



Oadby and Wigston Borough Council

TO COUNCILLOR:

G S Atwal
T Barr
L A Bentley
G A Boulter
J W Boyce

L Darr
B Dave
Mrs L Eaton
B Fahey
D A Gamble (Vice-Chairman)

J Kaufman
K J Loydall
Mrs S B Morris (Chair)
R E R Morris

Dear Sir/Madam,

I hereby summon you to attend a meeting of the **POLICY, FINANCE AND DEVELOPMENT COMMITTEE** to be held in the Council Offices, Station Road, Wigston on **TUESDAY, 27 OCTOBER 2015 at 7.00 pm** for the transaction of the business set out in the Agenda below.

Yours faithfully

Council Offices
Wigston
19 October 2015

Chief Executive

AGENDA

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1.	Apologies for Absence	
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3.	Declarations of Interest	
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24.	Exclusion of the Press and Public	
	<p>The Press and Public are likely 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 involves the likely disclosure of exempt information, as defined in the respective paragraph of Part 1 Of Schedule 12A of the Act and the public interest in maintaining the exempt items outweighs the public interest in disclosing the information.</p>	
25.	41-43 Canal Street, South Wigston	140 - 144

**MINUTES OF A MEETING OF THE POLICY, FINANCE & DEVELOPMENT
COMMITTEE HELD AT THE COUNCIL OFFICES, WIGSTON ON TUESDAY 22
SEPTEMBER 2015 COMMENCING AT 7:00 PM**

IN ATTENDANCE:		
Chairman - Mrs S B Morris		
Vice Chairman - D A Gamble		
COUNCILLORS:		
G S Atwal	E Barr	L A Bentley
J W Boyce	M L Darr	B Dave
B Fahey	K J Loydall	R E R Morris
D M Carter	Mrs H E Loydall	
OFFICERS IN ATTENDANCE:		
Mrs A Court	A Thorpe	Miss G Ghuman

Min Ref.	Narrative	Officer Resp.
24.	APOLOGIES FOR ABSENCE	
	An apology for absence was received from Councillors G A Boulter, Mrs L Eaton and J Kaufman.	
25.	APPOINTMENT OF SUBSTITUTES	
	Councillor D M Carter substituted for Councillor J Kaufman.	
26.	DECLARATIONS OF INTEREST	
	None.	
27.	MINUTES OF THE LAST MEETING HELD ON 21 JULY 2015	
	The Chair advised that Councillor L Eaton sent her apologies to the previous meeting.	
	RESOLVED THAT:	
	the minutes of the previous meeting of the Committee held on 21 July 2015, be taken as read, confirmed and signed.	
28.	PETITIONS AND DEPUTATIONS	
	The Chair advised that a late item had been received in relation to free school meals at schools within the Borough.	
	RESOLVED THAT:	
	Members suspend Standing Order 11.3 in order that the motion could	

	<p>be considered.</p> <p>Councillor H E Loydall reported the contents of the item stating that free school meals are important for a child's education and that this topic was an important issue to the residents of Oadby and as such the Council has a role in supporting the community.</p> <p>Councillor H Loydall summarised concerns outlined in the letter and requested that members of the Policy, Finance and Development Committee write to the local Member of Parliament and the Conservative Chancellor expressing this Council's serious concerns and objections to any proposals that the Government may have with regards to withdrawing free school meals.</p> <p>The Chair stated that she understood the reasons behind a good balanced meal and that she had been a school governor for over 25 years, arguing that this would jeopardise the next generation and therefore supported Councillor H E Loydall.</p> <p>A Member stated that there have not been any proposals regarding the same and that there had merely been comments to which the Leader advised that it is prudent to be pro-active rather than re-active.</p> <p>A Member advised he has worked with vulnerable children and that young people should be protected. Another Member stated that all children should be allowed to have an equal and level playing field.</p> <p>Councillor K J Loydall seconded the motion and requested a recorded vote.</p> <p>UNANIMOUSLY RESOLVED THAT:</p> <p>The Motion be carried.</p> <p>Councillor H E Loydall left the meeting.</p>	
29.	<p>ACTION LIST</p> <hr/> <p>RESOLVED THAT:</p> <p>The Action List be noted by Members.</p>	
30.	<p>ISA 260 ANNUAL GOVERNANCE REPORT 2014/15</p> <hr/> <p>The Committee gave consideration to the report as set out in pages 1-21 of the supplementary pack, which should be read together with these minutes as a composite document.</p> <p>John Cornett outlined the report stating that the key message is that there is an unqualified statement which provides accurate and positive assurance. He advised that the three risks identified earlier in the year have been addressed and mitigated. He advised Members that these were two standard risks with the addition of the Leisure Contract as it is a significant project. He stated that work has been conducted in relation</p>	

	<p>to the expenditure on the leisure contract and that the disclosures made are correct with no issues. He advised that some works are still outstanding for which assurance has been received that they will be done by the end of the month.</p> <p>He stated that other areas concerning value for money and use of resources has revealed no significant risks being identified as part of the audit process. With regards to cash and bank reconciliations he advised that these need to be done in a timelier manner and that the Finance Director shares these views.</p> <p>With regards to the Payroll system he advised that this currently sits with Leicestershire County Council and recommended that assurance from them should be sought yearly.</p> <p>The Chair advised Members that there have been 24 years of unqualified accounts and thanked all staff involved for their hard work.</p> <p>The Leader of the Council asked for clarification regarding the 3 separate values for the Oadby swimming pool, and asked how it would be possible to check that the valuations are appropriate and correct.</p> <p>John Cornett advised it is complex in the way it is approached. He stated the change in circumstances means there is a requirement to consider whether this is to be re-valued. Ultimately the value will go down when decommissioned, cleared land will have a different value and dependent on what planning permission is there it will have a different value (which could be based on rental revenue etc). The control that officers have is to be mindful when the use of an asset changes and what the same would be worth and ensure that they are reasonably accurate. Any value that is put on is a best/reasonable estimate.</p> <p>The Leader mentioned that Senior Management need to decide and start planning for the dates the audit need to be done by next year as in 2017-18 it will need to be done in July 2018.</p> <p>RESOLVED THAT:</p> <p>The Committee considers and accepts the content of KPMG's Annual Governance Report.</p>	
31.	<p>ANNUAL GOVERNANCE STATEMENT 2014/15</p> <p>The Committee gave consideration to the report delivered by the Chief Executive as set out in pages 17-40, which should be read together with these minutes as a composite document.</p> <p>The Chief Executive advised that he was presenting the report on behalf of the Chief Financial Officer. He advised Members that this report was previously brought to Committee in July and has been brought back to this committee with updates from the auditors.</p> <p>A Member noted page 28 of the Agenda and requested assurance that</p>	

	<p>staff are being appraised and that the process has not been stopped to which the Chief Executive advised that a system is in place and will speak to HR regarding the same.</p> <p>A Member raised a query pertaining to Member Training and the Leader advise that the East Midlands Improvement and Transformation Board does have a training programme , of which most of the training sessions tend to be free of charge.</p> <p>RESOLVED THAT:</p> <p>That the Annual Governance Statement as set out in Appendix 1 be approved and referred to the Leader of the Council and Chief Executive for formal certification.</p>	
32.	<p>TREASURY MANAGEMENT OUTTURN REPORT 2014/15</p> <p>The Committee gave consideration to the report delivered by the Chief Executive as set out in pages 41-55, which should be read together with these minutes as a composite document.</p> <p>The Chief Executive advised that he was presenting the report in the absence of the Chief Financial Officer and the Finance Manager and pointed out that the report advises that the Council has complied with the requirement to keep borrowing below the CFR in 2014/15 and that no difficulties are foreseen for the current or future years.</p> <p>RESOLVED THAT:</p> <p>The report be noted by Members.</p>	
33.	<p>STATEMENT OF ACCOUNTS 2014/15</p> <p>The Committee gave consideration to the report delivered by the Chief Executive as set out in pages 1- 145 in the supplementary pack, which should be read together with these minutes as a composite document.</p> <p>The Chief Executive advised that these are a set of unqualified accounts and stated that the recommendations made by the auditor will be implemented. He advised Members to forward any questions they may have to the Chief Financial Officer in writing and then a report will be brought back to the next meeting.</p> <p>The Leader welcomed this and stated that a report should come to the Committee meeting in October.</p> <p>RESOLVED THAT:</p> <ol style="list-style-type: none"> (1) The Committee approve the Statement of Accounts for the year 2014/15; (2) The Section 151 Officer has delegated authority to agree minor alterations to the statement as recommended by the Council's auditor. (3) The Committee approve the "Letter of Representation" to be 	

	<p>signed by the Chief Financial Officer and the Chair of the Committee following this meeting.</p> <p>(4) A report addressing the questions members have raised be brought back to the committee in October.</p>	
34.	<p>LOCAL PLAN UPDATE</p> <p>The Committee gave consideration to the report delivered by the Planning Policy and Regeneration Manager as set out in pages 56-112, which should be read together with these minutes as a composite document.</p> <p>The Planning Policy and Regeneration Manager advised Members that this report provides an update regarding the Cottage Farm appeal. He outlined the report advising Members that consultation will commence on Monday 12 October.</p> <p>RESOLVED THAT:</p> <p>Members note the report and approve the Local Plan Key Challenges document for a period of 6 weeks public consultation, commencing on Monday 12 October 2016.</p>	
35.	<p>DRAFT PLANNING OBLIGATIONS SUPPLEMENTARY PLANNING DOCUMENT</p> <p>The Committee gave consideration to the report delivered by the Planning Policy and Regeneration Manager as set out in pages 113-175, which should be read together with these minutes as a composite document.</p> <p>The Planning Policy and Regeneration Manager outlined the report stating that this report seeks approval for consultation commencing on Monday 12 October.</p> <p>RESOLVED THAT:</p> <p>Members approve the Draft Planning Obligations Supplementary Planning Document and the Draft Planning Supporting Evidence Base Document for Open Space, Sport and Recreation for a period of six weeks public consultation commencing on Monday 12 October 2015.</p>	

The Meeting Closed at 7:52 PM

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CHAIRMAN

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TUESDAY 27 OCTOBER 2015

Agenda Item 6

POLICY, FINANCE & DEVELOPMENT COMMITTEE

ACTION LIST

ARISING FROM A MEETING HELD ON TUESDAY 22 SEPTEMBER 2015

Min Ref.	Title	Action To Be Taken	Officer	Target Date	On Target
113.	Honorarium Update	The policy is considered for a review in 6 months.	AC	Feb-16	
6.	Action List – Building Control	Costings for Building Control be emailed to Members	JD/PL	Oct-15	
6.	Action List – item 29 – Adoption of Open Spaces	Report needs to come to committee as it had been pulled by management.	AC	Oct-15	
10.	Overall Provisional Budget Outturn Report 2014/15	Email to all Members concerning the figures with regards to the General Fund	JD/PL	Oct-15	
10.	Overall Provisional Budget Outturn Report 2014/15	Email to all Members regarding delays in relation to Capital Programme	JD/PL	Oct-15	
10.	Overall Provisional Budget Outturn Report 2014/15	Email to all Members with regards to under spend of £10,000 for the Grants Reserve.	JD/PL	Oct-15	
35.	Statement of Accounts 2014/15	A report addressing the questions members have raised be brought back to the Committee.	JD	Oct-15	



Title: **Internal Audit Progress Report 2015/16**

Author: **John Dickson – Chief Financial Officer & Section 151 Officer**

1. Introduction

This report summarises the work of Internal Audit for 2015/16, to the end of September, and is attached as Appendix 1.

2. Recommendations

- 1 That Members note the content of the Progress Report for 2015/16.
- 2 The internal audit contract with CW Audit Services be extended until 31 March 2017.

3. Information

- 1 The Internal Audit Plan for 2015/16 totals 254 days and includes 26 reviews that are planned to be conducted in year. There has also been five reviews from the previous year's programme which either ran into or were deferred to 2015/16. To the end of September 2015 Internal Audit have issued two final and two draft reports with twelve other audits in progress and at various stages of completion.

The purpose of the Report is to:

- Show progress against the Audit Plan
- Summarise key findings and conclusions arising from the work performed during the period.

Appendix 1 gives details of the audits completed so far in 2015/16 and provides information on the audit recommendations.

- 2 The current contract for the provision of the internal audit function ends on 31 March 2016. Over the duration of the contract so far, a positive working relationship has been built between the Council and CW Audit Services. It is the opinion of the Senior Management Team that it would therefore be advantageous to continue with this relationship and extend the contract for a further year to 31 March 2017.

Email: john.dickson@oadby-wigston.gov.uk Tel: 0116 257 2621

Background Papers:-

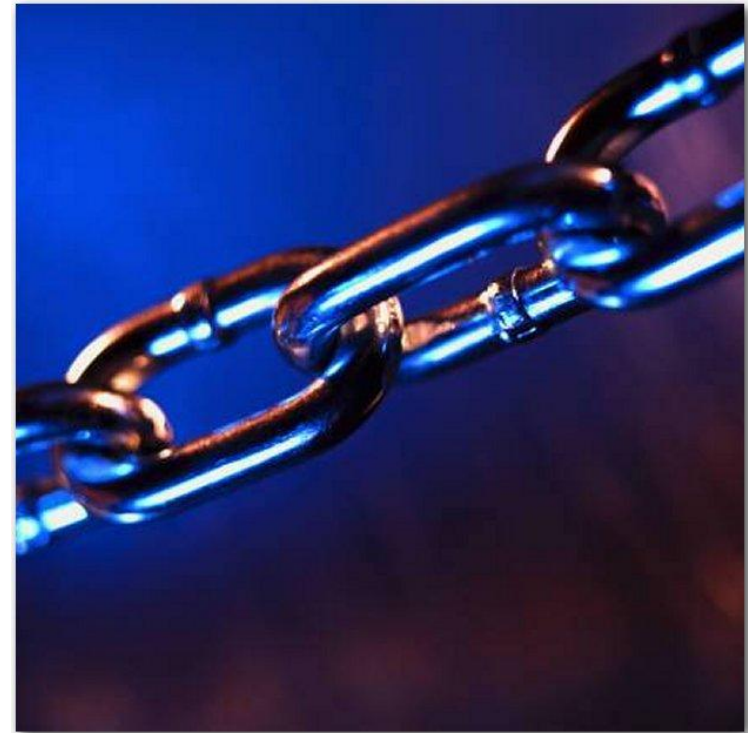
- Internal Audit 2015/16 Plan.

Implications	
Financial (CR)	No direct financial implications.
Risk (PL)	Internal Audit is a key component of the Council's internal control framework. Outcomes of all internal audit reviews will be considered in the context of the strategic risk register.
Equalities (KG)	No direct implications.
Legal (KG)	No direct implications.

Oadby & Wigston Borough Council

Internal Audit Progress Report 2015/16

October 2015



1. Introduction

This report summarises the work of Internal Audit for the period to early October 2015. The purpose of the report is to update the Committee on progress made in completing deferred reviews from the 2014/15 audit plan and in delivering the 2015/16 audit plan.

2. Progress summary

The agreed internal audit plan for the 2015/16 year totals 254 days. Section 5 provides details of all of the audit assignments included in the 2015/16 year, together with details of the point in the year at which each assignment was planned for delivery and an update on the current position, and also remaining reviews from 2014/15. Management requested deferral of certain 2014/15 reviews into the early months of 2015/16 and others to be carried forward into the 2015/16 audit plan. Given the number of delays and deferrals of reviews at management request, our focus thus far in 2015/16 has been on continuing to complete this work as far as possible, dealing with any other requests from management and commencing the 2015/16 plan delivery where possible.

3. Reviews completed

The following reviews have been completed and final reports agreed with management since the last meeting of this Committee.

Review	Status	Level of assurance
2014/15 Debtors	Final report issued	Significant
Advisory review – housing benefit case	Briefing report issued	N/A
2014/15 Payroll – follow up review	Final report issued	Moderate

At the request of the Committee at its February 2014 meeting, and as subsequently agreed with the Chair of this Committee, to ensure members are provided with further detail only on issues which may warrant their concern, we only report specific

findings, recommendations and agreed actions arising from our audits where these relate to matters we deemed to be high risk/priority. One such issue was reported in relation to the above audits, regarding the Debtors review, as set out below.

System Control Objective 2: Debt recording, collection, recovery and write-off procedures are sufficient to ensure prompt payment and effective collection.

Expected Control	Audit Finding	Risk	Risk Ranking	Recommendation	Response	Who	When
2.3 Aged Debt Analysis – Regular Review	It could not be confirmed whether aged debt reports had been regularly run and reviewed by management during the year as there was no evidence available to support such action.	Debt not being properly managed. Increased risk of bad debt. Adverse impact on the council's cashflow.	2	It should be ensured that aged debt reports are run monthly and reviewed by management and appropriate action taken to recover debts, including referral to the council's bailiffs and Legal Services Team if appropriate. Evidence should be retained to confirm this. Periodic reports should be taken to the PFD Committee detailing what the analysed debts levels are and what action is being taken to recover debts. This could be done together with the intended introduction of quarterly debt write off reports to the PFD Committee (see 3.1).	Agreed. Aged debt reports will be run monthly and reviewed by management and appropriate action taken to recover debts, including referral to the council's Legal Services Team and bailiffs if appropriate. Evidence will be retained to confirm this. Periodic reports will be taken to the PFD Committee detailing what the analysed debts levels are and what action is being taken to recover debts. This will be done together with the introduction of quarterly debt write off reports to the PFD Committee (see 3.1).	Rikki Wiltshire Financial Services Manager	31 Aug 2015

The current status on this issue is dealt with further in our Recommendation Tracking section below.

4. Recommendation tracking

We provide a system for tracking the actioning of agreed Internal Audit recommendations, as a management assurance tool for the Council and specifically this Committee. Managers are responsible for updating actions taken and other key information directly on the system. An update for the Committee is provided below. This refers to all relevant actions agreed and due by 30/9/15. The first table represents the status of agreed actions due to be implemented by that date, the second table the age of the outstanding recommendations (based on the original date due for implementation). The status shown is as advised by the relevant manager/Head of Service and does not imply that Internal Audit have verified the status.

Summary	1 Critical	2 High	3 Medium	4 Low	Total
Due by 30/9/2015	-	24	167	61	252
Implemented	-	15	130	56	201
Closed (effectively implemented or system changed)	-	-	3	2	5
Still to be completed	-	9	34	3	46

Time overdue for actions o/s or not complete	1 Critical	2 High	3 Medium	4 Low	Total
Less than 3 months	-	1	5	1	7
3 – 6 months	-	2	13	1	16
Greater than 6 months	-	6	16	1	23
Total	-	9	34	3	46

We have agreed with the Interim Chief Financial Officer to provide further detail on the most recent status known in relation to the high risk/priority issues, or issues outstanding over 6 months, which is as follows:

*the tables below refer to management updates (where provided) unless specifically stated to be from Internal Audit's own follow-up work.

High risk/priority issues due for action, but not yet reported to be implemented:

Review	Recommendation	Risk Rating	Response and proposed implementation date	Most recent status per management update*
13/14 Health & Safety	<p><u>Policies and Procedures</u></p> <p>The Council should approve and make available to members and staff all required health and safety policies and procedures as a matter of urgency taking into account the impact of recruiting a new officer. During the recruitment process consideration should be given to setting up a temporary officer contact for providing members and staff with guidance and assistance on health and safety issues affecting them at the Council.</p>	2	<p>Agreed.</p> <p>Audit has acknowledged that effort is being made to complete the approval and then availability of health and safety policies to members and officers. Originally this exercise was expected to be completed by August 2014 but due to the resignation of the Corporate Support Officer with effect from the end of May 2014 and the need to recruit a replacement; this is now likely to be delayed. It is hoped that a new Health and Safety Officer can be recruited and in post by September 2014, at the latest to enable the other health and safety policies to be taken to the PFD Committee in February 2015 for approval and adoption.</p> <p>Kalv Garcha, Head of Corporate Resources - 28/2/15</p>	<p>A suitable Health and Safety Officer has been recruited and was inducted for 4 days in Feb 2015. He commenced employment on 2 March 2015. He has been instructed to document training for members and staff alike. It is envisaged that this training will be a part of the corporate induction training. In order to allow him time to settle in, this has been deferred until September 2015 and it is anticipated that this will be on track. He is required to work off and modify existing policies and procedures we have in place.</p> <p>Revised date 30/9/15</p> <p>(No further update since previous progress report)</p>

Review	Recommendation	Risk Rating	Response and proposed implementation date	Most recent status per management update*
13/14 Health & Safety	<p><u>Training & awareness</u></p> <p>It should be ensured that a documented training needs assessment for all members and staff which corresponds to their roles and responsibilities is produced as a matter of urgency in order that appropriate training can be identified and linked with current training arrangements to ensure that appropriate health and safety training is provided to all staff and members who need it in a timely manner.</p>	2	<p>Agreed. There has been some service specific external training sourced and delivered to specific and specialist staff dealing with some high risk areas of importance. The unexpected and untimely resignation of the Corporate Support Officer (Health and Safety) Officer has impacted on the delivery of the programme of training to staff and members. It is hoped that a new Health and Safety Officer can be recruited and in post by September 2014, at the latest, so that a training programme can be rolled out ensuring priority training can be reported as completed, to the PFD Committee in February 2015.</p> <p>Kalv Garcha, Head of Corporate Resources - 28/2/15</p>	<p>A suitable Health and Safety Officer has been recruited and was inducted for 4 days in Feb 2015. He commenced employment on 2 March 2015. He has been instructed to document training for members and staff alike. It is envisaged that this training will be a part of the corporate induction training after the Elections.</p> <p>Revised date 30/9/15</p> <p>(No further update since previous progress report)</p>
13/14 Health & Safety	<p><u>Risk assessments</u></p> <p>It should be ensured that health and safety risk assessments are accurately completed for all areas of the Council as a matter of urgency and the results are used to inform relevant safety action plans and risk registers.</p>	2	<p>Agreed. Regrettably the unexpected and untimely resignation of the Corporate Support Officer (Health and Safety) Officer has had Council wide ramifications on the health and safety projects as a whole and in particular the cascading down and training of risk assessments to all line</p>	<p>A suitable Health and Safety Officer has been recruited and was inducted for 4 days in Feb 2015. He commenced employment on 2 March 2015. He has been instructed to document training for members and staff alike. It is envisaged that this training will be a part of the corporate induction training.</p>

Review	Recommendation	Risk Rating	Response and proposed implementation date	Most recent status per management update*
			<p>managers. It is hoped that a new Health and Safety Officer can be recruited and in post by September 2014, at the latest, so that training on risk assessments can be given to all line managers by late 2014 so that can be reported as completed, to the PFD Committee in February 2015.</p> <p>Kalv Garcha, Head of Corporate Resources - 28/2/15</p>	<p>In order to allow him time to settle in, this has been deferred until September 2015 and it is anticipated that this will be on track.</p> <p>Revised date 30/9/15</p> <p>(No further update since previous progress report)</p>
13/14 Health & Safety	<p><u>Resources</u></p> <p>It should be ensured that sufficient resources are dedicated to achieving compliance with statutory health and safety regulations as soon as possible. Staffing resources should be made available to ensure the completion of the recommended actions at 1.1; 2.1 and 3.1 above, and to price the equipment needs as presented to SMT in January 2014 so that these can either be approved or alternative solutions found.</p>	2	<p>Agreed. The health and safety project is a mammoth project which requires overarching and integral consideration Council wide. The recruitment to a Health and Safety Officer is required to identify all priority tasks detailed in the Action Plan so that work is undertaken as soon as possible to deal with any shortfalls that the Council presently has identified. It is envisaged that considerable progress will be made, following identification of all priority works and training, which can be reported to PFD committee in February 2015.</p> <p>Kalv Garcha, Head of Corporate Resources - 28/2/15</p>	<p>A suitable Health and Safety Officer has been recruited and was inducted for 4 days in Feb 2015. He commenced employment on 2 March 2015. He has been instructed to document training for members and staff alike. It is envisaged that this training will be a part of the corporate induction training after the Parliamentary and Borough Election.</p> <p>Revised date 30/9/15</p> <p>(No further update since previous progress report)</p>

Review	Recommendation	Risk Rating	Response and proposed implementation date	Most recent status per management update*
14/15 Debtors	<p><u>Aged Debt Analysis – Regular Review</u></p> <p>It should be ensured that aged debt reports are run monthly and reviewed by management and appropriate action taken to recover debts, including referral to the council's bailiffs and Legal Services Team if appropriate. Evidence should be retained to confirm this. Periodic reports should be taken to the PFD Committee detailing what the analysed debts levels are and what action is being taken to recover debts. This could be done together with the intended introduction of quarterly debt write off reports to the PFD Committee.</p>	2	<p>Agreed. Aged debt reports will be run monthly and reviewed by management and appropriate action taken to recover debts, including referral to the council's Legal Services Team and bailiffs if appropriate. Evidence will be retained to confirm this. Periodic reports will be taken to the PFD Committee detailing what the analysed debts levels are and what action is being taken to recover debts. This will be done together with the introduction of quarterly debt write off reports to the PFD Committee.</p> <p>Rikki Wiltshire, Financial Services Manager 31/8/15</p>	<p>Debt review to start in full end of October. Delay due to operational reasons.</p> <p>Revised date 30/11/15</p>
14/15 Void Property Management	<p><u>Void Turnaround</u></p> <p>a) The void property spreadsheet should be amended to calculate void turnaround times and this should be regularly monitored so that any actions required to address performance issues can be taken promptly.</p> <p>b) Reasons for unavoidable overruns should be recorded for future reference.</p>	2	<p>It is agreed that the spreadsheet will be amended to show live time information on turnaround and monitoring will be more formal.</p> <p>Reasons for the delays will be investigated further for any lessons to be learned.</p> <p>John Stemp – immediate (deemed to be June 2015)</p>	<p>Void spreadsheet currently being amended to show running number of days. Reasons for unavoidable delays now being recorded.</p> <p>(No further update since previous progress report)</p>

Review	Recommendation	Risk Rating	Response and proposed implementation date	Most recent status per management update*
14/15 Void Property Management	<p><u>Budgetary Control</u></p> <p>Management should set and monitor the costs being incurred in relation to void properties and actions taken to minimise these.</p>	2	<p>With regard to overall budget monitoring, monthly reports are provided by finance and a review meeting takes place. Average cost per void is not monitored but could very easily be produced. Cost of works has been checked against the national schedule of rates by the last two postholders both concluding that local contractors were providing good value for money. This needs to be done in a more methodical way including considering whether OWBC should subscribe to / buy the national schedule of rate books.</p> <p>John Stemp, Property Manager – immediate (deemed to be June 2015)</p>	<p>Average void costs are being prepared for the first quarter outturn.</p> <p>(No further update since previous progress report)</p>
14/15 Street Cleansing & Grounds Maintenance	<p><u>Key Service Risks</u></p> <p>It should be ensured that all the risk assessments identified by Audit and/or due for review are reviewed in a timely manner. Additionally new risks to the service should be identified and assessed. Based on the evaluated risks rating undertaken as part of these risk assessments (reviews and additionally identified risks), key service risks should be</p>	2	<p>The Depot Manager will instruct foremen to carry these out.</p> <p>Brian Kew, Operations Manager, 31/3/15</p>	<p>In progress - All risk assessments have been reviewed with the Health & Safety Officer . The daily records and worksheets are now updated on a daily basis.</p>

Review	Recommendation	Risk Rating	Response and proposed implementation date	Most recent status per management update*
	identified and included in a Risk Register which should then be kept under constant review.			
13/14 Equalities	<u>Equality Impact Assessments – not being completed</u> An EIA should be completed for all Council Policies and Procedures as outlined in the EIA Guidance Notes	2	H o S and SMT are all aware that EIAs should be undertaken in any new and revised policies etc. A reconciliation exercise can be undertaken on all policies and EIAs Kalv Garcha, Head of Corporate Resources, 31/3/15	Revised date to 31/10/15

Issues originally due to be implemented more than 6 months ago:

Review	Recommendation	Risk Rating	Response/proposed implementation date	Most recent status per management update*
11/12 Corporate Governance: Tenon review-Pest Control service review	a) Management should report the financial benchmarking data that compares the service to other local Authorities in Leicestershire to the Senior Management Team and the Service Delivery Committee. b) Management should also undertake a value for money review of the Pest Control Service to ensure that the Council is managing this area in the most economic and effective manner.	3	a) An annual report to Senior Management Team and Service Delivery Committee. - May 2012 b) A value for money review of the service will be undertaken. - March 2013 Anita Pathak-Mould, Head of Community	The review has been delayed due to staff turnover for various reasons. A trial period of joint working with North West Leicestershire assisting with the service to cover sick leave has been put in place. Revised date 31/12/15
12/13 Risk Management	An exercise should be undertaken to review all existing partnerships and projects to establish what risk registers are currently in place. A	3	Agreed 28/6/13 – Paul Loveday, Head of Finance	This work is ongoing but due to operational reasons has been delayed

Review	Recommendation	Risk Rating	Response/proposed implementation date	Most recent status per management update*
	review should then take place to standardise the format of partnership and project risk registers and ensure that all partnerships and projects maintain such registers.			Revised date 31/12/15
12/13 Risk Management	Priority should be given to identifying and implementing a bespoke Risk Management IT package that will allow the Council to develop from a process driven risk management function to one that is fully embedded.	3	In view of budgetary constraints the purchase of a bespoke IT package this cannot be a high priority at present but this will be kept under review. Other methods and initiatives of embedding the function within the Council will be considered in the meantime 31/7/13 – Paul Loveday, Head of Finance	This work is ongoing but due to operational reasons has been delayed Revised date 31/12/15
12/13 Building Control	Management should consider a) review and cleansing of system data to ensure all data is up to date and as accurate as possible b) visiting a small sample of higher risk sites where no inspections have been carried out as work has not been reported as started, to ensure this position is accurate. Taking any necessary steps to regularize matters where b) identifies unreported and thus uninspected works.	3	a) Agreed – A data capture exercise has been outsourced to IDox and the review and cleansing of data will be undertaken as part of this exercise. However the end date for this process has yet to be determined. b) This is already undertaken for larger Commercial properties. Where staffing levels permit this will be undertaken for domestic properties. Where identified this will be undertaken as per the Regularisation fees	Project still ongoing with IDOX, pilot data due to be loaded for testing. Ongoing discussions with supplier to resolve the issues. Revised date 31/12/15 Owner now Chris Forrett, Planning Control Manager

Review	Recommendation	Risk Rating	Response/proposed implementation date	Most recent status per management update*
			already set in place. No specific implementation date set – Jonathan Lee, Building Control Manager	
13/14 Budgetary Control	Budget holders – training attendance: It should be ensured that all budget holders and other staff with budgetary responsibilities attend budget training sessions.	3	It has been pointed out to those officers who did not attend. Further workshops will be arranged in 2014 and those officers will attend at that point. Chris Raymakers, Principal Accountant, 30/9/14	Training to be held at the end of November. Revised date 30/11/15
13/14 Main Accounting	It should be ensured that the Council's Communication Technology and Disaster Recovery Plan is fully reviewed and tested to confirm its suitability for purpose.	3	The Disaster Recovery Plan is due for review and this review will also incorporate some changes / improvements to the infrastructure over the next 2/3 months. Once this exercise is completed the plan will then be tested. Paul Langham, ICT Manager 30/9/14	DR Plan has been revised. Technical DR Test scheduled for end Feb 2015. Any 'lessons learnt' will be fed back into the DR Plan. Revised date 31/10/15
13/14 Legal Services/Corporate Legal Compliance Arrangements	New, Amended and Revised Statutory Duties, Powers and Legal requirements: Action should be taken to ensure that legislative and other changes are addressed by the Council on a timely basis and can be implemented for the date that such changes come into force.	3	The Government introduced the Scrap Metal Act but didn't release the guidance until after the Act was implemented. Website will be updated as soon as the Communications	Revised date 31/12/15

Review	Recommendation	Risk Rating	Response/proposed implementation date	Most recent status per management update*
	The Council's website should be updated to include accurate information on changes to legislation.		<p>Officer is in post.</p> <p>Finance team should have liaised with others to ensure updated on website as was their responsibility regarding Procurement strategy</p> <p>Kalv Garcha, Head of Corporate Resources, 31/3/15</p>	
13/14 Human Resources	<p>It should be ensured that :</p> <ul style="list-style-type: none"> - the HR Policy list is complete with all policies recorded on it; - the review dates for all policies are consistently recorded on the policies and the HR Policy List; - all approved policies should have "Final Version" recorded on them); - all policies bear the names of the authors; - committee minutes to confirm approval and adoption of policies are readily available. 	4	<p>Agreed.</p> <ol style="list-style-type: none"> 1. The HR Policy list is now complete, and will be checked periodically for accuracy. 2. A date of review field has been added to Policy template cover page. 3. "Final version" will be added to Committee approved Policies as a watermark by the Compliance Officer. A Policy Guide is in the process of being devised for Council staff to reflect this. 4. The Policies which did not bear the author's name have been updated. Authors' names are added to the more recent policies. 	<p>In progress.</p> <p>Revised date 3/7/16</p>

Review	Recommendation	Risk Rating	Response/proposed implementation date	Most recent status per management update*
			<p>5. Committee minutes are more readily available as now added to Policy files in the P: Drive (ongoing).</p> <p>Gurpinder Ghuman, Compliance Officer, 30/9/14</p>	
14/15 Main Accounting	<p>Prompt removal of leavers from financial systems access:</p> <p>a) It should be ensured that HR provide timely notification of leavers to the IT provider to assist with the prompt removal of leavers from the domain accounts.</p> <p>b) The IT provider should delete all leavers in a timely manner upon notification from HR.</p>	3	<p>Agreed.</p> <p>a) Payroll staff will be reminded of the need for timely notification to IT.</p> <p>b) The IT provider will be requested to ensure that all leavers are removed from the system in a timely manner after notification from HR.</p> <p>Anne Court, Director of Services 31/3/15</p>	<p>a) Implemented</p> <p>b) No update provided.</p>
14/15 Creditors	<p>Mismatch report analysis (re invoices which do not match the purchase orders to which they relate):</p> <p>Management should review the matter further to determine if there is an underlying ongoing problem in the service areas identified relating to staff awareness of/compliance with ordering procedures. Appropriate action should be taken to resolve the</p>	3	<p>Agreed.</p> <p>Service departments need to raise accurate orders and receipt goods in a timely manner.</p> <p>Finance to work with departments in educating staff on the importance of prompt GRNing of orders.</p>	<p>Integra upgrade to be implemented by 1st December 2015 which should resolve many of these issues.</p> <p>Revised date 31/12/15</p>

Review	Recommendation	Risk Rating	Response/proposed implementation date	Most recent status per management update*
	matter.		<p>This is magnified by staff turnover around the Council.</p> <p>Chris Raymakers, Principal Accountant 31/3/15</p>	
14/15 Street Cleansing and Grounds Maintenance	<p>Efficient working:</p> <p>It should be ensured that consideration is given to the maximisation of the efficient and effective use of staff and equipment (including procurement) across the Clean and Green Team and other Council Teams.</p>	3	<p>Future material purchase of equipment will demonstrate the consideration of efficiency issues.</p> <p>The Depot Manager is currently liaising with the HR Section to harmonise the working contracts for staff in the Clean and Green Team and to provide appropriate training so that staff can readily move between teams to complete required work.</p> <p>Brian Kew, Operations Manager 31/3/15</p>	In progress - HR at present are looking at the harmonisation of the staff so Clean & Green can work more effectively alongside the R &R
14/15 Street Cleansing and Grounds Maintenance	<p>Key risks: staff training:</p> <p>It should be ensured that training records are maintained to confirm that all staff in the Clean and Green Team are receiving appropriate training to carry out their duties.</p>	3	<p>Agreed. A matrix with staff training, qualifications and licences eg HGV is currently under development.</p> <p>Brian Kew, Operations Manager 31/3/15</p>	In Progress - Training matrix is being produced so it is easily recognised which members of staff can help out on different services if needs be, and which ones need training on specific tasks.

Review	Recommendation	Risk Rating	Response/proposed implementation date	Most recent status per management update*
14/15 Street Cleansing and Grounds Maintenance	Cleanliness Service Standards – Targets: The Council should introduce specific cleaning performance targets for monitoring and reporting against.	3	This matter will be discussed with the Country Parks and Environment Manager and the Director of Services who are currently responsible for submitting performance reports to the Service Delivery Committee. Brian Kew, Operations Manager 31/3/15	All staff have been trained on the Cleanliness Standards A – D previously used in NI195. All areas are to be restored to the A standard after being visited. Areas are subject to spot checks by foremen/supervisors. This is being rolled out to C & G team.
14/15 Street Cleansing and Grounds Maintenance	The specific responsibilities for dealing with dog fouling and flytipping within each of the Clean and Green Team and the Environmental Health Team should be clearly defined agreed and documented for reference.	3	Agreed. The audit recommendation will be implemented. Brian Kew, Operations Manager 31/3/15	Discussions need to take place between the Depot and EH to define responsibilities. Director might need to be involved due to lack of OWBC staff in EH.
14/15 Street Cleansing and Grounds Maintenance	Service Requests – Review & Monitoring: All the default notices for public requests recorded on the Contender System or received via email should be completed by the operative to confirm that it has been actioned successfully, with the time and date recorded when it was actioned. The name of the operative should be recorded to identify them. The completed default notice should be returned to the Depot as soon as practically possible and reviewed by a foreman before it is closed it on the Contender System or filed away in the case of an email	3	The Clean and Green Team will now be requested to complete the the default notices for public requests recorded on the Contender System or received via email with the name of the operative and with confirmation that it has been actioned successfully, with the time and date recorded when it was actioned. These will now be subject to evidenced review by the foremen.	In progress - Uniform is now being used for any request from the public. This enables reports to be run showing end to end time for response. Reporting process being looked into.

Review	Recommendation	Risk Rating	Response/proposed implementation date	Most recent status per management update*
	<p>request.</p> <p>On a quarterly basis the time to action all public requests received should be analysed to determine whether the 4 hour target is being met and to investigate any anomalies.</p> <p>Periodic reports on the number of requests received and successfully dealt with during the 4 hour time target should be provided to senior management.</p>		<p>Consideration will be given to the analysis and reporting of performance against the 4 hour time limit for dealing with requests.</p> <p>Brian Kew, Operations Manager 31/3/15</p>	
13/14 Equalities	<p>Council's Website – Equality & Diversity:</p> <p>The Council's website should be updated to make reference to the approved Equality Agenda, July 2013</p>	3	<p>A Communications Officer is soon to be appointed by the Council who will undertake to update all information that can be accessed by the public, staff etc. on the web and other publications in conjunction with the Community Engagement Officer, who will be appointed in October 2014.</p> <p>Kalv Garcha, Head of Corporate Resources, 31/3/15</p>	No update provided
13/14 Equalities	<p>The Equality and Diversity Agenda – Specific and Measurable Targets: Targets should be set for each measurement. These should be specific, measureable, relevant and timely. E.g. by June 2015 95% of all staff and members attend appropriate equality and diversity training.</p>	3	<p>The appointment of the Community Engagement Officer will be revisiting the Equality Agenda and presenting the same to the Community Engagement Forum.</p> <p>Kalv Garcha, Head of Corporate Resources, 31/3/15</p>	No update provided

5. 2014/15 Internal audit plan – remaining reviews

This table sets out the current status of those 2014/15 reviews not completed in time for the July meeting of this Committee, or requested to be deferred by management where these have not been then built into the 2015/16 audit plan.

Review	Scheduled Start	Status	Level of assurance
Debtors	Jan 2015 onwards	Final report issued	Significant
Payroll & Expenses	Requested by management to carry out May 2015; further delayed at management request	Follow up review carried out-final report issued	Moderate
Capital Projects	March 2015	Draft report issued (June) and awaiting management response	
Refuse & Recycling collection	April 2015	Draft report issued (August) and awaiting management response	
Housing Rents	Eventually agreed July/August 2015 start	Draft report imminent	

6. 2015/16 Internal audit plan

Review	Scheduled Start*	Status	Level of assurance
Budgetary Control/Medium Term Financial Strategy	January 2016		
Main Accounting	November 2015	Engagement Letter agreed	
Financial Systems – key controls review	January 2016		

Review	Scheduled Start*	Status	Level of assurance
Risk Management and assurance	January 2016 onwards		
Strategic Procurement / Shared Services / Service Review – VFM / Income Generation – Fees and Charges	In progress – fee and charges review	In progress	
Building Control / Planning Control	To be agreed		
Environmental Health/Licensing/Land Charges	To be agreed		
Payroll & Expenses	January 2016 onwards		
Human Resources	To be agreed		
Legal Services/corporate legal compliance arrangements	To be agreed		
Member services (incl allowances)	To be agreed		
Council Tax	October 2015	In progress	
Business Rates	October 2015	In progress	
Benefits	October 2015	In progress	
Benefit Fraud Investigation	October 2015	In progress	
Housing Repairs & Maintenance	January 2016 onwards		

Review	Scheduled Start*	Status	Level of assurance
Safeguarding - Children & Young People	Late July 2015 start	Draft report imminent	
Voluntary Sector / Grant aid	To be agreed – propose to drop from plan to resource additional work requested		
Housing Landlord services	October 2015 onwards	Scoping	
Community Safety/Anti-Social Behaviour	October 2015 onwards	Scoping	
Greening the Borough	January 2016 onwards		
Leisure Centres/Leisure Development	January 2016 onwards		
Health & Safety	To be agreed		
Transport/Vehicle Repairs	January 2016 onwards		
Additional: Housing Benefit case review for management	June 2015	Completed	N/A
Additional review – depot income/asset controls	September 2015	In progress	

- Timings either agreed with management where relevant or proposed by us.



Policy, Finance & Development Committee	Tuesday 27th October 2015	Matter for Information
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Title: Committee Budget Review – April to August 2015

Author: John Dickson - Chief Financial Officer (Section 151 Officer)

1 Introduction

This report provides Members with details of the budgetary position for the committee at 31 August 2015 for both capital and revenue.

2 Recommendations

That Members:

- (1) Note the current position.

3 Information

Currently, the Committee position, after allowing for carried forward budgets and grants, shows an estimated projected increase in spend of £119,350. The spend to date on the Capital Programme is shown in Appendix 2.

The predicted outturn positions are based on the actual spend of the first five months of the financial year. Subsequent financial reviews will give further updates these positions.

There have been two main reasons for the changes in the projected outturn.

- i) Two grants which the Council received in 2014/15, Assets of Community Value and Community Right to Challenge, will not be made available by the Government in 2015/16. This increases net expenditure by £16,500
- ii) Supplementary budget has been granted for the costs of the current staff relations review of £100,000

The requests for budgets and grants to be carried forward that were approved by Policy, Finance and Development Committee on 21 July 2015 have been included in these figures.

4. Financial Implications

These are included in the report.

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Background Papers: Report to Council on 19 February 2015 – Budget
Proposals 2015/16

Budget Monitoring Reports 2015/16

Implications	
Financial	Incorporated within the body of the report
Risk	CR1 Decreasing Financial Resources CR9 Economy
Equalities	No significant implications
Legal	No significant implications

OADBY AND WIGSTON BOROUGH COUNCIL CAPITAL PROGRAMME

Project Code Reference	Scheme	2015-16 Current Budget	Expenditure at 31st August	Variance to Budget	Comments
		£			
POLICY FINANCE AND DEVELOPMENT					
56001	Council Office Refurbishment/Demolition	24,245	580	(23,665)	Works under estimation. Potential for some savings
56003	Customer Service Centre	127,198	96,917	(30,281)	Centre now open, project ongoing
56010	IT Replacement Programme	20,450	18,952	(1,498)	Full spend expected
56026	Inegra Upgrade	17,950	17,950	0	Project Committed to be completed December 2015
56027	41 Canal Street CPO	350,000	0	(350,000)	Expenditure will not occur until new owners are indentified
56037	PARIS Upgrade	6,645	8,400	1,755	Residual costs. No further expenditure expected
56053	Public Realm	16,787	303	(16,484)	Complete. Residual budget potentially needed for Blaby Road Park pavilion
56054	Customer Relationship Management Software	45,000	69,875	24,875	Additional amount of £60K received from transformation challenge award
56055	Document Management System Software	50,000	0	(50,000)	project not started
56060	MS Office Suite Upgrade	20,000	0	(20,000)	Full spend expected
56061	Uninterruptible Power Supply Replacement	10,000	0	(10,000)	Full spend expected
56062	Server OS Upgrade	8,000	1,051	(6,949)	Full spend expected
56063	Building Control Public Access Module	10,000	5,000	(5,000)	Project ongoing
TOTAL POLICY FINANCE AND DEVELOPMENT		706,275	219,028	(487,248)	

Agenda Item 9



**Policy, Finance &
Development
Committee**

**Tuesday 27th
October 2015**

**Matter for
Information and
Decision**

Title: **Overall Budget Position – April to August 2015**

Author: **John Dickson - Chief Financial Officer (Section 151 Officer)**

1 Introduction

This report provides Members with details of the Council's budgetary position for the General Fund, Housing Revenue Account and Capital Programme for the period April to August. In addition any supplementary requests which require approval by this committee are provided in line with the Council's Financial Regulations as approved by Council.

2 Recommendations

That Members:

- 1) Note the current budgetary position on the General Fund, Housing Revenue Account and Capital Programme. (Appendix 1)
- 2) Approve the revenue budget supplementary request at 3.4 in the report.

3 Information

- 1) In February 2015 the Council approved a General Fund Budget for 2015/16 of £6,468,574. This would leave a General Fund Balance of £1,014,000, which is well above the recommended level of 10% of the net budget.
- 2) The current overall budget position at the end of August shows that there is a change to the projected estimated General Fund net expenditure which will leave a balance on the General Fund Reserve of £1,188,000
- 3) A summary of the overall General Fund budget is outlined in the table below, this includes virements and supplementary budgets approved by Management Team under the Financial Regulations and budgets from 2014/15 approved to be carried forward by the Policy, Finance and Development Committee on 21 July 2015

Committee	Original Budget 2015/16	Budgets c/f from 2014/15	Approved Budget Changes	Revised Budget 2015/16	
	£	£	£	£	
Policy Finance and Development	2,325,960	84,690	119,350	2,530,000	
Service Delivery	3,583,500	6,860	12,100	3,602,460	
Development Control	491,450	14,800	2,000	508,250	
Children and Young Persons	14,500	0	0	14,500	
Licensing	4,760	0	0	4,760	
Salaries over/(underspend)				(195,000)	
Net Committee Expenditure	6,420,170	106,350	133,450	6,464,970	
Capital Financing	306,180			306,180	
Contributions to/(from) Earmarked Reserves	(257,776)	(106,350)	(112,450)	(476,576)	
Net Expenditure	6,468,574	0	21,000	6,294,574	

Details of committee variances are reported to separate committees.

The above figures include the Council General Fund salary, hired staff and overtime budget which is currently showing a potential under spend of £195,000 after taking into account the vacancy savings target.

- 4) Below are the items that require approval by this committee under the current financial regulations.

Adjustments to Budget Requiring Approval			
	Budget	£	Comments
Recycling Disposal	Income from Recyclates	200,000	Leicestershire County Council has ceased paying recycling credits for green waste. There has also been a decline in the market for recycled materials causing a drop in income.
Total		200,000	

The Council has a number of earmarked reserves which can be used for special projects occurring in year as well as fluctuations in budget caused by external influences.

The Management of Change Reserve containing £445,000 is to be used to fund the £100,000 budget approved by Council for the review of staff and management relations.

The Greening the Borough Reserve containing £183,000 is to be used to fund the extra staffing requirement at the Brocks Hill Centre

The predicted outturn position is based on actual expenditure of the first five months of the financial year. Subsequent financial reviews will give further updates on these positions.

The requests for budgets and grants to be carried forward which were approved by Policy, Finance and Development Committee on 21 July 2015 have been included in these figures and are funded from an earmarked reserve.

- 5) The Council's Housing Revenue Account budget was set in February 2015 estimating that a budget deficit of £1,346,200 would be made after appropriations to earmarked reserves, leaving a balance on the HRA Reserve of £300,000. After including the budgets and revenue contributions to capital, which were not used in 2014/15, The new deficit for the year will be £ 2,120,866 leaving a balance on the HRA Reserve of £600,000.
- 6) The Council's capital programme is detailed in Appendix 1 of this report. This includes the capital budgets carried forward from 2014/15 which were approved at Policy Finance and Development Committee 21 July 2015, together with any supplementary budgets and virements already approved under the Council's Financial Regulation.

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Background Papers: Report to Council on 19 February 2015 – Budget Proposals 2015/16

Implications	
Financial (CR)	Incorporated within the body of the report
Risk (PL)	CR1 Decreasing Financial Resources CR9 Economy
Equalities (KG)	No significant implications
Legal (KG)	No significant implications

OADBY AND WIGSTON BOROUGH COUNCIL CAPITAL PROGRAMME

Project Code Reference	Scheme	2015-16 Current Budget	Expenditure at 31st August	Variance to Budget	Comments
		£			
Housing Revenue Account					
50002	Decent Homes Main Contracts inc. Boulter Crescent - Whole Unit Refurbishment	4,088,861	512,049	(3,576,812)	£498K contractual commitments fall in 16/17. Possible further slippage depending on progress on-site
50003	Central Heating	217,516	17,976	(199,541)	Full spend expected
50004	Heating, Ventilation and Insulation	83,248	39,151	(44,097)	Virement required from 50024
50006	Front & Rear Doors	95,000	1,770	(93,230)	Full spend expected
50007	Car Hard standings	47,363	0	(47,363)	Full spend expected
50010	Fire Safety Work	61,465	0	(61,465)	Full spend expected
50016	Decent Homes Work	77,619	70,145	(7,474)	Includes Subsidence work on Falmouth Drive and St Peters Path
50017	Major Adaptations	159,551	16,859	(142,692)	Full spend expected
50018	Orchard Upgrade	10,000	4,204	(5,796)	Full spend expected
50021	Asset Management Software	38,000	0	(38,000)	Full spend expected
50022	Customer Profiling Software	5,000	0	(5,000)	Full spend expected
50023	Arbitas Software Upgrade	25,000	0	(25,000)	Full spend expected
50025	Scheme Based CCTV	30,000	0	(30,000)	Full spend expected
50029	Council Housing	300,000	0	(300,000)	£154K committed to purchasing new property
Total - HRA		5,238,623	662,153	(4,576,470)	
General Fund - Service Delivery					
52002	Disabled Facilities Grant	495,719	166,724	(328,995)	Demand-led - cannot be predicted
52003	Disabled Facilities Grant	4,637	0	(4,637)	Demand-led - cannot be predicted
52010	Disabled Access/Facility Improvements	14,200	0	(14,200)	Standing budget for reactive works, cannot predict need. Possible spend
52015	Blaby Road Park	114,430	0	(114,430)	Only £5-10K likely this financial year for planning - remainder will slip into 2016/17
54007	Weekly Collection Support Scheme	34,864	8,046	(26,818)	Potential to be used to fund eligible existing schemes
54008	Disposal Shed Doors	7,470	5,600	(1,870)	Almost complete - full spend expected
54009	Notice & Information Boards	2,683	0	(2,683)	Expect to spend in full
54010	Play Area Refurbishments	31,441	0	(31,441)	No projects in the pipeline ATM
54012	Cemeteries - Memorial Safety	15,000	0	(15,000)	6 memorials scheduled for maintenance, costs uncertain at this point.
54015	External Bay Roofs - Oadby Depot	5,000	0	(5,000)	Awaiting planning permission - may slip
54016	Additional Bay Areas - Oadby Depot	18,270	0	(18,270)	Awaiting planning permission - may slip
54017	Xmas Lights	6,500	2,035	(4,465)	Full expenditure expected
54025	Grand Union Canal Footbridge	55,000	0	(55,000)	Uncertain - awaiting response from British Waterways on design
54037	Wigston Cemetery Wall	6,750	0	(6,750)	Awaiting contractor start date - will spend
54108	Torro Triple Mower rep 77032	24,000	24,350	350	Moved from leasing programme for economic reasons
54110	New Holland Tractor	36,000	36,150	150	Moved from leasing programme for economic reasons
54111	Garden Waste Green Bins	27,000	26,185	(815)	Additional green bins - part of WCSS Expenditure
54112	Purchase of New Refuse Vehicles	929,429	929,429	(0)	Complete - vehicles now purchased and in service
54114	Car Park Resurfacing	80,000	4,980	(75,020)	Expect to spend in full
54115	Brock's Hill Visitor Centre Earth Bank	8,000	6,512	(1,488)	Complete - small under spend
54116	Clifton Bridge	6,200	6,150	(50)	£3K additional spend expected, to be funded by LCC
54117	Provision of New Column Lifts for the Vehicle Workshop	25,000	0	(25,000)	Lifts ordered. Expect £22K spend. £3K under spend
54118	Refurbishment of Bus Shelters	26,000	0	(26,000)	Ongoing - possible pilot scheme involving community service probationers
54543	Brocks Hill Building Redevelopment	85,976	85,559	(416)	Re-roofing of conservatory still to come - will be seeking supplementary when costs understood
54548	Reconnecting with Nature	30,000	0	(30,000)	Match funding yet to be found - likely to slip
54549	Leisure Facility Redevelopment	7,130,579	3,342,543	(3,788,036)	Project is slightly behind original schedule, but expected to catch up
Total -Service Delivery General Fund		9,220,147	4,644,263	(4,575,884)	
TOTAL SERVICE DELIVERY		14,458,771	5,306,417	(9,152,354)	
General Fund - Policy, Finance & Development					
56001	Council Office Refurbishment/Demolition	24,245	580	(23,665)	Works under estimation. Potential for some savings
56003	Customer Service Centre	127,198	96,917	(30,281)	Centre now open, project ongoing
56010	IT Replacement Programme	20,450	18,952	(1,498)	Full spend expected
56026	Inegra Upgrade	17,950	17,950	0	Project Committed to be completed December 2015
56027	41 Canal Street CPO	350,000	0	(350,000)	Expenditure will not occur until new owners are identified
56037	PARIS Upgrade	6,645	8,400	1,755	Residual costs. No further expenditure expected
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56062	Server OS Upgrade	8,000	1,051	(6,949)	Full spend expected
56063	Building Control Public Access Module	10,000	5,000	(5,000)	Project ongoing
Total - Policy, Finance and Development		706,275	219,028	(487,248)	
PLANNED EXPENDITURE GRAND TOTAL		15,165,046	5,525,444	(9,639,601)	

Agenda Item 10



**Policy Finance and
Development
Committee**

**Tuesday 27th
October 2015**

Matter for Decision

Title:

Fees and Charges 2016/17

John Dickson – Section 151 and Chief Financial Officer

Author:

1 Introduction

1.1 This report outlines the proposed scale of charges for areas covered by this Committee for the financial year 2016/17

2 Recommendations

2.1 That members consider and approve the fees and charges for 2016/17

3 Information

3.1 The Council charges for a number of its services that are provided to the public. All fees and charges are reviewed on an annual basis as part of the budget setting process.

3.2 When setting scales of charges, the following factors are taken into consideration:

- Statutory obligations
- Policies and objectives of the Council
- Inflation and relevant indices
- Local market research and competition (where relevant)
- The impact of price changes on activity level or demand
- Changes in taxation
- Budget position and any associated gap
- The cost of providing the service

3.4 As at July 2015, the Retail Price Index (RPI), which is a measure of inflation stood at 1.0%. This has been used as a guide for Heads of Service when considering the 2016/17 increase.

3.5 Appendix 1 shows the current and next years proposed charges together with any specific explanation of the change to any individual charge. A summary of changes by service area has been provided overleaf.

3.6 Operational Services

Operational Services are the largest area where the Council charges for its services. It is important to ensure that charges for these services reflect the commercial reality of the provision and look to cover the cost of providing the service.

3.7 Cemeteries, Parks and Pavilion Hire

These Charges have been increased by the Retail Price Index figure of 1.0% which was applicable in July 2015.

It is proposed that in addition to the charging system, penalties are introduced for late cancellation of the pavilion facilities. These will be on a sliding scale with cancellation within seven days of the event receiving no refund. Details of this scheme are included in Appendix 1.

3.8 Refuse and Recycling

Charges have been reviewed and remain the same for 2016/17 to encourage people to recycle items. Prices are such that the administrative costs of applying new charges at the current rate of inflation would outweigh any increase in income. These charges will be fully reviewed for 2017/18

3.9 Allotments

This area is being increased by an amount consistent with RPI at July 2015 with the charges applying from 30 September 2016

3.10 Brocks Hill

The Centre completely reviewed its charges for 2014/15 and recent benchmarking has demonstrated that they are set at the high end of similar facilities. As a result no change is recommended this year.

3.11 Leisure Services

The authority contracts out its leisure services to an outside provider. Under the terms of their contract, the provider is able to submit their charges up to 3 months before the start of the financial year. At the time of writing this report, their charges are still awaited. The contractors charges will be submitted to a subsequent meeting of this committee.

3.12 Environmental Health

Wasp nest and pest control charges were fully reviewed and brought into line with other local authorities for 2015/16 when charges for these services were standardised across the whole population. Prices have been left unchanged for 2016/17 as any inflationary incremental increase would be slight and be outweighed by the administrative costs of the increase.

3.13 Housing

The cost of water charges are being frozen for 2016/17 while a review of the charging process takes place in consultation with residents. Members will be notified of the result of this in a further report to this committee.

3.14 Development Control

The Planning and Building Control Sections have reviewed their charges. There is a new charge added for advertising on the digital screens in the town centres. The rest of the charges have remained unchanged as the principal charges are statutorily set.

3.15 Corporate Services

Charges have been increased in line with the Retail Price Index. There is a planned benchmarking exercise to be carried out in the new year, the results of which will be incorporated into the 2017/18 charges.

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Background Papers:-

- Fees and Charges Returns

Implications	
Financial	All financial implications are detailed in the content of this report
Risk	CR1: Decreasing Financial Resources CR9: Economy
Equalities	Fees and charges proposed are across the services which the Council provides; services accessible and available to all.
Legal	Statutory increases in charges are incorporated within the proposals embodied within this report

DEVELOPMENT CONTROL COMMITTEE								
	DESCRIPTION OF CHARGE	VAT	UNIT	DATE OF LAST CHANGE	2015/16 £	2016/17 £	Externally Set	Explanation regarding the recommended level of charge
1	BUILDING CONTROL & PLANNING - COMMON CHARGES							
	1.1 PLANNING AND BUILDING CONTROL FEES							
	Statutory Charge set by Central Government and Local Authorities							No move yet toward local fee setting
	1.2 BUILDING AND PLANNING RECORDS SEARCH							
	(a) Domestic and simple commercial development (Min charge £17.00)		Per Hour	1-Apr-13	17.00	17.00		Should be corporate wide and based only on marginal cost.
	(b) Commercial enquiries charged at £34.00 per hour (Min charge £34.00)		Per Hour	1-Apr-13	34.00	34.00		
	1.3 COPY OF PLANS, DOCUMENTS & DECISIONS**							
	If the total charge (at the rates below) does not exceed £3.00 then no charge will be made to provide the requested copies.							
	(a) A4 size (black and white) per sheet*		Each	1-Apr-13	0.10	0.10		As above - subject to a minimum of £3.00
	(b) A4 size (colour) per sheet*		Each	1-Apr-13	1.00	1.00		
	(c) A3 size (black and white) per sheet*		Each	1-Apr-13	0.15	0.15		
	(d) A3 size (colour) per sheet*		Each	1-Apr-13	2.00	2.00		
	(e) A2 size per sheet		Each	1-Apr-11	8.00	8.00		
	(f) A1 per sheet		Each	1-Apr-11	8.00	8.00		
	(g) A0 per sheet		Each	1-Apr-11	8.00	8.00		
	<u>Documents Supplied electronically (via the website)</u>							
	* Where information is held electronically and can be published to the website (without any data protection issues), subject to a maximum of 15 sheets, there will be no charge made.							
	Requests in excess of 15 sheets will be charged at £17 per hour (or part thereof) or the equivalent paper copy rate (whichever is the cheapest).							
	<u>Documents Supplied electronically (by e-mail or by CD)</u>							
	If information is held electronically and cannot be published to the website without any data protection issues, then a Data Protection Act fee of £10 will be charged plus a charge of £17 per hour (or part thereof) or the equivalent paper copy rate (whichever is the cheapest).							
	1.4 PRE APPLICATION CHARGES							
	(a) Householder Proposal Enquiries (Including works to tree enquiries, if permission is required/dropped kerb/home working enquires etc)							
	Basic Service (desk based assessment with no follow ups)	I	Per Enquiry	1-Apr-14	42.00	42.00		Fees should be kept at current level
	Gold Service (includes one site visit or meeting, a written response, plus one follow-up proposal)	I	Per Enquiry	1-Apr-14	84.00	84.00		New fee should be requested once the follow up has been done
	(b) New Residential Unit Enquiries (including if permission is required)							
	1-3 new dwellings	I	Per Enquiry	1-Apr-14	144.00	144.00		
	4-9 new dwellings	I	Per Enquiry	1-Apr-14	216.00	216.00		
	10-49 new dwellings	I	Per Enquiry	1-Apr-14	600.00	600.00		
	50 or more new dwellings	I	Per Enquiry	1-Apr-14	1200.00	1200.00		
	(c) Commercial / Other Enquiries (including if permission is required)							
	Lawful use of premises enquiry	I	Per Enquiry	1-Apr-14	144.00	144.00		
	Change of Use / No additional floor space / telecoms / advertisements etc	I	Per Enquiry	1-Apr-14	144.00	144.00		
	Additional floor space up to 500 square metres	I	Per Enquiry	1-Apr-14	216.00	216.00		

DEVELOPMENT CONTROL COMMITTEE

	DESCRIPTION OF CHARGE	VAT	UNIT	DATE OF LAST CHANGE	2015/16 £	2016/17 £	Externally Set	Explanation regarding the recommended level of charge
	between 500 and 999 additional square metres	I	Per Enquiry	1-Apr-14	600.00	600.00	Set	Set at a level typical of other Local Authorities
	over 1000 additional square metres	I	Per Enquiry	1-Apr-14	1200.00	1200.00		
	1.5 HIGH HEDGE COMPLAINTS							
	Those on means tested benefits and war pensions will receive 33% discount		Per Enquiry	1-Apr-14	450.00	450.00		
			Per Enquiry	1-Apr-14	300.00	300.00		
	1.6 WEEKLY LIST OF ALL PLANNING APPLICATIONS		Per Year	1-Apr-09	125.00	125.00		
	1.7 OADBY AND WIGSTON LOCAL PLAN							
	(a) Oadby and Wigston Local Plan **			1-Apr-98	35.00	35.00		
	i) Residents and Local groups			1-Apr-00	10.00	10.00		
	1.8 OTHER DOCUMENTS							
	(a) Residential Land Position Statement (Published Annually) **			1-Apr-07	10.00	10.00		
	(b) Statements of Consultation			1-Apr-07	10.00	10.00		
	Supplementary Planning Guidance / Supplementary Planning Document / Statements of Consultation **							
	(c) Employment Land Availability Study (Published Annually) **			1-Apr-07	10.00	10.00		
	Facilities in Oadby & Wigston :-							
	(d) Landscape Character Assessment			1-Apr-07	25.00	25.00		
	(e) Oadby & Wigston Green Wedge Management Strategy			1-Apr-07	25.00	25.00		
	(f) Oadby & Wigston Phase 1 Habitat Survey (Available on CD only)			1-Apr-10	32.00	32.00		
	(g) Oadby & Wigston Biodiversity Audit (Available on CD only)			1-Apr-07	35.00	35.00		
	(h) Oadby and Wigston Employment Land and Premises Study**			1-Apr-07	25.00	25.00		
	(i) Statement of Community Involvement **			1-Apr-07	12.00	12.00		
	(j) Core Strategy Development Plan Document **			1-Apr-12	35.00	35.00		
	(k) Residents and local groups			1-Apr-12	10.00	10.00		
	(l) Annual Monitoring Report **			1-Apr-07	10.00	10.00		
	(m) Nature Conservation Strategy			1-Apr-07	10.00	10.00		
	(n) Local Development Scheme**			1-Apr-07	5.00	5.00		
	(o) Strategic Housing Land Availability Assessment **			1-Apr-09	25.00	25.00		
	(p) Retail Study**			1-Apr-09	25.00	25.00		
	(q) Faith Community Study & Places of Worship Needs Assessment**			1-Apr-09	25.00	25.00		
	(r) Play & Recreational Facilities Study			1-Apr-09	25.00	25.00		
	(s) Affordable Housing Viability Assessment			1-Apr-10	25.00	25.00		
	(t) Assessment of Highways and Transportation Implications			1-Apr-10	25.00	25.00		
	(u) Employment Sites & Brownfield Land Study			1-Apr-11	25.00	25.00		
	(v) Town Centre Area Action Plan **			1-Apr-14	35.00	35.00		
	(w) Town Centre Area Action Plan - for residents and local groups **			1-Apr-14	10.00	10.00		
	(x) Adopted Policies Map			1-Apr-15	10.00	10.00		
	(y) Housing Implementation Strategy			1-Apr-15	10.00	10.00		
	(z) Annual Open Space Review			1-Apr-15	10.00	10.00		
	** Documents are available on the Councils Website free of charge							
	www.oadby-wigston.gov.uk							
	BUILDING CONTROL							

DEVELOPMENT CONTROL COMMITTEE

	DESCRIPTION OF CHARGE	VAT	UNIT	DATE OF LAST CHANGE	2015/16 £	2016/17 £	Externally Set	Explanation regarding the recommended level of charge
	1.9 COMPLETION CERTIFICATE							
	(a) Written confirmation of works exempt from Building Regulations			1-Apr-15	12.50	12.50		All recently reviewed.
	(b) Written confirmation of non-existence of Building Regulations record			1-Apr-15	12.50	12.50		
	(c) Written confirmation of completion of work to which Building Regulations applied			1-Apr-15	12.50	12.50		
	1.10 RECOVERY OF EXPIRED PLAN			1-Apr-15	37.50	37.50		
	1.11 STREET NAMING & NUMBERING							
	(a) List of all new property street names and numbers	E	Per Year	1-Apr-08	475.00	475.00		All recently reviewed
	(b) Written confirmation of postal address details	E	Per Address	1-Apr-15	25.00	25.00		
	(c) Renaming/renumbering of existing property	E	Per Address	1-Apr-15	40.00	40.00		
	(d) Naming/Numbering of 1-5 plots	E	Per Plot	1-Apr-15	40.00	40.00		
	(e) Naming/ Numbering for each additional plot over 5	E	Per Plot	1-Apr-15	25.00	25.00		
	(f) Naming of a street	E	Per Street	1-Apr-15	150.00	150.00		
	(g) Numbering of new flat complex	E	Per Flat	1-Apr-15	25.00	25.00		
	(h) Change to a development after notification #	E	Per Application	1-Apr-15	50.00	50.00		
	(i) Administration fee, plus additional fee per plot	E	Per Plot	1-Apr-15	15.00	15.00		
	# Notification means after the Authority has numbered the street or part of.							
	(j) Street re-named / re-numbered at residents request ## ## plus all compensation (the compensation is to be met by the applicant). <i>Compensation relates to monies paid to residents to help them pay for the cost of informing all parties that they correspond with, regarding the change to their address.</i> NB: A two thirds majority agreement from residents is required by ballot.	E	Per Request	1-Apr-15	## 250.00	## 250.00		
	1.12 WORK ASSOCIATED WITH AN EMERGENCY OR ENFORCEMENT INCIDENT							
	(a) Building Control Surveyor - rate per hour (either on site or in office)			1-Apr-09	50.00	50.00		All recently reviewed
	(b) Building Control Manager - rate per hour (either on site or in office)			1-Apr-14	58.00	58.00		
	(c) Preparation & posting of documentation (letters, notices, etc) per document			1-Apr-15	29.85	29.85		
	(d) Telephone calls made from a mobile - per minute (standard rate)			1-Apr-15	0.03	0.03		
	(e) Telephone calls made from a mobile to mobile - per minute (standard rate)			1-Apr-15	0.09	0.09		
	(f) Mobile text messaging (standard rate)			1-Apr-15	0.04	0.04		
	(g) Telephone calls made from landlines to mobiles - connection charge (standard business rate)			1-Apr-15	0.08	0.08		
	(h) Telephone calls made from landlines to mobiles - per minute thereafter (standard business rate)			1-Apr-15	0.16	0.16		
	(i) Telephone calls made from a landline to a landline - connection charge (standard business rate)			1-Apr-15	0.08	0.08		
	(j) Telephone calls made from landlines - per minute thereafter (standard business rate)			1-Apr-15	0.03	0.03		
	1.13 SUPPLY OF RADAR KEY TO A RESIDENT WITH PROOF OF DISABILITY			1-Apr-14	3.50	3.50		
	1.14 NOTIFICATION OF DEMOLITION (Section 80)							
	(a) Buildings with a volume less than 49.56 cubic metres (Exempt)	E		1-Apr-15	0.00	0.00		
	(b) Domestic Building in excess of 49.56 cubic metres	E		1-Apr-15	115.00	115.00		
	(c) Non-Domestic Building in excess of 49.56 cubic metres	E		1-Apr-15	115.00	115.00		

DEVELOPMENT CONTROL COMMITTEE

	DESCRIPTION OF CHARGE	VAT	UNIT	DATE OF LAST CHANGE	2015/16 £	2016/17 £	Externally Set	Explanation regarding the recommended level of charge
(d)	Non-Domestic Building in excess of 300 cubic metres	E		1-Apr-15	170.00	170.00		New Charge
(e)	Sites with multiple buildings, additional charge per non-exempt unit	E		1-Apr-15	20.00	20.00		
1.15	ADVERTISING ON THE DIGITAL DISPLAY SCREENS							
(a)	Community Groups/Charity	I	Per Week/Slot	1-Apr-16	N/A	0.00		
(b)	Business Within the Borough	I	Per Week/Slot	1-Apr-16	N/A	24.00		
(c)	Business Outside the Borough	I	Per Week/Slot	1-Apr-16	N/A	48.00		
	<u>NB: A Slot will show an Advert for one minute in every ten minutes</u>							
	<u>Total Advertising Time of 9 hours 6 minutes a week (8am-9pm 7days a week)</u>							
	5% discount for 3 - 6 months							
	10% discount for 6 - 12 months							
	20% discount for 12 months							
	VAT Key							
	I Inclusive of VAT							
	E Exempt from VAT							
	N Non Business Activity							
	Z Zero-rated VAT							

LICENSING AND REGULATORY COMMITTEE

	DESCRIPTION OF CHARGE	VAT	UNIT	DATE OF LAST CHANGE	2015/16 £	2016/17 £	Externally Set	Explanation regarding the recommended level of charge
2	LICENCES							
	2.1 HACKNEY CARRIAGE AND PRIVATE HIRE CARS							Licencing charges are still broadly in line with other Local Authorities in the County
	(a) Driver's Licence - Private Hire and Hackney Carriage*							
	i) One Year	N	Each	1-Apr-16	N/A	75.00		
	ii) Two Year	N	Each	1-Apr-16	N/A	140.00		
	iii) Three Year	N	Each	1-Apr-15	195.00	195.00		
	(b) Competence Test	N	Each	1-Apr-14	35.00	35.00		
	(c) Drivers Badge - Replacement	N	Each	1-Apr-13	20.00	20.00		
	(d) Private Hire Operator's Licence							
	i) One Year	N	Each	1-Apr-15	260.00	260.00		
	ii) Two Year	N	Each	1-Apr-16	N/A	483.00		
	iii) Three Year	N	Each	1-Apr-15	670.00	670.00		
	iv) Four Year	N	Each	1-Apr-16	N/A	820.00		
	v) Five Year	N	Each	1-Apr-16	N/A	932.00		
	vi) Operators Licence Competency Test*		Each	1-Apr-14	35.00	35.00		
	(e) Private Hire Vehicle Licence	N	Each	1-Apr-14	225.00	225.00		
	(f) Private Hire Vehicle Licence - Age Exempt	N	Each	1-Apr-14	260.00	260.00		
	(g) Hackney Carriage Vehicle Licence	N	Each	1-Apr-14	240.00	240.00		
	(h) Hackney Carriage Licence - Age Exempt	N	Each	1-Apr-14	275.00	275.00		
	(i) Replacement of Vehicle Licence Plate	N	Each	1-Apr-15	25.00	25.00		
	(j) Transfer of Vehicle Licence to Another Licensee	N	Each	1-Apr-14	45.00	45.00		
	(k) Transfer of Licence from Private Hire Vehicle to Hackney Carriage (vice-versa)		Each	1-Apr-14	N/A	N/A		
	(l) Sale of Vehicle Licence Bracket	N	Each	1-Apr-14	22.00	22.00		
	(m) Certificate of Compliance		Each	1-Apr-14	5.00	5.00		
	(n) Replacement of Vehicle Licence (paper)		Each	1-Apr-14	5.00	5.00		
	(o) Replacement docu-dash		Each	1-Apr-15	3.00	3.00		
	(p) Replacement Front Windscreen pouch		Each	1-Apr-14	5.00	5.00		
	* Excludes CRB fee £44.00 payable on application and £5.00 DVLA mandate fee							
	2.2 LICENCE FEES							
	(a) Animal Boarding Establishment (new)	N	Each	1-Apr-14	120.00	120.00		
	(b) Animal Boarding Establishment (renewal)		Each	1-Apr-14	100.00	100.00		
	(c) Breeding of Dogs (new)	N	Each	1-Apr-14	120.00	120.00		
	(d) Breeding of Dogs (renewal)		Each	1-Apr-14	100.00	100.00		
	(e) Dangerous Wild Animals (new)	N	Each	1-Apr-14	120.00	120.00		
	(f) Dangerous Wild Animals (renewal)		Each	1-Apr-14	100.00	100.00		
	(g) Pet Animal Shop (new)	N	Each	1-Apr-14	120.00	120.00		
	(h) Pet Animal Shop (renewal)		Each	1-Apr-14	100.00	100.00		
	(i) Riding Establishment (new)	N	Each	1-Apr-14	120.00	120.00		
	(j) Riding Establishment (renewal)		Each	1-Apr-14	100.00	100.00		
	NB For licences (a) - (j), vets fees incurred by the Council will be charged to the applicant							

LICENSING AND REGULATORY COMMITTEE

	DESCRIPTION OF CHARGE	VAT	UNIT	DATE OF LAST CHANGE	2015/16 £	2016/17 £	Externally Set	Explanation regarding the recommended level of charge
(k)	Acupuncture, Tattooing, Ear piercing, Electrolysis - Registration of							
	i) Premises	N	Each	1-Apr-14	70.00	70.00		
	ii) Person	N	Each	1-Apr-14	70.00	70.00		
	iii) Person and premises combined	N	Each	1-Apr-14	110.00	110.00		
(l)	Hairdresser - Registration of Premises and Persons							
	i) Premises	N	Each	1-Apr-14	70.00	70.00		
	ii) Person	N	Each	1-Apr-14	70.00	70.00		
	iii) Person and premises combined	N	Each	1-Apr-14	110.00	110.00		
(m)	Scrap Metal Dealers Act 2013							
	i) Site Licence	N	Each	1-Apr-15	340.00	340.00		
	ii) Renewal of Site Licence	N	Each	1-Apr-15	340.00	340.00		
	iii) Collectors Licence	N	Each	1-Apr-15	300.00	300.00		
	iv) Collectors Renewal of Licence	N	Each	1-Apr-15	300.00	300.00		
	v) Variation to Licence (inc change of site manager)	N	Each	1-Apr-15	62.00	62.00		
	vi) Change of Circumstance	N	Each	1-Apr-15	31.00	31.00		
(n)	Street Trading (fixed) per outlet							
	i) 1 day a week Annual Licence	N	Each	1-Apr-15	90.00	90.00		
	ii) 1 month licence	N	Each	1-Apr-15	110.00	110.00		
	iii) 3 month licence	N	Each	1-Apr-15	160.00	160.00		
	iv) 6 month licence	N	Each	1-Apr-15	260.00	260.00		
	v) 12 month licence	N	Each	1-Apr-15	410.00	410.00		
	vi) Transfer of Consent (fixed or mobile)	N	Each	1-Apr-15	60.00	60.00		
(o)	Street Trading (mobile) per outlet							
	i) 1 day a week Annual Licence	N	Each	1-Apr-15	60.00	60.00		
	ii) 1 month licence	N	Each	1-Apr-15	80.00	80.00		
	iii) 3 month licence	N	Each	1-Apr-15	110.00	110.00		
	iv) 6 month licence	N	Each	1-Apr-15	180.00	180.00		
	v) 12 month licence	N	Each	1-Apr-15	310.00	310.00		
	vi) One off Event Licence	N	Each	1-Apr-15	75.00	75.00		
(p)	Sex Establishments	N	Each	1-Apr-15	2310.00	2310.00		
	2.3 LICENSING ACT 2003							
(a)	Personal Licence							
	Grant or Renewal of a Personal Licence (valid for 10 years)	N	Each	1-Apr-11	37.00	37.00	X	
(b)	Premises Licences / Club Premises Certificates							
	Annual Fees Rateable Value Bands :-							
	A (no rateable value to £4,300)	N	Each	1-Feb-05	70.00	70.00	X	
	B (£4,301 to £33,000)	N	Each	1-Feb-05	180.00	180.00	X	
	C (£33001 to £87,000)	N	Each	1-Feb-05	295.00	295.00	X	
	D (£87,001 to £125,000)	N	Each	1-Feb-05	320.00	320.00	X	
	E (£125,001 and above)	N	Each	1-Feb-05	350.00	350.00	X	
	A multiplier is applied to premises in band D and E where they are exclusively or primarily in the business of selling alcohol							

LICENSING AND REGULATORY COMMITTEE

	DESCRIPTION OF CHARGE	VAT	UNIT	DATE OF LAST CHANGE	2015/16 £	2016/17 £	Externally Set	Explanation regarding the recommended level of charge
	D (x2)	N	Each	1-Feb-05	640.00	640.00	X	
	E (x3)	N	Each	1-Feb-05	1050.00	1050.00	X	
(c)	New or Variation of Premises Licences / Club Premises Certificates							
	Application fees Rateable Value Bands :-							
	A (no rateable value to £4,300)		Each	1-Feb-05	100.00	100.00	X	
	B (£4,301 to £33,000)		Each	1-Feb-05	190.00	190.00	X	
	C (£33001 to £87,000)		Each	1-Feb-05	315.00	315.00	X	
	D (£87,001 to £125,000)		Each	1-Feb-05	450.00	450.00	X	
	E (£125,001 and above)		Each	1-Feb-05	635.00	635.00	X	
	A multiplier is applied to premises in band D and E where they are exclusively or primarily in the business of selling alcohol							
	D (x2)		Each	1-Feb-05	900.00	900.00	X	
	E (x3)		Each	1-Feb-05	1905.00	1905.00	X	
(d)	Application / Notice							
	i) Temporary Event notice	N	Each	1-Feb-05	21.00	21.00	X	
	ii) Theft, loss, etc of premises licence or summary	N	Each	1-Feb-05	10.50	10.50	X	
	iii) Application for a provisional statement where premises being built etc	N	Each	1-Feb-05	195.00	195.00	X	
	iv) Notification of change of name or address	N	Each	1-Feb-05	10.50	10.50	X	
	v) Application to vary licence to specify individual as premises supervisor	N	Each	1-Feb-05	23.00	23.00	X	
	vi) Application for transfer of premises licence	N	Each	1-Feb-05	23.00	23.00	X	
	vii) Interim authority notice following death etc of licence holder	N	Each	1-Feb-05	23.00	23.00	X	
	viii) Theft, loss, etc of certificate or summary	N	Each	1-Feb-05	10.50	10.50	X	
	ix) Notification of change of name or alteration of rules of club	N	Each	1-Feb-05	10.50	10.50	X	
	x) Change of relevant registered address of club	N	Each	1-Feb-05	10.50	10.50	X	
	xi) Theft, loss, etc of temporary event notice	N	Each	1-Feb-05	10.50	10.50	X	
	xii) Theft, loss, etc of personal licence	N	Each	1-Feb-05	10.50	10.50	X	
	xiii) Notification of change of name or address of premises licence holder	N	Each	1-Feb-05	10.50	10.50	X	
	xiv) Right to freeholder etc to be notified of licensing matters	N	Each	1-Feb-05	21.00	21.00	X	
	2.4 GAMBLING ACT 2005							
(a)	Small Society Lotteries							
	i) Initial Application Fee	N	Each	1-Sep-07	40.00	40.00	X	
	ii) Renewal Fee	N	Each	1-Sep-07	20.00	20.00	X	
(b)	Bingo Premises							
	i) Premises Licence	N	Each	1-Apr-15	1200.00	1200.00		
	ii) Annual Fee	N	Each	1-Apr-15	500.00	500.00		
	iii) Variation of Licence	N	Each	1-Apr-15	1200.00	1200.00		
	iv) Change of Circumstances	N	Each	1-Apr-15	40.00	40.00		
	v) Transfer of Licence	N	Each	1-Apr-15	500.00	500.00		
	vi) Re-instatement Fee	N	Each	1-Apr-15	500.00	500.00		
	vii) Provisional Statement	N	Each	1-Apr-15	1200.00	1200.00		
	viii) Copy of Licence	N	Each	1-Apr-12	25.00	25.00	x	
(c)	Betting Premises (Track)							

LICENSING AND REGULATORY COMMITTEE

	DESCRIPTION OF CHARGE	VAT	UNIT	DATE OF LAST CHANGE	2015/16 £	2016/17 £	Externally Set	Explanation regarding the recommended level of charge
	i) Premises Licence	N	Each	1-Apr-15	1200.00	1200.00		
	ii) Annual Fee	N	Each	1-Apr-15	500.00	500.00		
	iii) Variation of Licence	N	Each	1-Apr-15	1200.00	1200.00		
	iv) Change of Circumstances	N	Each	1-Apr-15	50.00	50.00		
	v) Transfer of Licence	N	Each	1-Apr-15	500.00	500.00		
	vi) Re-instatement Fee	N	Each	1-Apr-15	500.00	500.00		
	vii) Provisional Statement	N	Each	1-Apr-15	1200.00	1200.00		
	viii) Copy of Licence	N	Each	1-Apr-12	25.00	25.00	X	
	(d) Family Entertainment Centres							
	i) Premises Licence	N	Each	1-Apr-15	1200.00	1200.00		
	ii) Annual Fee	N	Each	1-Apr-15	500.00	500.00		
	iii) Variation of Licence	N	Each	1-Apr-15	1200.00	1200.00		
	iv) Change of Circumstances	N	Each	1-Apr-15	40.00	40.00		
	v) Transfer of Licence	N	Each	1-Apr-15	500.00	500.00		
	vi) Re-instatement Fee	N	Each	1-Apr-15	500.00	500.00		
	vii) Provisional Statement	N	Each	1-Apr-15	1200.00	1200.00		
	viii) Copy of Licence	N	Each	1-Apr-12	25.00	25.00	X	
	(e) Adult Gaming Centre							
	i) Premises Licence	N	Each	1-Apr-15	1200.00	1200.00		
	ii) Annual Fee	N	Each	1-Apr-15	500.00	500.00		
	iii) Variation of Licence	N	Each	1-Apr-15	1200.00	1200.00		
	iv) Change of Circumstances	N	Each	1-Apr-15	40.00	40.00		
	v) Transfer of Licence	N	Each	1-Apr-15	500.00	500.00		
	vi) Re-instatement Fee	N	Each	1-Apr-15	500.00	500.00		
	vii) Provisional Statement	N	Each	1-Apr-15	1200.00	1200.00		
	viii) Copy of Licence	N	Each	1-Apr-12	25.00	25.00	X	
	(f) Betting Premises (Other)							
	i) Temporary Use Notice	N	Each	7-Jan-07	500.00	500.00	X	
	ii) Replacement of Temporary Use Notice	N	Each	7-Jan-07	25.00	25.00	X	
	iii) Premises Licence	N	Each	1-Apr-15	1200.00	1200.00		
	iv) Annual Fee	N	Each	1-Apr-15	500.00	500.00		
	v) Variation of Licence	N	Each	1-Apr-15	1200.00	1200.00		
	vi) Change of Circumstances	N	Each	1-Apr-15	40.00	40.00		
	vii) Transfer of Licence	N	Each	1-Apr-15	500.00	500.00		
	viii) Re-instatement Fee	N	Each	1-Apr-15	500.00	500.00		
	ix) Provisional Statement	N	Each	1-Apr-15	1200.00	1200.00		
	x) Copy of Licence	N	Each	1-Apr-12	25.00	25.00		
	(g) Club Gaming Machine Permits							
	i) Grant of Permit	N	Each	1-Sep-07	200.00	200.00	X	
	ii) Grant of Permit (Club Premises Certificate holder)	N	Each	1-Sep-07	100.00	100.00	X	
	iii) Variation of Permit	N	Each	1-Sep-07	100.00	100.00	X	
	iv) Renewal of Permit	N	Each	1-Sep-07	200.00	200.00	X	
	v) Renewal of Permit (Club Premises Certificate holder)	N	Each	1-Sep-07	100.00	100.00	X	

LICENSING AND REGULATORY COMMITTEE

	DESCRIPTION OF CHARGE	VAT	UNIT	DATE OF LAST CHANGE	2015/16 £	2016/17 £	Externally Set	Explanation regarding the recommended level of charge	
	vi) Annual Fee	N	Each	1-Sep-07	50.00	50.00	X		
	vii) Copy of Permit	N	Each	1-Sep-07	15.00	15.00	X		
	(h) Club Gaming Permits								
	i) Grant of Permit	N	Each	1-Sep-07	200.00	200.00	X		
	ii) Grant of Permit (Club Premises Certificate holder)	N	Each	1-Sep-07	100.00	100.00	X		
	iii) Variation of Permit	N	Each	1-Sep-07	100.00	100.00	X		
	iv) Renewal of Permit	N	Each	1-Sep-07	200.00	200.00	X		
	v) Renewal of Permit (Club Premises Certificate holder)	N	Each	1-Sep-07	100.00	100.00	X		
	vi) Annual Fee	N	Each	1-Sep-07	50.00	50.00	X		
	vii) Copy of Permit	N	Each	1-Sep-07	15.00	15.00	X		
	(i) Family Entertainment Centre Permits								
	i) Grant of Permit	N	Each	1-Sep-07	300.00	300.00	X		
	ii) Renewal of Permit	N	Each	1-Sep-07	300.00	300.00	X		
	iii) Change of Name on Permit	N	Each	1-Sep-07	25.00	25.00	X		
	iv) Copy of Permit	N	Each	1-Sep-07	15.00	15.00	X		
	(j) Prize Gaming Permits								
	i) Grant of Permit	N	Each	1-Sep-07	300.00	300.00	X		
	ii) Renewal of Permit	N	Each	1-Sep-07	300.00	300.00	X		
	iii) Change of Name on Permit	N	Each	1-Sep-07	25.00	25.00	X		
	iv) Copy of Permit	N	Each	1-Sep-07	15.00	15.00	X		
	(k) Licensed Premises Gaming Machine Permits								
	i) Grant of Permit	N	Each	1-Sep-07	150.00	150.00	X		
	ii) Variation of Permit	N	Each	1-Sep-07	100.00	100.00	X		
	iii) Change of Name on Permit	N	Each	1-Sep-07	25.00	25.00	X		
	iv) Copy of Permit	N	Each	1-Sep-07	15.00	15.00	X		
	v) Transfer of Permit	N	Each	1-Sep-07	25.00	25.00	X		
	vi) Automatic Entitlement Notification	N	Each	1-Sep-07	50.00	50.00	X		
	VAT Key								
	I Inclusive of VAT								
	E Exempt from VAT								
	N Non Business Activity								
	Z Zero-rated VAT								

SERVICE DELIVERY COMMITTEE

	DESCRIPTION OF CHARGE	VAT	UNIT	DATE OF LAST CHANGE	2015/16 £	2016/17 £	Externally Set	Explanation regarding the recommended level of charge
3	ENVIRONMENTAL HEALTH							All charges were reviewed throughly in 2015/16 No change proposed in 2016/17 unless dictated by statute
	3.1 PEST CONTROL							
	(a) Domestic Rodents							
	i) Per Treatment	I	Each	1-Apr-15	50.00	50.00		
	ii) Income support and/or other income related benefits	I	Each	1-Apr-15	50.00	50.00		
	iii) OAP	I	Each	1-Apr-15	50.00	50.00		
	(b) Mice in detached shed, garage, outbuilding or garden							
	i) Per Treatment	I	Each	1-Apr-15	50.00	50.00		
	(c) Squirrels within premises							
	i) Standard Treatment (3 visits)	I	Standard	1-Apr-15	50.00	50.00		
	Additional Visits		Each	1-Apr-15	25.00	25.00		
	ii) Income Support and/or other income benefits (MTB)	I	Standard	1-Apr-15	50.00	50.00		
	iii) OAP - Standard Treatment (3 visits)	I	Standard	1-Apr-15	50.00	50.00		
	OAP - Additional visits		Each	1-Apr-15	25.00	25.00		
	(d) Wasps							
	i) Per Treatment	I	Visit	1-Apr-15	50.00	50.00		
	Additional nests during same visit		Each	1-Apr-15	25.00	25.00		
	ii) Income Support and /or other income benefits (MTB)	I	Visit	1-Apr-15	50.00	50.00		
	MTB - Additional nests during same visit		Each	1-Apr-15	25.00	25.00		
	iii) OAP	I	Visit	1-Apr-15	50.00	50.00		
	OAP - Additional nests during same visit		Each	1-Apr-15	25.00	25.00		
	(e) Bedbug / cockroaches /fleas Treatments							
	i) Initial Visit	I	Visit	1-Apr-15	50.00	50.00		
	ii) Subsequent Visits		Each	1-Apr-15	25.00	25.00		
	iii) Income Support and /or other income benefits	I	Visit	1-Apr-15	50.00	50.00		
	iv) OAP	I	Visit	1-Apr-15	50.00	50.00		
	(f) Treatments at commercial premises - Initial Visit	I	Initial Visit	1-Apr-15	90.00	90.00		
	Commercial premises - Revisits per hour or part therof.		Per Hour	1-Apr-15	50.00	50.00		
	(g) Call out charge (Identification of Pests)		Call out	1-Apr-15	50.00	50.00		
	3.2 ENVIRONMENT & SAFETY INFORMATION ACT 1988							
	Copies of entries in register	I	Each	1-Apr-15	12.00	12.00		
	3.3 FOOD SAFETY ACT							

	Copies of Register of Food Business	I	Each	1-Apr-15	545.00	545.00		
	Copies of Computer Page	I	Page	1-Apr-11				
3.4	ENVIRONMENTAL PROTECTION ACT							
	Copies of Register of Authorisations	I	Each	1-Apr-14	58.00	58.00		
3.5	DOG CONTROL							
(a)	Stray dogs - Statutory Charge		Each	1-Apr-15	26.00	25.00	X	Moved to the statutory prescribed amount
(b)	Collect and Return to Owner (If Known)	N	Each	1-Apr-15	25.00	25.00		
(c)	Collect and Take to Kennels	N	Each	1-Apr-15	30.00	30.00		
(d)	Collect and Return if Dog Strays More Than Once	N	Each	1-Apr-15	55.00	55.00		
(e)	Kennelling Fee	N	Per Day	1-Apr-15	12.00	12.00		
(f)	Emergency Vets Fee (plus 10% Admin Fee)	N	Visit	1-Apr-15	Actual	Actual		
(g)	Spray collar (barking dog prevention)	N	Each	1-Apr-15	15.00	15.00		
3.6	FOOD EXPORT CERTIFICATE	N	Each	1-Apr-15	65.00	65.00		
3.7	PRIVATE SECTOR HOUSING							
(a)	Accommodation Certificates	N	Each	1-Apr-15	75.00	75.00		
(b)	Mandatory Five year Licensing of Houses in Multiple occupation	N	Each	1-Apr-15	350.00	350.00		
(c)	Notices served under Housing Act 2004		Per Hour	1-Apr-15	35.00	35.00		
(d)	Expenses incurred in determining Enforcement Action		Actual Cost	1-Apr-12	Actual	Actual		
3.8	ABANDONED VEHICLE							
(a)	Abandoned Vehicle Charge	N	Each	1-Apr-10				
i)	Abandoned Vehicle in Good condition	N	Each	1-Apr-15	155.00	150.00	X	Moved to the statutory prescribed amount
ii)	Abandoned Vehicle in Bad condition	N	Each	1-Apr-15	265.00	265.00	X	
(b)	For Disposal of Vehicle	N	Each	1-Apr-15	80.00	75.00	X	Moved to the statutory prescribed amount
(c)	Daily charge for every day we store vehicle with a maximum of 15 days storage & only if vehicle is worth more than £1000 in value	N	Daily	1-Apr-15	25.00	25.00		
3.9	CONTAMINATED LAND ENQUIRIES	N	Per Letter	1-Apr-15	60.00	60.00		
3.10	DRAIN CAMERA SURVEY							
(a)	First hour (including viewing)	I	First Hour	1-Apr-15	55.00	55.00		
(b)	Additional Half Hour	I	Additional	1-Apr-15	20.00	20.00		
3.11	CCTV							
(a)	Request for viewing	I	Each	1-Apr-09	10.00	10.00		
3.12	SOLICITOR/BUSINESS REQUESTS	I	Per Letter	1-Apr-15	55.00	55.00		

VAT Key

- I Inclusive of VAT
- E Exempt from VAT
- N Non Business Activity
- Z Zero-rated VAT

POLICY FINANCE AND DEVELOPMENT COMMITTEE

	DESCRIPTION OF CHARGE	VAT	UNIT	DATE OF LAST CHANGE	2015/16 £	2016/17 £	Externally Set	Explanation regarding the recommended level of charge
4	CORPORATE RESOURCES							
	4.1 COPIES OF OFFICIAL COUNCIL DOCUMENTS							
	(a) Annual Report & Budget Book	Z	Each set	1-Apr-15	34.00	34.35		Increased by the Retail Price Index
	(b) Minutes	Z	Each set	1-Apr-15	34.00	34.35		
	(c) Agendas	I	Each set	1-Apr-15	21.00	21.20		
	4.2 LOCAL LAND CHARGES							
	(a) Standard Search Fee	N	Per Search	1-Apr-15	94.00	95.00		Increased by by the Retail Price Index. Benchmarking to take place later in the year.
	(b) LLC1		Each	1-Apr-15	26.00	26.00		
	(c) Con29R		Each	1-Apr-15	68.00	69.00		
	(d) Con29O Enquiries (each) (except question 22)	N	Each	1-Apr-15	13.00	13.15		
	(e) Con29O- Question 22 (common land) only	N	Each	1-Apr-13	16.00	16.15		
	(f) Additional Enquiries not within Con29R/O	N	Each	1-Apr-15	16.00	16.15		
	(g) Additional Parcel of Land (up to a maximum of 10)	N	Each	1-Apr-15	17.00	17.20		
	4.3 COPIES OF BYLAWS (Statutory max 20p per 100 words)	I	Each	1-Apr-98	2.00	2.00	X	
	4.4 ELECTORAL SERVICES							
	(a) Written proof of registration	N	Each	1-Apr-15	24.00	24.25		
	(b) Forwarding of documents	N	Each	1-Apr-15	24.00	24.25		
	(c) Written proof of historical registration	N	Each	1-Apr-15	30.00	30.30		
	4.5 ENVIRONMENTAL INFORMATION REGULATIONS CHARGES							
	(a) Photocopy or printing, standard, black and white, normal paper - min A4	I	Per Page	1-Apr-15	0.10	0.10		Standardised charge across the Council
	(b) Photocopy or printing, standard, black and white, normal paper - A3	I	Per Page	1-Apr-15	0.20	0.15		
	(c) Photocopy or printing, standard, black and white, normal paper - A2	I	Per Page	1-Apr-15	0.40	0.40		
	(d) Photocopy or printing, standard, black and white, normal paper - A1	I	Per Page	1-Apr-15	0.80	0.80		
	(e) Photocopy or printing, standard, black and white, normal paper - A0	I	Per Page	1-Apr-15	1.20	1.20		
	(f) Reproduction of data onto CD	I	Each	1-Apr-15	5.00	5.00		
	(g) Staff costs for the location, collation, redaction & checking of information	I	Per Hour	1-Apr-15	25.00	25.25		
	NB : If the total charge (at the rates above) does not exceed £3.00 then no charge will made to provide the requested copies							
	VAT Key							
	I Inclusive of VAT							
	E Exempt from VAT							
	N Non Business Activity							
	Z Zero-rated vat							

SERVICE DELIVERY COMMITTEE

	DESCRIPTION OF CHARGE	VAT	UNIT	DATE OF LAST CHANGE	2015/16 £	2016/17 £	Externally Set	Explanation regarding the recommended level of charge
5	HOUSING							
	5.1 Use of Guest Rooms	E	Night	1-Apr-15	20.00	20.00		All charges were reviewed throughly in 2015/16 No change proposed in 2016/17 unless dictated by statute
	5.2 Questionnaires re Loans for House Purchase		Each	1-Apr-15	28.00	28.00		
	5.3 Graytone House (Temporary Accommodation for Homelessness)	E	Each	1-Apr-15	100.00	100.00		
	5.4 Water Charges - William Peardon Court - Marriott House		Yearly	1-Apr-15	210.00	210.00		
			Yearly	1-Apr-15	170.00	170.00		
	5.5 Charge for Scooter Storage		Weekly	1-Apr-15	7.70	7.70		
	5.6 Room Hire - Communal lounge (sheltered housing scheme)	E	Hourly	1-Apr-15	14.60	14.60		
	5.7 Communal lounge and kitchen facilities	E	Hourly	1-Apr-15	17.50	17.50		

VAT Key

- I Inclusive of VAT
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SERVICE DELIVERY COMMITTEE

	DESCRIPTION OF CHARGE	VAT	DATE OF LAST CHANGE	2015/16	2016/17	Externally Set	Explanation regarding the recommended level of charge
				£	£		
6	CEMETERIES						
	6.1 INTERMENT - IN A PRIVATE OR COMMON GRAVE The Cemeteries are open for interments from 09:30-15:45 (14:30 Friday); the last time that can be booked is 15:15 (Monday to Thursday) and 14:00 (Friday). For bookings outside of these hours the interment fee will be doubled.						
	(a) Residents For Interment in a Grave :-						
	i) Foetus, the body of a stillborn child, or a child whose age at the time of death did not exceed one month.	N	N/A	Free	Free		
	ii) The body of a child whose age at the time of death exceeded one month but did not exceed 12 years.	N	1-Apr-15	90.00	91.00		Increased by Retail Price Index
	iii) The body of a person whose age at the time of death exceeded 12 years.	N	1-Apr-15	357.00	360.00		Increased by Retail Price Index
	iv) For the interment of cremated remains in a grave or vault.	N	1-Apr-15	103.50	104.50		Increased by Retail Price Index
	v) A scattering of Ashes	N	1-Apr-15	46.00	46.50		Increased by Retail Price Index
	(b) Non Residents The above charges are double in the case of a non resident of the Borough of Oadby and Wigston. Note - The above charges include the digging of a grave where appropriate						
	(c) Charge for Burials within 48 hours, or Cremated remains within 24 hours, over and above charges i), ii), iii), and iv) for residents and non-residents.	N	1-Apr-15	151.00	152.50		Increased by Retail Price Index
	6.2 OTHER FAITH BURIALS OUTSIDE OF THE BOROUGH The Council subsidy where applicable will be limited to a maximum of £1,000						
	6.3 PURCHASE OF GRAVE AND EXCLUSIVE RIGHT OF BURIAL Note - the fees below refer to single graves for two coffin burials						
	(a) Residents						
	i) For the exclusive right of burial, including the exclusive right of burial of cremated remains, in an earthen grave. (includes application fee for memorials not exceeding 2' 6"(760mm)	N	1-Apr-15	601.00	607.00		Increased by Retail Price Index
	ii) To extend the exclusive right of burial in a grave previously purchased for a period of 50 years.	N	1-Apr-15	124.00	125.00		Increased by Retail Price Index
	iii) For the exclusive right of burial for a child in Oadby Cemetery upto and including the age of 12 years, (includes application fee for memorials not exceeding 2' 6"(760mm)	N	1-Apr-15	162.00	164.00		Increased by Retail Price Index
	iv) For the exclusive right of burial for a child in Wigston Cemetery Children's Section upto and including the age of 12 years. (includes application fee for a memorial not exceeding 2' 6"(760mm)).	N	1-Apr-15	162.00	164.00		Increased by Retail Price Index
	v) Purchase of the exclusive right of burial for cremated remains in the Garden of Remembrance at Oadby or Wigston Cemetery. (includes application fee for memorials not exceeding 2' 6"(760mm))	N	1-Apr-15	286.00	288.00		Increased by Retail Price Index
	vi) Charge for memorials exceeding 2ft 6in (300mm to 760mm) Note: Memorials exceeding 2'6" are not allowed in the Gardens of Remembrance.	N	1-Apr-15	138.00	139.50		Increased by Retail Price Index
	(b) Non Residents The above charges are trebled in the case of a Non Resident of the Borough of Oadby and Wigston Notes :-						
	i) The Burial Grounds and the Garden of Remembrance corresponds respectively with the division shown in the plans of the Oadby & Wigston Cemeteries which are deposited at the Client Services Section, Works Unit, Wigston Road, Oadby LE2 5JE to where all applications in respect of burials must be sent or personally dealt with.						
	ii) The Council has, as shown by said plans, set aside areas to contain common graves where exclusive right of burial is not granted. The allocation of grave spaces for interment and exclusive rights of burial at both the cemeteries will be made available only in rotation.						
	iii) The fees indicated include the issue of the Deed of Grant of Burial which is given for a period of 100 years						
	6.4 WALLED GRAVES AND VAULTS						

SERVICE DELIVERY COMMITTEE

DESCRIPTION OF CHARGE	VAT	DATE OF LAST CHANGE	2015/16	2016/17	Externally Set	Explanation regarding the recommended level of charge
			£	£		
(a) For the right to construct a walled grave or vault:-						
i) 9ft x 9ft	N	1-Apr-15	755.00	763.00		Increased by Retail Price Index
ii) 9ft x 4ft	N	1-Apr-15	611.50	618.00		Increased by Retail Price Index
6.5 MONUMENTS, GRAVESTONES, TABLETS AND INSCRIPTIONS						
(a) For the right to erect or place on a grave or vault in respect of which exclusive rights of burial have been granted, or a common grave subject to approval of the Council - A Headstone or Memorial Tablet, Vase and Base						
i) not exceeding 1ft in height (300mm)	N	1-Apr-15	47.00	47.50		Increased by Retail Price Index
ii) exceeding 1ft but not exceeding 2ft 6in. (300mm to 760mm)	N	1-Apr-15	69.00	70.00		Increased by Retail Price Index
iii) exceeding 2ft 6in (300mm to 760mm)						
Note: Memorials exceeding 2'6" (760mm) are not allowed in the Gardens of Remembrance	N	1-Apr-15	138.00	139.50		Increased by Retail Price Index
(b) Kerbstone, Borderstone or Flatstone enclosing or over a grave.	N	1-Apr-15	151.00	152.50		Increased by Retail Price Index
Note - Kerbstones and headstones above 2' 6" (760mm) will not be permitted in parts of both cemeteries currently being used and maintained as a Lawn Cemetery i.e. Wigston Cemetery Extension.						
NB: Fees are to be enclosed with all Applications to erect Monuments						
(c) For the right to place an inscribed plaque on the memorial at the Garden of Remembrance at Oadby Cemetery.						
i) Not Exceeding 6ins x 4ins (150mm x 100mm)	N	1-Apr-15	41.00	41.50		Increased by Retail Price Index
ii) Exceeding 6ins x 4ins (150mm x 100mm)	N	1-Apr-15	64.00	65.00		Increased by Retail Price Index
(d) For each inscription after the first inscription	N	1-Apr-15	34.00	34.50		Increased by Retail Price Index
(e) Replacement of existing memorial - administration fee	N	1-Apr-15	34.00	34.50		Increased by Retail Price Index
An additional inscription is defined as an action taken after the erection of the monument.						
6.6 MISCELLANEOUS						
(a) Transfer of Grave Ownership	N	1-Apr-15	44.00	44.00		Retain current charge
(b) for Searches of registers, copies and extracts therefrom:						
(i) Search of registers by Council staff - per hour or part hour	N	1-Apr-15	21.50	21.75		Increased by Retail Price Index
Search of registers - in person - per hour or part hour						
(ii) Certificated copies of entry	N	1-Apr-15	19.50	19.50		Retain current charge
(c) Notice of Interment Forms			N/A	Free		
(d) Use of the Chapel at Wigston Cemetery - per funeral	I	1-Apr-15	69.00	69.70		Increased by Retail Price Index
(e) Purchase and planting of memorial trees - Donation	I	1-Apr-15	133.50	135.00		Increased by Retail Price Index
(f) Donation towards a memorial seat (where seat provided by Council)	I	1-Apr-15	641.00	650.00		Set to bring in line with other bench donation charges
(g) Donation towards a memorial seat (where seat provided by Client).	I	1-Apr-15	184.00	185.85		Increased by Retail Price Index
(h) Exhumation (where requested by Deed Holder - subject to the required approvals) - burial plot		1-Apr-15	528.00	540.00		Charged at 1.5 x burial fee
(i) Exhumation (where requested by Deed Holder - subject to the required approvals) - casket plot			-	156.75		New charge. Charged at 1.5 x casket fee
NOTES						
Definition of Resident: A person who has resided at a private address within the Borough for the 5 years prior to date of death or A person who has previously lived in the Borough for 5 years or more but who within the last 5 years prior to date of death has resided in a Residential or Nursing Care Home (or similar establishment) or Had moved from the Borough within the 5 years prior to date of death. Where the person being interred lived in the Borough at the time of death but the person purchasing the Exclusive Right of Burial lives outside the Borough, then the fees for the purchase of the Exclusive Right of Burial will be a non-resident charge.						

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VAT Key

- I Inclusive of VAT
- E Exempt from VAT
- N Non Business Activity

SERVICE DELIVERY COMMITTEE

	DESCRIPTION OF CHARGE	VAT	DATE OF LAST CHANGE	2015/16 £	2016/17 £	Externally Set	Explanation regarding the recommended level of charge
Z	Zero-rated VAT						

SERVICE DELIVERY COMMITTEE

	DESCRIPTION OF CHARGE	VAT	UNIT	DATE OF LAST CHANGE	Leisure Card 2015/16 £	2015/16 £	Leisure Card 2016/17 £	2016/17 £	Externally Set	Explanation regarding the recommended level of charge
8	RECREATION GROUNDS AND PAVILION HIRE									
8.1	ROOM HIRE PER HOUR - VAT Exempt Pavilions Blaby Road Freer Centre Horsewell Lane Sheila Mitchell Uplands Road Walter Charles Centre									
(a)	Non Commercial Use	E	Per Hour	1-Apr-15		14.20		14.35		Increased by Retail Price Index
(b)	Commercial Use	E	Per Hour	1-Apr-15		18.00		18.20		Increased by Retail Price Index
(c)	Refundable deposit per booking (full or part)		Deposit	1-Apr-15		110.00		120.00		Increased to deter misuse of premises
(d)	Charge for lost keys		Each	1-Apr-15		15.30		15.45		Increased by Retail Price Index
8.2	ROOM HIRE PER HOUR - VATable Pavilions Coombe Park									
(a)	Non Commercial Use	I	Per Hour	1-Apr-15		17.20		17.40		Increased by Retail Price Index
(b)	Commercial Use	I	Per Hour	1-Apr-15		21.70		21.90		Increased by Retail Price Index
(c)	Refundable deposit per booking (full or part)		Deposit	1-Apr-15		110.00		120.00		Increased to deter misuse of premises
(d)	Charge for lost keys		Each	1-Apr-15		15.30		15.45		Increased by Retail Price Index
	Saturday evening hire - minimum charge of 4 hours booking from 5pm onwards									
	CANCELLATION OF ROOM HIRE Cancellation with more than 8 weeks notice - return 100% of hire fee Cancellation less than 8 weeks but more than 6 weeks - return 75% of hire fee Cancellations less than 6 weeks but more than 14 days- return 50% of hire fee Cancellations less than 14 days but more than 7 days - return 25% of hire fee Cancellations with less than 7 days notice - hire fee not refunded									There are currently no penalties for cancelling booking
8.3	RECREATION GROUNDS									
(a)	Bowls									
i)	Season Ticket - Adult	I	Each	1-Apr-15	83.82	86.70	84.50	87.60		Increased by Retail Price Index
ii)	Half Season Ticket - Adult	I	Each	1-Apr-15	41.72	43.35	42.25	43.80		RPI (needs to be half full ticket price)
iii)	Season Ticket - Junior (under 18)	I	Each	1-Apr-15		26.00		26.30		Increased by Retail Price Index
iv)	Hourly Ticket - per person	I	Per Person	1-Apr-15	3.59	3.80	3.65	3.85		Increased by Retail Price Index
v)	Visiting Team	I		1-Apr-15		Delete				
v)	Season Ticket - New member (one year introductory offer)	I	Each	1-Apr-15		26.00		26.30		Increased by Retail Price Index

SERVICE DELIVERY COMMITTEE

	DESCRIPTION OF CHARGE	VAT	UNIT	DATE OF LAST CHANGE	Leisure Card 2015/16 £	2015/16 £	Leisure Card 2016/17 £	2016/17 £	Externally Set	Explanation regarding the recommended level of charge
Page 56	(b) Cricket									
	i) Per match	I	Per Match	1-Apr-15		68.50		69.20		Increased by Retail Price Index
	(c) Football - Junior Clubs (Under 10's and below)									
	i) With shower facilities	I	Per Booking	1-Apr-15		18.30		18.50		Increased by Retail Price Index
	ii) Without shower facilities	I	Per Booking	1-Apr-15		9.30		9.40		Increased by Retail Price Index
	iii) Academy (Coombe Park - subject to VAT at Standard Rate)	I	Per Booking	1-Apr-15		150.40		151.90		Increased by Retail Price Index
	(d) Football - Youths (10 - 18 years)									
	i) With shower facilities	I	Per Booking	1-Apr-15		35.50		35.90		Increased by Retail Price Index
	ii) Without shower facilities	I	Per Booking	1-Apr-15		17.80		18.00		Increased by Retail Price Index
	(e) Football - Senior Clubs (Over 18s)									
	i) Horsewell Lane Park	I	Per Booking	1-Apr-15		52.80		26.70		Reduced as no shower facilities available
	ii) Uplands Road Park	I	Per Booking	1-Apr-15		52.80		53.35		Increased by Retail Price Index
	iii) Coombe Park - subject to VAT at Standard Rate	I	Per Booking	1-Apr-15		52.80		53.35		Increased by Retail Price Index
	iv) Blaby Road Park	I	Per Booking	1-Apr-15		52.80		53.35		Increased by Retail Price Index
	v) Willow Park	I	Per Booking	1-Apr-15		52.80		53.35		Increased by Retail Price Index
	vi) Peace Memorial Park - 5 a side									
	Bookings of 10 matches or more booked together, are exempt from VAT (except Coombe Park)									
	(f) Fetes and Galas - Activities for commercial gain									
i) Use of Ground - per day	E	Per Day	1-Apr-15			149.20		150.70		Increased by Retail Price Index
ii) Deposit - to be returned in part or whole dependent on condition of ground.	N	Deposit	1-Apr-15			655.00		662.00		Increased by Retail Price Index
(g) Fetes and Galas - Community events supportive of Council priorities										
i) Use of Ground - per day		Per Day	N/A			Free		Free		
ii) Deposit - to be returned in part or whole dependent on condition of ground.		Deposit	1-Apr-15			110.00		120.00		Increased to deter misuse of ground
NOTES										
Deposits may be withheld in part or full for any damage caused and / or where the hirer fails to leave the building clean and tidy for the next user and / or where a hirer fails to remove and dispose of waste arising from their hire.										

VAT Key

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SERVICE DELIVERY COMMITTEE

	DESCRIPTION OF CHARGE	VAT	TYPE	DATE OF LAST CHANGE	2015/16 £	2016/17 £	Externally Set	Explanation regarding the recommended level of charge
9	BROCKS HILL ENVIRONMENT CENTRE							
	9.1 HIRE OF EXHIBITION HALL (TAKES UPTO 75 THEATRE STYLE)							
	(a) Weekday 9:00 a.m. to 12:45 p.m. or 13:15 p.m to 16:30 p.m.	E	Private Hire	1-Apr-14	100.00	100.00		ROOM HIRES NEED TO STAY MARKET COMPETITIVE
	(b) Weekday 9:00 a.m. to 12:45 p.m. or 13:15 p.m to 16:30 p.m.		Public Hire	1-Apr-14	90.00	90.00		Above inflation increase 14/15 and benchmarked to top of scale for comparable hires
	(c) Weekday 9:00 a.m. to 12:45 p.m. or 13:15 p.m to 16:30 p.m.		Charitable	1-Apr-14	75.00	75.00		Above inflation increase 14/15 and benchmarked to top of scale for comparable hires
	(d) Weekday All day (9:00 a.m. to 16:30 p.m.)	E	Private Hire	1-Apr-14	160.00	160.00		Above inflation increase 14/15 and benchmarked to top of scale for comparable hires
	(e) Weekday All day (9:00 a.m. to 16:30 p.m.)		Public Hire	1-Apr-14	150.00	150.00		Above inflation increase 14/15 and benchmarked to top of scale for comparable hires
	(f) Weekday All day (9:00 a.m. to 16:30 p.m.)		Charitable	1-Apr-14	140.00	140.00		Above inflation increase 14/15 and benchmarked to top of scale for comparable hires
	(g) Weekend 10:00 a.m. to 12:30 p.m or 13:00 p.m. to 15:30 p.m.		Private Hire	1-Apr-14	65.00	65.00		Above inflation increase 14/15 and benchmarked to top of scale for comparable hires
	(h) Weekend 10:00 a.m. to 12:30 p.m or 13:00 p.m. to 15:30 p.m.		Public Hire	1-Apr-14	60.00	60.00		Above inflation increase 14/15 and benchmarked to top of scale for comparable hires
	(i) Weekend 10:00 a.m. to 12:30 p.m or 13:00 p.m. to 15:30 p.m.		Charitable	1-Apr-14	50.00	50.00		Above inflation increase 14/15 and benchmarked to top of scale for comparable hires
	(j) Weekend All day (10:00 a.m. 16:30 p.m.)		Private Hire	1-Apr-14	115.00	115.00		Above inflation increase 14/15 and benchmarked to top of scale for comparable hires
	(k) Weekend All day (10:00 a.m. 16:30 p.m.)		Public Hire	1-Apr-14	105.00	105.00		Above inflation increase 14/15 and benchmarked to top of scale for comparable hires
	(l) Weekend All day (10:00 a.m. 16:30 p.m.)		Charitable	1-Apr-14	95.00	95.00		Above inflation increase 14/15 and benchmarked to top of scale for comparable hires
	9.2 HIRE OF THE CLASSROOM (TAKES UPTO 50 THEATRE STYLE)	E						
	(a) Weekday 9:00 a.m. to 12:45 p.m. or 13:15 p.m to 16:30 p.m.		Private Hire	1-Apr-14	90.00	90.00		Above inflation increase 14/15 and benchmarked to top of scale for comparable hires
	(b) Weekday 9:00 a.m. to 12:45 p.m. or 13:15 p.m to 16:30 p.m.		Public Hire	1-Apr-14	75.00	75.00		Above inflation increase 14/15 and benchmarked to top of scale for comparable hires
	(c) Weekday 9:00 a.m. to 12:45 p.m. or 13:15 p.m to 16:30 p.m.		Charitable	1-Apr-14	60.00	60.00		Above inflation increase 14/15 and benchmarked to top of scale for comparable hires
	(d) Weekday All day (9:00 a.m. to 16:30 p.m.)		Private Hire	1-Apr-14	150.00	150.00		Above inflation increase 14/15 and benchmarked to top of scale for comparable hires
	(e) Weekday All day (9:00 a.m. to 16:30 p.m.)	E	Public Hire	1-Apr-14	140.00	140.00		Above inflation increase 14/15 and benchmarked to top of scale for comparable hires
	(f) Weekday All day (9:00 a.m. to 16:30 p.m.)		Charitable	1-Apr-14	100.00	100.00		Above inflation increase 14/15 and benchmarked to top of scale for comparable hires
	(g) Weekend 10:00 a.m. to 12:30 p.m or 13:00 p.m. to 15:30 p.m.	E	Private Hire	1-Apr-14	60.00	60.00		Above inflation increase 14/15 and benchmarked to top of scale for comparable hires
	(h) Weekend 10:00 a.m. to 12:30 p.m or 13:00 p.m. to 15:30 p.m.		Public Hire	1-Apr-14	50.00	50.00		Above inflation increase 14/15 and benchmarked to top of scale for comparable hires
	(i) Weekend 10:00 a.m. to 12:30 p.m or 13:00 p.m. to 15:30 p.m.	E	Charitable	1-Apr-14	50.00	50.00		Above inflation increase 14/15 and benchmarked to top of scale for comparable hires
	(j) Weekend All day (10:00 a.m. 16:30 p.m.)		Private Hire	1-Apr-14	105.00	105.00		Above inflation increase 14/15 and benchmarked to top of scale for comparable hires
	(k) Weekend All day (10:00 a.m. 16:30 p.m.)		Public Hire	1-Apr-14	95.00	95.00		Above inflation increase 14/15 and benchmarked to top of scale for comparable hires
	(l) Weekend All day (10:00 a.m. 16:30 p.m.)		Charitable	1-Apr-14	95.00	95.00		Above inflation increase 14/15 and benchmarked to top of scale for comparable hires
	(m) Weekday early opening is to be paid pro-rotta of £19.00 before 9:00 a.m. (£4.75 per 15 minutes)	I						
	(n) Digital media projectors are available at a hire charge of £5.00. Please provide your own laptop	I		1-Apr-14	5.00	5.00		
	(o) 10% discount for booking both the meeting room and hall together	I						
	(p) 10% discount for block bookings of six or more - claimable on sixth booking (only applicable if all bookings made on same date)							
	9.3 HIRE OF HALL FOR EXHIBITIONS (OPEN TO THE GENERAL PUBLIC) PER DAY	E		1-Apr-14	25.00	25.00		Need to stay market competitive - used to be free
	9.4 COMMUNITY ART EXHIBITIONS - A MONTH IN THE CAFÉ, USE OF ALL WALLS (SALES WILL INCUR A 10% COMMISSION AS OF JAN 2014)	E		1-Apr-14	40.00	0.00		No longer option with cafe hires
	9.5 HIRE OF MEETING ROOM / HALL (EXCLUSIVE USE) - EVENINGS							
	WEEKDAY EVENING - 16:45 P.M ONWARDS (SUBJECT TO STAFF AVAILABILITY)							
	WEEKEND EVENINGS - 15:45 P.M. ONWARDS (SUBJECT TO STAFF AVAILABILITY)							
	(a) up to 3 hours	E		1-Apr-14	121.00	121.00		Above inflation increase 14/15 and benchmarked to top of scale for comparable hires
	(b) up to 4 hours	E		1-Apr-14	131.00	131.00		Above inflation increase 14/15 and benchmarked to top of scale for comparable hires
	(c) up to 5 hours	E		1-Apr-14	144.50	144.50		Above inflation increase 14/15 and benchmarked to top of scale for comparable hires
	(d) Natural History Groups (per hour)	E		1-Apr-14	10.00	10.00		Greening Borough partners - no staff support
	Evening meeting must vacate the site by 21:30 p.m.	E						

SERVICE DELIVERY COMMITTEE									
	DESCRIPTION OF CHARGE	VAT	TYPE	DATE OF LAST CHANGE	2015/16 £	2016/17 £	Externally Set	Explanation regarding the recommended level of charge	
Page 59	9.6 ENTRY TO EXHIBITION CENTRE								
	(a) Adults			1-Apr-14	Free	Free			
	(b) Children / Senior Citizens			1-Apr-14	Free	Free			
	(c) Children under 5			1-Apr-14	Free	Free			
	9.7 TALKS - PER GROUP			1-Apr-14	55.00	55.00		Benchmarked top of market competitors	
	9.8 TOURS - PER ORGANISED GROUP			1-Apr-14	55.00	55.00		Benchmarked top of market competitors	
	9.9 SCHOOL GROUPS								
	Per school activity up to maximum size of 35 pupils. A fixed charge is applicable based on the following :-								
	(a) Upto 20 children for schools outside the Borough Council's boundaries			1-Apr-14	55.00	55.00		Benchmarked higher end of scales competitors for an hour activity requested by members - discount Borough Schools	
	(b) Upto 20 children for schools located within Oadby and Wigston boundaries			1-Apr-14	45.00	45.00			
	(c) For all schools the additional charge above 20 children (per child per session)			1-Apr-14	2.25	2.50			
	Teachers/Leaders			1-Apr-14	Free	Free			
	9.10 SELF LED ACTIVITIES AVAILABLE FOR HIRE BY SCHOOLS AND GROUPS SUCH AS THE MINI-BEAST KIT BOX (TERMS & CONDITIONS APPLY)				1-Apr-14	25.00	25.00		Comparable competitors
	9.11 PAPER CHARGES								
	(a) A4 black and white per sheet				1-Apr-14	0.10	0.10		Benchmarked at top of scale comparable competitors eg £4/5 hour long child event; guided walks £4.50; Talks with handouts £7.50-£12.50 and £35 adult day course
(b) A4 colour per sheet				1-Apr-14	1.00	1.00			
(c) A3 black and white per sheet				1-Apr-14	0.15	0.15			
(d) A3 colour per sheet				1-Apr-14	2.00	2.00			
ORGANISED EVENTS AND ACTIVITIES OPEN TO THE PUBLIC (POA)									
Charges to the public for events vary according to the type of event & age of participants and so are not listed here. They are calculated on an event by event basis taking into consideration materials provided, use of room, cost of instructor/speaker etc (POA = Price On Application)									
FILMING AND PHOTOGRAPHY POA; small scale £55 per hour				1-Apr-16	POA	POA		Price on Application or £55 hour for small scale shoots	
WOOD SALES				1-Apr-16	POA	POA		£45-£65 per tonne depending log size	

VAT Key

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SERVICE DELIVERY COMMITTEE

	DESCRIPTION OF CHARGE	VAT	UNIT	DATE OF LAST CHANGE	2015/16 £	2016/17 £	Externally Set	Explanation regarding the recommended level of charge
10	ALLOTMENTS							
	10.1 RESIDENTS							
	(a) Rent of plot to residents - per 100 square yards	N	Each	1-Apr-15	13.50	13.65		Increased by Retail Price Index
	(b) Rent of plot to residents - where tenancy commenced after 29 September 2011							
	1) Wigston Road	N	Each	1-Apr-15	17.30	17.50		Increased by Retail Price Index
	2) Aylestone Lane	N	Each	1-Apr-15	16.80	17.00		Increased by Retail Price Index
	3) Manchester Gardens - Rectangle	N	Each	1-Apr-15	14.90	15.05		Increased by Retail Price Index
	4) Manchester Gardens - Triangle	N	Each	1-Apr-15	13.50	13.65		Increased by Retail Price Index
	5) Brabazon Road	N	Each	1-Apr-15	14.90	15.05		Increased by Retail Price Index
	Allotment rent year runs from 29 September to 28 September the following year							
	10.2 SENIOR CITIZENS							
	25% reduction on the above charge							
	10.3 DEPOSIT - REFUNDABLE	N	Each	1-Apr-11	50.00	50.00		No change
	10.4 KEY REPLACEMENTS	I	Each	1-Apr-15	15.30	15.45		Increased by Retail Price Index

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SERVICE DELIVERY COMMITTEE

	DESCRIPTION OF CHARGE	VAT	DATE OF LAST CHANGE	2015/16 £	2016/17 £	Externally Set	Explanation regarding the recommended level of charge
11	SPECIAL COLLECTION OF HOUSEHOLD REFUSE						
	(a) The following non electrical items can be collected :- All Domestic items - house improvement or building work related. Items such as building waste or replaced windows will not be collected. Broken glass must be supplied in a box. Bagged, boxed and tied waste will be classed as individual items. Sheds must be dismantled and each panel classed as an item. Items <u>must</u> be presented in a form that reasonably facilitates loading and satisfies manual handling requirements - failure to do so will result in non-collection and payment refunded for those items not collected. Note - Bags should be strong enough so items do not split when being taken to vehicle. Charges for Garden Tools and Equipment* are :-						
	i) 1 Item	N	1-Apr-15	20.00	20.00		Price frozen to encourage people not to flytip
	ii) Each Additional Item	N	1-Apr-15	3.00	3.00		
	(b) The following electrical items can be collected :- Vacuum Cleaners, Televisions, Fridge, Fridge/Freezer, Coolers, Washing Machines, Tumble Dryers, Dishwashers, Audio Visual Equipment. Charges for Electrical Items are :-						
	i) 1 Item	N	1-Apr-15	20.00	20.00		Price frozen to encourage people not to flytip
	ii) Each Additional Item	N	1-Apr-15	4.00	4.00		
	The collection of electrical and non-electrical items are two separate services. Free collection for all items above, for those residents receiving :- Housing Benefit, Council Tax Benefit or Disability Benefit, Military Service - Maximum of four items - no more than two separate collections per annum * Garden Tools can be taken to Brocks Hill Environment Centre (for re-use by volunteers working in the Borough)						
11.2	DISPOSAL OF DECEASED DOMESTIC ANIMALS	I	1-Apr-15	60.00	60.00		No proposed change
11.3	REMOVAL OF UNAUTHORISED ADVERTISING ON STREETS, OPEN SPACES AND PUBLIC NOTICE BOARDS						
	(a) Removal of unapproved advertising, promotional material or balloons on public spaces, street furniture or notice boards - per item per week	N	1-Apr-15	38.00	40.00		
	(b) Removal of unapproved notices	N	1-Apr-15	38.00	40.00		
	(c) Taking down and storage of fly posters	N	1-Apr-15	81.00	85.00		
11.4	COUNCIL CAR PARKS						

SERVICE DELIVERY COMMITTEE

		DESCRIPTION OF CHARGE	VAT	DATE OF LAST CHANGE	2015/16 £	2016/17 £	Externally Set	Explanation regarding the recommended level of charge
	(a)	Off Street parking All Day parking ticket	I	1-Apr-15	3.00	3.00		No change proposed
11.5		CLEANSING OF PRIVATELY OWNED PARKING AREAS						
	(a)	Cleaning of Slabbed and Block Paved Areas						
	i)	Up to 20 sq metres (subject to availability and site inspection for suitability)		1-Apr-12	100.00	100.00		No proposed change
	ii)	Greater than 20 sq metres		1-Apr-12	POA	POA		
	(b)	Cleaning of Car Parks and other areas		1-Apr-11	POA	POA		
	(c)	Mowing of Large Private Grassed Areas POA = Price on Application		1-Apr-11	POA	POA		
11.6		RELOCATION OF STREET NAME PLATES						
	(a)	At the request of resident and subject to agreement at the discretion of the Council						
	i)	Wall mounted name plates		1-Apr-15	100.00	100.00		No change proposed
	ii)	Frame mounted name plates		1-Apr-15	150.00	150.00		No change proposed

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Agenda Item 11



**Policy, Finance and
Development
Committee**

**Tuesday 27th
October 2015**

Matter for Decision

Title: **Budget Strategy 2016/17 – 2017/18**

John Dickson, Chief Financial Officer and Section 151 Officer

Author:

1. Introduction

This Report provides an update of the Council's projected annual financial position during 2016/17 and 2017/18. A reconciliation is provided against the position forecast in the Medium Term Financial Strategy (MTFS) approved by this Committee on 24 March 2015 and subsequently updated at this Committee on 21 July 2015. The Report includes updated projections in the light of announcements since the MTFS Report was finalised in March 2015. The Report also outlines the initial proposals for the preparation of budgets for 2016/17 onwards.

2. Recommendations

It is recommended that this Committee:

1. Notes the latest financial projections.
2. Considers the draft budget strategy set out in this report.
3. Approves the principles set out in this report to form the basis of the budget strategy for the financial years 2016/17 and 2017/18.

3. Information

Updating Medium Term Financial Strategy

The Council's MTFS is the planning mechanism that ensures the Council has the financial resources to meet its major corporate priorities. The strategy's assumptions will be used as the parameters for the budget strategy which will be developed for the preparation of the 2016/17 and 2017/18 revenue and capital budgets.

The MTFS projects future levels of income, other resources and expenditure over the next two years and was last approved at a meeting of this committee on 24 March 2015 and subsequently updated at the meeting of this Committee on 21 July 2015. Although approved annually, the projections within the plan are kept under constant review as circumstances change. Appendix 1 to this Report provides an updated position and extends the projections to include 2018/19.

The new Comprehensive Spending Review (CSR) is scheduled to be announced on 25 November 2015. However, in the July 2015 budget, the

Chancellor of the Exchequer made some initial indications about how he will approach the CSR. On the 25 July 2015 a document was published that made it abundantly clear that the savings from the Government's unprotected departments, including the department for Local Government and Communities (DCLG), will be severe. These departments have been asked to exemplify savings of between 25% and 40% in real terms by 2019/20. However, at this stage, until the detail is available, it is not possible to exactly translate the above targets into the funding prospects for local government.

Furthermore, the Government has recently announced its intention for major changes to the retained business rates system and as a result to the whole local government finance system. How this will be implemented and what the impact is not clear at this stage.

The Government's announcement included the following:

- By the end of the Parliament, local government will be able to retain 100 per cent of local taxes, including all £26 billion of revenue from business rates, to spend on local government services.
- Core grant will be phased out and local government will take on new responsibilities (this suggests a phased approach which could start as soon as 2016/17)
- Local areas which successfully promote growth and attract businesses will keep all of the benefit from increased business rate revenues.
- The Government will also abolish the Uniform Business Rate and give local authorities the [power to cut business rates to boost enterprise and economic activity in their areas.

As soon as more detail is available on all of the above proposals which may be on the announcement of the new CSR, the MTFs will be updated and reported to future Policy, Finance and Development (PFD) Committee meetings as part of the 2016/17 Budget Report.

The MTFs projected a deficit on the General Fund Revenue Account of £522,000 for 2016/17, decreasing to £358,000 in 2017/18. The following table revises these projections in the light of the changed circumstances.

Table 1- Updated Deficit Position

	2016/17	2017/18
	Projection	Projection
	£ 000's	£ 000's
Projected Deficit - Reported July 2015	468	268
Latest Projected Deficit	522	358
Increase in Projected Deficit since July 2015	54	90

Table 2 - Movement Since July 2015

Change	2015/16 Projection £ 000's	2016/17 Projection £ 000's	2017/18 Projection £ 000's
Net Expenditure	(174)	54	90
Changes in Funding	0	0	0
Total Movement	(174)	54	90

The projections included in Tables 1 And 2 are provisional and estimated based on the information which the Council has to date. The detail of this work will be incorporated in the next Budget Report. The details and overall figures are very likely to change and future reports will be provided regarding this position. Explanations of the changes are provided in the paragraphs which follow.

Revenue Support Grant (RSG)

The current MTFS reflects previous trends in reductions of this core grant. However, as has previously been mentioned, as a result of the Governments proposals to increase business rates retention it is assumed that RSG will be phased out.

Council Tax Freeze Grant

At this point, it is not known whether a Council Tax Freeze Grant will be available for 2016/17 and onwards. However, the current MTFS assumes a 1% rise in the Council Tax rate for both 2016/17 subsequent years. Should there be a continuation of the grant this can substitute for the rise. The decision will be taken by Council in February 2016.

It should be noted that the phased introduction of the increased retention of business rates could also see the phasing out of this grant.

New Homes Bonus

It has been assumed for the MTFS financial projections that this scheme will continue for 2016/17 onwards. It should also be pointed out that each financial year's income only continues for 6 years. Consequently, the first years NHB for 2011/12 will cease to be received in 2017/18. This will cause a slowdown in the increase in NHB received.

It has also been assumed that the whole amount of NHB is used for non-earmarked funding of General Fund revenue. Consequently, any increase or decrease would affect the level of budgeted net expenditure possible.

Business Rates

This Council has opted to pool its business rates with other Leicestershire authorities for this financial year (2015/16) but can opt out of that arrangement for future financial years if circumstances require it. In view of the new proposals on business rates there could now be question marks over the future of pooling. However, no view can be taken on this until further detail is released.

At this point there is no certainty over the continuation of the Government's Small Business Rates Relief scheme. The reductions required as a result of the scheme have to this point been funded by additional Section 31 Grant. An assumption has been made in the MTFS that this will continue but, again, this could be subject to review as a result of the Government's new proposals.

2015/16 Budget Monitoring

The first quarter report was issued to this Committee's July meeting. The second report is on this Committee's agenda and highlights by exception any operating costs against the revenue and capital budgets. The reports show a projected under spend on revenue outturn of £174,000 while the capital programme should be predominantly completed with major schemes such as the redevelopment of the leisure centres concluding this year and Boulter Crescent in the first quarter of 2016/17

Effective consultation with a significant number and variety of stakeholders and partners will be carried out.

Schemes which attract external funding should be considered in the light of the capacity to deliver these and need to be prioritised with reference to the Council's priorities.

The budget assumes a 1% Council Tax increase for 2016/17 and subsequent years. The decision on the actual Council Tax each year will be taken by Council in February.

The working balance contributions be reviewed against the current long term target minimum General Fund working balance of £646,860; any surplus above this target should be transferred to a general reserve.

Proposed 2016/17 Budget Strategy

The proposed Budget Strategy explains the approach to setting a balanced budget for 2016/17 and Appendix 2 sets out the timeframe for this. Through the MTFS updated corporate issues have been addressed that alter the position from the budget that was approved at Council on 19 February 2015.

There is a continuing deficit position being projected for 2017/18 and to address this, options are being developed corporately to provide savings which are required to deliver a balanced budget for 2017/18 and for future years. Members will be asked to consider the range of options put forward and which are to be consulted on. These may include:

- Increase in income
- Reducing costs by improving service efficiency
- Reduction of costs through cutting overheads
- Alternative service delivery mechanisms.

In addition, the detailed service and capital budgets will be reviewed to ensure that these remain reasonable with reference to the 2014/15 outturn, monitoring during 2015/16 and the Heads of Services' knowledge of any changes due to take effect over the budgeting timeframe.

General Fund Services

The savings identified through the organisational review and previous corporate savings exercises have been built into the base budgets as part of the 2015/16 approved budget. The overall General Fund Service budget strategy is that:

- Budgets will be updated by Finance for known, externally driven changes to salaries, inflation, capital charges and other recharges.
- All establishment changes must be treated as growth bids and forwarded to Finance at the appropriate time
- Virements of less than £25,000 (gross) up to 30 September 2015 will be included in base budgets by Finance. No growth or savings bids will be required.
- Any virements that exceed £25,000 (gross) will need to be submitted as savings and growth bids, signed off by the Head of Service
- Where actual spend has consistently been under budget for the previous 3 years, the base budget will be reduced to reflect this.
- All other changes including those that are statutory or demand led, will need to be brought forward as savings and growth proposals, signed off by the Chief Financial Officer and Head of Service.

More details of the approach are given below:

Salary budgets will be treated in the following way:

- Known incremental advances will be included.
- A 1% inflationary pay award for 2016/17 and onwards.
- A 3% reduction will be allowed for vacancies and staff turnover on all salary cost centres
- Posts which are currently vacant will be budgeted at the bottom point of the band

- Employers National Insurance and Superannuation contribution rates will be updated appropriately

No allowance will be made for inflation in expenditure budgets unless contractually committed or unavoidable, (e.g. energy, fuel and utility bills), the current inflation assumptions built into the base will be reviewed and updated where necessary.

Future years income based budgets already have inflationary growth and any new sources of income will be built into them. Where this cannot be met or managed through reductions in expenditure, this will be identified as a growth bid.

Fees and charges need to be consistent with income budgets. This process must involve a:

- Review of 2014/15 outturn and any relevant multi-year trends
- Review of the current 2015/16 budget position
- Review of future years' income budgets
- Assessment of the options for any changes to fees (structures as well as tariffs) and the impact of this on the income budget

Growth bids will be kept to a minimum and will only be released into the budget process when a balanced budget is achieved. An element of growth is built into the MTFs figures with £233,643 in 2016/17 growing to £515,370 by 2018/19.

Reserves will be used in accordance with their agreed policies with the fundamental principle that they are not used to fund any recurring expenditure.

Capital

The approach to setting the Capital Programme will be as follows:

A longer-term view will be taken on spending needs to balance priorities and resources more evenly over the life of the capital programme. The Council will commission property advisors who will be consulted on an ongoing maintenance programme with the aim being to develop a ten year programme for recurring capital costs.

Bids for new initiatives which do not recover the investment in a five year period will be kept to a minimum. Capital bid documents will be required prior to a scheme being accepted as part of the Capital Programme. These are to be signed off by the relevant Head of Service and Chief Financial Officer and will be prioritised by the Place Shaping Working Group as part of developing the 2016/17 - 2017/18 Capital Programmes.

Schemes which attract external funding should be considered in the light of capacity to deliver these and need to be prioritised with reference to the Council's Corporate Plan.

Existing schemes within the programme will also be reviewed with reference to their progress in any external funding restrictions.

Capital receipts will only be committed once they have been received. Although there are known sources of capital receipts (Right to Buy), future aspirations will take into account resources required to support unavoidable recurring costs.

Budget Process

The approach to the review of the current year budget based on budget monitoring will continue. The three year position will be set out as part of the process.

Regular budget reports will be provided to inform Members on the emerging issues. This will integrate information from the review of base budgets, higher level factors (such as the grant settlement) represented in the MTFs and the corporate savings process. A timetable is attached as Appendix 2.

Following approval of this proposal Heads of Services and Finance staff will work together on the preparation of budgets based on the strategy set out (ensuring consultation with the relevant Committee Chair). Work will continue to be undertaken on refining the options for reducing the deficits currently projected and inclusion in the future budget reports.

Consultation

This report provides a framework for the preparation of budgets for 2016/17 onwards and will ensure the Council directs its financial resources to delivering the priorities within the Council's Corporate Plan. Budget briefing sessions will be provided for Members. The Draft Budget and Council's Corporate Plan will be further consulted on.

Alternative Options

The proposals in this report are a practical expression of measures to ensure that 2016/17 and 2017/18 annual budgets are prepared on a sound basis within an agreed corporate framework. Alternative assumptions are possible, some of which will be worked up and brought to future committee meetings as part of the 2016/17 Budget.

Links to Council Priorities

The proposals are based on forecasts that recognise the need for resources to be identified for implementation of the approved Council commitments. Setting a sound framework for budget preparation, assists in the delivery of

all corporate outcomes. This strategy has been developed within the context of the MTFs.

The approved Council commitments are:

- **Protect the borough** – The Council resist any attempt by either Leicester City or Leicestershire County Council to impose control over the borough
- **Maintain front line services** – The Council is committed to free shoppers' car parking and weekly collection of waste and recycling. No change would ever be made without consultation.
- **Offering choice when possible** – The Council will offer choice when possible.
- **Save money through service re-design** – The Council will look at all our services and re-design those that can be improved and run cheaper.
- **Involve residents and partners** – The Council is committed to continue with the town forums and to develop other community engagement systems. The Council will work with and continue to support partners.
- **Economic development** – The Council recognises the need to develop both housing and town centres. This will be done with the maximum of public involvement and at a minimum cost to the green spaces in the borough.
- **Greening the borough** – The Council will continue to invest in and encourage activities which result in a greener borough, including prioritising the protection of trees.
- **Improving the health of residents** – The Council wants to ensure residents live a full and healthy life.
- **Value for money** – The Council will always accept any Council Tax Freeze Grant offered by the Government. The Council will endeavour to freeze Council Tax but if it is raised, it will never rise more than inflation.

Implications

Financial

The proposals aim to safeguard the Council's financial position and ensure a balanced budget for 2016/17 and 2017/18 and an improved position in the years that follow.

Legal

This report has no direct legal implications at this stage but individual proposals resulting from this report may have direct legal implications.

Human Resources

This report has no direct impact on the staffing of the Council at this stage but individual proposals to balance the budget may have direct staffing implications.

Social Economic and Environmental

This budget strategy is proposed to deliver the Council's Corporate Plan which will ensure positive social, economic and environmental impacts.

Equalities

Equality Impact Assessments will be provided as part of the budget process.

Risk Management

Risk	Consequence	Controls Required
Failure to create a balanced and a sustainable budget by February 2016	Includes: inability to deliver corporate priorities, inappropriate spending, inappropriate reductions in services	Identification of sound budget guidelines in an agreed strategy reduces the risk of an unaffordable budget and/or precipitate budget reductions

Further details of risk and opportunities around items included in this report can be found in Appendix 4.

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Background Papers:-

- The Council's Medium Term Financial Strategy approved 24 March 2015
- The Budget Proposals 2015/16 Report approved by Council on 19 February 2015
- Government Consultation Papers
 - 2015/16 Local Government Finance Settlement: Technical Consultation
 - Pooling Prospectus
- Appendix 1: Medium Term Financial Strategy – General Fund: October 2015
- Appendix 2: Budget Process Timetable
- Appendix 3: Opportunities and Risk Matrix

Implications	
Financial (PL)	See Report
Risk (PL)	See Report Appendix 3
Equalities	See Report
Legal	See Report

APPENDIX 1

Four Year Financial Model					
	2015/16	2015/16	2016/17	2017/18	2018/19
	Original	Revised			
	Budget	Budget	Forecast	Forecast	Forecast
	£ 000's	£ 000's	£ 000's	£ 000's	£ 000's
Net Service Expenditure	6,720	6,765	6,745	6,630	6,611
To/(From) Reserves	(258)	(477)	(90)	(90)	(90)
Corporate Items:					
Pensions Increase	0	0	117	119	121
Capital Financing	336	336	629	642	647
Investment Income	(30)	(30)	(30)	(30)	(30)
Recharge to HRA	(300)	(300)	(300)	(300)	(300)
Net General Fund Expenditure	6,468	6,294	7,071	6,971	6,959
Formula Funding	(2,487)	(2,487)	(2,401)	(2,325)	(2,256)
Other General Grants	(373)	(373)	(360)	(360)	(360)
Council Tax Freeze Grant	(38)	(38)	0	0	0
New Homes Bonus	(318)	(318)	(437)	(507)	(602)
Council Tax Support Funding	0	0	0	0	0
Collection Fund (Surplus)/Deficit	131	131	100	100	100
Council Tax Income	(3,383)	(3,383)	(3,451)	(3,521)	(3,591)
Funding Deficit/(Surplus)	0	(174)	522	358	250
General Fund Balances					
Opening Balance	1014	1014	1188	666	308
Funding Revenue Expenditure	0	174	(522)	(358)	(250)
Closing Balance	1014	1188	666	308	58

APPENDIX 2

The purpose of this Appendix is to set out the timescales for the 2016/17 budget process.

Date	Action	Responsible
2015		
25 August	Draft fees and charges returns sent out to budget holders	Finance
11 September	Completed draft fees and charges returned to Finance for compilation of schedules. Committee reports to be compiled.	Service Heads/ Management Team
18 September	Reports on revised fees and charges for Service Delivery Committee and Policy Finance and Development Committee submitted to Heads of Service	Finance
18 September	Vehicle Replacement details returned to the accountant dealing with Transport	Service Heads/ Transport Manager
25 September	Draft revenue budget papers sent out to budget holders for completion.	Finance
	Capital bid evaluation templates sent out to budget holders.	Finance
From 3 October	Consultation with public	Management Team
6 October	Reports on revised fees and charges for Service Delivery Committee and Policy Finance and Development Committee submitted to Management Team for approval.	Finance
13 October	Reports on revised fees and charges submitted to Service Delivery Committee for approval.	Finance
16 October	Completed capital programme bids returned to Finance	Service Heads/Management Team
	Requests for Growth and Savings returned to Finance	Service Heads
27 October	Reports on revised fees and charges submitted to Policy, Finance and Development Committee for approval.	Management Team
4-12 November	Review revenue bid requests for budgetary growth and major current year under spends (2 sessions)	Management Team Finance Manager
12 November	Compile list of capital bids for Asset Management Group	Finance
21 November	Compilation of the first draft of revenue and capital budgets.	Finance
27 November	Review capital programme	Management Team Finance Manager
1-4 December	Management Team to Review Budget with Committee Chairs	Management Team
11 December	Council Tax Base Calculation 2015/16	Paul Loveday/Jacky Griffith
11 December	Reports on revenue and capital budgets submitted to Heads of Service for review.	Finance Manager/Chief Financial Officer

Date	Action	Responsible
2015		
18 December	Reports on revenue and capital budgets submitted to Management Team for review.	Finance Manager/Chief Financial Officer
2016		
19 January	Reports on revenue and capital budgets submitted to the Service Delivery Committee for noting (incorporating Management Team recommendations)	Finance Manager/Chief Financial Officer
22 January	Aggregate Budget, Prudential Indicators, Medium Term Financial Strategy, Treasury Strategy and Plan reports for Council submitted to Heads of Service for approval	Finance Manager/Chief Financial Officer
1 February	Aggregate Budget, Prudential Indicators, Medium Term Financial Strategy, Treasury Strategy and Plan reports for Council submitted to Management Team for approval	Finance Manager/Chief Financial Officer
2 February	Revenue and capital budgets submitted to Policy, Finance and Development Committee for approval (incorporating Management Team recommendations)	Finance Manager/Chief Financial Officer
18 February	Aggregate Budget report submitted to Council . Prudential Indicator and Treasury Strategy and Plan report submitted to Council. Medium Term Financial Strategy Council Tax setting Report (subject to County Council, Police Authority and Fire authority having set).	Finance Manager/Chief Financial Officer Finance Manager/Chief Financial Officer Finance Manager/Chief Financial Officer
18 March	Budgets placed on the F drive for general access	Finance

Risk and Sensitivity Analysis for 2015/16 and Forward Forecast to March 2017/18

The table below identifies the key financial risks and sensitivities that the Council faces over the period to March 2018. 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.

Factor	Directly Controllable by OWBC?	Base Assumption	Key Risks	Likelihood of Different Outcome	Financial Implications	Controls and Mitigation
Pay Inflation	Mainly not	1% in April 2016 and thereafter	National settlement at higher level	Possibility of greater rise in pay inflation for 2016/17	A 1% pay rise would equate to £51,000.	Sufficient balances exist to cover pay increases
Price Inflation	No	The rate dictated contractually has been added to contracted services only. A rate of 2.8% was used for forward projections into 2016/17 and 2017/18	That price rises are greater than assumed.	The Retail and Consumer Price Indices for September 2015 were 0.8% & -0.1% respectively. However, these indices are not generally reflective of local government expenditure.	Greater price inflation would put pressure on the use of balances as funding is fixed.	Budgetary control, virements, Contingency Reserve and service adjustments

Factor	Directly Controllable by OWBC?	Base Assumption	Key Risks	Likelihood of Different Outcome	Financial Implications	Controls and Mitigation
National Financial Climate	No	Cautious provision made	Greater demand for services, reduced resources	Scope and depth of current economic climate unknown	Examples included in reports	Budgetary control, virements, Contingency Reserve and service adjustments
New Legislation: Localism Act New Homes Bonus Local Government Finance Act	No	Impacts of the Local Council Tax Support scheme, the local retention of business rates and New Homes Bonus have been included for 2015/16	Increase in costs to ensure compliance	Unknown	Unknown – dependent on the impact of the changes	Constant monitoring, Contingency and other reserves, service adjustment
Changed Council Priorities	Yes	Budget strategy is linked to updated corporate plan	Changes after budgets are set	If budget strategy and corporate plan are aligned, low	Cost of new priorities unknown at this stage	Published plan
Level of Government Funding	No	Overall reduction of 23% in Formula Grant included in budget for 2015/16.	Lower grant level than expected	Funding levels beyond 2015/16 are unknown at present.	Front loading of reductions in Government funding and uncertainties of levels of	Representation to Government, Increase in Council Tax, budget reduction and efficiency

Factor	Directly Controllable by OWBC?	Base Assumption	Key Risks	Likelihood of Different Outcome	Financial Implications	Controls and Mitigation
		A further 8.7% is assumed in 2016/17 and again in 2017/18.			funding for future years.	savings
Local Development Framework	Partly	Budget provision has been made using Housing and Planning Delivery Grant	Potential for variation in cost of individual schemes or changes in regulations	Uncertain	Currently funded as previously stated	Budgetary control
VAT Partial Exemption	Partly	No immediate impact on budget with no capital build	Exceed 5% threshold and incur costs in irrecoverable VAT	Low	Additional cost dependent on extent to which the limit is exceeded	Use of consultants for VAT advice, revise plans for delivery of scheme, use of reserves
Capital/ Borrowing	Yes	Effect of Prudential Borrowing on revenue positions	Impact on revenue. Political risk/Member aspirations. Balance of investment and sustainability	Low	Unknown	CFO reporting to Council under statutory duty, Prudential Indicators

Factor	Directly Controllable by OWBC?	Base Assumption	Key Risks	Likelihood of Different Outcome	Financial Implications	Controls and Mitigation
Interest Rates	No	Base rates of 0.5% have been used in 2015/16	Higher rates would impact on both the General Fund and HRA borrowing (adversely) and on investments (favourably)	Medium. The recent fall in oil prices has had a deflationary impact, but the economy is growing. Rates are not expected to increase until 2016-17.	In the medium term the impact of a rise would be minimal as the Council's existing PWLB borrowing is fixed rate. Potentially an adverse impact on the financing costs of the new leisure facilities.	Adjust Treasury Management Strategy, budgetary controls, CIPFA controls in place
Investment Practice	Mostly	Counterparty list per approved annual Investment Strategy criteria	Counterparty default	Low	Potential loss of full amount invested and reduced investment income	Investment Strategy, credit rating watch, use of consultants.
Pension Contributions	No	Known increases in employers contribution and actuarial strain payments included	Market conditions and demand on the Pension Fund including those resulting from the new	High	Unknown but could be significant	Forecast/forward strategy, liaison with Leicestershire County Council, monitoring interim

Factor	Directly Controllable by OWBC?	Base Assumption	Key Risks	Likelihood of Different Outcome	Financial Implications	Controls and Mitigation
			automatic enrolment and workplace pension reform			evaluation results, agree stepped profile arrangements, policy on early retirement.
Changes in Consumer Expectations/Demand	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 economic uncertainty.	Directly dependent on increases or reductions in demand	Consumer consultation and performance monitoring.
Demographic Population Growth	No	Census report from July 2012. The effect of a 5% reduction in population on grant funding has been included.	Additional demand, insufficient resources	Low	Unknown but could have significant effect	Knowledge of trends in local demography, housing/planning delivery strategy, budget adjustment, Council Tax income
Interaction with Leicestershire County Council and other Partners	Yes	Financial support from Leicestershire County Council, Central Government	Adequacy of control/admin of partners, residual costs falling on Council as	Medium	Unknown but could be significant	Financial Regulations, regular support services involvement

Factor	Directly Controllable by OWBC?	Base Assumption	Key Risks	Likelihood of Different Outcome	Financial Implications	Controls and Mitigation
		and other organisations and partners	accountable body			
Council Tax Level	Yes	Council Tax Freeze Grant to be taken for 2015/16 and a 0% increase in Council Tax level to be set	A high Council Tax could result in triggering a referendum. A lower Council Tax leads to pressure on funding existing services and on future Council Tax levels	Medium. A high Council Tax increase would lead to greater consumer resistance in this economic climate	1% movement in Council Tax equates to £34,000 in net expenditure	Advice of Section 151 Officer, liaison with Members, balance between use of reserves and targeted efficiency savings
	No	Council Tax frozen in 2015/16. Later years' MTFS assumes 1% increase p.a.	Government further freezes Council Tax levels without compensation or with one-off saving	Medium		Council Tax freeze would require compensating reductions in planned spending within services. A grant to freeze Council Tax would also

Factor	Directly Controllable by OWBC?	Base Assumption	Key Risks	Likelihood of Different Outcome	Financial Implications	Controls and Mitigation
						require further savings
Savings and Efficiencies Targets	Yes	Savings and efficiencies have been included within the budget. For future years this will be managed through the transformation agenda	That savings and efficiencies are not delivered or are reduced by budget pressures	Medium	The extent to which targets are not met	Early identification of specific areas where savings will be made. Lean systems reviews, adjust budgets, ongoing monitoring of delivery of savings, use of reserves
Failure in Budgetary Control	Yes	Income and expenditure will be within budget	Higher expenditure and lower income. External events outside Council control	Low, given budget monitoring processes. Impact of any significant unforeseen events unknown	A 1% variance in net General Fund budget is equivalent to 2% on the Council Tax	Budgetary Control, Virements, contingency provision, reserves, service adjustments
Localisation of Business Rates	No	No reduction in Tax Base	A major employer leaves the Borough and impacts on the	Medium	5% cap on max Business Rate losses	Early identification of specific areas where savings will be made.

Factor	Directly Controllable by OWBC?	Base Assumption	Key Risks	Likelihood of Different Outcome	Financial Implications	Controls and Mitigation
			business rates due to the Council			Lean systems reviews, adjust budgets, ongoing monitoring of delivery of savings, use of reserves
Impact of the Universal Credit	No	Increase in provision for bad debts from 2% up to 4%	The Grant given to the Council is reduced before the Council can reduce costs	Medium	1% loss of housing rent is £50,460; 1% loss of Council Tax is equal to £34,000	A reduction in the amount of grant will require compensating reductions in planned spending within services
Recession	No	Reduction in Government Grant	Income significantly affected by recession	Medium	1% loss of income is £25,000	Mitigation by planned use of reserves. Regular updating and monitoring undertaken
Comprehensive Spending Review	No	Based on trends of previous review. A new CSR is	Could change significant funding streams	Medium	Variable depending on risks identified	Budgetary control. Careful strategic monitoring by CFO.

Factor	Directly Controllable by OWBC?	Base Assumption	Key Risks	Likelihood of Different Outcome	Financial Implications	Controls and Mitigation
		expected on 25 November 2015				
House Building Level	No	Based on estimates provided by planning of known schemes.	Influences the level of New Homes Bonus receivable. Current upturn in house building may be temporary due to lack of sites in urban area.	Medium	Each new home brought back into occupation adds on average £1k to grant received.	Careful monitoring and estimation of levels of future house building
All MTFs not adequately identified	Yes	Main risks identified	Risk not accurately identified. Risk further increased by number of Government consultation papers	Medium	Variable depending on risks identified	Council risk management framework ensures operational and strategic risks are identified

Agenda Item 12



**Policy, Finance &
Development
Committee**

27 October 2015

Matter for Decision

Title: **Resident Forum Budget Position and Allocation Requests**

Author: **John Dickson, Chief Financial Officer (Section 151 Officer)**

1 Introduction

This report is to update members as to the financial position on the Local Residents Forums at 30 September 2015 and give an indication of the amount of unallocated balances.

2 Recommendations

- 1) That Members should note the position of the Forum's budget.
- 2) That members approve the allocations requested by the forums as set out below.
- 3) That members affirm the spending guidelines as set out in Section 3.2 as amended.

3 Information

- 1) The attached report (Appendix 1) shows the financial position for the three Local Residents Forums at 30 September 2015. The report shows the actual spend at the end of September 2015 for each scheme approved by the forums. Once a scheme is complete any under spend on that scheme is placed back into the spending pot for future allocation. Members should take note of the current position when considering requests for funding.

Forum	Original Allocation	Budgets Allocated	Unused Balances for Reallocation	Total Unallocated Funds	Spend to 30 Sept 2015
	£	£	£	£	£
Wigston	230,000	206,572	10,492	33,920	182,543
South Wigston	115,000	105,190	7,436	17,246	83,589
Oadby	230,000	201,052	11,494	40,442	176,932
	575,000	512,814	29,422	91,608	443,064

- 2) Set out below are the spending guidelines agreed by members in 2006. The committee is asked to either re affirm these or to amend as appropriate.
 - i) The monies made available by the Council represent capital resources. All projects must therefore result in a long-term benefit to assets and/or infrastructure within the Borough of Oadby and Wigston. Day to day running costs cannot be supported.

- ii) All projects must be approved by Oadby & Wigston Borough Council's Policy & Resources (now PFD) Committee.
 - iii) Projects must compliment the aims and objectives of Oadby & Wigston Borough Council. In particular they should aim to:
 - a. Recognise the Council's key priorities
 - b. Improve the quality of the environment for all residents of the borough
 - c. Promote the health and quality of life of all residents
 - d. Provide and maintain good recreational facilities for residents
 - e. Secure the proper development of the borough and foster its improvement
 - f. Achieve regeneration opportunities
 - iv) Projects that add value to the capital investment plans of Oadby & Wigston Borough Council will be given a high priority.
 - v) Projects that improve the property of Oadby & Wigston Borough Council will be given a high priority.
 - vi) Projects should attempt to achieve maximum value from the capital resources available by leveraging-in external funding such that the capital spend represents a contribution to a larger capital project.
 - vii) Where possible projects should be carried out in partnership with other organisations in order to ensure effective achievement of shared objectives.
 - viii) A high priority will be given to schemes that meet health and safety or other legislative requirements.
 - ix) A high priority will be given to schemes which focus on maintaining existing services and infrastructure where there is a continuing proven need.
 - x) Projects should meet user/stakeholder demands identified via consultation processes.
 - xi) Schemes should be carried out in accordance with robust procurement processes in order to complete good quality projects at lowest cost.
 - xii) Projects should avoid long-term running costs after completion and should attempt to generate additional revenue income wherever possible.
 - xiii) Timescales should be set for all projects and projects should be subject to detailed planning and monitoring arrangements to ensure completion in the financial year(s) for which funds are available.
- 3) The Oadby Residents Forum met on 2 September 2015, at which the following requests were made;

- i) That a grant of £1,000 be given to Oadby Market Traders as a contribution to additional festive lights.
- 4) The South Wigston Residents Forum met on 9 September 2015 at which the following request was made;
- i) That South Wigston Market Traders be given a grant of £500 to support the marketing of a South Wigston Community Newsletter.
 - ii) That Phoenix Therapies and Training be given a grant of £1,700 to help promote mental wellbeing by addressing anti-social behaviour, negative thinking while helping people back to work and study.
- 5) The Wigston Residents Forum met on the 16 September, there were no requests made at this meeting.

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Implications	
Financial	Members should bear in mind the financial position of each Forum when considering whether to approve future schemes
Risk	None
Equalities	None
Legal	None

SOUTH WIGSTON RESIDENT FORUM	Approved amount	Actual amount spent at 30/09/15	Completed projects - balance available for reallocation	Progress Report
	£	£		
Total allocated budget	115,000	115,000		
Approved spending				
Christmas Decorations	17,000	17,974	974	Job Complete balance to be re-allocated
William Gunning Park Fence	10,000	5,050	(4,950)	Quotations came in less than budget. Job Complete
Fairfield Road Bus Shelters	9,160	9,060	(100)	Job Complete balance to be re-allocated
Gloucester Crescent Bus Shelters	2,000	400	(1,600)	Job Complete balance to be re-allocated
Planters/ Litter bins (Policy 31st March 09)	5,000	3,807	(1,193)	Job Complete balance to be re-allocated
Planters, hanging baskets etc particularly for Blaby Road (Forum 24/6/09)	10,000	0	0	Delayed due to other capital works. Will start shortly
Bus Shelters 2010-11	2,000	2,000	0	Job Complete
Information Boards 2010-11	1,600	1,600	0	Job Complete
Saffron Road bus shelter	2,500	2,460	(40)	Job Complete balance to be re-allocated
William Gunning Park additional equipment	5,000	4,400	(600)	Job Complete balance to be re-allocated
Christmas Capers 2012	4,000	4,000	0	Job Complete
Flagpole at Blaby Road Park (PFD July 13)	490	423	(67)	Job complete
S Wigston Chamber of Commerce to buy Christmas Lighting (PFD July 13)	12,500	12,640	140	Job Complete
S Wigston Chamber of Commerce for Christmas Capers (PFD July 13)	4,000	4,000	0	Job Complete
Rascals Mother and Todler Group (PFD Feb 2014)	590	590	0	Job Complete
S Wigston Chamber of Commerce for Christmas Capers (PFD March 14)	4,000	4,000	0	Job Complete
Mobile Speed Awareness Sign (PFD Feb 15)	3,000	2,663	0	
Grant to Community First Response (PFD March 15)	2,000	2,000	0	Job Complete
S Wigston Traders 2 events in Christmas Capers (PFD March 15)	4,200	0	0	
S Wigston Traders Provision of Festive Lights (PFD March 15)	3,150	3,522	0	
Grant to the Oadby and Wigston Lions (PFD March 15)	1,000	1,000	0	Job Complete
Grant to Family Foodies Project (PFD July 15)	2,000	2,000	0	Job Complete
Total committed	105,190	83,589	(7,436)	
Completed projects - balance available for reallocation	7,436			
Funds remaining	17,246			

WIGSTON RESIDENT FORUM	Approved amount	Actual amount spent at 30/09/15	Completed projects - balance available for reallocation	Progress Report
	£	£	£	
Total allocated budget	230,000	230,000		
Approved spending				
St. Wistan's Church Path	15,000	11,908	(3,092)	Quotations came in less than budget. Job Complete
Peace Memorial Park Interpretation Sign	4,000	2,852	(1,148)	Job Complete balance to be re-allocated
Christmas Decorations	30,000	30,000	0	Job Complete
Peace Memorial Park Bins	1,860	1,860	0	Job Complete
Provision of seats within Wigston	3,700		(3,700)	Project not going forward - money to be reallocated
Meadows - Junior Play Area	45,000	47,000	2,000	Job Complete balance to be re-allocated
All Saints Church	2,000	2,000	0	Job Complete
Wigston Club for Young People	5,000	5,000	0	Job Complete
Additional Christmas Lighting - Wakes Road, etc	10,000	8,395	(1,605)	Job Complete balance to be re-allocated
Bus Shelters - Rolleston Road	5,000	5,156	156	Job Complete
Planters (Policy 31st March 09)	6,252	3,807	(2,445)	Quotations came in less than budget. Job Complete balance to be re-allocated
Room of Remembrance Re-rendering external walls (R&R 30th June 09)	1,000	1,000	0	Job Complete
Replacement CCTV camera at the opening of Bell Street (Forum 9/9/09)	6,000	6,000	0	Job Complete
Bell Street - Additional planters	5,000	4,459	(541)	Job Complete balance to be re-allocated
Bus Shelters 2010-11	4,000	4,000	0	Job Complete
Information Boards 2010-11	3,200	3,200	0	Job Complete
Horsewell Lane - Multiplay Unit	5,820	5,820	0	Job Complete
Horsewell Lane - Bench	600	600	0	Job Complete
Bell Street Public Art Work (PFD Cttee Sept 12/Jan 13)	850	840	(10)	Job Complete
Grant to Lions for Community Work (PFD July 13)	1,000	1,000	0	Job Complete
Mobile Vehicle Activated Sign (PFD July 13)	3,000	2,663		Job now commenced.
Grant to Family Foodies Project (PFD July 15)	10,000	10,344	344	Job Complete
Grant to little Hill Residents Forum for Mowers (PFD Oct 13)	540	540	0	Job Complete
15 Grit Bins positioned around Wigston (PFD Feb 2014)	3,200	2,800	(400)	Job Complete
Friends of Peace Memorial Park (Peace Sculpture) (PFD Feb 2014)	750	750	0	Job Complete
Grant to Wigston Traders for Purchase of Festive lights (PFD March 2014)	17,000	16,999	(1)	Job Complete
Grit Bins to be placed in Mere Road area (PFD March 2014)	600	600	0	Job Complete
All Saints Church War Memorial(PFD 28 Oct 14)	4,000	0	0	
Replacement Bus Shelter Seats (PFD 28 Oct 14)	1,000	950	(50)	Job Complete
Grant to Community First Response (PFD March 15)	1,000	1,000	0	Job Complete
Grant to the Oadby and Wigston Lions (PFD March 15)	1,000	1,000	0	Job Complete
Grant to All Saints Church re Bell Tower Lighting (PFD March 15)	1,200	0		
Bus Shelter with seating Paddock Street (PFD March 15)	4,000	0		
Grant to Friends of Brocks Hill (PFD July 15)	1,000	0		
Bus Shelter Horsewell Lane (PFD July 15)	3,000	0		Work to be completed before year end
Total committed	206,572	182,543	(10,492)	
Completed projects - unused balance available for reallocation	10,492			
Funds remaining	33,920			

OADBY RESIDENT FORUM	Approved amount	Actual amount spent at 30/09/15	Completed projects - balance available for reallocation	Progress Report
	£	£	£	
Total allocated budget	230,000	230,000		
Approved spending				
Christmas Decorations	17,000	17,000	0	Job Complete
East Street Car Park Improvements	12,400	12,255	(145)	Job Complete balance to be re-allocated
Florence Wragg Way Bus Shelters	6,400	4,830	(1,570)	Job Complete balance to be re-allocated
Benches at Chestnut Avenue	900	150	(750)	Job Complete balance to be re-allocated
Wickham Road Artwork	575	430	(145)	Job Complete balance to be re-allocated
Sandhurst Street Car Park Wall	3,840	3,842	2	Job Complete
Bus Shelters Briar Walk, Burton's Corner, Ashtree Road	9,600	8,498	(1,102)	Job Complete balance to be re-allocated
Information Boards - Fludes Lane and Coombe Park	3,000	1,500	(1,500)	Job Complete balance to be re-allocated
Uplands Park Play Area	20,000	20,000	0	Job Complete
Coombe Park Play Equipment	4,500	4,426	(74)	Job Complete balance to be re-allocated
Brocks Hill Springer	900	792	(108)	Job Complete balance to be re-allocated Project Changed from Roundabout to See Saw to save money -
Rosemead Park See Saw & Safety Surface	4,500	2,092	(2,408)	Job Complete balance to be re-allocated
Benches for Rosemead Park, Uplands Park and Coombe Park	2,700	2,700	0	Job Complete
Bridge at Fludes Lane (P&R Aug 07)	3,000	2,530	(470)	Job Complete balance to be re-allocated
Litter Bins - Coombe Rise, A6 and Ashtree Road, London Road, Lowcroft Drive.	1,200	1,712	512	Job Complete
Iliffe Avenue Play Area	20,000	19,941	(59)	Job Complete balance to be re-allocated
Planters (Policy 31st March 09)	7,927	7,015	(912)	Job Complete balance to be re-allocated
Mobile CCTV camera (R&R 30th June 09)	11,000	11,000	0	Job Complete
Bridge over Brook at Coombe Park	3,000	1,150	(1,850)	Job Complete balance to be re-allocated
Installation of lockable gates at Coombe Park - Dec 09	1,398	1,446	48	Job Complete
Installation of two litter bins at Coombe Park- Dec 09	700	700	0	Job Complete
Grant to Family Foodies Project (PFD July 15)	6,000	934		Scheme on going. Preliminary work now started
Play Equipment (Uplands)	4,000	3,900	(100)	Job Complete balance to be re-allocated
Bus Shelters 2010-11	4,000	4,000	0	Job Complete
Information Boards 2010-11	3,200	3,200	0	Job Complete
Bus shelter seating (various sites)	1,020	990	(30)	Job Complete balance to be re-allocated
Bus Shelter - Severn Rd / Windrush Dv junction	4,000	2,860	(1,140)	Job Complete balance to be re-allocated
Adult play equipment surrounds - Uplands Park	2,000	0		Scheme on Hold - Pending assessment of ground conditions
St Peters Church Hall access ramp	5,000	5,000	0	Job Complete
War Memorial Refurbishment	3,000	3,084	84	Job Complete
Uplands Park footpaths	8,000	7,191		Tree planting to be done to complete scheme
Rosemead Drive Kerb Improvements	1,000	785	(215)	Job Complete balance to be re-allocated
Multi-Cultural Event contribution	500	0		Payment not yet been made
Grant to Oadby Traders to buy Festive Lights (PFD July 13)	5,000	5,480	480	Job Complete
Ellis Park Bench replacement 3 benches (PFD July 13)	1,950	1,950	0	Job Complete
Grant to Pride of the Borough for tree works (PFD Oct 13)	650	650	0	Job Complete
6 Grit Bins positioned around Oadby (PFD Oct 13)	1,200	1,200	0	Job Complete
Local Bus Stop - Briar Walk (PFD Feb 2014)	180	185	5	Job Complete
Grant Oadby Traders to buy Festive Lights (PFD July 14)	5,000	4,953	(47)	Job Complete
Grant to Oadby Stakeholders for WWI Commemorative Banner (PFD July 14, Oct 14 and Feb 15)	4,562	4,562	0	Job Complete
Bench at Burtons Courner (PFD Feb 15)	1,000	0	0	
Grant to Community First Response (PFD March 15)	2,000	2,000	0	Job Complete
Grant to Friends of Brocks Hill (PFD July 15)	1,000	0	0	
Ellis Park drinking fountain/notice board refurbishment (PFD July 15)	1,800	0	0	Awaiting update of quote for drinking fountain
Litter Bin placed on Uplands Park nr Manor Rd School (PFD July 15)	450	0	0	awaiting confirmation of exact location
Total committed	201,052	176,932	(11,494)	
Completed projects - unused balance available for reallocation	11,494			
Funds Remaining	40,442			

Agenda Item 13



**Policy, Finance &
Development
Committee**

27 October 2015

**Matter for
Information**

Title: **Risk Management Update**

Author: **John Dickson – Chief Financial and Section 151 Officer**

1. Introduction

The purpose of this report is to provide Members with an update on the Strategic Risk Register.

2. Recommendations

That Members note the review of the Strategic Risk Register (See Appendix)

3. Information

3.1. Review of the Strategic Risk Register

In line with the Risk Management Strategy (the Strategy), the Strategic Risk Register (see Appendix) has been reviewed by both the Heads of Service and Senior Management Team. Only those risks due for review since the last report to this committee are reported upon below.

The normal review timescales for individual risks, as outlined in the Strategy are detailed in the table below.

Inherent Risk Score	Frequency of Review	Inherent Risk Score	Frequency of Review
17 to 25	Monthly	3 to 4	Six monthly
10 to 16	Two Monthly	1 to 2	Annually
5 to 9	Quarterly		

As a result of the review process, there have been no changes this time but new review dates for all risks have been added to the attached appendix.

No other risks have been identified by officers to add to the Strategic Risk Register.

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Tel: 0116 257 2750

Background Paper:

Risk Management Strategy
Strategic Risk Register
Operational Risk Registers

Implications	
Financial (PL)	The cost of the risk management consultancy is included in the cost of the Council's insurance cover.
Risk (PL)	The reporting of risk forms an integral part of the risk management function of the Council
Equalities	
Legal	

Strategic Risk Register

Ref	Risk Definition What is the headline	Corporate Priority	Root Cause: What is the root cause or problem? What could go	Consequence /effect: What could occur as a result, how much of a problem would it be?	Inherent Risk (no controls)			Existing Controls	Residual Risk (with controls)			Further management actions/controls	Target Score			Risk Owner	Review Date
					Likelihood	Impact	Overall risk rating		Likelihood	Impact	Overall risk rating		Likelihood	Impact	Overall risk rating		
CR1	Decreasing Financial resources	A successful economy	<input type="checkbox"/> Increase demand for services e.g. benefits <input type="checkbox"/> CSR 2012 <input type="checkbox"/> Political promises <input type="checkbox"/> Change in priorities <input type="checkbox"/> Reduction in recycling value <input type="checkbox"/> Deflated housing market <input type="checkbox"/> Lack of business growth <input type="checkbox"/> Further changes in legislation <input type="checkbox"/> Pooling/Unpooling of NNDR <input type="checkbox"/> Exemption from Social Size Criteria (Pre 1996)	<input type="checkbox"/> Cuts in services <input type="checkbox"/> Political and customer expectations not met <input type="checkbox"/> Quality of service <input type="checkbox"/> Reputation damage <input type="checkbox"/> Knock on impact on the local community and economy e.g. spiral effect <input type="checkbox"/> Legal challenge	5	4	20	<input type="checkbox"/> Budgetary Control processes and committee reporting <input type="checkbox"/> Medium Term Financial Strategy and HRA Business Plan - including scenario planning <input type="checkbox"/> Setting and monitoring of savings and efficiency targets <input type="checkbox"/> Annual Fees and Charges review <input type="checkbox"/> Disclosure of expenditure over £250 <input type="checkbox"/> Review of reserves and balances <input type="checkbox"/> Treasury Management and Investment Strategy <input type="checkbox"/> Prudential Indicators <input type="checkbox"/> Revised Financial Regulations <input type="checkbox"/> Local Business Rates and Council Tax Scheme	4	3	12	<input type="checkbox"/> Enhanced member scenario planning for budgets <input type="checkbox"/> Market testing on key services <input type="checkbox"/> Development of Procurement Strategy <input type="checkbox"/> Training on Contract Procedure Rules	4	2	8	J Dickson	Dec-15

Strategic Risk Register

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					Likelihood	Impact	Overall risk rating		Likelihood	Impact	Overall risk rating		Likelihood	Impact	Overall risk rating		
CR2	Key Supplier/Partnership Failure	All priorities	<input type="checkbox"/> Change in circumstances <input type="checkbox"/> Capacity and competency <input type="checkbox"/> Further decline of the Economy <input type="checkbox"/> Relationship breakdown <input type="checkbox"/> Changes in legislation <input type="checkbox"/> Changes in personnel <input type="checkbox"/> Liability issues	<input type="checkbox"/> Cost implications <input type="checkbox"/> Business Continuity <input type="checkbox"/> Loss of revenue <input type="checkbox"/> Service failure <input type="checkbox"/> TUPE issues <input type="checkbox"/> Potential court action <input type="checkbox"/> Increased complaints <input type="checkbox"/> Reputation issues <input type="checkbox"/> Political damage <input type="checkbox"/> Delays	3	3	9	<input type="checkbox"/> Formal contracts and agreements including realistic notice periods <input type="checkbox"/> Tender arrangements and pre qualification financial assessments <input type="checkbox"/> Qualified internal officers to provide legal advice <input type="checkbox"/> Use of external counsel <input type="checkbox"/> Performance management of contracts	3	3	9	<input type="checkbox"/> Completion of comprehensive contract register <input type="checkbox"/> Partnership and contract risk registers <input type="checkbox"/> Periodic VfM reviews of contracts <input type="checkbox"/> Review Agreements for partnerships and shared resource	2	2	4	A Court	Jan-16
CR3	Political Dynamics	All priorities	<input type="checkbox"/> Change in political power <input type="checkbox"/> Change in leader <input type="checkbox"/> New members <input type="checkbox"/> Public perception changes	<input type="checkbox"/> Change in priorities <input type="checkbox"/> Change in member/officer engagement <input type="checkbox"/> Breakdown in communication <input type="checkbox"/> Inability to meet expectations <input type="checkbox"/> Reputation issues (organisational and political) <input type="checkbox"/> Reactive decision making (rather than planned) <input type="checkbox"/> Failure to follow legislative requirements e.g. equalities <input type="checkbox"/> Further strain on council finances	3	4	12	<input type="checkbox"/> Member development programmes <input type="checkbox"/> Code of Conduct <input type="checkbox"/> Policies e.g. Safeguarding/Equalities and DBS checks <input type="checkbox"/> Provision of chairing skills training <input type="checkbox"/> Constitution <input type="checkbox"/> Public consultation	3	3	9	<input type="checkbox"/> Personal training/action plans <input type="checkbox"/> IT training for members <input type="checkbox"/> Development of member enquiry system <input type="checkbox"/> Political awareness training for officers	3	2	6	A Court	Jan-16

Strategic Risk Register

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					Likelihood	Impact	Overall risk rating		Likelihood	Impact	Overall risk rating		Likelihood	Impact	Overall risk rating		
CR4	Reputation Damage	All priorities	<input type="checkbox"/> Litigation <input type="checkbox"/> Breakdown in a partnership <input type="checkbox"/> Failure to have regard to officers advice <input type="checkbox"/> Whistle blowing <input type="checkbox"/> Freedom of Information (Fol) <input type="checkbox"/> Inconsistent decision making <input type="checkbox"/> Poor Media Relations <input type="checkbox"/> Poor communication <input type="checkbox"/> Failure to provide or reduce services <input type="checkbox"/> Poor performance	<input type="checkbox"/> Intervention <input type="checkbox"/> Loss of public confidence <input type="checkbox"/> Ombudsman findings <input type="checkbox"/> Court costs <input type="checkbox"/> Quality of service affected <input type="checkbox"/> Breakdown in a partnership <input type="checkbox"/> Adverse publicity <input type="checkbox"/> Lower public satisfaction level <input type="checkbox"/> Time spent mitigating damage/rectifying the situation <input type="checkbox"/> Low Morale <input type="checkbox"/> Difficulties to recruit/staff retention	3	3	9	<input type="checkbox"/> Review of external communication by Heads of Service <input type="checkbox"/> Use of modern.gov <input type="checkbox"/> Whistle blowing and Anti Fraud and Corruption policies <input type="checkbox"/> Freedom of Information log <input type="checkbox"/> Qualified in house legal team <input type="checkbox"/> Officer complaints training <input type="checkbox"/> Performance reporting and Key Performance Indicators <input type="checkbox"/> Public and media consultation	3	2	6	<input type="checkbox"/> Development of Media Policy <input type="checkbox"/> Media Training - members and officers <input type="checkbox"/> Performance Management Strategy/Framework <input type="checkbox"/> Customer care and access training	2	1	2	A Court	Jan-16

Strategic Risk Register

Ref	Risk Definition What is the headline	Corporate Priority	Root Cause: What is the root cause or problem? What could go	Consequence /effect: What could occur as a result, how much of a problem would it be?	Inherent Risk (no controls)			Existing Controls	Residual Risk (with controls)			Further management actions/controls	Target Score			Risk Owner	Review Date
					Likelihood	Impact	Overall risk rating		Likelihood	Impact	Overall risk rating		Likelihood	Impact	Overall risk rating		
CR5	Effective utilisation of Assets/Buildings	A good quality of life for all residents	<input type="checkbox"/> Failure to follow Health and Safety <input type="checkbox"/> Insurance/Public Liability <input type="checkbox"/> Financial investment <input type="checkbox"/> Contractor going into liquidation <input type="checkbox"/> Political will <input type="checkbox"/> Facility Management <input type="checkbox"/> Depreciation	<input type="checkbox"/> Loss of investment opportunities <input type="checkbox"/> Loss of income <input type="checkbox"/> Loss of capital <input type="checkbox"/> Higher revenue costs <input type="checkbox"/> Costs <input type="checkbox"/> Death or injury <input type="checkbox"/> Higher insurance premiums <input type="checkbox"/> Reputation damage <input type="checkbox"/> Public liability <input type="checkbox"/> Personal liability for corporate team e.g. corporate manslaughter	4	3	12	<input type="checkbox"/> Physical controls (e.g. Door Codes, fire alarms) <input type="checkbox"/> Designated first aiders <input type="checkbox"/> Capital Programme and HRA Business Plan - annual reiteration and regular monitoring <input type="checkbox"/> Fixed Asset Register <input type="checkbox"/> Annual valuation of property by external valuer <input type="checkbox"/> Designated Health and Safety Officer <input type="checkbox"/> Implementation of controls within Health and Safety Executive review <input type="checkbox"/> Health and Safety risk assessments <input type="checkbox"/> Designated Facilities Manager <input type="checkbox"/> Accommodation Reviewed <input type="checkbox"/> Health and safety assessments carried out on all buildings	3	3	9	<input type="checkbox"/> Revision of Asset Management Policy and Capital Expenditure Plan <input type="checkbox"/> Accommodation review <input type="checkbox"/> Consideration of holistic Asset Management database/system <input type="checkbox"/> Production of a Health and Safety Action Plan	2	1	2	J Dickson	Jan-16

Strategic Risk Register

Ref	Risk Definition What is the headline	Corporate Priority	Root Cause: What is the root cause or problem? What could go	Consequence /effect: What could occur as a result, how much of a problem would it be?	Inherent Risk (no controls)			Existing Controls	Residual Risk (with controls)			Further management actions/controls	Target Score			Risk Owner	Review Date
					Likelihood	Impact	Overall risk rating		Likelihood	Impact	Overall risk rating		Likelihood	Impact	Overall risk rating		
CR6	Regulatory Governance	All priorities	<input type="checkbox"/> New or changes to legislation <input type="checkbox"/> Resources (staff) <input type="checkbox"/> Failure to identify new legislation	<input type="checkbox"/> Substantial fines e.g. Data Protection <input type="checkbox"/> Judicial review <input type="checkbox"/> Reputation <input type="checkbox"/> Code of conduct <input type="checkbox"/> Financial loss <input type="checkbox"/> Cost orders <input type="checkbox"/> Personal liability	3	4	12	<input type="checkbox"/> Data Protection Policy and log <input type="checkbox"/> Freedom of Information log <input type="checkbox"/> Code of Conduct and training <input type="checkbox"/> HR Induction <input type="checkbox"/> Statutory Monitoring Officer <input type="checkbox"/> Subscriptions (e.g. legal journals and LGA) and CPD of legal officers <input type="checkbox"/> Prosecution Policy <input type="checkbox"/> Dedicated Compliance Officer	1	1	1		1	1	1	K Garcha	Feb-15
CR7	Failure to respond to a significant incident	All priorities	<input type="checkbox"/> Loss of staff <input type="checkbox"/> Loss of ICT <input type="checkbox"/> Loss of Building <input type="checkbox"/> Loss of Key supplier <input type="checkbox"/> Loss of facilities <input type="checkbox"/> Loss of systems <input type="checkbox"/> Act of God <input type="checkbox"/> Adverse Weather <input type="checkbox"/> Pandemic	<input type="checkbox"/> Insurance – higher premiums <input type="checkbox"/> Loss of essential services <input type="checkbox"/> Adverse publicity <input type="checkbox"/> Reputation damage <input type="checkbox"/> Loss of public confidence <input type="checkbox"/> Loss of income <input type="checkbox"/> Financial damage <input type="checkbox"/> Death and injury <input type="checkbox"/> Litigation risks	2	4	8	<input type="checkbox"/> Insurance policies and annual review <input type="checkbox"/> Use of Zurich Risk Management Service <input type="checkbox"/> Risk Management policies and procedures <input type="checkbox"/> Membership of Local Resilience Forum <input type="checkbox"/> Standby rota <input type="checkbox"/> IT backup	2	3	6	<input type="checkbox"/> Service Area Business Continuity Plans <input type="checkbox"/> Paperless office and increased scanning <input type="checkbox"/> New fire wardens and evacuation plan to be formulated <input type="checkbox"/> Coordination of Out of Hours Service	2	1	2	A Court	Jan-16

Strategic Risk Register

Ref	Risk Definition What is the headline	Corporate Priority	Root Cause: What is the root cause or problem? What could go	Consequence /effect: What could occur as a result, how much of a problem would it be?	Inherent Risk (no controls)			Existing Controls	Residual Risk (with controls)			Further management actions/controls	Target Score			Risk Owner	Review Date
					Likelihood	Impact	Overall risk rating		Likelihood	Impact	Overall risk rating		Likelihood	Impact	Overall risk rating		
CR8	Organisational/Transformational Change	All priorities	<input type="checkbox"/> Restructure <input type="checkbox"/> Transformational change <input type="checkbox"/> Transferable skills <input type="checkbox"/> Reduction in funding <input type="checkbox"/> Change in personnel <input type="checkbox"/> Change in the way the council delivers services <input type="checkbox"/> Redundancy <input type="checkbox"/> Less controls in place due to limited resources	<input type="checkbox"/> Redundancy <input type="checkbox"/> Staff morale <input type="checkbox"/> Staff retention <input type="checkbox"/> Change in working practices <input type="checkbox"/> Impact on quality of service <input type="checkbox"/> Legal implications <input type="checkbox"/> HR implications <input type="checkbox"/> Reputation damage/perception <input type="checkbox"/> Financial loss <input type="checkbox"/> Possible litigation <input type="checkbox"/> Increased fraud	2	3	6	<input type="checkbox"/> Organisation review policy <input type="checkbox"/> Recruitment and selection policies and procedures <input type="checkbox"/> Union and staff consultation <input type="checkbox"/> Internal Audit <input type="checkbox"/> Staff group <input type="checkbox"/> Staff newsletters <input type="checkbox"/> Monitoring and supervision of management/1:1's <input type="checkbox"/> Training and professional qualification support Performance appraisal process	2	2	4	<input type="checkbox"/> Skills mapping for officers	1	1	1	K Garcha	Jan-16

Strategic Risk Register

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					Likelihood	Impact	Overall risk rating		Likelihood	Impact	Overall risk rating		Likelihood	Impact	Overall risk rating		
CR9	Economy/Regeneration	A successful economy	<input type="checkbox"/> Further decline in the economy <input type="checkbox"/> Impact of Localism Act <input type="checkbox"/> Macro Economic triggers <input type="checkbox"/> Pooling/Unpooling of NNDR <input type="checkbox"/> Taking Control of Goods Act 2013	<input type="checkbox"/> Relocation (Business and Domestic) <input type="checkbox"/> Lack of inward investment <input type="checkbox"/> Increased demand for certain services e.g. benefits <input type="checkbox"/> Loss of value in public assets <input type="checkbox"/> Need to continually adapt/change <input type="checkbox"/> Conflicting pressures - decreased funding – increased demand <input type="checkbox"/> Spiral effect <input type="checkbox"/> Short term decision making – uncertainty <input type="checkbox"/> Increased autonomy leads to greater risk <input type="checkbox"/> Decrease in collection levels	5	4	20	<input type="checkbox"/> Medium Term Financial Strategy and scenario planning <input type="checkbox"/> Budget consultation <input type="checkbox"/> Utilisation of Treasury Management advice <input type="checkbox"/> Setting and monitoring of savings and efficiency targets <input type="checkbox"/> Debt Recovery Policy in place <input type="checkbox"/> Local Council Tax and Business Rate Retention scheme in place <input type="checkbox"/> Contract monitoring of bailiffs	4	3	12	<input type="checkbox"/> Localism Act training <input type="checkbox"/> Review of debt management arrangements <input type="checkbox"/> Review maximisation of funding sources including items such as New Homes Bonus <input type="checkbox"/> 6 month review of effect (Taking Control of Goods Act 2013)	4	2	8	J Dickson	Jan-16

Strategic Risk Register

Ref	Risk Definition What is the headline	Corporate Priority	Root Cause: What is the root cause or problem? What could go	Consequence /effect: What could occur as a result, how much of a problem would it be?	Inherent Risk (no controls)			Existing Controls	Residual Risk (with controls)			Further management actions/controls	Target Score			Risk Owner	Review Date
					Likelihood	Impact	Overall risk rating		Likelihood	Impact	Overall risk rating		Likelihood	Impact	Overall risk rating		
CR10	Increased Fraud	All priorities	<input type="checkbox"/> Dilution of internal controls due to less staff <input type="checkbox"/> Increase in unemployment <input type="checkbox"/> Reduction in benefits <input type="checkbox"/> Inflation <input type="checkbox"/> Debt <input type="checkbox"/> Opportunity <input type="checkbox"/> Single fraud investigation outsourced to DWP March 16 <input type="checkbox"/> Sub-letting of Council properties	<input type="checkbox"/> Homelessness, poverty and social deprivation <input type="checkbox"/> Financial loss <input type="checkbox"/> Resources of the authority to investigate fraud issues <input type="checkbox"/> Reputation impact <input type="checkbox"/> Litigation	3	3	9	<input type="checkbox"/> Internal and External Audit <input type="checkbox"/> Financial Regulations <input type="checkbox"/> Segregation of Duties <input type="checkbox"/> Supervision and Management <input type="checkbox"/> Investigation and disciplinary procedures <input type="checkbox"/> Litigation <input type="checkbox"/> Anti Fraud and Corruption Policy <input type="checkbox"/> Whistle blowing process <input type="checkbox"/> Tone from the top - no tolerance <input type="checkbox"/> Budgetary Control <input type="checkbox"/> Participation in National Fraud Initiative <input type="checkbox"/> Transaction review (e.g. invoices/mileage) <input type="checkbox"/> Updated Anti Fraud and Corruption Policy	2	2	4	<input type="checkbox"/> Bribery Act Risk Assessment <input type="checkbox"/> Fraud Awareness Training	1	1	1	J Dickson	Apr-16

Agenda Item 14



**Policy, Finance &
Development
Committee**

**Tuesday 27th
October 2015**

**Information and
Decision**

Title: Future Funding for Supporting Leicestershire Families (SLF)

**Author: Anita Pathak-Mould
Head of Community**

1 Introduction

This report provides Members the future planning for the Supporting Leicestershire Families following a summit held across the Leicestershire partnership where there was an overall commitment to sustain the SLF programme and the significant impact of the work with families was clearly acknowledged

Recommendations

That Members:

- 1) Note the performance of the SLF programme in the Oadby Wigston locality
- 2) Approve a further 3 years of funding to be maintained at the same level as previously at £23,000 per year.

2 Information

SLF programme is funded via a pooled budget made up of both partner contributions and money from the National Troubled Families Unit (TFU). The programme was initially funded for three years (2012/13 – 2015/16) and funds have been held in reserves to manage the budget over the three year period. The national Troubled Families programme was launched in December 2011 by the Prime Minister. Leicestershire's response to the programme was the creation of a pooled budget to deliver a programme of intensive support to families identified with complex and multiple issues who place some burden on the resources of public sector services.

As part of the payment by results system Leicestershire fully delivered the phase one target, therefore drawing down additional funding into the programme. This means, based on an average length of involvement with families of 42 weeks, there are sufficient funds held in reserves to complete our interventions with those families who are open to us currently and those referred to the programme up to the end of March 2016.

Leicestershire County Council (LCC) who is holding the funds made clear their commitment to completing the work with those families now engaged with the programme. However, to take on any new work with families

beyond this date will require additional and ongoing funding from the partnership.

The Government has committed to funding the programme for a further five year period (until March 2020). In light of this a request has been made to consider a further financial commitment which can be aligned with that now provided by the Troubled Families Unit for 2017/18 – 2019/20.

Partnership Arrangements

During the year the SLF Operational Leadership/steering group was established, building on the previous arrangements for regular meetings with the Districts/Borough Council partners. The expanded Group has involved Public Health, Clinical Care Commissioning Groups, and Probation. The role of the group has been to explore operational and strategic issues together in recognition that the success of the service is dependent on effective multi-agency working.

Local Arrangements.

The Council's SLF working group and lead officers have held discussions and met with the Head of SLF services and considered the current commitment, the SLF annual report of 2014 and the details of locality arrangements and practices.

At Oadby and Wigston Borough Council the allocation of support workers include 3 full time support workers and 1 full time team leader. The family support worker teams are locality based and hosted by each District/Borough.

A total of 552 families have been worked with by the service, with 35 of these families being Oadby and Wigston locality.

The locally based support workers alongside the officers with council have worked closely in providing support and solutions to a number of challenges faced by families which are well documented in the 2014-15 annual report. This which is a combination of facts and figures, quotes and reflections from families, workers and other agencies, and brief case studies

The Cost Benefit analysis calculated the current total estimated annual cost of delivering the SLF service for 2013/14 was an average of £3,697 per family. This translates in to £129, 395 worth of services for the 35 families assisted through the service in this Borough, based on the Council's contribution of £23,000 a year the SLF working Group recognises the value of the programme in terms of support to our communities , and the benefits of partnership working.

The working group concluded that in light of the budget pressures on the Council resources, Oadby and Wigston Borough Council will not be in a

position to offer any increase upon the current commitment of £23,000 a year which ceases this year.

The proposal is to maintain the Borough Council's commitment to the programme for the next 3 years (from 2016/17) at our current contribution of £23,000. In addition, the Council also remain committed to the ongoing "in-kind" contribution to the programme of officer support, office accommodation and car parking over the next 3 years.

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Background Papers: SLF Annual Report 2014-2015

Implications	
Financial (CR)	Incorporated within the body of the report
Risk (APM)	CR4 Reputational damage CR9 Economy
Equalities (AC)	No significant implications
Legal (AC)	No significant implications



Policy, Finance & Development Committee	Tuesday 27th October 2015	Matter for Information and Decision
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Title: **Advisory Services in the Borough – Short Term Interim Arrangements**

Author: **Mark Hall – Chief Executive**

1. Introduction

This report recommends that a temporary process is put in place in order to provide for the short term needs of the residents of the Borough in relation to advisory services prior to a longer term contract being commissioned.

2. Recommendations

That delegated authority should be given to the Chief Executive in consultation with the Chair of Policy, Finance and Development Committee and the Leader of the Council in order to put in place short term interim arrangements in relation to advisory services in the Borough.

3. Information

At the last meeting of the Policy, Finance and Development Committee in July 2015, Members resolved to allow the existing advisory contract with the Citizens Advice Bureau to lapse at the end of its contract period on 31st July 2015.

A number of advice services are presently available and provided in the Borough through various organisations, some of which have a direct relationship with the Council.

The Council is presently going through a process in order to identify what long term advice services are required within the Borough and it will then procure those services.

In order to ensure that there are adequate advisory services available to residents in the Borough during the short term interim period, it is proposed that delegated power should be given to the Chair of the Committee and Leader of the Council to ensure that this is the case.

An annual budget has been established for some years to provide this service so the outstanding unspent balance from 2015/16 can be utilised if necessary to fund any short term interim requirements.

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Background Papers: Report to the Policy, Finance and Development Committee on 21 July 2015 – Advisory Services in the Borough

Implications	
Financial (PL)	CR5 Effective utilisation of resources/assets. In delivering services.
Risk (APM)	CR4 Reputation.
Equalities (AC)	An Equality Impact assessment will be necessary and conducted when officers are available.
Legal (AC)	No significant implications



Policy, Finance & Development Committee	27 October 2015	Information
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Title: **Housing Business Plan Update**

Author: **John Dickson, Chief Financial Officer (Section 151 Officer)**

1 Introduction

- 1.1 This report provides the committee with an update on progress in implementing the Housing Revenue Account (HRA) 30 year business plan.
- 1.2 Since approval of the business plan by Service Delivery Committee, the plan has been updated and regularly reported to both Service Delivery Committee and Policy and Finance Development Committee.
- 1.3 There are a number of changes to Central Government policy which will impact on the HRA going forward. The assumptions around these are set out in the attached Appendix 1 with sensitivity analysis on likely scenarios.

2 Recommendations

- 2.1 That Members should note the report

3 Information

- 3.1 The new financial regime for Local Authority Housing came into force in 2013/14 giving local authorities more control over their housing stock's finances, particularly in relation to the retention of rental income and the raising of funding for capital investment.
- 3.2 The Government through the July Budget will bring in significant changes to legislation which will affect income streams within the HRA and therefore the stability of its business plan.
- 3.3 The attached appendix details these changes to Government policy and the likely effect on the business plan including;
 - a) A new rent policy which will see rents reducing by 1% per annum for the next four years.
 - b) The future impact of the recently published Housing Bill which sees Right to Buy being brought into the Housing Association sector and the introduction of a levy on Councils, based on stock values as well as the moving of higher earning tenants to market rent.

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Implications	
Financial	Contained in the report
Risk	None
Equalities	None
Legal	None



Oadby and Wigston Borough Council

HRA Business Plan Financial Projections

October 2015 Review

1. Introduction

- 1.1 CIH consultancy have been commissioned to update the Council's HRA Business Plan and report on the latest projections and influential factors for both present and the future.
- 1.2 The model is launched from 2014.15 and is based actual results for this year and the first four years on the Council's most recently published medium term financial plan.
- 1.3 It also details the future risks to the viability of the Business Plan with respects to changes to social housing within the recently published Housing Bill.

2. Future Assumptions

- 2.1 The model currently uses the current budgets and medium term financial plan for 2015.16 to 2018.19 for projecting expenditure and income forward whilst adding general RPI (inflation) increases. There are exceptions to these and detailed further in this report.
- 2.2 In this section of the report we briefly detail how the above expenditure and income will differ from any other variance than RPI (inflation being applied) and the medium term forecast. We have applied an RPI of 2.5% from year 6 of the plan.

Rental Income

- 2.3 Following the Summer Budget on 8 July 2015 it was announced to the social housing sector that all rents within social housing would have to be reduced by 1%, rather than the previous guidance of annual increases of CPI plus 1%. This was in order to save £4.28billion over a five year period for the associated Housing Benefit costs, which would have seen increases without this action. The rent reduction is to be applied over a four year period. So for example a tenant currently paying £100.00 per week will see

it reduced to £99.00 next April and then £98.01 the following year and so on until April 2020 when rents are proposed to increase by CPI plus 1% again

- 2.4 This will have a significant impact to the resources available to not only Oadby and Wigston but for the whole sector. For Local Authorities we have assessed the impact as £2.6billion in terms of lost revenue against forecasts (based on the Government's own forecasts for CPI). The local impact (based on actual and assumed CPI levels) is £1.56million over the next 4 years of the plan or £25.5million over the full duration.
- 2.5 To implement these changes the new Welfare Reform and Work Bill was published on 9 July 2015 which in effect set about enforcing these changes rather than going through the usual process of consultation.
- 2.6 It was originally interpreted that this would only apply to housing association rents but subsequent confirmation from DCLG has stated that this will apply to local authorities as well. The HCA will produce a revised rent standard which will be applied to both local authorities and housing providers with this body now having overall control. It is not known yet how the actual regulation will work but local authorities are advised to model on the basis of rent reductions.
- 2.7 The Bill is to cover all types of rent within the social sector with the exclusion of shared ownership. This means that all new build properties let at affordable levels will also have the reduction applied over the next four years.
- 2.8 Further reading of the Bill suggests that the current policy of re-letting voids at formula rent will prove fruitless as the point of which rent for reduction is set at levels prior to 8 July. This also negates the opportunity to have a second rent increase within a year in order to potentially offset the impact of this policy. However, this has been queried and the Bill may see some form of amendment.
- 2.9 There will be the opportunities for housing providers to claim a waiver from the policy, but we are told that this will be in very extreme circumstances and unfortunately we cannot assume (indeed, it is probably unlikely) that Oadby and Wigston will fall into the category.
- 2.10 The Local Authority sector has voiced the possibility of challenging the Government in terms of the re-opening the self-financing settlement, given the change in the rent policy. This is an option though one we consider potentially risky in terms of challenge given that other factors could be included which may negate the possibility of some debt repayment.

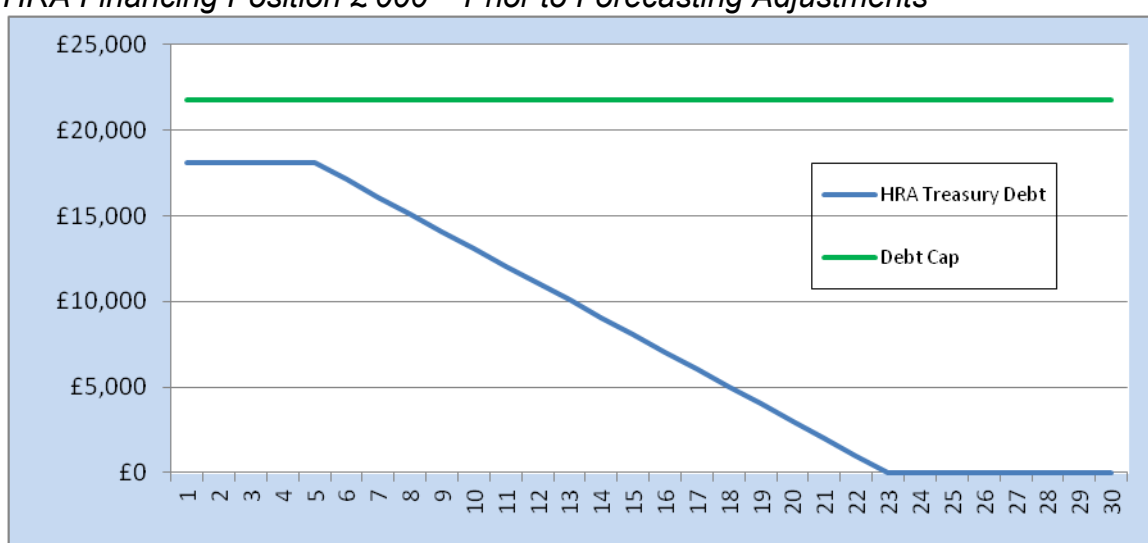
Welfare Reform

- 2.11 The total impact of welfare reform to the plan and how to profile it into future projections will be progressed with officers but for the time being the provision peaks at 2.5% reducing to 1.5%.

Treasury Management

- 2.12 The loan portfolio that was established to finance the self-financing transactions consists of 18 loans totalling £18.114million. With an HRA CFR (accounting debt) of £18.006million there is 'internal' lending to the Council's General Fund of £0.108million.
- 2.13 The interest on these loans (which vary from 1.99% to 3.44% depending on duration) will be charged directly to the HRA, and being fixed rates the forecast interest projections will be accurate. We have estimated that any future borrowing in the medium to long-term will be charged at 5%.
- 2.14 The graph below shows the current financing position of the HRA before applying any future income and cost projections:

HRA Financing Position £'000 – Prior to Forecasting Adjustments



- 2.15 The graph shows the actual HRA loan portfolio starting at £18.114million and reducing gradually over 23 years until all loans are repaid. The HRA CFR (not shown in this graph) would indicate a very similar level of debt due to the 'internal' lending of £0.108million to the General Fund.

3. Capital Projections

- 3.1 The capital expenditure for 2015.16 reflects the budgeted spend for capital works and slippage for 2014.15.
- 3.2 From year 2 (2016.17) to year 4 (2017.18) we have used the levels of expenditure as per the medium term financial plan.
- 3.3 We have used the outputs from the 2011 stock condition survey to determine the required levels of future investment in stock. There is currently a revisit of survey ongoing and future updates of this plan will reflect the results of this.

- 3.4 In total the average expenditure costs per unit are in the region of £35,600 per unit which are marginally higher than benchmarked costs though this reflects the age and profile of the stock. This does however include for provision of disabled adaptations at £110,000 per annum.

New Build

- 3.5 The Council has yet to deliver new build schemes but plans for some have been included within the 2015.16 budget at £0.3million and we are aware that the Council is considering market acquisitions.
- 3.6 The plan provides for no other new build at this stage other but our summary section below details any future capacity to enable this.

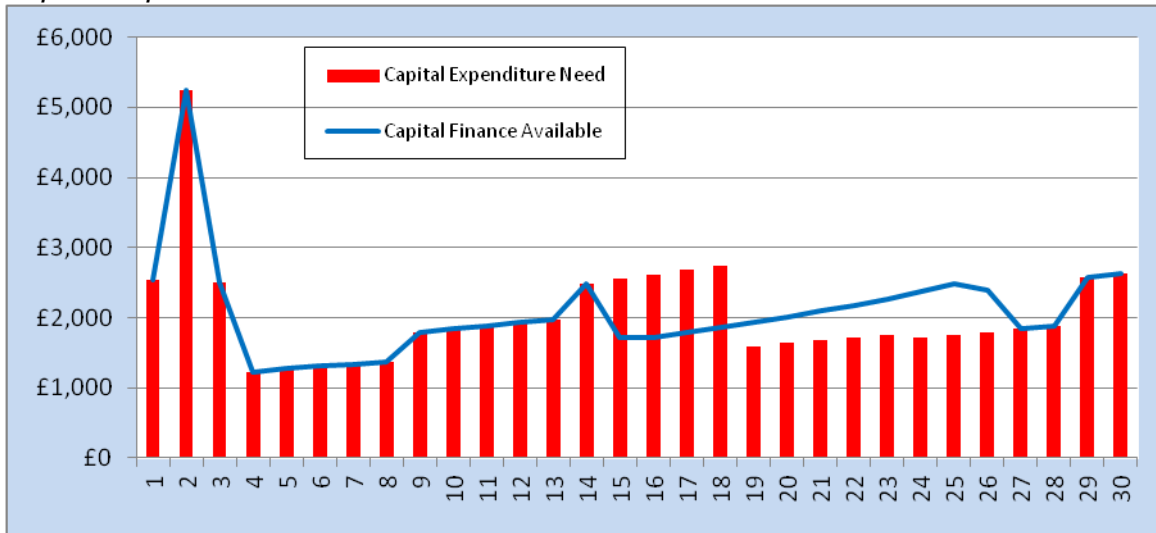
Right to Buy Receipts

- 3.7 With the reinvigoration of the right to buy policy Oadby and Wigston has seen sales in the past three years exceed those in the immediate prior years (and those assumed within the self-financing settlement).
- 3.8 The result of the increased volume of sales affects the Plan not only with loss of income but also introduces the ability to retain the balance of the receipts (after some initial deductions) known as '1-4-1' receipts.
- 3.9 After all eligible deductions the Council currently accrued £0.039million in total at the end of March 2015. Regulations state that this can be used for up to 30% of new build or acquisitions within 36 months of the receipt arising.
- 3.10 The plan assumes that these receipts will be utilised either through the planned new build expenditure or market acquisition.
- 3.11 Current rules state that if '1-4-1' receipts cannot be spent on eligible expenditure then they must be returned along with compounded interest at a charge of 4% above base rate.
- 3.12 We have assumed that right to buy levels will fall to a level that will result in no further right to buy receipts that will be attributable to the HRA.

4. Funding the Capital Projections

- 4.1 For the following projections we have amended the model to reflect the change in rent policy as per the medium term financial plan.
- 4.2 The graph below demonstrates the capital expenditure (in the thick red vertical bars) for each year including inflation. The available resources are shown (using the thin blue horizontal line).

Capital Expenditure vs Resources £'000



4.3 The results of the modelling show that the capital programme cannot be funded from year 15 (2028.29) until year 18 (2031.32). From year 19 as the forecast expenditure reduces the plan has sufficient resources to catch the shortfall of capital works, which peaks at £3.6million, by year 26. The resources available are based on using HRA balances until they reach the minimum balance set and borrowing up to the debt cap.

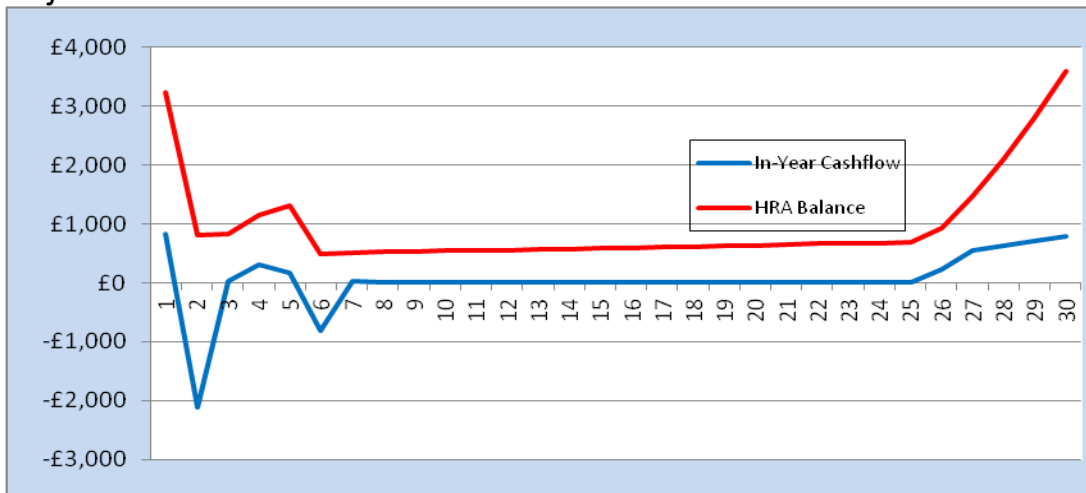
4.4 Whilst previous modelling demonstrated that there was never an issue in terms of funding the expenditure as it fell due, the change in circumstances of rents reducing rather than increasing means that resources will be more limited hence the shortfall in funding.

4.5 At this stage the above modelling excludes any provision for market acquisition of properties and if enacted would only increase the shortfall and the potential period to catch this up.

5. HRA Revenue Balance Projections

5.1 The projected balances for the HRA are as follows:

Projected HRA Balances £'000

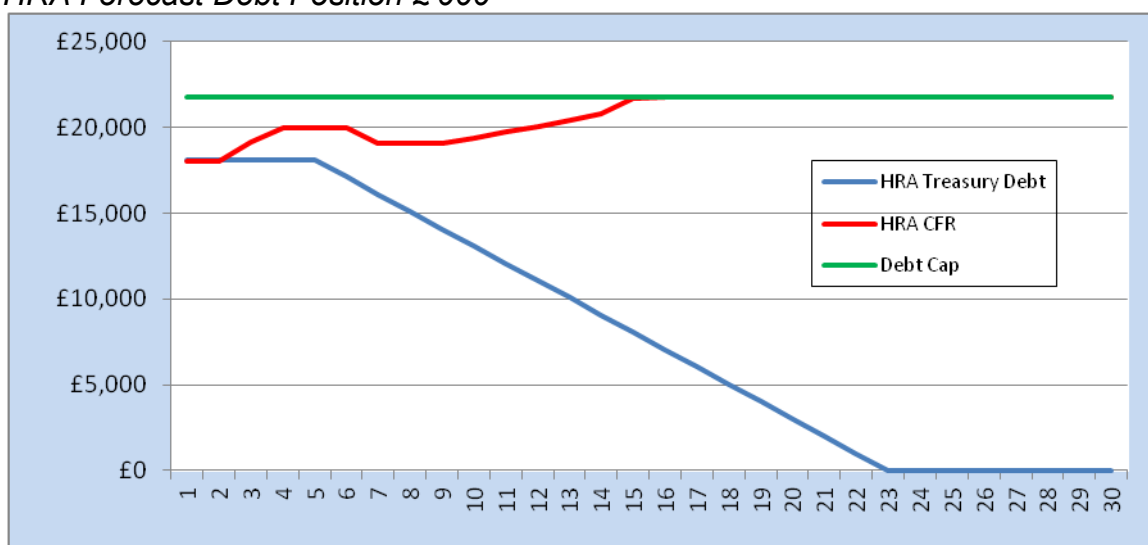


- 5.2 The HRA is set not to let balances to go below £0.3million (plus inflation) and is set to attempt loan repayments (via the major repairs reserve) where possible according to the treasury loan repayment strategy.
- 5.3 The level of balances are maintained at the minimum balance level (plus inflation) from years 6 to 25 until the shortfall in capital works are caught up. From then on balances start to accrue.

6. HRA Debt Projections

6.1 The chart below shows the revised borrowing position for the Council.

HRA Forecast Debt Position £'000



- 6.2 The above graph shows initially the £1.956million borrowing to fund the capital programme for 2015.16 and 2016.17.
- 6.3 From year 6 (2019.20) the HRA can no longer fully finance the current debt repayment as per the current portfolio. Due to the projected higher capital expenditure in years 9 onwards there is a need for a net increase in borrowing even after taking account of the in year loan repayment. This continues until year 15 when the debt cap is reached. This explains why the capital programme shortfalls occur from then on as no further additional borrowing can be made.
- 6.4 If the Council wished to see any debt repayment in future years then the level of investment to the existing stock would need to be reduced accordingly.
- 6.5 The level of debt is projected at £21.769million at year 30, though could be reduced by up to £3million by utilising the HRA balances projected to be available at that time.
- 6.6 It is clear that if the changes that have witnessed since the introduction of self-financing in March 2012 were known (such as loss of rent convergence, then rent reductions and reinvigoration of right to buy) then

the loan portfolio taken out to finance the settlement would have been over a longer period and repayments most certainly starting later.

7. Future Challenges

- 7.1 There are some further developments which the Government has proposed that will have an impact on the Plan, that cannot be costed yet, and we have identified these below.
- 7.2 As part of the Conservative Party's manifesto it was announced that the Right to Buy policy would extend to Housing Association tenants. However to enable this policy to work, Housing Associations would need to be fully compensated for the sale of their properties at the much higher discounted rates than the Right to Acquire rates currently applied. This is because the Government has to demonstrate that it does not have overall control of the assets of Housing Associations or else their debt, some £60billion, would be considered as public borrowing. So in order to avoid this, full compensation has to be paid to Housing Associations so there is no demonstrable loss.
- 7.3 In order to fund these compensation payments the Conservative manifesto detailed that Local Authorities would be forced to sell their "high-value" voids, with the Government collecting the majority of the receipt to fund this policy.
- 7.4 Initial information produced prior to the election with regards to how a high value void would be identified was by region, not at a local level. This would see authorities in higher value areas (such as Oadby and Wigston) selling more stock in a region than those with lower values.
- 7.5 It is clear that since this Government took power much more work is required around how the policy would work for both Local Authorities and Housing Associations.
- 7.6 The first draft of the bill has now been published and gives further clarity as to what is now expected. In summary a determination will be issued by Government requiring an annual payment to Treasury. The Bill identifies that this will be based on their assessment of the Authorities high value properties and their expectations as to the number that will become void. It allows for annual amendments if required and does not reflect if high value properties become actually void.
- 7.7 Therefore there is the expectation that Authorities will sell high value properties to fund the determination as and when they become void, or fund the transaction via other means. There is no mention as to any mechanism for neither replacement of the property nor the contribution to a national Brownfield regeneration scheme.
- 7.8 Given this position it is difficult for us to model any potential impact of these sales of high value voids and whether match funding is required, as with the current '1-4-1' reserve arrangements. Therefore we need to identify this as

a risk to the Business Plan in terms of loss of income and the need for additional expenditure on replacement. The simple contingency plan to meet any net loss in rental income would be to either reduce provision for service enhancements and/or increase borrowing further.

- 7.9 The Government is also introducing a 'Pay to Stay' policy which means that properties that have household income over £30,000 per annum will be subject to market rent (or near market rent) rather than the current social rent. It is anticipated that a sliding scale will be introduced where, if the income is £40,000 or over, 100% of market rent should be charged. The onus will be on landlords to identify the tenants affected through changes to tenancy agreements to supply earnings information, which will obviously involve additional time and costs to the current housing service. Apart from this cost, the Government's proposals should have a neutral effect on the Council's Plan, since the potential additional income is forwarded to the Government and not for the Council to retain, unlike with Housing Associations. The recent consultation asks Council's for its views on this policy and how much it would cost to administer.

8. Summary

- 8.1 This review of the HRA Business Plan demonstrates that it is fully viable over the 30 years due the latest rent policy modelled. Viability is judged in that the capital expenditure can be maintained, the HRA does not fall into deficit and that the debt cap is not breached. The viability test fails on the ability to meet its assessed level of capital investment during years 15 to 18 and taking up until year 26 to catch up.
- 8.2 The impact of the rent reduction can clearly be seen and whilst it does not mean that immediate action needs to be taken, caution is required in terms of future investment decisions in terms of how they might impact on the medium to longer term ability to meet required investment levels when required.
- 8.3 Further consideration needs to be given once the value of the determination is known in relation to the sale of high value voids and the potential increase of right to buy sales through the 'Pay to Stay' policy.

Simon Smith

October 2015

Appendix 1 – General Assumptions

Description	Short –medium term (2015-19)	Long-term (2020 onwards)
Opening debt position	Opening debt at settlement £18.006m against cap of £21.769m	Long term cap £21.769m
Property changes over the plan	1,240 properties 1.4.2015 (reducing according to MTFP)	2 RTB per annum.
Economic – inflation and interest rates	As per MTFP	2.5% core inflation, 3% rent inflation (after 4 years), interest rates stable at 5% for required internal borrowing
Rents – convergence rate and RPI assumptions	£78.65 average rent - no convergence – rent reductions	3% long term rent increases (after 1% decreases)
Arrears and bad debts	As per MTFP	3.5% of rents long term
Management costs	As per MTFP	Inflation long term at 2.5%
Repairs costs	As per MTFP	Inflation long term at 2.5%
Capital profile	As per MTFP	£33.5m (no inflation) over 26 years based on existing stock moving with 2.5% inflation
Assumptions of efficiencies being delivered	As per MTFP	All inflationary pressures above main inflation absorbed
New Build	As per MTFP	None
Use of capital resources (RTB receipts etc) and explanation for basis	As per MTFP	RTB receipts available at 25% of average sale price fully used on GF

Appendix 2

HOUSING REVENUE ACCOUNT PROJECTIONS

Oadby and Wigston BC

Year	2014.15	2015.16	2016.17	2017.18	2018.19	2019.20	2020.21	2021.22	2022.23	2023.24	2023-28	2028-33	2033-38	2038-43	
	1	2	3	4	5	6	7	8	9	10	11-15	16-20	21-25	26-30	
INCOME:															
Rental Income	4,973	5,055	4,972	4,890	4,822	4,765	4,900	5,039	5,182	5,328	28,989	33,326	38,309	44,033	
Void Losses	-179	-107	-99	-98	-96	-95	-98	-101	-104	-107	-580	-667	-766	-881	
Service Charges	290	228	286	292	300	307	315	323	331	339	1,828	2,068	2,340	2,647	
Non-Dwelling Income	87	84	86	88	90	93	95	97	100	102	551	624	706	799	
Grants & Other Income	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Total Income	5,171	5,260	5,245	5,173	5,115	5,070	5,212	5,359	5,509	5,663	30,788	35,351	40,588	46,598	
EXPENDITURE:															
General Management	-1,406	-1,563	-1,458	-1,494	-1,532	-1,570	-1,610	-1,650	-1,691	-1,733	-9,339	-10,566	-11,954	-13,525	
Special Management	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Other Management	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Rent Rebates	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Bad Debt Provision	-35	-89	-128	-119	-109	-95	-86	-76	-78	-80	-435	-500	-575	-661	
Responsive & Cyclical Repairs	-1,022	-1,326	-1,360	-1,394	-1,428	-1,464	-1,500	-1,538	-1,576	-1,616	-8,705	-9,849	-11,143	-12,607	
Total Revenue Expenditure	-2,463	-2,978	-2,946	-3,007	-3,069	-3,129	-3,196	-3,263	-3,345	-3,429	-18,478	-20,914	-23,672	-26,793	
Interest Paid	-539	-589	-586	-611	-611	-629	-631	-658	-687	-728	-4,265	-5,012	-5,384	-5,442	
Finance Administration	-8	-16	-16	-17	-17	-17	-18	-18	-19	-19	-104	-117	-133	-150	
Interest Received	23	15	12	14	23	15	8	9	9	9	47	52	56	186	
Depreciation	-1,183	-1,185	-1,215	-1,245	-1,276	-1,308	-1,341	-1,374	-1,408	-1,444	-7,778	-8,800	-9,957	-11,265	
Net Operating Income	1,001	507	494	307	165	2	35	53	59	52	210	559	1,499	3,135	
APPROPRIATIONS:															
FRS 17 /Other HRA Reserve Adj	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Revenue Provision (HRACFR)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Revenue Contribution to Capital	-174	-2,628	-464	0	0	-817	-12	-47	-47	-46	-162	-509	-1,446	-239	
Total Appropriations	-174	-2,628	-464	0	0	-817	-12	-47	-47	-46	-162	-509	-1,446	-239	
ANNUAL CASHFLOW															
Opening Balance	1,898	2,725	604	634	941	1,107	292	316	323	334	341	389	438	492	
Closing Balance	2,725	604	634	941	1,107	292	316	323	334	341	389	438	492	3,387	

HOUSING CAPITAL PROJECTIONS
Oadby and Wigston BC

Year	2014.15	2015.16	2016.17	2017.18	2018.19	2019.20	2020.21	2021.22	2022.23	2023.24	2023-28	2028-33	2033-38	2038-43
£'000	1	2	3	4	5	6	7	8	9	10	11-15	16-20	21-25	26-30
EXPENDITURE:														
Planned Variable Expenditure	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Planned Fixed Expenditure	-2,322	-4,856	-2,509	-1,213	-1,273	-1,305	-1,338	-1,371	-1,789	-1,834	-10,817	-11,261	-8,605	-10,723
Disabled Adaptations	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Other Capital Expenditure	-209	-83	0	0	0	0	0	0	0	0	0	0	0	0
New Build Expenditure	0	-300	0	0	0	0	0	0	0	0	0	0	0	0
Procurement Fees	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Previous Year's B/F Shortfall	0	0	0	0	0	0	0	0	0	0	0	-12,572	-11,643	-589
Total Capital Expenditure	-2,531	-5,239	-2,509	-1,213	-1,273	-1,305	-1,338	-1,371	-1,789	-1,834	-10,817	-23,832	-20,248	-11,312
FUNDING:														
Major Repairs Reserve	2,197	1,185	1,215	1,213	1,273	336	334	368	402	437	2,746	3,769	6,938	11,073
Right to Buy Receipts	160	0	0	0	0	0	0	0	0	0	0	0	0	0
HRA CFR Borrowing	0	1,126	830	0	0	152	992	956	1,340	1,351	7,079	5,032	3,019	0
Other Receipts/Grants	0	0	0	0	0	0	0	0	0	0	0	0	0	0
HRA Reserves	0	300	0	0	0	0	0	0	0	0	0	0	0	0
Revenue Contributions	174	2,628	464	0	0	817	12	47	47	46	162	509	1,446	239
Total Capital Funding	2,531	5,239	2,509	1,213	1,273	1,305	1,338	1,371	1,789	1,834	9,987	9,309	11,402	11,312
In-Year Net Cashflow	0	0	0	0	0	0	0	0	0	0	-830	-3,088	-575	0
Cumulative Position	0	0	0	0	0	0	0	0	0	0	0	0	0	0
MRR Account:														
Opening Balance	1,014	0	0	0	32	35	0	0	0	0	0	0	0	0
Net Contribution (Depr)	1,183	1,185	1,215	1,245	1,276	1,308	1,341	1,374	1,408	1,444	7,778	8,800	9,957	11,265
Use of Reserve to Capital	-2,197	-1,185	-1,215	-1,213	-1,273	-336	-334	-368	-402	-437	-2,746	-3,769	-6,938	-11,073
Loan Repayment	0	0	0	0	0	-1,006	-1,006	-1,006	-1,006	-1,006	-5,032	-5,032	-3,019	0
Closing Balance	£0	£0	£0	£32	£35	£0	£0	£0	£0	£0	£0	£0	£0	£192

Agenda Item 17



Policy, Finance and
Development
Committee

Tuesday 27th
October 2015

Matter for Decision

Title: **Request For Write Off Of A Housing Benefit Overpayment**

Author: **John Dickson, Chief Financial Officer (Section 151 Officer)**

1. Introduction

This report requests Members' authority to write off a debt resulting from the overpayment of Housing Benefit.

The overpayment totals £15815.05 and is for the period 04/01/10 to 05/01/15.

2. Recommendations

That Members authorise the write off of an overpayment of Housing Benefit in the sum of £15,815.05.

3. Information

The claimant had received Housing Benefit and Council Tax Benefit / Support based on his income of Employment Support Allowance (ESA).

Following a fraud referral from a member of the public the claim was investigated and evidence gathered by the fraud team showed that the claimant had savings, had worked for part of the time he was claiming benefit and had inherited a property from his father. None of this had been declared to the Department of Works and Pension or to the Council.

Our fraud team wrote to the claimant to arrange an interview under caution (IUC). IUC's are standard procedure in a fraud investigation to ask further questions, confirm evidence and consider if fraud has occurred and whether prosecution or other penalties should be applied.

No response was received direct from the claimant but his Doctors wrote to say that the claimant suffered from severe depression and had suicidal tendencies and that any contact regarding the overpayment would cause him extreme stress. The Fraud team, therefore decided not to pursue the investigation. However, there had still been an overpayment and the case was passed to the Benefits assessment team at the Council to determine the amount of the overpayment and what action to take with the overpayment.

After numerous contacts with the claimant's Doctors we established that he could be designated as "Severely Mentally Impaired" for Council Tax purposes which made him exempt from Council Tax and therefore there is no overpayment of Council Tax Benefit/Support.

The remaining Housing Benefit overpayment amounts to £15,815.05 for the period 04/01/10 to 05/01/15.

The overpayment has been caused by claimant error; there has been no official error. The overpayment is recoverable and normally in these types of cases we would recover.

However, in line with the council's debt recovery policy we consider that, according to the Doctors evidence, the claimant is vulnerable, having severe mental health issues and being considered a suicide risk. Taking recovery action on this debt is likely to cause the claimant severe stress which could lead to suicide.

We are, therefore, recommending this amount for write-off. As the amount exceeds £10,000 it does require the agreement of the PFD Committee in line with our write off policy.

Email: paul.loveday@oadby-wigston.gov.uk Tel: **0116 257 2750**

Background Papers: - **Not Applicable**

Implications	
Financial (PL)	The Council is carrying adequate bad debts provision on its balance sheet to cover the amount of this write off.
Risk (PL)	CR4: Reputational Damage
Equalities (AC)	No Significant Implications
Legal (AC)	No Significant Implications

Agenda Item 18



**Policy, Finance &
Development
Committee**

27 October 2015

**Matter for
Information**

Title: **Adoption of Open Spaces In Oadby**

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

1. Introduction

This report updates members on the position of adoption of the open spaces in Oadby, Woodlands Ward, as identified in a report to this committee on 22 July 2014.

2. Recommendations

That Members note:-

- 2.1.** The position on the disposal of each of the open spaces identified in the report to this committee on 22 July. In particular, to note that the open space at Florence Wragg Way is in the process of being transferred to the Council by way of gift.

3. Information

- 3.1.** The report to this committee on 22 July set out that as part of an update of the Council's land ownership records across the Borough, it had come to the attention of the Legal team that there were several open spaces in the Oadby Woodlands Ward that were currently being maintained by the Council, despite not being owned by it. It was highlighted that the maintenance of these open spaces by the Council without the benefit of formal ownership presented several issues in terms of liability.
- 3.2.** The above report noted that the sites comprised wholly or partly of trees and wooded area but at this early stage gave no further detail. See attached plan at Appendix 1.
- 3.3** The committee resolved "that delegated authority be given to the Legal Team to make contact with the respective owners of the open spaces in Oadby Woodlands Ward and a further report with costs and ongoing costs is brought to a further meeting."
- 3.4** By March 2015, the Legal team had established the original developers as having ownership of the sites as follows:-
- i) land known as Half Moon Spinney (marked 1 on the plan) – Jelson's and the 3 listed below owned by Taylor Wimpey
 - ii) land known as Florence Wragg Way, grassed area (marked 2 on the plan)
 - iii) land known as Beaufort Spinney (marked 3 on the plan)
 - iv) land known as Fox Hollow Spinney (marked 4 on the plan)

In discussions with the developers, both were willing to gift each piece of land to the Council but would not agree to the payment of a commuted sum as they claimed the Council had been maintaining the open spaces for the past 30 years. (By this time, alternative arrangements had been made for future ownership and management of Fox Hollow Spinney). In view of the significant amount of large, old trees, within the Spinneys' the legal team identified the adoption of such would over the years result in increasing maintenance difficulties and costs. In addition, it appeared that the Council's grounds maintenance team had not actually been maintaining these sites, other than the grassed area at Florence Wragg Way. Senior Management Team deferred the report proceeding to the committee meeting in March 2015 on the basis that further clarity was needed both on maintenance issues and realistic costings for ongoing maintenance.

- 3.5** In the meantime, without further negotiations, the remaining 3 open spaces were put up for auction. When it became known that the land at Florence Wragg Way at which there is Council maintained play equipment, was being auctioned, the Director of Services negotiated with the developer's agents and Solicitors for this to be withdrawn and the land transferred to the Council by way of gift. The Council has always been maintaining the site and play equipment so there are no additional costs to be borne by the Council. The spinneys' at Beaufort Way and Half Moon Spinney were both sold at auction.
- 3.6** The additional resolution of the committee on 22 July 2014 for a reconciliation exercise to be undertaken to identify a strategy for dealing with similar open spaces across the Borough in consultation with the Greening of the Borough Working Group will take place in 2016.

Email: anne.court1@oadby-wigston.gov.uk

Tel: 0116 257 2602

Background Papers:

Report to Policy Finance and Development Committee of 22 July 2014

Implications	
Financial (JD)	The revenue costs of ongoing maintenance are already included in the General Fund budget
Risk (AC)	CR5 effective utilisation of assets
Equalities (AC)	None
Legal (AC)	The transfer of the land will give certainty to liability issues.

Text





Policy, Finance and Development Committee	Tuesday 27th October 2015	Matter for Decision
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Title: **Asset of Community Value Nomination for The Cow and Plough, Stoughton Park, Gartree Road, Oadby, LE2 2FB**

Author: **Anne Court (Director of Services)
Adrian Thorpe (Planning Policy and Regeneration Manager)**

1. Introduction

- 1.1 The Localism Act (2011) and the Assets of Community Value (England) Regulations (2012) set out the opportunities and procedures to follow for communities wishing to identify assets of community value and have them listed.
- 1.2 A nomination has been received from Leicester Campaign for Real Ale (CAMRA) to list The Cow and Plough as an Asset of Community Value. This report provides an overview of the application that has been submitted by Leicester CAMRA and a summary of the regulations that must be considered to inform the Council’s decision.

2. Recommendations

- 2.1 It is recommended that, subject to there being no representations received that would alter this recommendation, Members agree that the Nominated Asset (The Cow and Plough, Stoughton Park, Gartree Road, Oadby, LE2 2FB) should be confirmed as an Asset of Community Value on the basis that the nomination has been made by a qualifying community group and that the nominated asset “furthers the social wellbeing or social interests of the local community” and therefore, include the asset on the Council’s Local List of Assets of Community Value Register and to place the asset on the Local Land Charge Register.

3. Information

Background to the Community Right to Bid

- 3.1 The Localism Act 2011 (“the Act”) and the Assets of Community Value (England) Regulations 2012 introduce a new right for groups of local people to nominate buildings or pieces of land which contribute to the “social wellbeing or social interests” of their local communities to be listed on a register of Assets of Community Value (“ACVs”), which the local authority is required to maintain.
- 3.2 Nominations can apply to public or private assets, although there are certain exemptions, including private homes.
- 3.3 The statutory tests which the Council must apply when assessing a nomination are:
 - (i) Its main use furthers the social wellbeing or cultural, recreational or sporting interests of the local community; and it is realistic to think that the main use will continue to further the social wellbeing or cultural, recreational or sporting interests of the local community; or,

(ii) Where the main use does not currently have such a community benefit, in the “recent past” it did have and the Council considers it likely that it would be able to have such a use in the next 5 years.

(iii) That the nomination is a community nomination made by a community or voluntary organisation or group which qualifies under the Act to make the nomination.

- 3.4 Where either criterion i) or ii), and criterion iii) of the above is met, the Council must list the land or building on its register of Assets of Community Value.
- 3.5 If the Council lists the nominated land, a restriction is placed on the land if the land is registered. If the owner wishes to sell the asset or to lease it for more than 25 years, then the owner is legally obliged to notify the Council. At this point, the Council will then need to inform the nominating group which signals an interim moratorium period of six weeks where the nominating group or any other eligible community group may register an interest in bidding for the asset. If during the six weeks a local community group expresses an interest in taking on the asset and continuing its community use, then the sale is delayed for a six month period. This is designed to give the community group the opportunity to raise funds to try to purchase the asset at market value.
- 3.6 The owner is under no obligation to accept the community’s bid over any other bid. There is no ‘right of first refusal’ for the community group, only the right to request the moratorium. The owner is free to work with other potential buyers and stimulate the wider market during the moratorium.
- 3.7 The Act therefore has little or no impact unless an asset is being put up for sale or long term lease and local feeling about it is strong enough that local people have a constituted group in place to put in a proposal to buy it. Even if all these conditions are in place, the limitation is only the six month delay, after which the owner can sell the asset to whomever they wish.
- 3.8 If an asset is listed, the asset owner has the right to appeal against this, initially through an internal review process and subsequently through an appeal to the First Tier Tribunal. The Council may be liable for costs associated with this and/or costs incurred to a property owner or former owner through loss or expense as result of the land being listed as an asset of community value.
- 3.9 If an asset is not listed, the Council must communicate its reasoning to the nominating group but the nominating group has no right to appeal against the decision.

Recent Planning Policy Developments

- 3.10 As of April 2015, changes to the Town and Country Planning General Permitted Development Order (2015) covering permitted development rights (development where planning permission is not required) now mean that to demolish or change a building within class A4 use (drinking establishments) to an A1 (shop), A2 (financial and professional services) or A3 (restaurants and cafes) do not apply to buildings listed (or nominated) as an Asset of Community Value. Therefore, to convert a public house to one of the other uses listed above would no longer be deemed as permitted development and would now require planning permission.

Nomination

- 3.11 Leicester CAMRA, declaring themselves as a ‘Company Limited by Guarantee’ submitted an application to nominate The Cow and Plough, Stoughton Park, Gartree Road, Oadby, LE2 2FB

for inclusion as an Asset of Community Value on Friday, 9 October 2015. A plan indicating the nominated buildings is attached to this report.

3.12 Leicester CAMRA submitted the following information with their application:

- List of Assets of Community Value Nomination Form
- Land Registry Property Register and Plan
- Private Company Limited by Guarantee Article of Association of Campaign for Real Ale Limited
- Supporting evidence to accompany the application, including a list of ‘Awards for the Cow and Plough’ and a ‘Supporting Statement’ giving further background to the role of the business in the local community.

3.13 As part of their nomination, Leicester CAMRA’s supporting evidence suggested that the Cow and Plough should be placed on the Council’s Local List of Assets of Community Value Register because in summary:

“The pub provides the following services which further the social wellbeing and interests of the local community:

- *Local sport teams meet in the pub*
- *The pub sponsors Oadby Owls Football Club;*
- *Local sports teams meet in the pub, including various football, rugby and cricket teams.*
- *This is the only pub in the village*
- *A local beer festival offering a range of local beers is hosted by the pub*
- *The pub has a great food menu enjoyed by the local community*
- *The pub hosts advertising for local events*
- *The pub offers a dart board*
- *Live music events are often hosted at the pub*
- *Local community groups and charities meet in the pub, including numerous networking groups*
- *The present license holders [Steamin’ Billy Brewing Company Limited] have been in occupation for 25 years; and,*
- *Over the last five years, the Cow and Plough has raised over £50,000 for local charities.*
- *They pride themselves on being family friendly, mixing comfort with tradition;*

This is the nearest pub to the village of Stoughton, with good footpath links, and the only pub on the fringe area of Oadby and the city of Leicester. It hosts many functions including weddings and funerals for the local community. It hosts fundraising events for the “Wooden Spoon” charity.

The pub has special value to local heritage and culture which should be protected as it hosts weekly jazz lunchtime sessions, which have a great loyal following and the pub is also a conversion of historic farm buildings”.

Timescale for Determining the Nomination

3.14 The Council must decide whether or not to list the nomination as an Asset of Community Value within 8 weeks of receiving the nomination. Leicester CAMRA’s nomination was received by the Council on Friday, 9 October 2015 and therefore, a decision on this nomination must be taken by Friday, 4 December 2015.

3.15 On Wednesday, 14 October 2015, the Council sent a letter to acknowledge receipt of the application to Leicester CAMRA, as well as letters to the freeholder [Rochpion Properties, c/o

Co-operative Group] and the leaseholder [Steamin' Billy Brewing Company Limited] of the property.

Assessment of Nomination

- 3.16 The Council must consider the statutory tests as set out in paragraph 3.3 of this report and determine whether either criterion i) or ii), and criterion iii) of the tests is met by this nominated asset.
- 3.17 The groups and events that frequent the pub as a meeting place for their activities play a role in strengthening the community and thus there is community value in a venue which provides somewhere for people to meet.
- 3.18 The Cow and Plough is the only pub in this part of the Borough and although the pub is in north Oadby, it also serves as a pub for the villages of nearby Stoughton (Harborough District) and Evington (Leicester City). Therefore, it provides a place for the surrounding local community to come together.
- 3.19 Steamin' Billy Brewing Company Limited is the current occupant of the Cow and Plough and they have been the license holder for the last 25 years.
- 3.20 Leicester CAMRA has provided evidence as part of their application that demonstrates that The Cow and Plough is an established business and therefore it is realistic to think that the main use does and will continue to “further the social wellbeing and interests of the local community”, thus satisfying criterion (i) of the statutory tests.
- 3.21 Leicester CAMRA is eligible to make a nomination as a ‘private company limited by guarantee’, thus satisfying criterion (iii) of the statutory tests, also.

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Implications	
Legal	<p>The Localism Act 2011 and the Assets of Community Value (England) Regulations 2012 require a local authority, to maintain a list of buildings and other land in its area that are Assets of Community Value and ensure that when such land is to be sold, local community groups have the opportunity to delay the sale to enable them to prepare a bid to buy it. The owner of the asset has a right to claim compensation attributable to the listing.</p> <p>There may be on-going legal implications to manage the Assets of Community Value Register in this Borough in relation to future nominations and reviews of existing assets.</p>
Financial	<p>Property owners, and former owners, who believe they have incurred loss or expense as a result of their land being listed as an ACV may be able to claim compensation from the Council. The DCLG Community Right to Bid: Non-Statutory advice note for local authorities (2012) states that central government will meet the costs of compensation payments paid by local authorities of over £20,000 in a financial year (either for a single claim or a number of smaller claims).</p>
Equalities	<p>An equality impact screening assessment has been carried out and there are no equality and diversity implications arising</p>

	from this report.
Risk	<p>CR1: Decreasing Financial Resources Property owners, and former owners, who believe they have incurred loss or expense as a result of their land being listed as an ACV may be able to claim compensation from the Council. The DCLG Community Right to Bid: Non-Statutory advice note for local authorities (2012) states that central government will meet the costs of compensation payments paid by local authorities of over £20,000 in a financial year (either for a single claim or a number of smaller claims).</p> <p>CR6: Regulatory Governance The Council has not previously received an application to nominate an Asset of Community Value in the Borough and therefore, the authority does not have an adopted procedure in place. Therefore, the authority is determining this ACV nomination on the basis of The Localism Act 2011; The Assets of Community Value (England) Regulations 2012; and, DCLG's Community Right to Bid: Non-Statutory advice note for local authorities (2012). Consideration should be given to preparing a locally adopted policy.</p>

Asset of Community Value Nomination for the Cow and Plough, Stoughton Park, Gartree Road, Oadby, LE2 2FB





Policy, Finance and Development Committee	Tuesday 27th October 2015	Matter for Decision
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Title: Pavilion at Blaby Road Park, South Wigston

**Author: Anne Court (Director of Services)
Adrian Thorpe (Planning Policy and Regeneration Manager)**

1. Introduction

- 1.1 This report relates to a proposed extension to the pavilion at Blaby Road Park and provides an analysis of the costs involved.

2. Recommendations

2.1 That Members:

- i) Note the costs of providing an extension to the Pavilion to the specification required
- ii) Endorse officers approaching local community groups with the plans and costs to enable them to seek funds to support the extension of the building

3. Information

- 3.1 In response to an aspiration of the local community to have an extension to the existing pavilion on Blaby Road Park, consultations were held with stakeholders to find out their views on a proposed extension. This included meetings with the bowling club, the manager of the football team and Linda Noonan (representing the Reactive Youth Group), who has an aspiration to run a cafe at the pavilion and has provided a business plan to this effect.
- 3.2 Following this William Saunders architects, were requested to provide plans and, due to the budget restriction, were asked that the building design be basic and that materials and construction method take this into account.
- 3.3 The brief to the consultants was that existing uses within the pavilion are to be retained, that any extension to the Pavilion should be of a size sufficient to enable the Council to hire the facility out, and that the following additional uses are included within the extension:
- A community room with cafe space
 - A kitchen area to allow the preparation and serving of light snacks and beverages
 - A storage area associated with the community room
 - Toilet facilities to serve the internal uses (including a disabled toilet facility)
 - Direct access toilet facilities (i.e. accessible without the need to enter the pavilion itself) for park users, to include one small toilet cubicle and a disabled toilet facility accessible by Radar key.

3.4 Consequently floor plans to meet the above have been produced and are attached at Appendix 1. The level of toilet accommodation etc. has been calculated to meet current regulations required to enable the desired uses of the facility, including the hiring out of the premises.

4 Costs

4.1 William Saunders has used the floor plans to prepare budget costs for the proposed 160 sq.m. pavilion extension. These are set out below and equate to a cost of £1,150 per sq. m:

Construction cost = £222,915 (includes a 5% contingency)
 Total Project Cost = £250,361 (includes professional and other fees)

4.2 Currently the total budget for the whole project is £124,000 to include project management fees, disbursements, contingency and construction. The funding gap for the project is therefore likely to be in the order of £126,000. It will therefore be necessary to establish how this shortfall can be met and whether local stakeholders such as Reactive can submit funding bids to support the extension of the pavilion.

4.3 Given the large gap in funding that currently exists, more detailed work has not been progressed (e.g. detailed elevation drawings, car parking requirements, drainage arrangements etc). William Saunders advise that whilst these elements may result in some variation of cost, this is not likely to be significant. This further work will be commissioned in the event that sufficient funding is available to enable the project to progress.

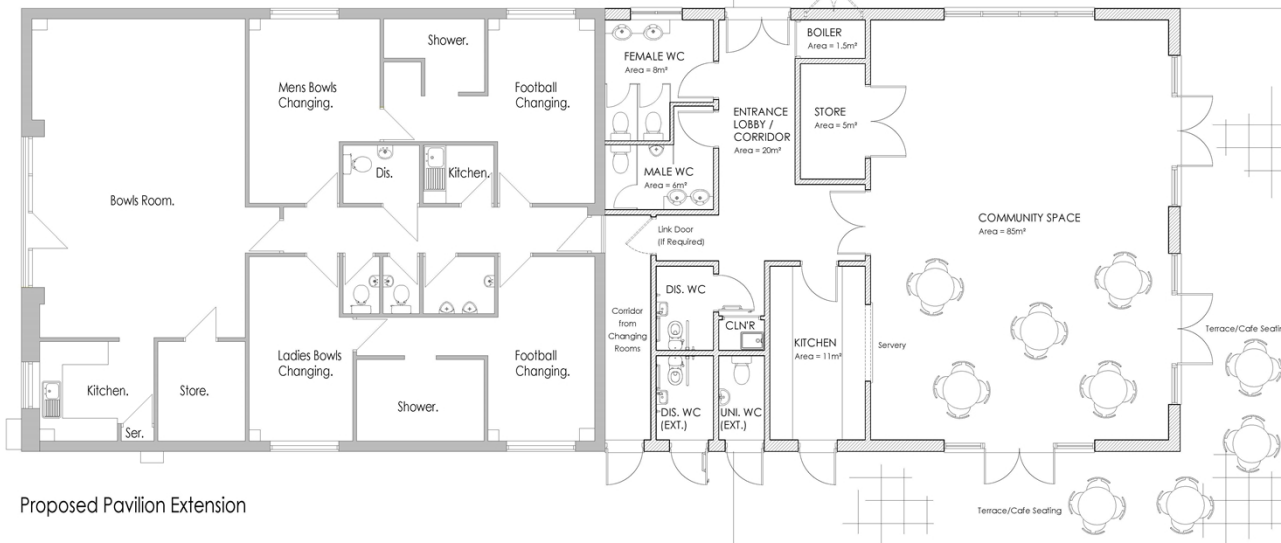
Email: judith.sturley@oadby-wigston.gov.uk

Implications	
Legal	Should a local group wish to lease the pavilion extension legal documents will need to be drawn up
Financial	As set out in the report. There is a need to meet the gap in funding. Local community stakeholders may be able to seek funding contributions in order to contribute towards this
Equalities	An Equalities Impact Assessment will be carried out. Consultations have taken place with stakeholders who use the pavilion
Risk	Corporate Risk 1 (Decreasing Financial Resources) and Corporate Risk 5 (effective utilisation of land and buildings) The funding package is not sufficient to enable the extension to be built. This is a high risk because of the significant 'gap' between established funding and that still to be sought. Corporate Risk 5 (effective utilisation of land and buildings) Once built the new space is not used effectively. This is a low risk because stakeholders have already shown an interest to use the new space and the Council will also market the availability of the space for rent to local groups.

APPENDIX 1



Existing Pavilion



Proposed Pavilion Extension

Williams Saunders is the trading name of Williams Saunders Partnership (UK) who is a limited liability partnership registered in England and Wales with the registration number 01 28353. The Registered Office is Sheppards Locomotive House, Colford Way, Newark on Trent, Nottingham, NG24 2TN.

The drawing is a design review in the support of Williams Saunders Partnership (UK) and not a contract document and should not be used for construction.

Contracted must study all dimensions, levels and coordinates of the building commencing at least 10 working days before the start of the design.

Rev	Description	Drn	Ver	Date
-	Issued for information.	ASM/NC		10/15

As outlined in section 2.3 of the CIBB Industry Guidance for Design, Design Offices and Architects should be registered with the Engineering Council, either as a Chartered Institution of Building Services Engineers (CIBSE), or as a Chartered Institution of Building Services Engineers (CIBSE) or as a Chartered Institution of Building Services Engineers (CIBSE) or as a Chartered Institution of Building Services Engineers (CIBSE).

Any design or construction of a building or other structure, or any other work, shall be carried out in accordance with the Building Regulations 2010 and any other applicable legislation.

Significant risks have been identified - refer to notes on drawing for information on residual risks and any control measures to be implemented.

Notes on the drawing are subject to the Assessment Details for further details.

Designer's Signature: ASM Date: 10/15

Drawing Status: INFORMATION

williams saunders
 architecture: engineering: building consultancy
 Sheppards Locomotive House Tel: 01634 704341
 Colford Way Fax: 01634 729200
 Newark on Trent W: wmsaunders.co.uk
 Nottingham, NG24 2TN
 Also at Leeds, Cardiff, Wrexham

Project:
 Pavilion Alteration
 Blaby Park Road,
 South Wigston,
 Leics.

Client:
 Oadby and Wigston Borough Council

Title:
 Proposed Pavilion Extension to form New
 Community Centre

Discipline	Date	Scale	Rev
ASM	October 2015	1:50	01
Discipline	Project Number	Drawing Number	Revision
Arch.	11075	(SK) 11	-

Agenda Item 21



**Policy, Finance and
Development
Committee**

**Tuesday 27th
October 2015**

Matter for Decision

Title: Digital Display Screen – Discounts

**Author: Anne Court (Director of Services)
Adrian Thorpe (Planning Policy and Regeneration Manager)**

1. Introduction

- 1.1 The public realm in Oadby and Wigston town centres has been renewed as a result of joint funding from Oadby and Wigston Borough Council, Leicestershire County Council and the European Regional Development Fund (ERDF).
- 1.2 As part of the improvement works the multicultural sign in Oadby was removed. Members agreed that this should be replaced with a digital display screen and that additionally, a digital display screen should also be provided in Wigston town centre.
- 1.3 At its meeting on Tuesday 21st July 2015, this Committee approved the fees and charges scale for advertising on the digital display boards. This report seeks an amendment to the fees and charges scale to allow a discount for advertisers who place an advert for a longer period of time.

2. Recommendations

- 2.1 It is recommended that Members approve:
 - i) a discounting scheme for advertising on the digital display screen as set out in paragraph 3.3 of this report.

3. Information

- 3.1 The fees and charges scale has been set up for advertising on the digital display boards. Following some research into advertising costs, the following tariffs are in place:

Community Groups/Charity	Free
Borough Business	£20 per week per slot
Business outside of Borough	£40 per week per slot

- 3.2 Since the Council has made the digital display screens available for commercial bookings a number of businesses have shown an interest in using the screens to advertise their services. Several businesses have expressed an interest in advertising for a number of months which had not been anticipated. Having businesses to advertise for a longer period is of benefit to the Council in terms of securing a source of income that can be used to offset the costs of running the screens.

3,3 It is therefore proposed that a discount scheme is put in place that will encourage businesses to advertise for a longer period of time, as follows:

Business advertising for 3 months + = 5% discount
Business advertising for 6 months + = 10% discount
Business advertising for up to 12 months = 20% discount

Email: mark.hryniw@oadby-wigston.gov.uk

Implications	
Legal	None
Financial	The digital display screens bring in income into the authority and having discounts should secure funding for longer periods.
Equalities	An Equalities Impact Assessment was been carried out during the preparation of the Policy.
Risk (AT)	CR1 Decreasing Financial Resources – A discounting scheme will encourage businesses to advertise for a longer period of time thus securing income to the Council

Agenda Item 22



**Policy, Finance &
Development
Committee**

**Tuesday 27th
October 2015**

Matter for Decision

Title: **Social Media Policy**

Author: **Anne Court – Director Of Services and Monitoring Officer**

1. Introduction

This report is intended to give an overview of a proposed social media policy and plan. Social media represents a powerful communication tool for the Council to reach out to the community and share both informative and promotional news about what is going on in the Borough. Likewise it gives residents a new dimension and avenue to interact and reach-out to their Council. At a member induction evening earlier this year an outline was presented on how the increased use of social media can benefit the Council. The following were identified by members as key elements of any proposed policy:-

- Strong endorsement that social media would be an important part of external communications moving forward.
- Emphasis on the importance the required safeguards and the need to create operational documents for staff and members on acceptable and recommended usage.

The main objective of this report is to seek approval to initiate the consultant's proposed project as detailed below.

2. Recommendations

That Members:-

- 2.1** Approve the proposals within the report as the basis for a social media policy.

3. Information

3.1 Why social media?

- To raise awareness for Oadby & Wigston Borough Council, allowing them to engage with the local residents whilst create a platform on which the two can communicate with each other to maximise all aspects of the Borough including safety, inclusion and community spirit.
- Create an online presence with a clear strategy, on which residents of all ages and backgrounds can communicate with the council to improve their community.

- Connect with the local people through social media, making this one of the primary tools through which to engage with, hear from and communicate any news to residents and other stakeholders.
- This can be taken forward as part of the ongoing Customer Services Transformation project.

3.2 OWBC's current online presence

Unlike press releases and blog posts, social media has the added bonus of updating residents as and when things happen, such as events, closures and good news. Oadby & Wigston currently use social media in the following ways:

- OWBC Twitter account: A successful Twitter account with 593 followers to date. The account covers mostly local news and updates within the Borough, such as car park closures and road blocks. The account also engages the online audience in Council initiatives.
- Brocks Hill official Facebook Page: The official page covers the surrounding area, predominantly highlighting local events. With 1,874 likes, the Facebook account is receiving a good standard of engagement.

3.3 Objectives for developing social media

- Create a clear and precise tone of voice for the social media accounts which will reflect how the residents want their Council to be; Confident, approachable, understanding, focussed on the residents.
- Nominate a specific representative (or group of representatives) to post on behalf of the Council.
- Promote the Council and share positive news stories, upcoming events and Council initiatives.
- Focus on customer service. Engage with residents and promote a two way channel for them to contact the Council and comment on certain issues, events and opinions.
- Share content such as; news stories, photos, videos, newsletters, announcements, events etc.

3.4 Suggest social media platforms

- Facebook
- LinkedIn
- Twitter
- Street Life

3.5 Safeguarding and social media policies

- Social media will need to align with the existing acceptable use policy from both an IT and HR point of view.

- As one of the first steps of the social media project, the existing acceptable use policy will be reviewed to ensure it has a robust policies in place to prevent mis-use and inappropriate use of social media

3.6 Reporting and measurement

- Central to the success of social media is regular measurement and reporting. Regular statistics to show engagement levels, audience numbers and suggested actions on how to improve moving forward will be provided.

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Tel: 0116 257 2602

Background Papers:-

Implications	
Financial (JD)	No significant financial implications known at present, which can if necessary be met through the management of change reserve.
Risk (AC)	CR4 : Reputational damage.
Equalities (AC)	No significant implications.
Legal (AC)	No significant implications.



Policy, Finance and Development Committee	Tuesday 27th October 2015	Matter for Decision
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Title: Harborough Local Plan Options Consultation

**Author: Adrian Thorpe (Planning Policy and Regeneration Manager)
Anne Court (Director of Services)**

1. Introduction

1.1 Harborough District Council has published an Options Consultation Paper in relation to the preparation of a new Local Plan for Harborough district.

2. Recommendations

2.1 It is recommended that Members approve the comments set out in paragraphs 3.3 to 3.10 of this report as Oadby and Wigston Borough Council's formal response to the Options Consultation Paper.

3. Information

3.1 Harborough District Council is preparing a new Local Plan. This responds to the fact that it considers it's Core Strategy, adopted in 2011, to be out of date because it does not deliver enough housing to meet the districts future housing needs. The Harborough Core Strategy planned for 350 new dwellings per annum; the 2014 Strategic Housing Market Assessment which was undertaken across Leicester and Leicestershire identified an objectively assessed need to 475 new dwellings per annum. Harborough District Council is preparing a plan covering the period to 2031 because it consider this will enable it to get its plan in place quicker.

3.2 It is worth noting that in the case of Oadby and Wigston, the objectively assessed need to 2031 identified in the 2014 Strategic Housing Market Assessment is 100 dwellings per annum and that it is the Borough Council's intention to prepare a Local Plan covering the period to 2036.

3.3 Paragraph 36 of the Options Consultation Paper states that 'each authority [in Leicester and Leicestershire] has indicated that it has enough suitable housing land to meet its objectively assessed need'. This confirmation was provided in the Memorandum of Understanding covering the period to 2028 that was agreed in support of the public examination of the Charnwood Core Strategy. Whilst this position has not changed in the Borough of Oadby and Wigston as far as the objectively assessed need identified in the 2014 Strategic Housing Market Assessment is concerned, it should be noted that since publication of the Strategic Housing Market Assessment:

- the objectively assessed need for the Borough has been challenged; and
- another Council in Leicester and Leicestershire is preparing a Local Plan in which its proposed housing requirement differs from its objectively assessed need as identified in the 2014 Strategic Housing Market Assessment.

- 3.4 Therefore, it will be necessary for Harborough District Council to continue to consider whether or not each authority has enough suitable housing land to meet its objectively assessed need as its Local Plan preparation process continues and it may be prudent to undertake further work in this respect.
- 3.5 The Options Consultation Paper identifies 9 options for the location of new housing and employment sites. These include:
- 4 alternative options for Strategic Development Areas of at least 1000 dwellings, employment land and associated infrastructure. Two options are located at the Kibworths, one at Scraftoft/Thurnby and one at Lutterworth.
 - Focusing on rural areas (mainly Fleckney, Great Glen, the Kibworths, Stoughton, Thurnby, Bushby)
 - Focusing on urban areas
 - Continuing the current Core Strategy approach (focusing on urban settlements – particularly Market Harborough)
- 3.6 A number of these different options would have an impact on the Borough of Oadby and Wigston either due to the proximity of new housing and employment sites to the Borough and/or the amount of extra traffic that the development options would place upon the A6.
- 3.7 Development options in the proximity of the Borough or which would place extra traffic on the A6 require very careful consideration in the following context:
- The relationship with growth already planned to take place in the Borough to 2026 as identified in the Oadby and Wigston Core Strategy and the relationship with development options for the location of new development in the Borough beyond 2026
 - Additional congestion on the A6 in the Borough and in Leicester City
 - Additional congestion on routes immediately beyond and surrounding the A6 within the Borough and Leicester City. In particular, east-west routes, including to the Fosse Park/Junction 21/M1/M69 area
- 3.8 It is of note that the recent Leicester and Leicestershire Transport Study to 2031 concluded that it is tenable to continue with the current housing market area wide spatial distribution strategy to 2031. For Harborough district this would appear to provide appropriate evidence to support Option 2 – Core Strategy Distribution. It would not support the other options that are being consulted upon because these differ from the current housing market area wide spatial distribution strategy.
- 3.9 The part of the Leicester Principal Urban Area where the Borough of Oadby and Wigston and the District of Harborough adjoin is particularly important in a strategic planning context due to the pressures for growth in this area combined with the pressures on existing infrastructure to the south and south east of the Leicester Principal Urban Area. In particular, this is a result of the limitations on the ability to improve and increase capacity on the existing road network which already experiences congestion. This is a particular issue about which Oadby and Wigston Borough Council would wish to work closely with Harborough District Council, as well as Blaby District Council, Leicester City Council and Leicestershire County Council under the Duty to Co-operate both in terms of preparing its own Local Plan and the Local Plans of neighbouring Councils.

- 3.10 The Options Consultation Paper includes a commitment to maintaining Green Wedge designations and protecting them from inappropriate uses. This commitment is very much welcomed and shared by Oadby and Wigston Borough Council, given that the Thurnby/Leicester/Oadby Green Wedge includes land that falls within both council areas. Where necessary and appropriate, the Borough Council would support the removal of small areas of built development from Green Wedges, such as dwellings and their curtilage, in order to ensure that they remain defensible and robust.

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Implications	
Legal	None
Financial	None
Equalities	None
Risk (AT)	None

Agenda Item 25

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted