any future use must be sustainable. A report on the pool site is to go to the Council by April 19<sup>th</sup> 2016.</p>	
45	<p><b><u>OADBY FIRST WORLD WAR FAMILY ACTIVITY DAY</u></b> The event takes place Saturday 2nd July 2016. The venue is: Brocks Hill Country Park and Centre, Oadby from 10:00am till 4.00 pm.</p> <p>Residents were requested to donate for loan any vintage cars and bikes to the Classic Car Show event which is to complement the celebration of the Oadby Remembers Family Day.</p> <p>Residents were requested to contact <a href="mailto:david.carter@oadby-wigston.gov.uk">david.carter@oadby-wigston.gov.uk</a> or <a href="mailto:janbryars@gmail.com">janbryars@gmail.com</a> If they are able to identify holders of vintage vehicles which might be accessible.</p>	
46	<p><b><u>PRIDE OF THE BOROUGH</u></b> Pride of the Borough work with the Council and Oadby in Bloom. The route is currently being planned. Schools and front gardens are to be included. The results come out in September 2016.Over the past five to six years Oadby in Bloom has achieved gold medal</p>	

	<p>winning status. A floral display competition is organised. There are categories for schools and businesses. Entry forms are soon to be circulated.</p> <p>Some of the money raised last year was used to purchase nine thousand bulbs. These were planted by volunteer residents and the Girl Guides along roads such as Brabazon Road.</p> <p>The Take Pride Anti-litter Campaign has seen 187 posters entries received from schools. Posters are to be used on display boards to encourage people not to drop litter.</p> <p>The Clean for the Queen Litter Pick starts Saturday 5th March 2016. The message to all not to drop litter in the first place will be emphasised.</p> <p>The Council has entered Brocks Hill Country Park and Conservation Centre and Wigston into the Green Flag campaign.</p> <p>A resident noted there is litter building up between the path by the Co-op Farm and the entrance to Oadby.</p> <p>A request was also made for the Council to remind residents to put litter out securely. The Chair stated that residents can place their rubbish out in a dustbin and biodegradable bags can be used. Discount is also available for dustbins.</p> <p>The Pride of the Borough membership scheme costs £5.00 a year.</p> <p>There is an App for discounts from shops and traders.</p> <p>Thirty different sorts of business provide a discount to residents .Access to a membership was available following tonight's meeting.</p>	
<p><b>47</b></p>	<p><b><u>OADBY TRADERS UPDATE</u></b></p> <p>An interior shop has opened.Its details are on the Town Centre Facebook Page. Residents were reminded that any events can be electronically listed via Sam Gutteridge.</p> <p>The Classic Car Show takes place, Sunday August 14<sup>th</sup> 2016.All shops will remain open. There were no signs in place from Sandhurst Street car park last year to show direction to the Parade. People are reminded to park in Sandhurst Street and not tin East Street.</p> <p>There is an LDO (Local Development Order) on East Street Car park. The deadline for comment is March 21<sup>st</sup> 2016 2016. Residents were requested to send in their comments on the LDO. Sam Gutteridge is to liaise with the Council on this matter.</p> <p>There is also an LDO bringing forward development on the Brooksby Square area. This is to go to Planning mid April. Residents were reminded that Councillors on the Development Committee are not allowed to express their opinion on the Order. The Chair reminded residents that if they have questions they should direct them to the relevant Planning Policy Officer within the Council.</p>	
<p><b>48</b></p>	<p><b><u>CHAIRMAN'S UPDATES INCLUDING,CAPITAL PROJECTS UPDATES</u></b> <b><u>REQUESTS FOR SPENDING AND UPDATE ON THE FORUM BUDGET</u></b></p> <p>The Resident Forum budget currently stands at £38,000.</p> <p>Funds allocated to the Friends of Brocks Hill Conservation Project was paid to them.</p> <p>The Community Engagement Officer is to carry out a consultation with residents as to where the Commemorative Stones should be best placed.</p> <p>Oadby and Wigston Community First Responders remain in the process of setting up their Twitter Link and preparing an article for the Letterbox newsletter.</p>	

	<p>The Chair reminded residents that the Holi Festival takes place March 23 2016 at 5.30pm The venue is Brocks Hill Park and Conservation Centre.</p> <p>An update on the Speed Activated sign used in Wigston is to come to the next meeting of the Residents Forum.</p> <p>Residents were informed that the 31A bus run continues to operate unchanged.</p> <p>An enforcement Officer is to visit Burton’s Corner to assess the nature of the unofficial parking.</p> <p>A resident was encouraged to raise any issue about parking in Launde Road with the Police.</p>	
49	<p><b><u>ITEMS RAISED BY RESIDENTS AND SUGGESTIONS FOR FUTURE ITEMS</u></b></p> <p><b><u>ROAD TRAFFIC ISSUES</u></b></p> <p>It was suggested that double yellow lines be placed on the corner of Stoughton Road and a keep clear sign be placed on the top of the Yews. The blockage on the A6 is going to be resolved. Councillor Gamble is to be requested to provide an update on this at the next meeting.</p> <p>Councillor Kaufman noted that the County Council may charge for on street parking. No details are available as yet.</p> <p><b><u>BUSES ON COPSE CLOSE</u></b></p> <p>Buses are waiting on Copse Close because parking is taking place on both sides of the pavement. The schools affected by this are working to reduce this problem.</p> <p><b><u>ROAD SIGN SPEED CHECK MONITOR</u></b></p> <p>There is a Road Sign Speed Check Monitor in Wigston. This is owned by the Little Hill Residents Association in Wigston. There is Council agreement in the borough for two monitors to be in place. The sign collects data on; speed, direction of travel of the vehicle and date. It warns drivers to slow down. The Monitor does not record accidents or take photos of vehicles.</p> <p>Residents queried if having such a monitor in Oadby was feasible. The cost of the Monitor is approximately £3000.</p> <p>To access the data it needs to be compatible with a laptop that has access to Bluetooth.</p> <p><b><u>EDIBLE FOOD TRAIL</u></b></p> <p>Alex Hewins presented on this item .He is proposing to take a bid on the Edible Food Trail to the Lottery. This item was brought as a means to gauge feedback on it before it is submitted to the Lottery Fund.</p> <p>The project will support sustainable food growing groups across the Borough. The outcome of the project will be local people using key areas of public land to grow food which all residents can harvest. This will lead to improved health and wellbeing. All food crops will be available cost free. It will also help Food Banks to replenish their stocks and encourage local people to grow their own food. Common land would be used to plant fruit bushes and fruit trees, with some planting in planters. School children are to be involved in the project</p> <p>Residents made the following suggestions for developing the proposal:</p> <ul style="list-style-type: none"> <li>• Approach schools to use part of their land to grow crops.</li> <li>• Ensure there is proper signage in supporting this project, so people know where the crop is located and that they are free to be picked.</li> <li>• Carry out an audit in Oadby as to where foraged food can be accessed.</li> </ul>	

- Form a Friends of Coombe Park Group to help implement this project. Anyone interested in joining such a group was asked to contact Councillor Jeffrey Kaufman. His email address is; [jeffrey.kaufman@oadby-wigston.gov.uk](mailto:jeffrey.kaufman@oadby-wigston.gov.uk).

#### **COMMEMORATIVE STONES**

The removal of two stones from Sandhurst Street School site, weighing some 50 pounds and 50 centimetres square was raised. At the November 2015 Residents` Forum meeting it was proposed that these be located between the front gates of the Poundstretcher store. Some residents expressed concern about the stones being relocated to Poundstretcher land .It was agreed to see whether the stones could be relocated to Ellis Park, depending on future developments. There is yet to be agreement as to where the stones are to be placed.

#### **Action:2**

Residents are to be consulted as to where the stones would be best placed.

#### **HOWDEN ROAD BUS SHELTER**

A proposal was brought by resident Mr Hudson to have a bus shelter placed at Howden Road. The proposal has no impact on residents in the vicinity.12 people voted in favour and 1 person opposed. The remainder abstained. The proposal was agreed with the sum of £3,500 allocated.

#### **LITTERBIN ON THE A6**

A proposal clearly stating why a litterbin is required on the A6, by the bus shelter, is required. The proposal should include photos of the location identified. The County Council needs to be happy about the location.

#### **Action:3**

The proposal is to come back to the next Resident Forum meeting.

#### **SEATING ON THE A6 TOWARDS GREAT GLEN.**

A resident noted there are no seats on the A6 travelling towards Great Glen.

#### **Action:4**

Martin Ward is to write a proposal identifying some locations for their placement, as seats on the highway require approval from the Local County Councillors.

#### **BINS AT COOMBE PARK**

A request was made for two bins to be located by benches. The bins cost £400 each. This proposal was agreed. No opposing votes.

#### **ST PETER'S CHURCH CLOCK**

A resident brought a proposal for replacing the motor, winding mechanism and an Alto Restart Unit for the clock. The sum requested and awarded was £1,379.00. No maintenance costs were requested. This proposal was carried by a majority vote.

#### **FLORENCE WRAGG WAY PLAY AREA**

A resident requested an update to play equipment for intermediate age children (7 to 11). The Chair stated a proposal needs to come from an identified resident for this.

#### **FLORENCE WRAGG CARPARK**

This is private land. The Council has no remit to put bins on this site.

#### **LITTERBIN AT TOP OF UPLANDS ROAD AND MANOR HIGH SCHOOL**

#### **Action:5**

Councillor Atwal and Councillor Haq are requested to liaise with residents as to where the bin should be located.

#### **CARPARKING AT OADBY COMMUNITY CENTRE**

The issue of car parking is to be dealt with outside of this meeting.

Veronika  
Quintyne



	<p><b><u>OWNERSHIP OF WASHBROOK LAND</u></b> The Chair stated the land as you enter Washbrook is owned by Oadby and Wigston Football Club. The land by the stream does not belong to the Council. There is no justification for Council officers to invest time and money on a private land issue.</p> <p><b><u>EAST STREET</u></b> The road is pitted with potholes and the central reservation needs to be addressed also. A question was raised about the Local Development Plan and whether action has got to be taken, or was there merely an option to spruce up the car park and put in a light.</p> <p><b><u>Action:6</u></b> Councillor Kaufman is to raise this matter with highways.</p> <p><b><u>LOCAL DEVELOPMENT ORDER (LDO)</u></b> Following a discussion about the LDO development of housing in the borough, the Chair noted the Local Development Order (LDO) process is about helping to bring forward development. It is not about changing the strategic planning for the town centre.</p> <p>There is a demand for more local housing. Residents have an opportunity to comment on the planning. Information can be found on the Council's website, to help with the making of informed comment.</p> <p>Any representation in relation to the area between the D.I.Y and Trinity Methodist Church development is required by March 21<sup>st</sup>.2016. There is to be no loss of car parking space. The Development Control Committee is to consider this on 14<sup>th</sup> April 2016. Elected Members cannot express any opinion on this LDO issue.</p> <p>Residents were reminded that should they wish to discuss in confidence local issues of concern before the full meeting begins at 6.30pm, there is a surgery session with; the Police, Councillors and Council Officers between 6pm and 6.30pm.</p>	
50	<p><b><u>Date of Next Meeting</u></b> Wednesday July 6<sup>th</sup> 2016 Time: 6.30pm Venue: TBC</p>	

**Meeting closed at 20:05**

**MINUTES OF A MEETING OF THE SOUTH WIGSTON RESIDENTS FORUM  
HELD AT BASSETT STREET COMMUNITY HUB, BASSETT STREET, SOUTH  
WIGSTON.LE18 4PE, TUESDAY.8TH.MARCH 2016. COMMENCING AT 7.30PM.**

**IN ATTENDANCE:**

**Councillor S. Morris**– Chair

**Councillors:** J Boyce, R E Morris, B Boulter

**Residents in attendance:** R Hughes, R Pearce, T Sumpter, M Ray, J Jones, M Wilmot, K Tiday, R J Carter, R Elliot, R Elliot, J Sealey, D Tebbutt, P Tebbutt, J Guesford, J Chauhan, E Meacham, T Joshi,

**Others in Attendance:** V Quintyne (OWBC),C Walters(South Wigston Chamber), J Cooke (The Conservation Volunteers), PC C Sutherley, Inspector.L Batchelor, Casey Humphries (OWBC), S Bloxam (Arriva Transport)

**Apologies:**

D Cliffe, C Towell

Min Ref	Narrative	Officer Responsible
42	<p><b><u>LOCAL POLICE ISSUES AND PRESENTATION ON 2020 POLICING</u></b>                      The Police provided the residents with the latest crime figures                      The Statistics are for the last three months (10<sup>th</sup> November 2015 – March 5<sup>TH</sup> 2016) –</p> <p>BURGLARY DWELLING – 4 (previous period – 7)</p> <p>BURGLARY OTHER THAN DWELLING (BOTD) – 6 (previous period – 2)</p> <p>THEFT OF MOTOR VEHICLE – 0 (previous period – 2)</p> <p>THEFT FROM MOTOR VEHICLE – 5 (previous period – 15)</p> <p>ROBBERY – 0 ( Previous period 0)</p> <p>There are no major spikes in crime. Work is ongoing to reduce cannabis production.                      The test purchasing of alcohol licensed premises is being checked.                      Consultation has taken place with residents and work with partner agencies.                      Graffitists have been caught.</p> <p><b><u>BLUEPRINT 2020</u></b>                      Inspector Lucy Batchelor on behalf of the Police, presented an overview on the Police Change Programme This is titled; “Blueprint 2020”.Blueprint 2020 provided an overview of future policing, joint working with other agencies such as Probation and the Ambulance Service and covered the implications for change on policing in the Borough and the wider Leicestershire region.</p> <p>The presentation outlined, performance and success areas, changing demands, policing strategic priorities, Leicestershire Police and the recent Comprehensive Spending Review, programmes to projects and strategic alliance with Leicestershire, Nottinghamshire, Northamptonshire’s police forces.</p> <p>It was clarified that In relation to the budget, it has reduced from £175 million in 2010 to £168 million in 2015. In order to maintain policing levels of service and where possible</p>	

	<p>minimise the reduction in the number of officers and staff there needed to be large savings made. Savings have to date has come to just over £36 million since 2010.</p> <p>Questions from residents ranged from, how feedback from these presentations is taken to government to how it is to be identified what policing can and cannot achieve. All feedback will be given to the Police Chiefs.</p> <p><b>Action: 1</b> Circulate a copy of the presentation with the minutes.-VQ</p>	
43	<p><b><u>ELLIS POOL SITE OADBY</u></b></p> <p>As a borough wide item of information, Residents were informed the Ellis Pool site is now closed and boarded up against vandalism. The land is to remain in Council ownership. No decision has been made about the development of the Pool site.</p> <p>Officers are working on the outcome of a feasibility study re future options for use of the pool site land.</p>	
44	<p><b><u>NATURAL DISCOVERY VOLUNTEER PROJECT DISPLAY BOARDS</u></b></p> <p>The Natural Discovery Volunteer Development Project display boards were displayed by Casey Humphries. She is based at Brocks Hill Park and Centre. The Chair directed residents to the display at the front of the hall. This display covered the Volunteer Programme for the Borough. For more information residents are to contact:<a href="mailto:casey.humphreys@oadby-wigston.gov.uk">casey.humphreys@oadby-wigston.gov.uk</a></p>	
45	<p><b><u>EDIBLE FOOD TRAIL</u></b></p> <p>Alex Hewins presented on this item .He is proposing to take a bid on the Edible Food Trail to the Big Lottery. This item was brought as a means to gauge feedback on it before it is submitted to the Lottery Fund.</p> <p>The project will support sustainable food growing groups across the Borough. The outcome of the project will be local people using key areas of public land to grow food which all residents can harvest. This will lead to improved health and wellbeing.</p> <p>All food crops will be available cost free. It will also help food banks to replenish their stocks and encourage local people to grow their own food. Common land would be used to plant fruit bushes and fruit trees, with some planting in planters. school children are to be involved in the project</p> <p>The canal was viewed as a good place to plant foraging food. A resident suggested the Council greenhouses be used for this project.</p>	
46	<p><b><u>ARRIVA BUS ROUTE 49a</u></b></p> <p>Shaun Bloxam , Transport Manager from Arriva updated residents on the Arrive 49a bus route. The old bus route will continue to be run. It will not run at night or on Sundays. The last bus Monday to Saturday will be the 18.22pm.</p> <p>Arriva will leaflet the route to inform residents of the change. Councillor Boulter informed residents to use or lose the service.</p> <p>Bus Drivers were requested not to use their horns at night.</p> <p>A meeting with the Youth Council and Shaun Bloxam will be arranged by Councillor R. E Morris.</p>	
47	<p><b><u>SOUTH WIGSTON TRADERS UPDATE</u></b></p> <p>The Traders have recruited four new members. The Christmas lights are to be updated and be weather proof ones. The tree lights are to be replaced. A resident requested static lights near St Thomas Church. It was noted these are to be changed for next year.</p>	
48	<p><b><u>CHAIRMAN`S UPDATES INCLUDING,CAPITAL PROJECTS UPDATES</u></b></p>	

	<p><b><u>REQUESTS FOR SPENDING AND UPDATE ON THE FORUM BUDGET</u></b></p> <p><b><u>SOUTH WIGSTON TRAIN STATION PLAQUE.</u></b> A request was made for £450 to purchase a replacement plaque for the bridge. Rail track has been asked for permission to erect it. The cost includes fittings. The Traders stated they will match fund the proposal if it is carried. 14 people voted in favour. There were no abstentions.</p>	
49	<p><b><u>ITEMS RAISED BY RESIDENTS AND SUGGESTIONS FOR FUTURE ITEMS</u></b></p> <p><b><u>LOCAL DEVELOPMENT ORDER</u></b> Three new Local Development Orders (LDOS), one concerning South Wigston are being prepared.</p> <p>Arriva Bus Depot is moving and comes within the prepared LDO. An alternative site around South Wigston is being sought for the Bus Depot.</p> <p>On the question of housing developments raised by residents. It was stated that the Arriva Bus Depot site may be viewed as one option to hold a development of 50 properties. The health surgery also needs to be relocated. Car parking could be part of this development</p> <p><b><u>PHOENIX THERAPIES</u></b> Phoenix Therapies is to provide an update at the next Resident Forum meeting. It has organised three taster days through Fairfield Primary School in South Wigston. They are working with Supporting Leicester Families.</p> <p>A project will be running in South Wigston after Easter with vulnerable families.</p> <p>To engage more people in their South Wigston work, a resident suggested Phoenix Therapies approach: Parklands Primary School, The Salvation Army, doctors' surgeries, Practice Nurses and use social media, such as Facebook. They can also try making a connection to South Wigston High School.</p> <p><b><u>WASTE NEAR THE SHOPS BY BASSETT STREET</u></b> Waste issues near to the shops by Bassett Street is being addressed.</p> <p><b><u>BOROUGH LITTER CAMPAIGN</u></b> An update on the Campaign to decrease litter, taking in Clean for the Queen and Clean Up in the Borough is to come to the next meeting.</p> <p><b><u>APPROPRIATE LANGUAGE USE BY COUNCIL WORKERS</u></b> The Chair was requested to remind the Street Cleaners not to use swear words in public. A resident has made a complaint about this.</p> <p><b><u>THE SOUTH WIGSTON WORKING GROUP</u></b> This Group is hosting new open twenty minute sessions. These are for residents who want to start new projects and network. The South Wigston Working Group magazine was highly complemented on its appearance and content. It has a wide circulation.</p> <p>Residents were reminded that should they wish to discuss in confidence local issues of concern before the full meeting begins at 7.30pm, there is a surgery session with; the Police, Councillors and Council Officers between 7pm and 7.30pm.</p>	
50	<p><b><u>DATE OF NEXT MEETING</u></b> Wednesday June 8th 2016 Time: 7.30pm Venue: TBC</p>	

Meeting closed at 21.00

# Agenda Item 15f

## Place Shaping Working Group Minutes Oadby and Wigston Borough Council Thursday 3<sup>rd</sup> March 2016

### Councillors Present:

Councillor JW Boyce (Chair)  
Councillor LA Bentley  
Councillor GA Boulter  
Councillor DM Carter  
Councillor L Darr  
Councillor J Kaufman  
Councillor S Morris

### Officers Present:

Adrian Thorpe (Planning Policy and Regeneration Manager)  
Judith Sturley (Economic Regeneration Officer)  
Jamie Carr (Planning Policy Officer)  
Mark Hryniw (Town Centre Manager)

### 1. Apologies:

1.1 Councillor T Barr

### 2. Minutes and matters arising

2.1 Councillor Boyce asked if there had been any contact from the Cooperative Group or the Post Office regarding premises on Bell Street. Mark Hryniw said that he had contacted both on a number of occasions however there is no further update from previously.

2.2 Councillor J Kaufman mentioned that the Post Office on Rosemead Drive was to remain with no changes to its services.

### 3. Festive Lights Review

3.1 Mark Hryniw took Members through the agenda report picking out key items for discussion.

3.2 The festive light review was undertaken and all Members were asked for their opinions and comments. Mark made particular reference to section 7 and 8 of the report that focused on the issues that had arisen during the last festive light period and the proposed remedies where required for the 2016 / 2017 festive period.

3.3 Councillor Boyce asked if the replacement tree lights (for the ones that had been damaged by the County Council) would be brighter? Mark Hryniw said that they would be brighter as they would be the new LED bulbs.

3.4 Councillor Boyce asked how long was left on the 'cone' tree warranties? Mark Hryniw said that they were still within warranty for this coming festive light period. Councillor Boyce asked if real Christmas trees should be used instead of the 'cones' once the warranty had run out.

- 3.5 Councillor S Morris asked what the timescales were for replacements should items malfunction within the warranty period. Mark Hryniw said that they would normally be fixed on site but if replacements were needed he would have to confirm. The lights are normally built to order and out of season delivery is 8 weeks. Mark added that he would double check the lights contract and feed back at the next Member Working Group.
- 3.6 Councillor S Morris said that the Council need to be open regarding the arrangements for faults and or replacement lights during the festive period. She added that if the public know the arrangements it is less likely there would be complaints.
- 3.7 Councillor Bentley asked what fixings were used for the 'cone' tree ties and if a method statement had been undertaken. Mark Hryniw said that the fixings should have been as per manufactures specification, however he would ensure that a method statement would be produced for the forth coming festive lights.
- 3.8 Mark Hryniw said that a lighting plan for each of the town centres would be drawn up for the forth coming festive lights and would be distributed to trader groups to ensure that they are aware of the extent of the lighting.
- 3.9 Councillor S Morris asked that a report was taken to Committee so that Members could have sight of the lighting plans and any changes that have been made to the infrastructure an / or lights. Councillor Boyce suggested that a report could go to Service Delivery Committee in September / October time.
- 3.10 Councillor Boulter asked if a cost for replacing all of the electrical sockets could be obtained. He also mentioned that it could be possible to submit a funding bid to the local Forums for any additional monies that were needed to replace all electrical sockets at the same time.
- 3.11 Councillor Boyce asked if Mark Hryniw could answer the contractual related questions at the next Member Working Group.

#### **4. Economic Regeneration Strategy 2015 - 2020**

- 4.1 Judith Sturley summarised the related agenda report and strategy and discussed key items with Members.
- 4.2 Councillor Boyce suggested that where for example Leicestershire Promotions is referenced it should be made more generic rather than picking out particular organisations. Councillor Boyce also queried whether the 'Leicestershire' column on page 18 of the report pack included or excluded Leicester City. Judith Sturley said she would check and would also check the accuracy of figures contained within the table.
- 4.3 Councillor Boyce also said that the strategy should acknowledge the Combined Authority.
- 4.4 Councillor Boulter made reference to page 30 and said that in his opinion getting local people into work was not currently effective, especially local labour for example on development sites. Judith Sturley said that we as an authority could only encourage the use of local labour and also that it was skill dependant. Councillor Boyce suggested that we undertake some further work to see if a contractual arrangement could be put in place for use of local labour, especially on sites that the Council has an interest in. Councillor Boyce

also suggested that work should be undertaken to assess whether the low use of local labour was attributed to the employer or the employee.

- 4.5 Councillor Boyce said that the strategy was long term and should be aspirational.
- 4.6 Councillor S Morris suggested that one of the reasons that the use of the local workforce was low, was because a number of the larger employers use agencies to recruit employees. Councillor S Morris also suggested that the Council should produce more business related leaflets and newsletters that highlighted items that could affect businesses within the Borough, such as planned roadworks, town centre events etc.
- 4.7 Councillor Boyce suggested that the business pages on the Council's website were not very proactive or engaging to local businesses. The pages should be updated regularly and emails sent out, for example monthly. It was suggested that Harborough District Council were a good example locally relating to the Council helping local businesses.
- 4.8 Councillor Bentley asked whether the 'Business Gateway' had been / was a success? Judith Sturley said that she would try and obtain some information relating to this.
- 4.9 Councillor Bentley asked if 'Local Investment in Place' included an enterprise centre? Judith Sturley said that the Council had been speaking with the owners of Alpha House in South Wigston. The Council have been asked for expression of interest funding bids but that it would not be specific to, for example Alpha House, it would be more generic.
- 4.10 Councillor Boulter asked if the Council could submit a bid to the Local Growth Fund? Judith Sturley said that the Council cannot bid directly to the Local Growth Fund and that we would submit bids to the LLEP and then they would decide which funding stream it was most appropriate for.
- 4.11 Councillor Boyce suggested that the LLEP funding priorities could be influenced by the Combined Authority. The Council needs to produce a list of 'oven ready' sites that are ready to develop.
- 4.12 It was suggested that Oadby Industrial Estate should be looked into. There are a number of empty units as well as applications for change of use. Work needs to be done regarding potential options for the site.
- 4.13 Councillor Boyce said that a discussion paper should be produced for the next Member Working Group meeting that looked at options and ways forward for all of the employment zones within the Borough.

## **5. Melton Local Plan – Emerging Options (draft plan)**

- 5.1 Adrian Thorpe read through the agenda report and said that the Council comments are to be going to Policy, Finance and Development Committee on the 29<sup>th</sup> March 2016 for formal Member sign off.
- 5.2 Councillor Boulter asked if the Council were to be running their new Local Plan to 2036 rather than 2031. Officers suggested that the Council is proposing to go to 2036 to ensure that it is aligned to the housing market area wide Strategic Growth Plan, provided that all of the evidence base is in place to allow the Council to go to 2036.

5.3 Members agreed with the contents of the report.

**6. North West Leicestershire District Council Gypsy and Traveller Site Allocation Consultation Document**

6.1 Adrian Thorpe summarised the agenda report and said that the Council comments are to be going to Policy, Finance and Development Committee on the 29<sup>th</sup> March 2016 for formal Member sign off.

6.2 Members agreed with the contents of the report.

**7. Strategic Housing Land Availability Assessment Consultation**

7.1 Jamie Carr summarised the related agenda report and strategy and discussed key items with Members.

7.2 Members agreed that the Council's Strategic Housing Land Availability Assessment methodology should be consistent with the methodology at the wider housing market area level.

7.3 Councillor J Kaufman asked if new homes could be made more affordable. Jamie Carr said that the Council can require the provision of affordable homes through planning policy, however that the Council cannot have a direct influence the affordability of market housing.

**8. Custom and Self Build Housing Register**

8.1 Government legislation states that by the 1<sup>st</sup> April 2016 each Local Authority should begin to keep a register of individuals or associations that would like to acquire serviced plots of land in their authority area. A page will be added to the Council's website to this effect.

**9. Date of Next Meeting**

9.1 To be confirmed.



# Agenda Item 15g

**MINUTES OF A MEETING OF THE WIGSTON RESIDENTS` FORUM HELD AT THE  
COUNCIL OFFICES, STATION ROAD, WIGSTON ON MONDAY 14 MARCH 2016,  
COMMENCING AT 7:00 P.M.**

**IN ATTENDANCE:**

Councillor B Boulter – Chair

**Councillors:** M. Charlesworth, L. Bentley, L Broadley, F Broadley, M Chamberlain, HE Loydall,  
T Barr

**Residents in attendance:**

G A York, M Endall, M Harrington, D Needles, D Needles, R J Carter, CP Dingle, P Reeves,  
C Towell, MJ Butler, JM Butler, M.A Drage, B J Dearing, D R Moden (Mrs), DR Moden ( Mr), J  
Chauhan, B H Orsley, J E Beaumont, G Schofield, A Schofield, S.Lobb , J Lobb, Mrs Warner, Mr  
Warner, DG Barker, D Walton, P Lapworth, D Foreman, J Elliot, L Darling, M Hilton, B Hilton

Others in Attendance: PC D Hyatt, PCSO K Baladi, V Quintyne (OWBC), L Pires (WigstonTraders

**Apologies:**

Police Constable D.Hyatt, G Lamb

Min Ref	Narrative	Officer Responsible
48	<p><b><u>LOCAL POLICE ISSUES</u></b></p> <p>PC Carl Sutherley on behalf of PC Hyatt provided an update on crime figures for the period since the Forum last met as set out below:</p> <p><b><u>Crime Statistics 11/11/2015 to 14/03/2016</u></b>            Burglary Dwelling – 39            Burglary other than Dwelling – 21            Theft of motor vehicle – 8            Theft from motor vehicle – 13            Theft Stores – 40            Robbery – 2</p> <p>There was one petrol station arrest.            Patrols are ongoing in the local cemetery.            Extra patrols have also been made in Peace Memorial Park.Both the pavements in Aldeley End are being parked on. This is causing congestion problems, inconveniencing pavement users. The Police are to address this. Police have apprehended those placing g graffiti across Oadby and Wigston.</p> <p><b><u>BLUEPRINT 2020</u></b>            Inspector Lucy Batchelor on behalf of the Police, presented an overview on the Police Change Programme This is titled; “Blueprint 2020”.Blueprint 2020 provided an overview of future policing, joint working with other agencies such as Probation and the Ambulance Service and covered the implications for change on policing in the Borough and the wider Leicestershire region.</p> <p>The presentation outlined, performance and success areas, changing demands,</p>	

	<p>policing strategic priorities, Leicestershire Police and the recent Comprehensive Spending Review, programmes to projects and strategic alliance with Leicestershire, Nottinghamshire, Northamptonshire's police forces.</p> <p>It was clarified that In relation to the budget, it has reduced from £175 million in 2010 to £168 million in 2015. In order to maintain policing levels of service and where possible minimise the reduction in the number of officers and staff there needed to be large savings made. Savings have to date has come to just over £36 million since 2010.</p> <p>Questions from residents ranged from, how feedback from these presentations is taken to government, to how it is to be identified what policing can and cannot achieve. All feedback will be given to the Police Chiefs.</p> <p><b>Action: 1</b> Circulate a copy of the presentation with the minutes</p>	Veronika Quintyne
49	<p><b><u>BLUEPRINT 2020</u></b></p> <p>Inspector Lucy Batchelor on behalf of the Police, presented an overview on the Police Change Programme This is titled; "Blueprint 2020".Blueprint 2020 provided an overview of future policing, joint working with other agencies such as Probation and the Ambulance Service and covered the implications for change on policing in the Borough and the wider Leicestershire region.</p> <p>The presentation outlined, performance and success areas, changing demands, policing strategic priorities, Leicestershire Police and the recent Comprehensive Spending Review, programmes to projects and strategic alliance with Leicestershire, Nottinghamshire, Northamptonshire's police forces.</p> <p>It was clarified that In relation to the budget, it has reduced from £175 million in 2010 to £168 million in 2015. In order to maintain policing levels of service and where possible minimise the reduction in the number of officers and staff there needed to be large savings made. Savings have to date has come to just over £36 million since 2010.</p> <p>Questions from residents ranged from, how feedback from these presentations to residents is to be taken to Government, to how it is to be identified what policing can and cannot achieve. All feedback will be given to the Police Chiefs.</p> <p><b>Action: 1</b> Circulate a copy of the presentation with the minutes.-VQ</p>	
50	<p><b><u>ELLIS POOL SITE OADBY</u></b></p> <p>As a borough wide item of information, Residents were informed the Ellis Pool site is now closed and boarded up against vandalism. The land is to remain in Council ownership. No decision has been made about the development of the Pool site.</p> <p>Officers are working on the outcome of a feasibility study re future options for use of the pool site land.</p>	
51	<p><b><u>NATURAL DISCOVERY VOLUNTEER PROJECT DISPLAY BOARDS</u></b></p> <p>The Natural Discovery Volunteer Development Project display boards were displayed by Casey Humphries. She is based at Brocks Hill Park and Centre. The Chair directed residents to the display at the front of the hall. This display covered the Volunteer Programme for the Borough. For more information residents are to contact:<a href="mailto:casey.humphreys@oadby-wigston.gov.uk">casey.humphreys@oadby-wigston.gov.uk</a></p>	
52	<p><b><u>EDIBLE FOOD TRAIL</u></b></p> <p>Alex Hewins presented on this item .He is proposing to take a bid on the Edible Food Trail to the Big Lottery. This item was brought as a means to gauge</p>	

	<p>feedback on it before it is submitted to the Lottery Fund.</p> <p>The project will support sustainable food growing groups across the Borough. The outcome of the project will be local people using key areas of public land to grow food which all residents can harvest. This will lead to improved health and wellbeing.</p> <p>All food crops will be available cost free. It will also help food banks to replenish their stocks and encourage local people to grow their own food. Common land would be used to plant fruit bushes and fruit trees, with some planting in planters. school children are to be involved in the project</p> <p>It was suggested the Project proposal engage with schools, community groups and Friends of Peace Park, which facilitates a sensory garden.</p>	
53	<p><b><u>ARRIVA BUS ROUTE 49a</u></b></p> <p>Sean Bloxam, Transport Manager from Arriva updated residents on the Arriva 49a bus route. The old bus route will continue to be run. It will not run at night or on Saturdays or Sundays. The last bus Monday to Friday will be the 6.22pm.</p> <p>Arriva will leaflet the route to inform residents of the change. Councillor Boulter implored residents to use or lose the service.</p> <p>Bus Drivers were requested not to use their horns at night. Residents asked if a cross borough bus route was in sight. This was said not to be commercially viable.</p>	
54	<p><b><u>FUNDING UPDATES</u></b></p> <p>William Peardon Court Residents Association requested funding for training its group members and for the provision of stationery. An update on this is to come to the Forum in due course.</p> <p>The Phoenix Therapies Group and Wigston Bi-Polar Group were awarded funding to provide weekly therapy sessions and the purchase of training materials for people who are bi polar/ manic depressive. An update is to come to the next Forum meeting.</p> <p>Oadby and Wigston Civic Orchestra requested funding to support the development of the orchestra's celebratory concert in February 2016 and celebrate its 50th anniversary. An update is to come to the next Forum meeting.</p>	
55	<p><b><u>PRIDE OF THE BOROUGH</u></b></p> <p>Due to apologies proffered, the Chair read out an update on behalf of Pride of the Borough.</p> <p>The Pride of the Borough Loyalty Card was promoted. It allows shoppers to access a variety of discounts from a range of local businesses. The annual joining fee remains £5.00. It can be accessed from Customer Services, Bell Street and Brocks Hill Centre, Oadby.</p> <p>Currently, there are 400 Pride of the Borough business members. Four new members were recruited.</p>	
56	<p><b><u>WIGSTON TRADERS UPDATE</u></b></p> <p>The Town Centre trade is quiet. A few businesses have closed. Smaller shops are struggling. Residents were encouraged to shop local and encourage their families to shop local. It was suggested Leicester Road could do with a facelift to smarten it up.</p>	
57	<p><b><u>CHAIRMANS UPDATES</u></b></p> <p>The Forum considered the Chairman's update document which was circulated at</p>	

the meeting. The Chairman gave a verbal update on the issues outlined in the document.

### **Capital Projects Update**

#### **PADDOCK STREET BUS SHELTER**

There is a new bus shelter for Paddock Street. Two licences have been applied for. A street licence is required to place a bus shelter. The cost of the licence is £240. This has caused a slight delay. The same licence charge applies to bins.

Following damage to the bollard in Bell Street, the Council has purchased a new one and two spares. A report on longer-term options re the bollard is to go to Committee. Options on alternatives to bollards are to be discussed. Emergency services hold a key to access Bell Street.

#### **PEDESTRIANISATION OF BELL STREET**

On the issue of pedestrianisation of Bell Street, Residents were requested to make their views known to County Council. A Resident requested 10 miles an hour speed limit be placed on Bell Street.

The consultation will close on August 7. People can have their say and fill in a short questionnaire by visiting [www.leics.gov.uk/wigston-bell-street](http://www.leics.gov.uk/wigston-bell-street)

Hard copies can be requested by writing to: Leicestershire County Council, Environment and Transport, Engineering Design, Glenfield, Leicester LE3 8RJ.

#### **SHOPKEEPERS USE OF THE HIGHWAY**

The Highways department is addressing shopkeepers placing items on the pavement. It is instigating action as appropriate.

#### **SALE OF THE CO-OP BUILDING**

A sale is imminent. Residents were reminded that the new post shop on Leicester Road is not the new post office. The Council approached the post office for a temporary Wigston post office. This was refused.

The Chair explained the Local Development Order process as some residents thought this might affect the post office development. He acknowledged there is to be development over the next thirty years and the risk of Government forcing the use of Greenfield sites if Brownfield sites were not used.

In the discussion on the Local Development Orders, Residents stated more car parking was needed. The Chair stated there is to be a purpose built car park erected. The Chair requested Residents put their views forward to the Council on the Local Development sites. The Council is to develop housing, shops and industrial options without losing car parking spaces.

#### **COMMUNITY GROUP NOTICE BOARD**

Following a request for a notice board to place community group information, the Chair stated such purchase for Bell Street is acceptable. It costs £2500 for a static notice board and £800 to paint them.

Residents were also directed to the Community Engagement Officer for finding out how to access the Town's electronic notice boards

#### **Action:2**

Bring this as an item for discussion at the next meeting.

**Veronika  
Quintyne**

	<p><b><u>REQUESTS FOR SPENDING AND UPDATE ON FORUM BUDGET</u></b></p> <p>Provide a seat for the Bus shelter next to the Health Centre on Station Road. The majority of Residents in attendance agreed. No dissenters.</p> <p>The Civic Society was awarded £400 to purchase and plant 4 trees near the footpath between Willow Avenue and the Central Park. Guidance is to be sought from the Council's Open Space Manager by the Society as to the type of trees most suitable to plant there.</p> <p>There was one proposer for this project. All residents in attendance voted in favour. No dissenters.</p> <p>Leaflets were circulated at the meeting about the County Council tip. The leaflet clarified the cost of using the tip and what items can be received. Payment must be by bank card not cash.</p> <p>On green waste collection, there is to be a fortnightly collection from March till November 2016.</p> <p>The Chair noted that the Government is to cut disability benefits. Four Leicestershire MPS voted for this. Residents were requested to write to their MP to express their disapproval.</p> <p>Residents asked what the Council was doing about addressing empty buildings in the district. The Chair clarified the Council has a policy and an officer is engaged in addressing such matters in the Borough, including bringing them back into use.</p> <p>The development near Moat Street is due to be completed. The Council is monitoring its progress.</p> <p>Residents were reminded that should they wish to discuss in confidence local issues of concern before the full meeting begins at 7.00pm, there is a surgery session with; the Police, Councillors and Council Officers between 6.30pm and 7.00pm.</p>	
58	<p><b><u>DATE OF THE NEXT MEETING</u></b></p> <p>Wednesday June 29<sup>th</sup> 2016  Time:7.00pm  Venue: Council Chamber,  Council Offices, Station Road,  Wigston, Leicestershire, LE18 2DR</p>	

**Meeting closed at 20:37**

**MINUTES OF A MEETING OF THE COMMUNITY ENGAGEMENT FORUM**

**HELD AT COUNCIL OFFICES, WIGSTON ON THURSDAY 15<sup>th</sup> MARCH 2016**

**COMMENCING AT 7.00 PM.**

**IN ATTENDANCE:**

Chair: J Kaufman

Councillor: S. Morris

Officers in Attendance: V Quintyne

**Others in attendance:** Pat Tebbutt – Resident – Churches Together, David Tebbutt Resident – Churches Together, Jan Bryars – Oadby Stakeholders, Cathy Stevenson-Red cross , Salim Boodhu – Oadby & Wigston Muslim Association ,Iqbal Noormohomed – Oadby and Wigston Muslim Association, Arzu Yilmaz-Dialogue Society, Lisa Vine – Leicester Lesbian, Gay, Bi-sexual and Transgender (LGBT) Centre

Ref	Narrative	Responsible Officer
1	<p><b><u>APOLOGIES</u></b>                      Chris Huscroft – Oadby &amp; Wigston Lions and Food Bank                      Lesley Green - Oadby Church/Oadby Food Bank, Iris Lightfoot –TREC (The Race Equality Centre), B Gohil -Volunteer, Rev'd Gillian Gamble - Oadby Food Bank and Oadby Trinity Methodist Church</p>	
2	<p><b><u>MINUTES OF THE PREVIOUS MEETING</u></b>                      The minutes of December 10<sup>th</sup> 2015 were received and approved.</p>	
3	<p><b><u>REVIEW OF THE EQUALITY AND DIVERSITY AGENDA</u></b>                      The Equality and Diversity work plan continues to be progressed. It is available via the following link. Colleagues are provided with a copy of it at each meeting. It is the working document of the Community Engagement Forum and is used to address equality and diversity issues pertaining to the borough supported by the work of Voluntary organisations and community groups which provide a service for people specific to Oadby and Wigston as well as Leicestershire wide. Such groups are addressing a wide cross section of the public including the most vulnerable as included in the nine protected characteristics of the Equality Act 2010.The nine groups are:</p> <ul style="list-style-type: none"> <li>• <b>Disability</b></li> <li>• <b>Sex</b></li> <li>• <b>Gender reassignment</b></li> <li>• <b>Race</b></li> </ul>	

	<ul style="list-style-type: none"> <li>• <b>Age</b></li> <li>• <b>Religion and belief</b></li> <li>• <b>Sexual orientation,</b></li> <li>• <b>Pregnancy and maternity and</b></li> <li>• <b>Civil partnership and marriage</b></li> </ul> <p>It was explained that the Agenda is the Council’s framework to explore and map how equality and diversity issues are addressed in the Borough for planning and provision. This is focussed on all residents and other users of the Council’s provision but especially those most vulnerable and or at risk of not benefitting from such services and provision.</p> <p><b><u>CELEBRATING DIVERSITY CALENDAR – LUNCHTIME AND EVENING SEMINARS</u></b></p> <p>The Calendar Group has been working on is almost ready to be placed on the Council’s website following a few amendments.</p> <p>The calendar is to be used as a vehicle for providing bite size learning seminars relating to key festivals and how these are celebrated in Oadby and Wigston. This Group is not a replacement for the Oadby and Wigston Multi-cultural Group.</p> <p><b><u>ACTION:1</u></b> Check the dates for key Muslim festivals are added.</p> <p><b><u>ACTION:2</u></b> Add National Refugee week.</p> <p><b><u>ACTION:3</u></b> Source the correct date for the celebration of Navaratri Hindu festival.</p>	
4	<p><b><u>A SERVICE FOR TRANSGENDER YOUNG PEOPLE- LISA VINE – PRESENTATION</u></b></p> <p>This is a project funded by BBC Children In Need covering the Leicestershire region. It began 2<sup>nd</sup> November 2015 and is funded for three years.</p> <p>The presentation explored what it means to be transgender for young people, including experiencing gender dysphoria to terminology used and support services for young people and how to access it. Following the presentation questions were taken.</p> <p>To access further information on this project contact: <a href="mailto:lisa@leicestlgbtcentre.org">lisa@leicestlgbtcentre.org</a> or ring 01162547412. Lisa can also be contacted by getting in touch @LisaCvine and @LeicesterLGBT.</p>	

	<p><b><u>ACTION:4</u></b> Circulate a copy of the presentation with the minutes.</p>	Veronika Quintyne
5	<p><b><u>EQUALITY AND DIVERSITY TRAINING &amp; EQUALITY ASSESSMENT TRAINING WORKSHOPS</u></b></p> <p><b><u>EQUALITY AND DIVERSITY TRAINING WORKSHOPS</u></b> Dates for Equality and Diversity workshops are being organised. They are to be provided to Council Members, Staff and CEF Members.</p> <p><b><u>EQUALITY ASSESSMENT TRAINING WORKSHOPS</u></b> Staff are to be offered Equality Assessment training workshops in April. Equality Assessments are also known as Equality Impact Assessments. Three sessions are planned for: April 5th, April 7<sup>th</sup> and April 14<sup>th</sup> 2016.</p> <p>These sessions will be attended by senior Council officers who have never undergone equality assessment training before or are undertaking it as a refresher session.</p> <p>It is important staff are not only aware of the legislation which requires these (Equality Act 2010) but also how to complete fit for purpose equality assessments that compliment and support development of the Council's business planning .</p>	
6	<p><b><u>LUNCH TIME SEMINARS</u></b> The Group was keen to see seminars made available at lunchtime and in the evenings. These seminars were viewed as having involvement from CEF Members in the planning and delivery and as a positive way of involving marginalised groups, for example refugees and asylum seekers. They were also seen as a way to build community cohesion and breakdown barriers among people in the community.</p> <p><b><u>ACTION:5</u></b> Work with colleagues and groups to host a series of lunchtime and /or evening seminars utilising the Celebration Calendar.</p>	Veronika Quintyne/Colleagues
7	<p><b><u>REFRESH OF EQUALITY PAGE INFORMATION</u></b> Change to equality information on the Council website is being progressed. Currently information on a selection of key new and updated Equality Assessments has been added. Other changes will include adding information on the Celebration Calendar and Oadby and Wigston's Equality Framework and rewording key equality information as appropriate. This is being done with the Council's communication media person.</p>	
8	<p><b><u>PR EVENT - WORKING TO RAISE AWARENESS OF PREVENT (WRAP) TRAINING WORKSHOP – UNITED KINGDOM COUNTER TERRORISM STRATEGY</u></b> This presentation was delivered by the Council's Community Engagement Officer. It covered the reasoning behind the Government's PREVENT Strategy and approach to working to prevent radicalisation into terrorist activity and safeguarding of vulnerable adults and young people.</p>	



	<p>The presentation was well received. However feedback suggested the voice range on the DVD used needs to be increased with the production of a new DVD or the Council's speakers require upgrading.</p> <p>Feedback on this event collected via evaluation forms is to be sent to the WRAP lead co-ordinator in London. The forms do not contain participants names.</p> <p><b><u>ACTION:6</u></b></p> <p>Further WRAP presentations are to be arranged. The audience is staff, community groups and voluntary organisations.</p>	<p><b>Veronika Quintyne</b></p>
<p>9</p>	<p><b><u>DATE OF NEXT MEETING</u></b>  <b>Wednesday 29 JUNE 2016</b>  <b>Time: 7pm</b>  <b>Venue: Council Office, Council Chamber, Station Road, Wigston, LE182DR</b></p>	

**MINUTES OF A MEETING OF THE SERVICE DELIVERY COMMITTEE HELD AT THE COUNCIL OFFICES, STATION ROAD, WIGSTON ON TUESDAY, 22 MARCH 2016 COMMENCING AT 7.00 PM**

<b><u>IN ATTENDANCE:</u></b>		
Chair - Councillor G A Boulter Vice-Chair - Councillor Mrs S Z Haq		
<b>COUNCILLORS (11):</b>		
G S Atwal L A Bentley Ms A R Bond J W Boyce	Mrs L M Broadley F S Broadley D M Carter Ms K Chalk	Miss M V Chamberlain Dr T K Khong K J Loydall R H Thakor
<b>OFFICERS IN ATTENDANCE (5):</b>		
S J Ball Mrs A E Court	S Glazebrook D Lingard	A Thorpe

Min Ref.	Narrative	Officer Resp.
54.	<p><b><u>APOLOGIES FOR ABSENCE</u></b></p> <p>None.</p> <p>A minute's silence was observed in memory of those who had lost their lives in the recent terrorist attacks that had taken in Brussels, Belgium on 22 March 2016.</p>	
55.	<p><b><u>APPOINTMENT OF SUBSTITUTES</u></b></p> <p>None.</p>	
56.	<p><b><u>DECLARATIONS OF INTEREST</u></b></p> <p>None.</p>	
57.	<p><b><u>MINUTES OF THE PREVIOUS MEETING HELD ON 19 JANUARY 2016</u></b></p> <p><b>RESOLVED THAT:</b></p> <p>The minutes of the previous meeting of the Committee held on 19 January 2016 be taken as read, confirmed and signed.</p>	
58.	<p><b><u>ACTION LIST ARISING FROM THE MEETING HELD ON 19 JANUARY 2016</u></b></p> <p>The Director of Services informed Members that a letter had been sent to Leicestershire County Council (LCC) outlining the Council's concerns regarding the increased risk of fly-tipping as a result of new, itemised-charging at Oadby Waste Site. A response from LCC cited that there was no marked increase in fly-tipping in other areas where tariffs had been similarly introduced. The Director of Services assured Members that the situation</p>	

	<p>would continue to be monitored.</p> <p>The Chair requested that a record be kept of fly-tipping occurrences within the Borough and the associated clean-up costs incurred to the Council.</p> <p>The Director of Services advised that costs would be recovered from any defendant successfully prosecuted for any fly-tipping offence(s) within the Borough.</p> <p><b>RESOLVED THAT:</b></p> <p>The Action List be noted by Members.</p>	
<p><b>59.</b></p>	<p><b><u>PETITIONS AND DEPUTATIONS</u></b></p> <p>None.</p>	
<p><b>60.</b></p>	<p><b><u>COMMUNITY SERVICES UPDATE</u></b></p> <p>The Committee gave consideration to the report and appendices (at pages 13 - 28) as delivered and summarised by Interim Community Services Manager which should be read together with these minutes as a composite document.</p> <p>The Interim Community Services Manager added that the Council was exploring the development of a triangular parcel of Council-owned land at Bennett Way, Wigston. Its potential was said to be constrained by welfare reforms affecting the under 35's which rendered the building of flats on the site unviable and that two, alternative options were available, namely: the building of 2-3 bedrooms terrace houses; or to invite Waterloo Housing to incorporate the site into their scheme at Kirkdale Road.</p> <p>Councillor J W Boyce commended the report. He noted the aforementioned constraints in respect of development Bennett Way yet emphasised that the Scheme ought to remain in the Council's control and for implementation as soon as possible.</p> <p>With reference to 'Disabled Facility Grants' (DFG's) at paragraph 11 (at page 17), the Member advised that no advantage was to be unduly credited to the Lightbulb Project in terms of performance assessment given its pilot status. With reference to void performance at paragraph 5.2.(at page16), he noted that a more careful, long-term marketing strategy concerning studio/bedsit flats was needed to boost their appeal. With reference to 'Chartwell House Concrete Repairs' at Appendix 3 (at page 27), he warned that if the extent of the repairs were extensive, a wider survey was required by engineers to assess the need for more underlying, structural works.</p> <p>The Chair stated that a concern had been raised at a District and Borough with Leicestershire County Council regarding the top-slicing of DFG funding. Members were advised that a review of the matter would be reported back to the Committee.</p> <p>Councillor Mrs L M Broadley enquired as to whether the Choice-Based Lettings Scheme (CBL) was used by disabled resident to obtain a suitably adapted property and if they was an unreasonable delay in doing so.</p>	

	<p>The Interim Community Services Manager advised that although all housing allocations were managed via the CBL Scheme, with the degree of disability reflected in the banding and points awarded, applications could be considered on an ad-hoc basis.</p> <p>Councillor L A Bentley enquired as to whether any financial penalties were to be paid by the Council in respect of the delayed capital works at Boulter Crescent, Wigston.</p> <p>The Interim Community Services Manager advised that no penalties or associated costs were to be borne by this Council and that provision as to liquidated damages were built into the works contract and absorbed by the contractor.</p> <p>Councillor Ms A R Bond requested an update in respect of access to advisory services to Oadby residents.</p> <p>The Interim Community Services Manager advised that a joint-initiative was being delivered by Helping Hands Advice Centre and the Citizens' Advice Bureau which extended to the Oadby area.</p> <p>Councillor J W Boyce reiterated the significance of an independent advice service.</p> <p>Councillor Mrs S Z Haq enquired as to the priority that was to be given to addressing private-sector empty homes.</p> <p>The Interim Community Services Manager advised that priority was to be given to the 32 residential dwellings that had been empty for two years or more and those that had received the most complaints (i.e. anti-social behaviour and vandalism).</p> <p>With reference to Arrears Cases in the appendix (at page 23), Councillor D M Carter enquired as to the sharp increase at week commencing Monday, 22 February 2016.</p> <p>The Interim Community Services Manager cited a delayed receipt of housing benefit which was shortly received thereafter and corrected in the following week.</p> <p>Councillor K J Loydall asked whether DFG applications were means-tested, questioning the in/out of work eligibility criteria and the associated incentive scheme.</p> <p>The Chair answered confirmed that DFG applications were means-tested.</p> <p><b>UNANIMOUSLY RESOLVED THAT:</b></p> <p>The contents contained within the report be noted by Members.</p>	
61.	<p><b><u>CHOICE-BASED LETTINGS RESIDENCY CHANGES</u></b></p> <p>The Committee gave consideration to the report (at pages 29 - 30) as delivered and summarised by Interim Community Services Manager which</p>	

	<p>should be read together with these minutes as a composite document.</p> <p>Councillor L A Bentley moved the recommendations as set out at paragraphs 2.1. to 2.2 of the report.</p> <p>Councillor J W Boyce seconded the recommendations.</p> <p><b>UNANIMOUSLY RESOLVED THAT:</b></p> <p>(i) The residency criteria be increased to two-years; and  (ii) The resolved residency criteria be applied to new applications only.</p>	
<p><b>62.</b></p>	<p><b><u>HOUSING RELATED SUPPORT (HRS)</u></b></p> <p>The Committee gave consideration to the report (at pages 31 - 33) as delivered and summarised by Interim Community Services Manager, which should be read together with these minutes as a composite document.</p> <p>Councillor J W Boyce moved the recommendations as set out at paragraph 2 of the report.</p> <p>Councillor L A Bentley commended the work undertaken by Officers to secure a service that sought to protect the most vulnerable residents in the Borough.</p> <p>Councillor L A Bentley seconded the recommendation.</p> <p><b>UNANIMOUSLY RESOLVED THAT:</b></p> <p>The Council enters into an agreement with Charnwood Borough Council to provide the call monitoring services in respect of its properties in supported and sheltered housing be authorised.</p>	
<p><b>63.</b></p>	<p><b><u>WITHDRAWAL OF RECYCLING CREDIT PAYMENTS BY LEICESTERSHIRE COUNTY COUNCIL</u></b></p> <p>The Committee gave consideration to the report (at pages 34 - 35) as delivered and summarised by the Director of Services, which should be read together with these minutes as a composite document.</p> <p>Councillor J W Boyce requested that the substantive recommendation as set out at paragraph 2.2 of the report (at page 34) be amended to substitute 'Chief Executive' with 'Senior Management Team'.</p> <p>The Member stated that although LCC's motive was understandable, a longer-term vision in respect of investment was equally viable as opposed to the ceasing of all recycling credit income altogether. He recommended that option one as set out at paragraph 3.7.a (at page 35) was the only vaguely acceptable consultation outcome.</p> <p>Councillor J W Boyce moved the recommendations as set out at paragraphs 2.1 and 2.2 of the report (as amended).</p> <p>The Chair seconded the recommendations.</p>	

	<p><b>UNANIMOUSLY RESOLVED THAT:</b></p> <p>(i) The options being considered by Leicestershire County Council for reducing its current expenditure on recycling and how this will affect the Borough be noted by Members;</p> <p>(ii) The key points to be incorporated into the consultation response (as set out in Section 4 of the report) be approved and the Senior Management Team be tasked to write an appropriate response based on those points; and</p> <p>(iii) The final wording of the response be agreed by the Senior Management Team in consultation with the Chair of the Committee and the Leader of the Council.</p>	
64.	<p><b><u>BELL STREET, WIGSTON - UPDATE ON PROHIBITION OF VEHICULAR ACCESS</u></b></p> <p>The Committee gave consideration to the report (at pages 39 - 43) as delivered and summarised by the Planning, Policy and Regeneration Manager, which should be read together with these minutes as a composite document.</p> <p>Councillor L A Bentley opined that a like-for-like telescope bollard was too easily susceptible to damage and that a permanent, long-term solution was required. He supported the installation of a gate due to its high visibility and ease of maintenance.</p> <p>Councillor L A Bentley moved the fourth proposal of a gate as set out at paragraph 7 of the report (at page 42).</p> <p>Councillor L M Broadley requested that the black granite blocks be repositioned outside the Mr Beanbags Cafe and NatWest Bank to further prohibit vehicular.</p> <p>Councillor L M Broadley seconded Councillor L A Bentley's motion.</p> <p>The Director of Services advised that the request of the repositioning of the granite blocks would be directed to the Planning, Policy and Regeneration for actioning.</p> <p>Councillor J W Boyce stated that a like-for-like telescope bollard should continue to be use in the interim until such time as the installation arrangements were finalised in respect of the gate.</p> <p><b>UNANIMOUSLY RESOLVED THAT:</b></p> <p>The long-term installation of a gate (as set out at paragraph 7 of the report) be approved to prevent unauthorised access to the pedestrainised area on Bell Street, Wigston.</p>	
65.	<p><b><u>CORPORATE ENFORCEMENT UPDATE</u></b></p> <p>The Committee gave consideration to the report (at pages 44 - 47) as delivered and summarised by the Community Safety and Tenancy Manager, which should be read together with these minutes as a composite document.</p>	

	<p>Councillor L A Bentley enquired as to whether it was the Council's intention to replace a number of dog waste bins with ordinary refuse bins and requested that the accepted use of the latter for the disposal of dog waste be more widely advertised. The Member said he was mindful about the introduction of Public Spaces Protection Orders (PSPO's).</p> <p>The Community Safety and Tenancy Manager stated that a renewed educational campaign to further promote responsibility dog ownership would be mounted via the Council's website and the Residents' Newsletter, Letterbox.</p> <p>Councillor D M Carter commended the partnership work undertaken and welcomed the dog fouling initiative and options available (at page 46) to address the issue.</p> <p>Councillor L M Broadley requested that the Dog Fouling Patrols be extended to the cemeteries throughout the Borough and that the public notices therein be updated.</p> <p>The Community Safety and Tenancy Manager stated that he would advise Environmental Development and Operational Services (EDOS), accordingly.</p> <p>Councillor J W Boyce requested that an analysis of a designated dog-area be undertaken at Blaby Park Road with a view to introduce the same.</p> <p>Councillor K J Loydall suggested a "take it home" campaign so to minimise the costs to the non dog-owning taxpayer. The Member said he was mindful about the introduction of designated dog-areas as this might, in fact, discourage responsible waste disposal.</p> <p><b>UNANIMOUSLY RESOLVED THAT:</b></p> <p>The contents contained within the report be noted by Members.</p>	
<p><b>66.</b></p>	<p><b><u>LEISURE CONTRACT MONITORING</u></b></p> <p>The Committee gave consideration to the report (at pages 48 - 50) as delivered and summarised by the Director of Services, which should be read together with these minutes as a composite document.</p> <p>The Director of Services advised that the report omitted the average number of swim visits per month at the old Wigston swimming pool which would be circulated to Members in due course.</p> <p>Councillor Mrs L M Broadley commended the leisure centres' performance.</p> <p>Councillor Mrs S Z Haq enquired as to whether there were a maximum number of leisure centre memberships available under the contract.</p> <p>The Director of Services advised that there although there were no maximum membership numbers <i>per se</i>, group exercise programmes and class sizes did have limitations.</p> <p><b>UNANIMOUSLY RESOLVED THAT:</b></p>	

	<p>(i) The contents contained within the report be noted by Members; and</p> <p>(ii) The leisure facilities be endorsed and promoted to the wider audience.</p>	
67.	<p><b><u>CUSTOMER SERVICE TRANSFORMATION UPDATE</u></b></p> <p>The Committee gave consideration to the report (at pages 51 - 52) as delivered and summarised by the Director of Services, which should be read together with these minutes as a composite document.</p> <p>Councillor J W Boyce was hopeful that footfall to the Customer Services Centre (CSC) in Bell Street, Wigston would decrease over time whilst the uptake in self-service facilities increased, thus providing a gauge of its transformative success. He stated that the CSC project served as an excellent example of the transformational progress that could be achieved in the years ahead in other Council service-areas.</p> <p><b>UNANIMOUSLY RESOLVED THAT:</b></p> <p>The contents contained within the report be noted by Members</p>	
68.	<p><b><u>BROCKS HILL COUNTRY PARK UPDATE</u></b></p> <p>The Committee gave consideration to the report (at pages 53 - 59) as delivered and summarised by the Director of Services, which should be read together with these minutes as a composite document.</p> <p>The Director of Services reported that events were currently being sourced to maximise the use of the amphitheatre at Brooks Hill Country Park ("Brooks Hills"), Oadby during the Summer and that associated cost-reduction schemes and income programmes were to commence imminently.</p> <p>Councillor Ms K Chalk enquired as to whether the café facilities at Brooks Hill were to be the subject of a tendering exercise.</p> <p>The Director of Services advised that this would form part of a wider options appraisal at Brooks Hill which could not be dealt with isolation.</p> <p>With reference to 'Centre and Building Works' at paragraph 6.5 (at page 55), the Chair enquired as to why it was not foreseen that the instructed company was at risk of going into administration before the contract was awarded.</p> <p>The Director of Services advised that enquires would be made and a response would be circulated to Members in due course.</p> <p><b>UNANIMOUSLY RESOLVED THAT:</b></p> <p>The contents contained within the report be noted by Members.</p>	
69.	<p><b><u>OPERATIONS AND FACILITIES SERVICES UPDATE</u></b></p> <p>The Committee gave consideration to the report (at pages 56 - 59) as delivered and summarised by the Director of Services, which should be read together with these minutes as a composite document.</p>	



	<p>With reference to 'Grass Verges' at paragraph 6 (at page 57), the Chair enquired as to whether budgetary provision could be sourced, if necessary, from the Greening of the Borough Working Group's (GotB) budget for additional verge cutting in 2016/17.</p> <p>The Chair of the GotB Working Group, Councillor D M Carter, answered affirmatively.</p> <p>Councillor Mrs L M Broadley moved the recommendations as set out at paragraphs 2.1. to 2.2 of the report.</p> <p>Councillor Ms A R Bond requested that litter-picking be undertaken along the central reservation of the A6, Oadby before being cut.</p> <p>The Chair advised that the Member's request would be communicated to the responsible authorities.</p> <p>Councillor J W Boyce seconded the recommendations.</p> <p><b>UNANIMOUSLY RESOLVED THAT:</b></p> <p>(i) The contents contained within the report be noted by Members; and  (ii) Additional verge cutting in 2016/17 be approved (as set out at paragraph 6 of the report).</p>	
69a.	<p><b><u>DRAFT TREE STRATEGY</u></b></p> <p>The Committee gave consideration to paragraph 7 of the report at agenda item 16 (at pages 58), together with the appendix provided in the supplementary agenda update (at pages 2 - 49), as delivered and summarised by the Director of Services, which should be read together with these minutes as a composite document.</p> <p>The Director of Services advised that, should Members be minded to approve the Draft Tree Strategy ("the Strategy") for public consultation, it would be returned at a future meeting of the Committee for final resolution as may be amended.</p> <p>Councillor L A Bentley requested that the Tree Strategy Polices as outlined at paragraph 16 (at pages 31 – 39 of the Strategy) be featured more prominently towards the front of the document. He further requested that the Strategy be made more robust in accordance with the Council's 'Greening the Borough' commitment at paragraph 4.7 of the Corporate Plan, most notably in respect of Tree Preservation Orders (TPO's) and Conservation Areas (CA's) at paragraph 13 (at pages 23 – 24).</p> <p><b>UNANIMOUSLY RESOLVED THAT:</b></p> <p>The Draft Tree Strategy be approved for public consultation.</p>	
70.	<p><b><u>PARKING AT BLABY ROAD PARK, SOUTH WIGSTON</u></b></p> <p>The Committee gave consideration to the report (at pages 108 - 109) as delivered and summarised by the Director of Services, which should be read</p>	

	<p>together with these minutes as a composite document.</p> <p>Councillor J W Boyce considered neither of the options as outlined at paragraphs 2.1 to 2.3 (at page 108) to be reasonably proportionate response to secure the intended outcome.</p> <p>Councillor J W Boyce moved for further work to be undertaken by Officers to address the underlying cause(s) of the complained-about abuse in consultation with South Leicestershire College.</p> <p>The Chair identified the lack of off-street parking availability within the immediate surrounding area as a contributory factor.</p> <p>The Chair seconded Councillor J W Boyce's motion.</p> <p><b>UNANIMOUSLY RESOLVED THAT:</b></p> <p>Further work be undertaken to address the underlying cause(s) of the complained-about abuse of the car park usage at Blaby Park Road, Wigston in consultation with South Leicestershire College.</p>	
71.	<p><b><u>CUSTOMER SERVICE CHARTERS - EXCEPTION REPORTING</u></b></p> <p>The Committee gave consideration to the report (at pages 110 - 111) as delivered and summarised by the Director of Services, which should be read together with these minutes as a composite document.</p> <p>The Director of Services reported no significant service failures and further advised that the Customer Service Charters were to be updated in the proceeding months for Members' consideration at the next meeting of the Committee.</p> <p><b>UNANIMOUSLY RESOLVED THAT:</b></p> <p>The performance standards that have not met the set target (as set out in paragraph 3 of the report) and the reasons why this has been noted by Members.</p>	

**THE MEETING CLOSED AT 8.34 PM**



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**CHAIR**  
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**TUESDAY, 05 JULY 2016**  
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# Agenda Item 15j

**MINUTES OF A MEETING OF THE POLICY, FINANCE AND DEVELOPMENT COMMITTEE  
HELD AT THE COUNCIL OFFICES, STATION ROAD, WIGSTON ON TUESDAY, 29 MARCH  
2016 COMMENCING AT 7.00 PM**

<b><u>IN ATTENDANCE:</u></b>		
Chair - Councillor Mrs S B Morris Vice-Chair - Councillor D A Gamble		
<b>COUNCILLORS (11):</b>		
G S Atwal	J W Boyce	Mrs S Z Haq
L A Bentley	B Dave	J Kaufman
Ms A R Bond	Mrs L Eaton	K J Loydall
G A Boulter	B Fahey	
<b>OFFICERS IN ATTENDANCE (3):</b>		
S J Ball	S Glazebrook	M Hone
<b>OTHERS IN ATTENDANCE (4):</b>		
A Persaud	O Campbell	M Vigil
	M Luke	

Min Ref.	Narrative	Officer Resp.
79.	<p><b><u>APOLOGIES FOR ABSENCE</u></b></p> <p>An apology for absence was received from Councillors M L Darr, R E R Morris and T Barr.</p>	
80.	<p><b><u>APPOINTMENT OF SUBSTITUTES</u></b></p> <p>Councillors Mrs S Z Haq and Ms A R Bond and substituting for Councillors M L Darr and T Barr, respectively.</p>	
81.	<p><b><u>DECLARATIONS OF INTEREST</u></b></p> <p>Councillor G S Atwal declared that he was a signatory to the Oadby Swimming Pool Site Petition and that he had spoken to the Petitioner, in respect of agenda items 6a and 6b. The Member attended the meeting without prejudice and with an open mind.</p>	
82.	<p><b><u>READING, CONFIRMATION AND SIGNING OF MINUTES</u></b></p> <p>Councillor B Dave requested that the mismarking of his forename initial be corrected in the minutes of the meeting of the Committee held on 02 February 2016.</p> <p><b>RESOLVED THAT:</b></p> <p>(i) Subject to the correction aforementioned, the minutes of the previous meeting of the Committee held on 02 February 2016 be taken as read, confirmed and signed; and</p>	

	(ii) The minutes of the extraordinary meeting of the Committee held on 18 February 2016 be taken as read, confirmed and signed.	
83.	<p><b><u>ACTION LIST ARISING FROM THE MEETING HELD ON 02 FEBRUARY 2016</u></b></p> <p>The Interim Chief Financial Officer reported that all items had been duly actioned.</p> <p><b>RESOLVED THAT:</b></p> <p>The Action List be noted by Members.</p>	
84.	<p><b><u>PETITIONS AND DEPUTATIONS</u></b></p> <p>Two Petitions were received by the Committee in respect of the Oadby Swimming Pool Site as set out at agenda items 6a and 6b respectively (at pages 17 - 35).</p>	
85.	<p><b><u>OADBY SWIMMING POOL SITE PETITION(S)</u></b></p> <p>Mr Matthew Luke presented and spoke upon the Petition(s) at agenda items 6a and 6b.</p> <p>Mr Luke stated that there were two requests within the Petition: the retention of ownership and recreational usage. He suggested that an indoor skate park or a soft play centre could make for the best indoor use of the site, thus limiting noise objections and providing a safer environment for young people. He further proposed a Community Arts Centre or the building's conversion into a Squash Centre. It was said that these options had the advantage of retaining the existing building and would benefit other visitors to Ellis Park. Mr Luke further suggested that the site could be returned to a green space in keeping with the original use of the land, potentially attracting external grants for redevelopment such as a sensory garden or raised communal planters to form part of the Edible Food Trail Lottery Bid. He invited the Council to engage in a meaningful dialogue with residents and appealed for cross-party agreement on the side of retention for a recreational use of the site in question.</p> <p>Councillor J W Boyce stated all the available options for future use of the site, including those raised by the residents of Oadby and the Petitioner, would be considered as part of the ongoing feasibility study currently being undertaken.</p> <p>Councillor Ms A R Bond supported the suggestions raised by the Petitioner.</p> <p>Councillor K J Loydall emphasised that Opposition Members had previously voiced their support for other potential uses of the site, including a general practitioners' surgery, additional schooling facilities and social/affordable housing.</p> <p>Councillor J Kaufman welcomed the views of the residents of Oadby and the Petitioner and noted that any intended future use of the land, whether that be recreational or otherwise, was to serve as betterment to the residents of the Oadby area.</p>	

<p>86.</p>	<p><b><u>INTERNAL AUDIT PROGRESS REPORT 2015/16 AND AUDIT PLAN 2016/17</u></b></p> <p>The Committee gave consideration to the report and appendices (at pages 36 - 78) as jointly-delivered and summarised by the Interim Chief Financial Officer (Section 151 Officer) and Audit Manager at CW Audit Services, Mr Anand Persaud, which should be read together with these minutes as a composite document.</p> <p>Councillor B Dave welcomed the report and the opportunity to meet with the Audit Manager. With reference to 'Void Property Management' at paragraph 4 citing the recommendation for 'periodic reports ... detailing analysed debt levels' etc. (at page 50), the Member requested what timescales were to be given in respect of the same.</p> <p>The Interim Chief Financial Officer advised that six-monthly reports would be brought to the Committee for Members' consideration.</p> <p>With reference to 'Leavers' Access to Council's IT System' at paragraph 3.2 (at page 40), Councillor J Kaufman enquired as to whether this control applied to those Officers that had been suspended.</p> <p>The Interim Chief Financial Officer answered affirmatively.</p> <p>The Chair commended the correct identification of issues in the report and welcomes the progress made to date.</p> <p>Councillor J W Boyce requested that the nine 'High Risk Outstanding Issues' at paragraph 4 (at pages 45 – 51) be directly incorporated into the Action List.</p> <p><b>UNANIMOUSLY RESOLVED THAT:</b></p> <ul style="list-style-type: none"> <li>(i) The content of the Progress Report for 2015/16 be noted by Members;</li> <li>(ii) The Audit Plan for 2016/17 be approved; and</li> <li>(iii) The Audit Plan for 2016/17 be noted as indicative at this stage insofar as the days allocated to each audit may change following the reviews in 2015/16.</li> </ul>	
<p>87.</p>	<p><b><u>EXTERNAL AUDIT REPORT ON GRANT CLAIMS AND RETURNS AND THE EXTERNAL AUDIT PLAN 2016/17</u></b></p> <p>The Committee gave consideration to the report and appendices (at pages 79 - 103) as jointly-delivered and summarised by the Interim Chief Financial Officer (Section 151 Officer) and Assistant Audit Manager at KMPG, Mr Owen Campbell, which should be read together with these minutes as a composite document.</p> <p>Councillor J Kaufman enquired as to why the planned audit fee for 2015/16 was 25% less than for 2014/15.</p> <p>The Assistant Audit Manager advised that the Public Sector Audit Appointments (PSAA) were responsible for the setting of audit fees.</p> <p>With reference to the 'Pooling of Housing Capital Receipts' (at page 87),</p>	

	<p>Councillor J W Boyce enquired as to whether the implication was fixable or if there existed a long-term problem. The Member further requested a report regarding audit tendering.</p> <p>The Assistant Audit Manager advised that there had been a one-off, isolated error that had since been resolved.</p> <p>Councillor G A Boulter enquired as to whether a future report was to be brought to this Committee setting out the implementation of the report's recommendations. The Member further sought clarification as to criterion to be used for identifying the Council's highest-valued housing stock for intended disposal.</p> <p>The Interim Chief Financial Officer advised that the recommendations and their implications would feature in the revised Council's Medium Term Financial Strategy (MTFS) due before the meeting of the Council on Tuesday, 19 April 2016. It was further advised that, due to the ongoing government-led consultation process, there was still uncertainty as to criteria to be used: however, it was noted that any intended disposal(s) would have an impact upon Housing Revenue Account (HRA).</p> <p><b>UNANIMOUSLY RESOLVED THAT:</b></p> <p>The contents contained within the report be noted by Members</p>	
<p>88.</p>	<p><b><u>RESIDENTS' FORUM BUDGET POSITION AND ALLOCATION REQUESTS</u></b></p> <p>The Committee gave consideration to the report and appendices (at pages 104 - 108) as delivered and summarised by the Interim Chief Financial Officer (Section 151 Officer), which should be read together with these minutes as a composite document.</p> <p>The Interim Chief Financial Officer advised that the Oadby Residents' Forum request at paragraph 3.2.2 required further investigation before being resolved by the Committee.</p> <p>Councillor J W Boyce requested that the information herewith contained in the Forums' Budget report take account of the renewed position from start of this Council's lifecycle (i.e. April 2015).</p> <p>Councillor J W Boyce moved the recommendations as set out at paragraphs 2.1 and 2.2 of the report and subject to delegated authority being granted to the Chief Financial Officer to address the Oadby Residents' Forum request at paragraph 3.2.2.</p> <p>The Chair seconded the recommendations (as amended).</p> <p><b>UNANIMOUSLY RESOLVED THAT:</b></p> <ul style="list-style-type: none"> <li>(i) The position of the Forums' Budget be noted by Members; and</li> <li>(ii) To the exclusion of paragraph 3.2.2, the allocation requested by the Forums (as set out at paragraphs 3.2 to 3.4 of the report) be approved; and</li> <li>(iii) Delegated authority be granted to the Chief Financial Officer to</li> </ul>	

	address the Oadby Residents' Forum request at paragraph 3.2.2.	
89.	<p><b><u>PROVISION OF ADVICE AND INFORMATION SERVICES IN THE BOROUGH</u></b></p> <p>The Committee gave consideration to the report and appendices (at pages 109 - 112) as delivered and summarised by the Interim Community Services Manager, which should be read together with these minutes as a composite document.</p> <p>The Interim Community Services Manager added that the dates, times and locations of advisory sessions would be discussed as part of the pre-contract negotiations with the Helping Hands Advice Centre (HH) and the Citizens' Advice Bureau (CAB) and Members would be advised of the same in due course.</p> <p>Councillor D A Gamble moved the recommendation as set out at paragraph 2 of the report.</p> <p>The Chair seconded the recommendation.</p> <p>Councillor G A Boulter requested that any pre-contract negotiations make clear the finality of the budget and that liability would be joint and several between both HH and CAB should one party be no longer to honour its contractual obligations.</p> <p>Councillor J W Boyce requested that once the contract specification had been finalised, that the information relating to advisory sessions be published.</p> <p><b>UNANIMOUSLY RESOLVED THAT:</b></p> <p>The Citizens' Advice Bureau and Helping Hands Advice Centre be appointed to provide advice and information services to the residents of Oadby and Wigston for a period of 3 years at a total cost of £55,000 per year commencing on 1 June 2016.</p>	
90.	<p><b><u>DRAFT HEALTH AND SAFETY POLICY</u></b></p> <p>The Committee gave consideration to the report and appendices (at pages 113 - 133) as delivered and summarised by the Interim Chief Financial Officer (Section 151 Officer), in the absence of the Director of Services, which should be read together with these minutes as a composite document.</p> <p>Councillor L A Bentley welcomed the report and extensive work undertaken by Officers. The Member raised a concern as to the volume of the draft Health and Safety Policy ("the Policy"). He recommended that the Policy ought to consist of a more simplified, two-to-three page high-tier policy document with a number of detailed, policy documents operating underneath. He requested that greater emphasis be placed upon personal protection equipment and risk assessments.</p> <p>Councillor L A Bentley moved the recommendations as set out at paragraphs 2.1 to 2.3 of the report.</p>	

	<p>Councillor K J Loydall suggested that the Policy should incorporate a more defined structure as to the exact designations of responsibility and operating standards.</p> <p>Councillor B Dave echoed the sentiments of Councillor L A Bentley.</p> <p><b>RESOLVED THAT:</b></p> <p>(i) The draft Health and Safety Policy be approved and adopted;  (ii) The position on health and safety training be noted by Members; and  (iii) The Director of Services be granted delegated authority, in consultation with the Chair, to make any changes to the policy in light of legislation or other changes in circumstances.</p> <p><b>Votes For</b>                    12  <b>Votes Against</b>            0  <b>Abstentions</b>                1</p>	
91.	<p><b><u>EQUALITY ASSESSMENTS</u></b></p> <p>The Committee gave consideration to the report (at pages 134 - 137) as delivered and summarised by the Interim Chief Financial Officer (Section 151 Officer), in the absence of the Director of Services, which should be read together with these minutes as a composite document.</p> <p>Councillor K L Loydall suggested that a single, inclusive policy document was required to specifically identify those Officers responsible and their attendant obligations under, and in respect of the completion of, Equality Assessments.</p> <p><b>UNANIMOUSLY RESOLVED THAT:</b></p> <p>The contents contained within the report be noted by Members</p>	
92.	<p><b><u>SOCIAL MEDIA POLICY</u></b></p> <p>The Committee gave consideration to the report (at pages 138 - 141) as jointly-delivered and summarised by the Interim Chief Financial Officer (Section 151 Officer) and the Managing Director at Big Sound Marketing, Mr Mark Vigil, in the absence of the Director of Services, which should be read together with these minutes as a composite document.</p> <p>The Chair enquired as to how a formal tone of voice, oft-expected and suited to a local authority, was to be maintained and communicated on social media platforms and whether training was to be provided to members of staff to achieve this.</p> <p>Mr Vigil advised that it was important communications be grammatically-coherent and avoid a colloquial use of language to maintain the appropriate tone. He stated that two members of staff were to be appropriately trained.</p> <p>Councillor Mrs S Z Haq enquired as to whether Member's would be notified if they were the subject of a social media communication.</p>	



	<p>Mr Vigil confirmed that Members would be notified as a courtesy.</p> <p>Councillor Mrs L M Broadley enquired as to the robustness of the intended social media platforms against incidents of abuse, inappropriate content or “trolling”.</p> <p>Mr Vigil advised that both platforms were well-governed and abusive or inappropriate content could be moderated and deleted, accordingly. He warned, however, that there was a possibility that inappropriate content may be seen before deletion.</p> <p>Councillor G A Boulter voiced reservations about the use of social media if the channels of communication were not managed or moderated effectively. The Member further requested more information as to safeguards and long-term costings.</p> <p>Councillor B Fahey enquired as to what number of users and, or, followers would be considered a success and the timescales expected to achieve those numbers.</p> <p>Mr Vigil advised that a user/followship of approximately 10,000 was to be considered a success and sought to achieve this with 12-18 months of the platforms’ inception.</p> <p>Councillor J W Boyce noted the significance and relevancy of social media in the modern day as a means of a two-way communication, allowing easier and wider-interactions to be possible between the Council, its residents and stakeholders.</p> <p>Councillor J W Boyce moved the recommendation as set out at paragraph 2 of the report.</p> <p>Councillor J Kaufman seconded the recommendation.</p> <p>Councillor B Dave recognised the importance of social media as a means to better engage the young people of the Borough in aspects of the Council’s work.</p> <p><b>UNANIMOUSLY RESOLVED THAT:</b></p> <p>The proposals within the report as the basis for a Social Media Policy be approved.</p> <table data-bbox="279 1608 606 1709"> <tr> <td><b>Votes For</b></td> <td>11</td> </tr> <tr> <td><b>Votes Against</b></td> <td>0</td> </tr> <tr> <td><b>Abstentions</b></td> <td>2</td> </tr> </table>	<b>Votes For</b>	11	<b>Votes Against</b>	0	<b>Abstentions</b>	2	
<b>Votes For</b>	11							
<b>Votes Against</b>	0							
<b>Abstentions</b>	2							
<p>93.</p>	<p><b><u>UPDATE ON OPEN SPACES AND LAND MATTERS ACROSS THE BOROUGH</u></b></p> <p>The Committee gave consideration to the report and appendices (at pages 142 - 146) as delivered and summarised by the Interim Chief Financial Officer (Section 151 Officer), in the absence of the Director of Services, which should be read together with these minutes as a composite document.</p>							

	<p>Councillor D A Gamble moved the recommendations as set out at paragraphs 2.1 to 2.3 of the report.</p> <p>The Chair seconded the recommendations.</p> <p>Councillor J W Boyce enquired as to whom the legal proprietor of the Archery Field at the Sports Ground at Leicester Road, Countesthorpe was. He further enquired as to whether the receipt of £15,000 was a one-off payment for the grant of rights in respect of construction and operations: if this was the case, the Member moved for delegated authority be granted to the Chief Financial Officer, in consultation with the Chair, to seek further consideration for ongoing access to the Solar Farm at Leicester Road, Countesthorpe.</p> <p>Councillor D A Gamble and the Chair agreed with Councillor J W Boyce's amendment.</p> <p>The Interim Chief Financial Officer advised that the ownership of land would be ascertained and the Member informed in due course. He further reported that the receipt was a one-off payment in respect of construction and maintenance.</p> <p>Councillor B Dave commended the prompt action taken by Officers in securing the adoption of the open space play area at Florence Wragg Way, Oadby.</p> <p><b>UNANIMOUSLY RESOLVED THAT:</b></p> <ul style="list-style-type: none"> <li>(i) The completion of the adoption of the open space play area at Florence Wragg way, Oadby as shown on the attached appendix A and the adoption of a further piece of open space at Hill Field, Oadby as shown on the attached appendix B be noted by Members;</li> <li>(ii) The position with the sale of the Sports Ground at Leicester Road, Countesthorpe to Blaby District Council be noted by Members; and</li> <li>(iii) Delegated authority be granted to the Chief Financial Officer, in consultation with the Chair, to seek further consideration for ongoing rights of access over the Council owned access strip as shown on the attached appendix C for the construction and operation of the Solar Farm at Leicester Road, Countesthorpe.</li> </ul>	
<p><b>94.</b></p>	<p><b><u>MELTON LOCAL PLAN - EMERGING OPTIONS (DRAFT PLAN)</u></b></p> <p>The Committee gave consideration to the report (at pages 147 - 148) as delivered and summarised by the Interim Chief Financial Officer (Section 151 Officer), in the absence of the Director of Services, which should be read together with these minutes as a composite document.</p> <p>The Chair moved the recommendation as set out at paragraph 2 of the report.</p> <p>Councillor D A Gamble seconded the recommendation.</p> <p><b>UNANIMOUSLY RESOLVED THAT:</b></p>	

	<p>The comments set out in paragraphs 3.1 to 3.6 of the report as Oadby and Wigston Borough Council's formal response to Melton Borough Council's consultation on its Local Plan be noted by Members.</p>	
<p><b>95.</b></p>	<p><b><u>NORTH WEST LEICESTERSHIRE DISTRICT COUNCIL GYPSY AND TRAVELLER SITE ALLOCATION CONSULTATION DOCUMENT</u></b></p> <p>The Committee gave consideration to the report (at pages 149 - 150) as delivered and summarised by the Interim Chief Financial Officer (Section 151 Officer), in the absence of the Director of Services, which should be read together with these minutes as a composite document.</p> <p>Councillor J Kaufman raised a concern as to the 'Equality Implications' citing 'No significant concerns' (at page 150) given the subject-matter of the report.</p> <p>Councillor J W Boyce advised that the recommendation as set out at paragraph 2.1 of the report (at page 149) sought to address the Member's concern.</p> <p>The Chair moved the recommendation as set out at paragraph 2.1 of the report.</p> <p>Councillor D A Gamble seconded the recommendation.</p> <p><b>UNANIMOUSLY RESOLVED THAT:</b></p> <p>The comments set out in paragraph 3.3 of the report as Oadby and Wigston Borough Council's formal response to the Gypsy and Traveller Site Allocation Consultation Paper be noted by Members.</p>	

**THE MEETING CLOSED AT 9.02 PM**



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**CHAIR**  
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**TUESDAY, 19 JULY 2016**  
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**MINUTES OF A MEETING OF THE CHILDREN AND YOUNG PEOPLE’S FORUM**  
**HELD AT THE COUNCIL OFFICES, WIGSTON ON WEDNESDAY, 30 MARCH**  
**2016 COMMENCING AT 7:00 PM**

**IN ATTENDANCE:**

Councillor R E R Morris – Chairman

Councillors L A Bentley, Miss M V Chamberlain, Mrs S B Morris,

**Also in Attendance:**

M Smith (Young Persons Co-ordinator, OWBC)

B Gohil (O&W Youth Council)

Min Ref.	Narrative	Officer Resp.
83.	<p><b><u>APOLOGIES</u></b></p> <p>Cllr Ms A R Bond</p>	
84.	<p><b><u>MINUTES OF PREVIOUS MEETING</u></b></p> <p>Following the deferral of the Forum scheduled for 20 January 2016, due to absences resulting in it not being quorate, members queried if attendance at the deferred Forum had been recorded. M Smith confirmed that attendance for that particular Forum had been noted but no minutes from it were required.</p> <p><b>RESOLVED:</b> That the Minutes of the Forum held on 28 October 2015 be taken as read, confirmed and signed.</p>	
85.	<p><b><u>POLICE UPDATE</u></b></p> <p>Due to a Police representative being unavailable this agenda item was deferred until the Forum taking place on 25 May 2016.</p>	
86.	<p><b><u>SEA CADETS PRESENTATION</u></b></p> <p>Due to a representative of the Sea Cadets being unavailable this agenda item was deferred until the Forum taking place on 25 May 2016.</p> <p>The Chair informed the Forum that the intention of the Sea Cadets presentation was to raise awareness of the group and, where possible, seek</p>	

	<p>nominations of locations from where they would be able to operate in the future due, in part, to the lack of storage space for their boats and other equipment at their current meeting location of Wigston College.</p>	
87.	<p><b><u>YOUTH COUNCIL UPDATE</u></b></p> <p>The Chair, M Smith and B Gohil updated the Forum on the current actions of the Borough's Youth Council. These included;</p> <ul style="list-style-type: none"> <li>▪ Focussing on the recruitment of new members, from schools and youth clubs, to replenishment membership following the departure of long standing members to university in September 2015. This approach will include direct presentations to schools, and school councils, by Cllr R Morris, M Smith and Youth Council representatives,</li> <li>▪ Commencing planning of 2016's Supersonic Boom youth festival (details covered later in the meeting),</li> <li>▪ Working on continuing the positive relationship fostered between the Youth Council and Arriva by inviting Shaun Bloxam, Arriva's General Manager based in South Wigston, to attend the Youth Council's meeting in May 2016. It is the intention of the Youth Council to provide Shaun with a list of questions, developed during April 2016's Youth Council meeting, in advance in order for specific answers to be received should the invitation be accepted, and</li> <li>▪ Developing an 'eNewsletter' that will be sent via email to every pupil in the Borough's secondary schools and colleges detailing opportunities for young people within the Borough.</li> </ul>	
88.	<p><b><u>COMMUNITY PUBLIC HEALTH GRANT SCHEME</u></b></p> <p>M Smith informed the Forum that from 1 April 2016 there will be no Community Public Health Grant Scheme funding made available from Leicestershire County Council following the latest round of budget reviews.</p> <p>The monitoring returns for projects funding during the 2015/16 financial year are now being received meaning a full report on this expenditure, specifically young people's projects, will be available for May 2016's Forum.</p>	MS
89.	<p><b><u>SAFEGUARDING UPDATE</u></b></p> <p>M Smith talked members through the reasoning behind the redesign of the Council's internal 'Safeguarding Incident Referral Form'. The driving factor behind the redesign was the level of information required by the County Social Care teams in order for a referral to be effectively handled; the existing form did not enable the capturing of all of this information which often resulted in delays in investigating a referral whilst additional</p>	

	<p>information was obtained from the initial reporter. In safeguarding matters such delays were unacceptable and could result in the subject of the referral being placed at a greater risk of harm.</p> <p>M Smith stated that, whilst the redesigned referral form was now significantly longer than previous versions, in making referrals not every section of the form will be required to be completed depending on the circumstances of each incident or concern.</p> <p>Included in the agenda pack provided to members was an updated copy of the Council’s safeguarding poster. This poster details who the Council’s ‘Designated Safeguarding Officers’ are, how to contact them and who to contact in an emergency or outside of normal working hours. Members requested that this poster be distributed to all elected members and not just those present at this Forum. M Smith agreed to arrange this.</p> <p>M Smith went on to discuss the provision of safeguarding training for elected members. The development of training package for all Council staff, volunteers and elected members will take place once the revised safeguarding policies M Smith has developed have been formally adopted by the Council. The revised children and young people safeguarding policy has already been submitted for adoption whilst the adult safeguarding policy now requires further amendments, before submission, following new legislation adopted by the Government in March 2016.</p>	<b>MS</b>
<p><b>90.</b></p>	<p><b><u>YOUNG CITIZEN OF THE YEAR 2016</u></b></p> <p>Due to the deferral of this Forum’s meeting in January 2016 the Chair and M Smith, as organisers of the Young Citizen of the Year civic award, have elected to extend the deadline for nominations to be received in respect of the award from elected members by a further two weeks. This extension takes the deadline from Thursday, 31 March 2016 to Thursday, 14 April 2016.</p> <p>At present there have been five nominations received for young people who are thought to be excellent candidates for the civic award. Following the passing of the extended deadline Cllr R Morris, M Smith and the current Young Citizen, Lara Taylerson-Whyte, will meet to discuss the received nominations and select a winner for this year’s award.</p>	
<p><b>91.</b></p>	<p><b><u>SUPERSONIC BOOM 2016</u></b></p> <p>Following confirmation of a budget for Supersonic Boom to take place in 2016 the Youth Council were approached, at their March 2016 meeting, to discuss potential dates and locations for the festival to take place on. The</p>	

	<p>Youth Council were unanimous in stating that Supersonic Boom should again be held on Blaby Road Park, South Wigston with a proposed date of Wednesday, 17 August 2016.</p> <p>The first full planning meeting for Supersonic Boom 2016 will take place on Monday, 18 April 2016 at 6pm; these meetings will then be held monthly, or as required, immediately prior to the monthly Youth Council meetings.</p> <p>Nominations for charities, or local groups, to benefit from the monies raised through Supersonic Boom 2016 can be made to M Smith for consideration by the Youth Council. In previous years the event has benefitted the Alzheimer's Society, Wishes4Kids and the Derbyshire, Leicestershire and Rutland Air Ambulance.</p> <p>Anyone wishing to volunteer to assist in the running of Supersonic Boom 2016 should indicate their availability to M Smith. Formal requests for volunteers and marshals shall be made at a later stage of the planning process.</p>	
92.	<p><b><u>ANY OTHER BUSINESS</u></b></p> <p>None raised.</p>	

The Meeting Closed at 7:34pm.

**MINUTES OF A MEETING OF O&W HEALTH AND WELLBEING BOARD HELD AT THE COUNCIL OFFICES, WIGSTON ON TUESDAY, 05 APRIL 2016 COMMENCING AT 1:30 PM**

<p><b>ATTENDANCE:</b></p> <p>Councillor J Kaufman (Chair)          Jon Wells Blaby District Council          Councillor GA Boulter OWBC          Councillor H Loydall OWBC          Mark Braham LCC          Councillor J Boyce OWBC          Julia Leadbetter D&amp; H          Suzanne Lucas D&amp; H          Sharon Rose ELR CCG          Councillor Dr Kong GP OWBC          James Naylor Everyone Active Stephen Glazebrook OWBC          Avril Lennox OWBC          Jay Patel OWBC          Kane Radford OWBC</p> <p><b>Apologies:</b></p> <p>Dr Vivek Varakantam          Jo Knight</p>
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Min Ref.	Narrative	Officer Resp.
1.	<p><b>INTRODUCTION</b></p> <p>A warm welcome and introduction was given by the Chair</p>	
2	<p><b>PRESENTATION BY JON WELLS BLABY DISTRICT COUNCIL</b></p> <ul style="list-style-type: none"> <li>• An informative presentation from JW outlining the priorities of BDC</li> <li>• Methodological approach in finalising BDC priorities</li> <li>• Leaflets and information available for circulation</li> <li>• Input from professionals for their respective area of specialisation.</li> <li>• Presentation to be emailed to all partners</li> </ul>	JP
3	<p><b>TERMS OF REFERENCE AND REMIT OF THE GROUP</b></p> <p>Terms of reference and remit of the group had not been updated for some time and a revised version was circulated prior to the meeting to give partners the opportunity to comment.</p> <ul style="list-style-type: none"> <li>• Accountability: the Chair of the Board will be appointed at each AGM of OWBC annually.</li> <li>• A number of minor changes were agreed which will be</li> </ul>	AL



	incorporated into the new terms of reference.	
<b>4</b>	<p><b>WORKSHOPS TO UPDATE ON HWBB 2015/15 PRIORITIES</b></p> <p>Members were split into two groups to consider:</p> <ul style="list-style-type: none"> <li>• What positive outcomes have occurred in the last 12 months including the challenges faced and what are the challenges going forward.</li> <li>• Each group were given two priorities that evolved from the priorities set by the HWBB for 2015/16. These were Substance Misuse, Diabetes, Dementia, and Healthy Weight.</li> <li>• Positive feedback was received regarding progress on Diabetes, Dementia &amp; Healthy Weight.</li> </ul>	
<b>5</b>	<p><u>FEEDBACK</u></p> <p>Dementia Conservation work taster days for isolated older adults to improve physical activity, Walking for Health Group, Senior Citizens Forums covering Dementia, Young at Heart day, difficulty engaging with Alzheimer’s Society, diagnosis- identifying people with dementia, lack of time for GPs, lack of Resources.</p> <ul style="list-style-type: none"> <li>• Need to compile general register of external bodies and what they can/will provide</li> <li>• Bid has been submitted to train 70 volunteer walk leaders and it is planned to deliver one walk per week.</li> <li>• Substance Misuse-difficulty in engaging with hard to reach groups and keeping activities going through the winter months. ASB is a Priority for the Community Safety Partnership; however need to provide adult learning and education. Diversionary activities will help to prevent young people getting into Substance Misuse, Adults with alcohol and drug dependency will need a different approach, need to involve Swanswell/Probation service.</li> <li>• Healthy weight- A number of leisure and education courses have taken place during the year, lack of funding, difficulties with engaging with target group, large target area- many participants have multiple issues, lack of funding and resources, turning ideas into reality.</li> <li>• Diabetes- Two new diabetes programmes delivered by SLM.</li> <li>• LEAP &amp; FLiC – Weight management courses.</li> <li>• Ex Referral delivered by SLM.</li> <li>• Healthy cooking project with BME community and exercise classes.</li> <li>• Sizzler event.</li> <li>• High number of people with type 2 diabetes and number at risk, difficulty with engagement, what is the referral pathway &amp; engagement with GPs.</li> </ul>	
<b>6</b>	<p><b>IDENTIFY PRIORITIES FOR 2016/17</b></p>	

	<ul style="list-style-type: none"> <li>• Dementia/Mental Health</li> <li>• Diabetes/Healthy Weight</li> <li>• Substance/Alcohol Misuse</li> <li>• Information and sharing.</li> <li>• Physically activity</li> <li>• Older people, social isolation and early intervention.</li> </ul> <p>AL ,JK and SG to finalise the priorities for 2016/17</p>	
<b>7</b>	<p><b>IDENTIFY ANY GAPS IN PROVISION WHICH THE HEALTH &amp; WELLBEING BOARD COULD TACKLE</b></p> <p>It was agreed that Mental Health is a key priority and that more information is needed around substance/alcohol misuse.</p>	
<b>8</b>	<p><b>ANY OTHER BUSINESS</b></p> <p>It was agreed that OWBC Health &amp; Wellbeing Board to have three operational meetings each year with the fourth one being the annual summit to review outcomes. The dates are as follows:</p> <p>Tuesday 12<sup>th</sup> July 2016  Tuesday 11<sup>th</sup> October 2016  Tuesday 10<sup>th</sup> January 2017  Tuesday 4<sup>th</sup> April 2017 Annual Summit.</p> <p>Each meeting will focus on a particular topic and professionals from the relevant topic being discussed will be invited.</p>	

**The Meeting Closed at 3:30 PM**

**DATE OF NEXT MEETING:**

**12<sup>TH</sup> JULY 2016**

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# Agenda Item 15m

**MINUTES OF A MEETING OF THE CHANGE MANAGEMENT COMMITTEE HELD AT THE  
COUNCIL OFFICES, STATION ROAD, WIGSTON ON WEDNESDAY, 6 APRIL 2016  
COMMENCING AT 7:00 PM**

<b><u>IN ATTENDANCE:</u></b>		
Chair - Councillor M H Charlesworth		
<b>COUNCILLORS (8):</b>		
G A Boulter	B Dave	K J Loydall
J W Boyce	Dr T K Khong	Mrs S B Morris
Mrs L M Broadley	Mrs H E Loydall	
<b>OFFICERS IN ATTENDANCE (2):</b>		
Mrs A E Court	M Hone	

Min Ref.	Narrative	Officer Resp.
1.	<b><u>APOLOGIES FOR ABSENCE</u></b>  An apology for absence was received from Councillors M L Darr and J Kaufman.	
2.	<b><u>APPOINTMENT OF SUBSTITUTES</u></b>  Councillors J W Boyce, G A Boulter and Mrs H E Loydall substituting.	
3.	<b><u>DECLARATIONS OF INTEREST</u></b>  None.	
4.	<b><u>MINUTES OF THE PREVIOUS MEETING HELD ON 20 JANUARY 2016</u></b>  <b>RESOLVED THAT:</b>  The minutes of the meeting of the previous Committee held on 20 January 2016 be taken as read, confirmed and signed.	
5.	<b><u>PETITIONS AND DEPUTATIONS</u></b>  None.	
6.	<b><u>EXCLUSION OF PRESS AND PUBLIC</u></b>  <b>RESOLVED THAT:</b>  The press and public are to be excluded from the remainder of the meeting in accordance with section 100(A)(4) of the Local Government Act 1972 (Exempt Information) during consideration of the item below on the grounds that it involved the likely disclosure of exempt information, as defined in the respective paragraph(s) 1, 2 and 4 of Part 1 of Schedule 12A of the Act and the public interest in maintaining the exempt items outweighed the public interest in disclosing the information.	

7.	<p><b><u>ORGANISATIONAL ISSUES ARISING FROM THE FIRST STAGE INVESTIGATION INTO THE GRIEVANCE BROUGHT BY COUNCIL SENIOR MANAGERS AGAINST THE COUNCIL'S SENIOR MANAGEMENT TEAM</u></b></p> <p>Members had an <i>in camera</i> discussion about the report into the organisational issues arising from the first stage investigation into the grievance brought by Council Senior Managers against the Council's Senior Management Team.</p>	
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**THE MEETING CLOSED AT 8:30 PM**



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**CHAIR**  
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**THURSDAY, 21 JULY 2016**  
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