



Oadby and Wigston Borough Council

TO COUNCILLOR:

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

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

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

Dear Councillor et al,

I hereby summon you to attend a meeting of the **POLICY, FINANCE AND DEVELOPMENT COMMITTEE** to be held at the Council Offices, Station Road, Wigston on **TUESDAY, 2 FEBRUARY 2016 at 7.00 PM** for the transaction of the business set out in the Agenda below.

Yours faithfully

Council Offices
Wigston
25 January 2015

Mark Hall
Chief Executive

AGENDA

PAGE NO'S

1. **Apologies for Absence**
2. **Appointment of Substitutes**
3. **Declarations of Interest**

Members are reminded that any declaration of interest should be made having regard to the Members' Code of Conduct. In particular, Members must make clear the nature of the interest and whether it is 'pecuniary' or 'non-pecuniary'.
4. **Minutes of the Previous Meeting held on 27 October 2015** 1 - 11

To read, confirm and sign the minutes of the previous meeting in accordance with Rule 17 of Part 4 of the Constitution.
5. **Action List Arising from the Meeting held on 27 October 2015** 12
6. **Petitions and Deputations**

To receive any Petitions and, or, Deputations in accordance with Rule 24 of Part 4 of the Constitution.
7. **Internal Audit - Progress Report 2015/16** 13 - 36

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9.	Overall General Fund Revised Financial Position 2015/16 and Draft Budget 2016/17	47 - 63
10.	Draft HRA Budget and Housing Capital Programme 2016/17	64 - 67
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**MINUTES OF A MEETING OF THE POLICY, FINANCE & DEVELOPMENT
COMMITTEE HELD AT THE COUNCIL OFFICES, WIGSTON ON TUESDAY, 27
OCTOBER 2015 COMMENCING AT 7:10 PM**

<u>IN ATTENDANCE:</u>		
Chair - Councillor Mrs S B Morris Vice Chair - Councillor D A Gamble		
COUNCILLORS:		
G S Atwal	E Barr	L A Bentley
G A Boulter	B Fahey	J Kaufman
Dr T Khong	R E R Morris	
OFFICERS IN ATTENDANCE:		
Mrs A E Court	M Hone	A Thorpe
P Loveday	Ms A Pathak-Mould	S J Ball
OTHERS IN ATTENDANCE:		
A Persuad		

Min Ref.	Narrative	Officer Resp.
36.	APOLOGIES FOR ABSENCE An apology for absence was received from Councillors J W Boyce, M L Darr, B Dave, Mrs L Eaton and K J Loydall.	
37.	APPOINTMENT OF SUBSTITUTES Councillor Dr T Khong substituted for Councillor B Dave.	
38.	DECLARATIONS OF INTEREST None.	
39.	PETITIONS AND DEPUTATIONS None.	
40.	MINUTES OF THE LAST MEETING HELD ON 22 SEPTEMBER 2015 RESOLVED THAT: The minutes of the previous meeting of the Committee held on 22 September 2015 be taken as read, confirmed and signed.	
41.	ACTION LIST The Head of Finance reported that 'Min Ref 6. Action List – Building Control' (at page 6) has been duly actioned and circulated to Members.	

	<p>RESOLVED THAT:</p> <p>The Action List be noted by Members.</p>	
42.	<p>INTERNAL AUDIT PROGRESS REPORT 2015/16</p> <p>The Committee gave consideration to the report and appendices (at pages 7 - 28) as jointly-delivered by the Interim Section 151 Officer and Audit Manager at CW Audit Services, Mr Anand Persaud, which should be read together with these minutes as a composite document.</p> <p>The Audit Manager summarised the sections of the appendix (at pages 9 - 28). He reported that the Audit Plan for 2015/16 was to include 26 planned reviews and, as of September 2015, two final and two draft reports were at varying stages of completion. It was noted that half of the outstanding recommendations were yet to be implemented and that a concentrated effort was needed to address this. He added that the smooth progression of the Plan's delivery would enable it to be completed by the year-end in consultation with the Section 151 Officer.</p> <p>Councillor G A Boulter noted the importance of the internal audit process to identify areas of concern. He was hopeful that the new interim appointee would see the report progressed with an update expected at the next meeting of this Committee on 02 February 2016.</p> <p>UNANIMOUSLY RESOLVED THAT:</p> <p>(i) The content of the Progress Report for 2015/16 be noted by Members; and</p> <p>(ii) The internal audit contract with CW Audit Services be extended until 31 March 2017.</p>	
43.	<p>COMMITTEE BUDGET REVIEW - APRIL TO AUGUST 2015</p> <p>The Committee gave consideration to the report and appendices (at pages 29 - 31) as delivered by the Interim Section 151 Officer which should be read together with these minutes as a composite document.</p> <p>The Interim Section 151 Officer reported an estimated projected increase in spend of £119,350. He summarised the two reasons for the changes in the projected outturn as set out in the report (at page 29).</p> <p>RESOLVED THAT:</p> <p>The current position be noted by Members.</p>	
44.	<p>OVERALL BUDGET POSITION - APRIL TO AUGUST 2015</p> <p>The Committee gave consideration to the report and appendices (at pages 32 - 35) as delivered by the Head of Finance which should be read together with these minutes as a composite document.</p> <p>The Head of Finance reported that the General Fund suggested an estimated under spend for the year of £195,000 in approved virements</p>	

	<p>and supplementary budgets as set out in the report (at page 33). A revenue budget supplementary request was also requested due to a fall in the market price of recyclates owing to a discontinuation of a garden waste subsidy from Leicestershire County Council and a faltering in foreign-market purchasing of recyclates. He confirmed that the new deficit on the Housing Revenue Account (HRA) was £ 2,120,866 with a reserve balance of £600,000 and signposted Members to note the Council's Capital Programme as detailed in the appendix (at page 35).</p> <p>Councillor J Kaufman requested that the appendices herewith attached to future reports be formatted and, or, presented in a larger-print font.</p> <p>UNANIMOUSLY RESOLVED THAT:</p> <ul style="list-style-type: none"> (i) The current budgetary position on the General Fund, Housing Revenue Account and Capital Programme (Appendix 1) be noted by Members; and (ii) The revenue budget supplementary request at paragraph 3.4 in the report be approved. 	
<p>45.</p>	<p>FEES AND CHARGES 2016/17</p> <p>The Committee gave consideration to the report and appendices (at pages 36 - 61) as delivered by the Interim Section 151 Officer which should be read together with these minutes as a composite document.</p> <p>The Chair stated that external leisure services providers were yet to submit their fees and charges (i.e. up to three months before the start of the financial year) in accordance with the contract, further advising that these would be submitted to a subsequent meeting of this Committee.</p> <p>The Interim Section 151 Officer reported that the default position had increased by 1.0% commensurate to the Retail Price Index (RPI). He drew Members' attention to the details for individual service-areas as set out in the report (at pages 37 - 38) and stated that a planned benchmarking exercise for Corporate Services was to be undertaken in the new year and incorporated into the 2017/18 charges. It was said that an increase by an amount consistent with RPI at July 2015 was to be made to the Allotments area effective as of 30 September 2016.</p> <p>Councillor J Kaufman asked whether Members were to be consulted on future charges in respect of Parklands Leisure Centre and Wigston Swimming Pool. The Director of Services advised that related-charges were to be submitted up to three months before the start of the financial year and that off-peak discount rates were to apply.</p> <p>RESOLVED THAT:</p> <p>The proposed scale of fees and charges for 2016/17 be approved.</p> <p>Votes For 6 Votes Against 0 Abstentions 4</p>	

<p>46.</p>	<p>BUDGET STRATEGY 2016/17 - 2017/18</p> <p>The Committee gave consideration to the report and appendices (at pages 62 - 83) as delivered by the Interim Section 151 Officer which should be read together with these minutes as a composite document.</p> <p>The Interim Section 151 Officer summarised the update of the Council's projected annual financial position during 2016/17 and 2017/18 as outlined in the report, including the updated projections following announcements in March 2015 since the Medium Term Financial Strategy (MTFS) report (at pages 62 - 65). He also outlined the initial proposals for the preparation of budgets for 2016/17 onwards (at pages 65 - 69). He acknowledged that the current austerity climate was challenging and that the Strategy was intended to confirm the continued resilience of this Council t whilst providing excellent service-delivery.</p> <p>UNANIMOUSLY RESOLVED THAT:</p> <ul style="list-style-type: none"> (i) The latest financial projections be noted by Members; (ii) The draft budget strategy set out in the report be considered; and (iii) The principles set out in the report to form the basis of the budget strategy for the financial years 2016/17 and 2017/18 be approved. 	
<p>47.</p>	<p>RESIDENT FORUM BUDGET POSITION AND ALLOCATION REQUESTS</p> <p>The Committee gave consideration to the report and appendices (at pages 84 - 89) as delivered by the Interim Section 151 Officer which should be read together with these minutes as a composite document.</p> <p>The Interim Section 151 Officer signposted Members' to the current Residents' Forums' budget allocations (at page 84), the rules set forth in respect of the same (at page 85) and the requests made at the their latest respective meetings (at page 86) as set out in the report.</p> <p>Councillor B Fahey raised two concerns regarding the poor publicity of the three Resident Forums and that their budget allocations did not necessarily reflect the potential scope of Forum membership. The Chair acknowledged that there was scope for improvement in these respects.</p> <p>Councillors G A Boulter, J Kaufman and D A Gamble emphasised the importance of the three Resident Forums as mechanisms for local residents to self-determine their own action points in terms of identifying and supporting worthwhile causes with no Councillor influence or involvement. It was also reported that the Forums enjoyed the highest rates of comparative attendance throughout the County. It was suggested that any feedback or suggestions from Members be raised directly with the Community Engagement Officer, Veronika Quintyne.</p> <p>Councillor G A Boulter asked whether the funds had been spent in respect of the Uplands Park Footpaths request as identified in the appendix (at page 89). Councillor D A Gamble answered affirmatively.</p> <p>RESOLVED THAT:</p>	

	<p>(i) The position of the Forum's budget be noted by Members; and</p> <p>Votes For 6 Votes Against 0 Abstentions 4</p> <p>(ii) The allocations requested by the Forums as set out below be approved; and</p> <p>Votes For 6 Votes Against 0 Abstentions 4</p> <p>UNANIMOUSLY RESOLVED THAT:</p> <p>(iii) The spending guidelines as set out at paragraph 3.2 of the report as amended be affirmed.</p> <p>The Chair advised that third resolution was to be confirmed by the Chief Executive, Mark Hall by week commencing 02 November 2015.</p>	
<p>48.</p>	<p>RISK MANAGEMENT UPDATE</p> <p>The Committee gave consideration to the report and appendices (at pages 90 - 100) as delivered by the Head of Finance which should be read together with these minutes as a composite document.</p> <p>The Head of Finance confirmed that there have been no additions and, or, amendments to the Strategic Risk Register and the next review dates for all risks have been noted in the appendix (at pages 92 - 100).</p> <p>RESOLVED THAT:</p> <p>The review of the Strategic Risk Register be noted by Members.</p>	
<p>49.</p>	<p>FUTURE FUNDING FOR SUPPORTING LEICESTERSHIRE FAMILIES (SLF)</p> <p>The Committee gave consideration to the report and appendices (at pages 100 - 102) as delivered by the Head of Community which should be read together with these minutes as a composite document.</p> <p>The Head of Community re-familiarised Members with the pooled-budget and partnership/local arrangements of the SLF initiative as set out in the report (at pages 100 - 101). She further reported that a meeting of the SLF Working Group on 29 September discussing the value of the partnership and programme, Jane Moore (Head of Service at Leicestershire County Council) delivered a service presentation and an annual service report. It was particularly noted that a total of 35 families have been worked with in the Oadby and Wigston locality alone representing a £129,395 service-value alongside the benefits of partnership work. It was therefore agreed at the meeting that a further 3 year financial commitment be maintained by this Council at the same</p>	

	<p>level as previously at £23,000 per year, subject to the recommendation at 1.2 of the report being resolved before this Committee (at page 101). This was said to include an “in-kind” contribution to the programme of officer support, accommodation and parking in return for three workers and a team leader working in partnership with other service-areas.</p> <p>Councillor G A Boulter welcomed the report and commended the SLF’s well-intentioned initiative and good return on the Council’s contribution.</p> <p>UNANIMOUSLY RESOLVED THAT:</p> <p>(i) The performance of the SLF programme in the Oadby Wigston locality ne noted by Members; and</p> <p>(ii) A further 3 years of funding to be maintained at the same level as previously at £23,000 per year be approved.</p>	
50.	<p>ADVISORY SERVICES IN THE BOROUGH - SHORT TERM INTERIM ARRANGEMENTS</p> <p>The Committee gave consideration to the report (at pages 103 - 104) as delivered by the Director of Services which should be read together with these minutes as a composite document.</p> <p>The Director of Services reported the existing advisory contract with the Citizens Advice Bureau (CAB) was resolved by Members at a meeting of this Committee held on 21 July 2015 to allow to lapse at the end of its contract period on 31 July 2015. Members were advised that the outstanding unspent balance from 2015/16 for the provision of these services would be utilised to fund any short term interim requirements.</p> <p>Councillor G A Boulter welcomed the report and appealed for more, long-term permanent arrangements to be put in place in due course.</p> <p>UNANIMOUSLY RESOLVED THAT:</p> <p>Delegated authority be granted to the Chief Executive in consultation with the Chair of the 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.</p>	
51.	<p>HOUSING BUSINESS PLAN UPDATE</p> <p>The Committee gave consideration to the report and appendices (at pages 105 - 117) as delivered by the Head of Community which should be read together with these minutes as a composite document.</p> <p>The Head of Community summarised the update in respect of the progress made in implementing the Housing Revenue Account’s (HRA) 30 year business plan, noting a number of changes to Central Government policy impacting on the HRA going forward. This included a new social housing policy with rents reducing by 1% per annum for the next four years and the impact of the recently published Housing Bill. This was said to affect the Right to Buy scheme being brought into the Housing Association sector and the introduction of a levy on Councils,</p>	

	<p>based on stock values in addition to the moving of higher earning tenants to market rent levels. The assumptions around these were said to be set out in the attached appendix (at pages 107 - 115) together with the half-year protections by consultants (at pages 116 - 117). It was said that the HRA Business Plan was nonetheless fully viable.</p> <p>Councillor G A Boulter commended the value of the self-financing settlement to ensure financial autonomy and good service-delivery. He raised a concern regarding the redefinition and use of sales to support the Housing Associations and the unpredictability of increasing the housing stock. He further requested that a seminar be held on the subject of new build properties offered under the Right to Buy scheme.</p> <p>RESOLVED THAT:</p> <p>The report be noted by Members.</p>	
52.	<p>REQUEST FOR HOUSING BENEFIT OVERPAYMENT WRITE OFF</p> <p>The Committee gave consideration to the report (at pages 118 - 119) as delivered by the Interim Section 151 Officer which should be read together with these minutes as a composite document.</p> <p>The Interim Section 151 Officer advised Members that an amount exceeding £10,000 required a resolution from this Committee in accordance with Council policy. He summarised the reasons as to why the debt was uncollectable as set out in the report (at page 30) noting that a write up was possible should the debtor's circumstances change.</p> <p>Councillor G A Boulter clarified that the write off procedure was a simple paper exercise assigned to the Council and attributable to the debtor.</p> <p>UNANIMOUSLY RESOLVED THAT:</p> <p>The write off of an overpayment of Housing Benefit in the sum of £15,815.05 be authorised.</p>	
53.	<p>ADOPTION OF OPEN SPACES IN OADBY</p> <p>The Committee gave consideration to the report and appendices (at pages 120 - 122) as delivered by the Director of Services which should be read together with these minutes as a composite document.</p> <p>RESOLVED THAT:</p> <p>(i) The disposal of each of the open spaces identified in the report to this Committee held on 22 July 2015 be noted by Members;</p> <p>(ii) The process in respect of the open space at Florence Wragg Way, Oadby being transferred to the Council by way of gift be specifically noted by Members.</p> <p>Votes For 7 Votes Against 0 Abstentions 3</p>	

54.	<p>ASSET OF COMMUNITY VALUE NOMINATION</p> <p>The Committee gave consideration to the report and appendices (at pages 123 - 128) as delivered by the Planning Policy and Regeneration Manager which should be read together with these minutes as a composite document.</p> <p>The Planning Policy and Regeneration Manager reported that the Borough's was in receipt of its first nomination made by the Leicester Campaign for Real Ale (CAMRA) to list The Cow and Plough in Oadby as an Asset of Community Value (ACV). He summarised the application that had been submitted by CAMRA, the regulations governing the Council's decision-making in respect of Nominated Assets (NA), the obligations incumbent upon asset owners and the rights of nominating or eligible groups as set out in the report (at pages 123 - 127).</p> <p>Councillor L A Bentley enquired as whether the confirming of an ACV afforded the NA extraordinary planning protection. The Planning Policy and Regeneration Manager advised that ordinary planning rules and procedures would apply subject to the exceptions in respect a change of an ASC building's class use as set out in the report (at page 124).</p> <p>Councillor B Fahey stated that he was not in favour of the NA.</p> <p>Councillor G A Boulter asked whether the nomination process was open. The Planning Policy and Regeneration Manager advised that a community nomination can be made in respect of any public or private asset by any qualifying community or voluntary organisation or group.</p> <p>The Member requested the this Council be mindful of the potential implications arising from asset owners' rights of appeal and enquired as to whether any entry on the ACV Register was subject to timeframes. The Planning Policy and Regeneration Manager advised that a review of the Register before this Committee shall be required every five years.</p> <p>RESOLVED THAT:</p> <p>Subject to there being no representations received that would alter the recommendation, the Nominated Asset (The Cow and Plough, Stoughton Park, Gartree Road, Oadby, LE2 2FB) 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, the asset be included on the Council's Local List of Assets of Community Value Register and the asset be placed on the Local Land Charge Register.</p> <p>Votes For 7 Votes Against 0 Abstentions 3</p>	
55.	<p>PAVILION AT BLABY ROAD PARK, SOUTH WIGSTON</p> <p>The Committee gave consideration to the report and appendices (at</p>	

	<p>pages 129 - 131) as delivered by the Planning Policy and Regeneration Manager which should be read together with these minutes as a composite document.</p> <p>The Planning Policy and Regeneration Manager summarised the proposed extension to the pavilion at Blaby Road Park with reference to the floor plans provided in the appendix (at page 131) and the analysis of the costs involved totalling £250,361 as set out in the report (at pages 129 - 130). He stated this would demand the provision of a sufficiently-sized extension to enable the Council to hire the facility out alongside existing functional and amenity spaces. He stated that the funding-gap of £126,000 was to be sought from local community groups acknowledging further work would be commissioned if endorsed.</p> <p>Councillor R E R Morris welcomed the report commending the efforts of Officers and was hopeful that pro-active steps be taken to engage with community groups so to fully realise the proposal. The Member was also mindful of the fact that it ought not to be the intention of the on-site café to enter into competition with other eateries in the nearby locality.</p> <p>Councillor G A Boulter similarly welcomed the extension's specification and funding arrangements and was hopeful the funds could be raised.</p> <p>UNANIMOUSLY RESOLVED THAT:</p> <ul style="list-style-type: none"> (i) The costs of providing an extension to the Pavilion to the specification required ne noted by Members; and (ii) Officers approaching local community groups with the plans and costs to enable them to seek funds to support the extension of the building be endorsed. 	
56.	<p>DIGITAL DISPLAY SCREEN - DISCOUNTS</p> <p>The Committee gave consideration to the report (at pages 132 - 133) as delivered by the Director of Services which should be read together with these minutes as a composite document.</p> <p>The Director of Services reported that the installation of digital display screens in Oadby and Wigston town centres had been positively received by local business thus warranting a discounting scheme for advertising as outlined at paragraph 3.3 of the report (at page 132).</p> <p>Councillor L A Bentley asked whether interest had been gauged at the current price-point vis-à-vis a discount. The Planning Policy and Regeneration Manager advised that such interest had been expressed in respect of a longer-term discount scheme for business advertising.</p> <p>Councillor B Fahey enquired as to whether the Council was in receipt of any advertising income. The Planning Policy and Regeneration Manager advised that businesses were due for invoicing imminently.</p> <p>UNANIMOUSLY RESOLVED THAT:</p> <p>A discounting scheme for advertising on the digital display screen as</p>	

	set out in paragraph 3.3 of the report be approved.	
57.	<p>SOCIAL MEDIA POLICY</p> <p>The Committee gave consideration to the report (at pages 134 - 136) as delivered by the Director of Services which should be read together with these minutes as a composite document.</p> <p>The Director of Services stated that purpose of the policy and plan served to improve the social-media presence of the Council in respect of the better e-sharing of information and the implementation of necessary safeguards to ensure acceptable and responsible usage.</p> <p>Councillor G A Boulter questioned the inclusion of Street Life as a social-media platform due to its previous dismissal. The Director of Services advised that further information was due and the report would be brought back to the next meeting of this Committee on 02 February 2016 for resolution. The Chair and Councillor G A Boulter requested that the report set out a plan to increase the number of Twitter followers and how various platforms were to be kept up-to-date, respectively.</p> <p>Councillor R E R Morris enquired as to what platforms would be integrated and in such a way to ensure its compliant use (i.e. in terms of young people access permissions) of the Youth Council. The Head of Community advised that the Youth Council's Twitter account (@OWYC) would be incorporated and administered by the Young Persons Co-ordinator, Mark Smith and that safeguarding process were needed to address the question of access permissions. The success of the Community Safety Partnership's (@OWCommSafety) and Local Police's (@LPOadbyWigston) Twitter accounts was also commended.</p> <p>RESOLVED THAT:</p> <p>The proposals within the report as the basis for a Social Media Policy be deferred to the next meeting of this Committee on 02 February 2016.</p>	
58.	<p>HARBOROUGH LOCAL PLAN OPTIONS CONSULTATION</p> <p>The Committee gave consideration to the report (at pages 137 - 139) as delivered by the Planning Policy and Regeneration Manager which should be read together with these minutes as a composite document.</p> <p>The Planning Policy and Regeneration Manager directed Members' attention to the Options Consultation Paper in respect of a new Local Plan for Harborough district (at page 137) and summarised the comments at paragraphs 3.3 to 3.10 of the report (at pages 137 - 139).</p> <p>Councillor D A Gamble requested the Chair write to Harborough District Council outlining this Council's objections to any development on the Green Wedge land between Great Glen and Gorse Lane, Oadby.</p> <p>RESOLVED THAT:</p> <p>The comments set out in paragraphs 3.3 to 3.10 of the report as Oadby</p>	

	<p>and Wigston Borough Council's formal response to the Options Consultation Paper be approved.</p> <p>Votes For 6 Votes Against 0 Abstentions 4</p>	
59.	<p>EXCLUSION OF THE PRESS AND PUBLIC</p> <p>RESOLVED THAT:</p> <p>The press and public be excluded from the remainder of the meeting in accordance with Section 100(A)(4) of the Local Government Act 1972 (Exempt Information) during consideration of the item below on the grounds that it involved the likely disclosure of exempt information, as defined in the respective paragraph of Part 1 of Schedule 12A of the Act and the public interest in maintaining the exempt items outweighed the public interest in disclosing the information.</p>	
60.	<p>41-43 CANAL STREET, SOUTH WIGSTON</p> <p>Members had a discussion <i>in camera</i> in respect of the restricted item.</p>	

THE MEETING CLOSED AT 8:58 PM



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CHAIR

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TUESDAY, 02 FEBRUARY 2016

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Agenda Item 5

POLICY, FINANCE & DEVELOPMENT COMMITTEE

ACTION LIST

ARISING FROM A MEETING HELD ON TUESDAY, 27 OCTOBER 2015

Min Ref.	Title	Action To Be Taken	Officer	Target Date	On Target
42.	Internal Audit Progress Report 2015/16	An update be provided at the next meeting of the Committee.	MH	Feb-16	TBC
44.	Overall Budget Position - April to August 2015	The appendices attached be formatted and, or, presented in a larger font (i.e. Arial 11).	PL/CR	Feb-16	TBC
47.	Resident Forum Budget Position and Allocation Requests	The Resident Forum spending guidelines be affirmed.	MH	Nov-15	TBC
51.	Housing Business Plan Update	A seminar be held on new build properties offered under the Right to Buy scheme.	APM	Feb-16	TBC
57.	Social Media Policy	A report be brought back to the next Committee meeting providing further information.	AC	Feb-16	TBC
58.	Harborough Local Plan Options Consultation	To write to Harborough District Council outlining objections to development on the Green Wedge.	SM	Feb-16	TBC



Policy, Finance and Development Committee	Tuesday, 02 February 2016	Matter for Information
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Title: **Internal Audit - Progress Report 2015/16**

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

1. Introduction

This report summarises the work of internal audit for 2015/16 for the period to mid-January 2016 which is attached in the Appendix.

2. Recommendations

That Members note the content of the progress report for 2015/16.

3. Information

The internal audit plan for 2015/16 totals 254 days and includes 28 reviews that are planned to be conducted in year. As requested by the Council internal audit have re-prioritised various planned audits within 2015/16.

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

The Appendix gives details of audits completed so far in 2016/16 and provides information on the audit recommendations. There is nothing untoward being reported by internal audit.

Background Papers:-
Internal Audit 2015/16 Plan

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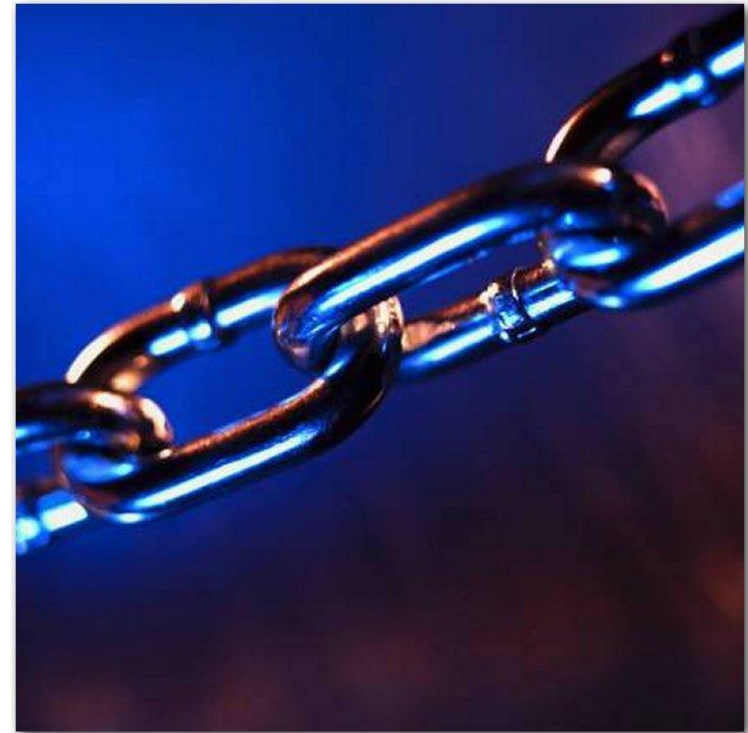
Tel: (0116) 257 2621

Implications	
Financial (MH)	No direct implications.
Legal (AC)	No direct implications.
Risk (MH)	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 (AC)	No direct implications.

Oadby & Wigston Borough Council

Internal Audit Progress Report 2015/16

February 2016



1. Introduction

This report summarises the work of Internal Audit for the period to mid-January 2016. 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.

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
Council Tax	Final report issued	Significant
Benefits	Final report issued	Significant
Benefit Fraud Investigation	Final report issued	Significant

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. No such issues were reported in relation to the above audits.

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 31/12/15. 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 31/12/2015	-	24	170	61	255
Implemented	-	15	134	56	205
Closed (effectively implemented or system changed)	-	-	3	2	5
Still to be completed	-	9	33	3	45

Time overdue for actions o/s or not complete	1 Critical	2 High	3 Medium	4 Low	Total
Less than 3 months	-	-	2	-	2
3 – 6 months	-	1	5	1	7
Greater than 6 months	-	8	26	2	36
Total	-	9	33	3	45

We have previously agreed 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>The current policy does not fulfill the legal requirements. A new policy is currently being drafted. to include the formation of a Health and Safety committee which will be the mechanism to ensure that H&S is embedded into the organisational culture. Following the suddden departure of the H&S Consultant (in breach of contract) in July 2015 a further 8 consultancy days were procured from Northgate Public Services. Progress was reviewed and an action plans produced. It is hoped to appoint a permanent H&S Officer when interviews are held on the 23 October 2015 and that the successful candidate will complete all the outstanding actions within 6 months.</p> <p>Revised date 30/4/16</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>Some training has been carried out and the remaining requirement will hopefully be completed by the permanent H&S Officer within 6 months of commencement.</p> <p>Revised date 30/4/16</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>The Health and Safety Consultant appointed in March 2015 left abruptly in July 2015 in breach of contract. The failure to work the prescribed notice period made satisfactory handover impossible. As a consequence 8 consultancy days had to be purchased from Northgate Public Services.</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>These were used to review progress and produce a new action plan. All high risk activities have been reviewed and revised risk assessments are in place. The recommendation in these have been actioned to reduce risk e.g. installation of traffic lights to regulate traffic movements in the depot. A permanent H&S Officer is being appointed and it is hoped that the successful candidate will complete the action plan within 6 months.</p> <p>Revised date 30/4/16</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</p>	<p>Interviews are being held on 23 October to appoint a permanent H&S Officer following the departure in breach of contract of the previous consultant appointed in March 2015. Training has been carried out in a number of areas and this has been funded as requested. The new Officer will be fully supported and all identified training requirements will be met.</p> <p>Revised date 4/12/15</p>

Review	Recommendation	Risk Rating	Response and proposed implementation date	Most recent status per management update*
			reported to PFD committee in February 2015. Kalv Garcha, Head of Corporate Resources - 28/2/15	
14/15 Debtors	<u>Aged Debt Analysis – Regular Review</u> 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.	2	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. Rikki Wiltshire, Financial Services Manager 31/8/15	Debt review to start in full end of October. Delay due to operational reasons. Revised date 30/11/15 (No further update since previous progress report)
14/15 Void Property Management	<u>Void Turnaround</u> 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.	2	It is agreed that the spreadsheet will be amended to show live time information on turnaround and monitoring will be more formal. Reasons for the delays will be investigated further for any lessons to be learned.	Spreadsheet amended. Will calculate time elapsed from end of tenancy to return of keys to housing at completion of works. This is a change from the previous measure of time from end of tenancy to start of the next. The reason for this change is that some hard to let premises

Review	Recommendation	Risk Rating	Response and proposed implementation date	Most recent status per management update*
	b) Reasons for unavoidable overruns should be recorded for future reference.		John Stemp – immediate (deemed to be June 2015)	were producing an inaccurate picture of the time taken to return the property to the housing pool and this measure enables hard to let properties be more easily identified. Revised date 31/10/15
14/15 Void Property Management	<u>Budgetary Control</u> Management should set and monitor the costs being incurred in relation to void properties and actions taken to minimise these.	2	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. John Stemp, Property Manager – immediate (deemed to be June 2015)	Average void costs are being prepared for the first quarter outturn. (No further update since previous progress report)
14/15 Street Cleansing & Grounds Maintenance	<u>Key Service Risks</u> It should be ensured that all the risk assessments identified by Audit	2	The Depot Manager will instruct foremen to carry these out. Brian Kew, Operations	In progress - All risk assessments have been reviewed with the Health & Safety Officer . The daily

Review	Recommendation	Risk Rating	Response and proposed implementation date	Most recent status per management update*
	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 identified and included in a Risk Register which should then be kept under constant review.		Manager, 31/3/15	records and worksheets are now updated on a daily basis. (No further update since previous progress report)
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 30/11/15

Issues originally due to be implemented more than 6 months ago (in addition to those which are ‘high risk’ as set out above):

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	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	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.

Review	Recommendation	Risk Rating	Response/proposed implementation date	Most recent status per management update*
	of the Pest Control Service to ensure that the Council is managing this area in the most economic and effective manner.		Anita Pathak-Mould, Head of Community	Revised date 1/4/16
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 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.	3	Agreed 28/6/13 – Paul Loveday, Head of Finance	This work is ongoing but due to operational reasons has been delayed Revised date 31/12/15 (No further update since previous progress report)
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 (No further update since previous progress report)
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	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	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

Review	Recommendation	Risk Rating	Response/proposed implementation date	Most recent status per management update*
	<p>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.</p>		<p>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 already set in place.</p> <p>No specific implementation date set – Jonathan Lee, Building Control Manager</p>	<p>Owner now Chris Forrett, Planning Control Manager</p> <p>(No further update since previous progress report)</p>
13/14 Budgetary Control	<p>Budget holders – training attendance: It should be ensured that all budget holders and other staff with budgetary responsibilities attend budget training sessions.</p>	3	<p>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.</p> <p>Chris Raymakers, Principal Accountant, 30/9/14</p>	<p>Training to be held at the end of November.</p> <p>Revised date 30/11/15</p> <p>(No further update since previous progress report)</p>
13/14 Main Accounting	<p>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.</p>	3	<p>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.</p> <p>Paul Langham, ICT Manager</p>	<p>DR Plan has been revised. Technical DR Test scheduled for end Feb 2015. Any 'lessons learnt' will be fed back into the DR Plan.</p> <p>Revised date 31/10/15</p> <p>(No further update since previous progress report)</p>

Review	Recommendation	Risk Rating	Response/proposed implementation date	Most recent status per management update*
			30/9/14	
13/14 Legal Services/Corporate Legal Compliance Arrangements	<p>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.</p> <p>The Council's website should be updated to include accurate information on changes to legislation.</p>	3	<p>The Government introduced the Scrap Metal Act but didn't release the guidance until after the Act was implemented.</p> <p>Website will be updated as soon as the Communications 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>	<p>Revised date 31/12/15</p> <p>(No further update since previous progress report)</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 	<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>being devised for Council staff to reflect this.</p> <p>4. The Policies which did not bear the author's name have been updated. Authors' names are added to the more recent policies.</p> <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> <p>(No further update since previous progress report)</p>
14/15 Creditors	Mismatch report analysis (re invoices which do not match the purchase	3	Agreed.	Integra upgrade to be implemented by 1st December

Review	Recommendation	Risk Rating	Response/proposed implementation date	Most recent status per management update*
	<p>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 matter.</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>This is magnified by staff turnover around the Council.</p> <p>Chris Raymakers, Principal Accountant 31/3/15</p>	<p>2015 which should resolve many of these issues.</p> <p>Revised date 31/12/15</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>	<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</p> <p>(No further update since previous progress report)</p>
14/15 Street Cleansing and	Key risks: staff training:	3	Agreed. A matrix with staff training, qualifications and	In Progress - Training matrix is being produced so it is easily

Review	Recommendation	Risk Rating	Response/proposed implementation date	Most recent status per management update*
Grounds Maintenance	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.		licences eg HGV is currently under development. Brian Kew, Operations Manager 31/3/15	recognised which members of staff can help out on different services if needs be, and which ones need training on specific tasks. (No further update since previous progress report)
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. (No further update since previous progress report)
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. (No further update since previous progress report)
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	3	The Clean and Green Team will now be requested to complete the the default notices for public requests recorded on the Contender	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.

Review	Recommendation	Risk Rating	Response/proposed implementation date	Most recent status per management update*
	<p>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 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>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.</p> <p>These will now be subject to evidenced review by the foremen.</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>	<p>Reporting process being looked into.</p> <p>(No further update since previous progress report)</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>	No update provided

Review	Recommendation	Risk Rating	Response/proposed implementation date	Most recent status per management update*
			Kalv Garcha, Head of Corporate Resources, 31/3/15	
13/14 Equalities	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.	3	The appointment of the Community Engagement Officer will be revisiting the Equality Agenda and presenting the same to the Community Engagement Forum. Kalv Garcha, Head of Corporate Resources, 31/3/15	Ongoing process. Training is also to be provided to Elected Members. Revised date 29/2/16
13/14 Equalities	Compliance with the Equalities Act 2010 should be monitored by an appropriate body within the Council and progress should be reported to, and approved by an appropriate Committee .	3	The Community Engagement Forum has been set up which met for the first time in June 2014 and which will report to the Policy, Finance and Development Committee Effective data monitoring data has been collected by HR through the new HR itrent software system. Kalv Garcha, Head of Corporate Resources, 30/6/15	No update yet provided
13/14 Equalities	To comply with the legislation the Council should consider enhancing the type of information presented in its workforce profile to include a profile of staff at different grade, levels and rates of pay, including part-time work etc	3	Workforce profiles have been collected as data monitoring forms were distributed to all staff, completed and returned. Kalv Garcha, Head of Corporate Resources, 30/4/15	No update yet provided
13/14 Equalities	The relevant data should be collated	3	"As above	No update yet provided

Review	Recommendation	Risk Rating	Response/proposed implementation date	Most recent status per management update*
	and progress against the measures for the equality objectives should be reported on a timely basis.		In the absence of having an appropriate and dedicated purpose to gather all data collected so as to measure it – such information has not been available"	
14/15 Budgetary Control/MTFS	a) It should be ensured that there is robust and regular monitoring of the capital programme to ensure that the approved amounts are expended as intended in the 2014/15 financial year, and carry forwards are only considered where no other suitable alternatives are available. b) The forecast capital spend should be reviewed again if necessary to reflect likely level of outturn.	3	Regular reviews are carried out. However two schemes the Leisure Management Contract and Boulter Crescent development comprise 75% of total original programme . Both schemes have been late starting and carried forward into 2015/16. A revised outturn has been drawn up and is being monitored on a monthly basis. Chris Raymakers, Principal Accountant 5/6/15	Requests to carry forward budgets into 2015/16 will go to committee in July 2015. Accountants will work with departmental project teams to achieve realistic targets for the year. Revised date 30/9/15
14/15 Business Rates	It should be ensured that a review of all cases "Under Query" with the Senior Revenues Officer is undertaken. Small balances of under £1.00 should be written off. Review of "Diary and Circumstance Code - Stop Recovery" reports should be undertaken on a monthly basis, and a log of review action retained.	4	To be implemented immediately David Coe, Senior Revenues Officer 30/6/15	Date revised to 30/9/15 No further update provided <i>Internal Audit is currently completing a review on Business Rates for 15/16, including following-up this issue.</i>
14/15 Void Property	The draft Void Procedures should be finalised, approved and formally	3	Agreed	The procedure is in operation following issue to all staff and

Review	Recommendation	Risk Rating	Response/proposed implementation date	Most recent status per management update*
Management	issued to staff as soon as possible, particularly given the temporary nature and recent turnaround of staff.		John Stemp, Property Services Manager 30/4/15	new starters. Its operation will be reviewed in order to establish if any changes are needed and to enable formal approval.
14/15 Void Property Management	The (void property monitoring) spreadsheet should be completed fully for monitoring purposes.	3	Agreed John Stemp, Property Services Manager 8/6/15	Data / information has been improved - further amendments to spreadsheet to be carried out - owner in housing options has left the authority and is currently being replaced.
14/15 Void Property Management	Void Inspection and Record Forms should be fully completed for each property and retained.	3	Agreed. John Stemp, Property Services Manager 8/6/15	The audit identified omissions. The need to ensure relet inspection forms are retained and accessible has been reinforced and a check will be made to check compliance.
14/15 Void Property Management	a) The void property spreadsheet should include the date of the inspection. b) Notes should be included on the spreadsheet giving reasons for any unavoidable delays. c) The time between the keys being handed in and the inspection should be monitored.	3	Agreed. The spreadsheet will be amended and more formally monitored. John Stemp, Property Services Manager 8/6/15	In progress (b) fully implemented.
14/15 Void Property Management	a) The voids spreadsheet should record post inspection dates. b) The Orchard system should show that post inspections have been carried out before contractors are paid.	3	Post inspections are carried out when repair and improvement work is completed but before final clean and removal of master lock. Agreed that the procedures and spreadsheet will be amended to ensure	Checking progress at time update requested.

Review	Recommendation	Risk Rating	Response/proposed implementation date	Most recent status per management update*
			these are actioned. John Stemp, Property Services Manager 8/6/15	
14/15 Private Sector Housing/Disabled Facilities Grants	It should be ensured that when the Private Sector DFG Policy is reviewed, clear and accurate information is included relating to the criteria for prioritising applications.	3	DFG's continue to be prioritised in date order (where all necessary information has been provided by applicant) unless prioritised urgent by Social Services. The policy document will be amended to reflect this by the next Service Delivery Committee meeting - (June 2015) confirming through update report. Anita Pathak-Mould, Head of Community 30/6/15	Report going to Service Delivery on 7 July 2015. DFG processes and funding changing following health reforms acts and County Council reviews. No further update provided.

5. 2014/15 Internal audit plan – remaining reviews

This table updates on the current status of those 2014/15 reviews which were not built into the 2015/16 audit plan, further to updates provided to the previous meeting of this Committee.

Review	Scheduled Start	Status	Level of assurance
Capital Projects	March 2015	Draft report issued (June 2015) and awaiting management response	
Refuse & Recycling collection	April 2015	Draft report issued (August 2015) and awaiting management response	
Housing Rents	July/August 2015 start	Draft report issued (October 2015), management response to most issues received, final response awaited.	

6. 2015/16 Internal audit plan

Review	Scheduled Start*	Status	Level of assurance
Budgetary Control/Medium Term Financial Strategy	January 2016	In progress	
Main Accounting	January 2016	In progress	
Financial Systems – key controls review	January 2016	In progress	
Risk Management and assurance	March 2016		

Review	Scheduled Start*	Status	Level of assurance
Strategic Procurement / Shared Services / Service Review – VFM / Income Generation – Fees and Charges	In progress – fee and charges review	In progress	
Building Control VFM	January – March 2016	Scoping	
Environmental Health/Licensing/Land Charges	To be agreed		
Payroll & Expenses	March/April 2016		
Human Resources	March/April 2016		
Legal Services/corporate legal compliance arrangements	March/April 2016		
Members allowances	January 2016	In progress	
Council Tax	October 2015	Final report issued	Significant
Business Rates	October 2015	Draft report imminent	
Benefits	October 2015	Final report issued	Significant
Benefit Fraud Investigation	October 2015	Final report issued	Significant
Housing Repairs & Maintenance	January – March 2016		
Safeguarding - Children & Young People	Late July 2015 start	Draft report issued October 2015	

Review	Scheduled Start*	Status	Level of assurance
Voluntary Sector / Grant aid	To be agreed	Scoping	
Housing Landlord services	January – March 2016	Scoping	
Community Safety/Anti-Social Behaviour	October 2015 onwards	In progress	
Greening the Borough	January 2016 onwards	Scoping	
Leisure Centres/Leisure Development	January 2016 onwards	Scoping	
Health & Safety		Follow-up work carried out Oct/Nov 2015	N/A
Transport/Vehicle Repairs	Dropped from plan to resource depot controls review		
Additional: Housing Benefit case review for management	June 2015	Completed	N/A
Additional review – depot income/asset controls	September 2015	Draft report issued (October 2015)	

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



Policy, Finance and Development Committee	Tuesday, 02 February 2016	Matter for Information
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Title: External Audit - Annual Audit Letter 2014/15

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

1. Introduction

Attached as an Appendix is the Annual Audit Letter for 2014/15 from KPMG, the Council’s external auditors.

2. Recommendations

Members note the contents of the report.

3. Information

The attached Appendix is the statutory annual audit letter 2014/15 from the Council’s external auditors. In summary, it confirms the following:

Value for money conclusion: Unqualified VFM conclusion. The external auditors were satisfied that proper arrangements for securing financial resilience were in place in order to secure economy, efficiency and effectiveness.

Audit Opinion: An unqualified opinion on the Council’s financial statements was issued.

Financial statements audit: The external auditors experienced some difficulties in completing their audit arising from delays in responding to requests for explanatory information. These issues have been discussed with the relevant officers to ensure that in future years the audit proceeds to plan. This is particularly important because the deadline for completion of the annual audit is being brought forward from 2017/18.

Annual governance statement: The auditors confirmed the statement was consistent with their understanding of the governance of the Council.

Whole of Government Accounts: The auditors confirmed that the WGA was consistent with the audited financial statements.

High priority recommendations: The auditors highlighted three high priority recommendations regarding bank reconciliations and payroll. As a result, additional resources have been applied to ensure reconciliations are carried out promptly and regularly. The Chief Financial Officer met with the payroll service providers to agree amendments to the Service Level Agreement to address the issues raised by the auditors.

Certificate: The audit certificate was issued on 29 September 2015.

Audit fee: The scale fee for 2014/15 was £57,045. However, the additional time spent

on the audit because of the delays referred to above added an extra £7,016 to the bill. The Council also asked KPMG to review the accounting treatment for the costs of the new swimming pool and leisure centre, for which a fee of £1,707 was agreed. All these figures are exclusive of VAT.

Background Papers:-

None

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Implications	
Financial (MH)	No direct implications.
Legal (AC)	No direct implications.
Risk (MH)	External 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 (AC)	No direct implications.



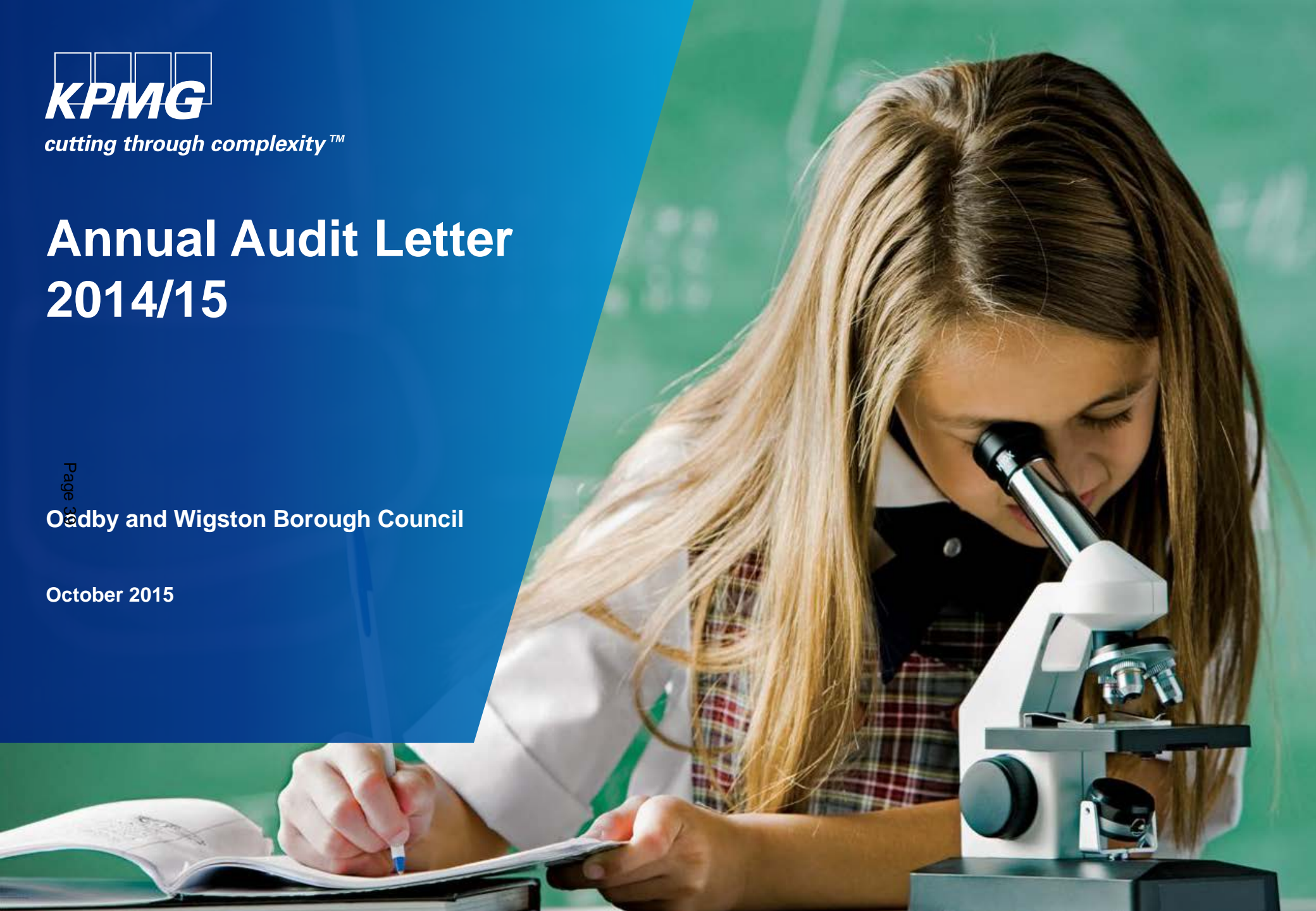
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Annual Audit Letter 2014/15

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Leeds and Wigston Borough Council

October 2015



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This report is addressed to the Authority and has been prepared for the sole use of the Authority. We take no responsibility to any member of staff acting in their individual capacities, or to third parties. The Audit Commission issued a document entitled *Statement of Responsibilities of Auditors and Audited Bodies* summarising where the responsibilities of auditors begin and end and what is expected from audited bodies. We draw your attention to this document which is available on Public Sector Audit Appointment's website (www.psa.co.uk).

External auditors do not act as a substitute for the audited body's own responsibility for putting in place proper arrangements to ensure that public business is conducted in accordance with the law and proper standards, and that public money is safeguarded and properly accounted for, and used economically, efficiently and effectively.

We are committed to providing you with a high quality service. If you have any concerns or are dissatisfied with any part of KPMG's work, in the first instance you should contact John Cornett the engagement lead to the Authority, who will try to resolve your complaint. If you are dissatisfied with your response please contact the national lead partner for all of KPMG's work under our contract with Public Sector Audit Appointments Limited, Trevor Rees (on 0161 246 4000, or by email to trevor.rees@kpmg.co.uk). After this, if you are still dissatisfied with how your complaint has been handled you can access PSAA's complaints procedure by emailing generalenquiries@psaa.co.uk, by telephoning 020 7072 7445 or by writing to Public Sector Audit Appointments Limited, 3rd Floor, Local Government House, Smith Square, London, SW1P 3HZ.

This report summarises the key findings from our 2014/15 audit of Oadby and Wigston Borough Council (the Authority).

Although this letter is addressed to the Members of the Authority, it is also intended to communicate these issues to key external stakeholders, including members of the public.

Our audit covers the audit of the Authority's 2014/15 financial statements and the 2014/15 VFM conclusion.

VFM conclusion	<p>We issued an unqualified conclusion on the Authority's arrangements to secure value for money (VFM conclusion) for 2014/15 on 29 September 2015. This means we are satisfied that that Authority had proper arrangements for securing financial resilience and challenging how it secures economy, efficiency and effectiveness.</p> <p>To arrive at our conclusion we looked at the Authority's financial governance, financial planning and financial control processes, as well as the arrangements for prioritising resources and improving efficiency and productivity.</p>
Audit opinion	<p>We issued an unqualified opinion on the Authority's financial statements on 29 September 2015. This means that we believe the financial statements give a true and fair view of the financial position of the Authority and of its expenditure and income for the year.</p>
Financial statements audit	<p>We identified a number of non material audit adjustments which have been amended by your Officers. We also identified a small number of presentational adjustments required to ensure that the accounts are compliant with the <i>Code of Practice on Local Authority Accounting in the United Kingdom 2014/15</i> ('the Code').</p> <p>Further to our report of September, we experienced some difficulties in completing the audit, arising from a number of delays in responding to requests, which then required return site visits to address. During our closing procedures we also identified further errors and inconsistencies which required additional work. We will be holding a de-brief meeting with your officers on how processes can be improved for future years. In particular we will discuss the action you propose to take to address the changes to the Accounts and Audit Regulations, which bring forward the reporting deadlines for both the Authority and the auditors for 2017/18.</p>
Annual Governance Statement	<p>We reviewed your <i>Annual Governance Statement</i> and concluded that it was consistent with our understanding.</p>

We provide a summary of our key recommendations in Appendix 1.

All the issues in this Annual Audit Letter have been previously reported. The detailed findings are contained in the reports we have listed in Appendix 2.

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Whole of Government Accounts	The Authority prepares a consolidation pack to support the production of Whole of Government Accounts by HM Treasury. We are not required to review your pack in detail as the Authority falls below the threshold where an audit is required. As required by the guidance we have confirmed this with the National Audit Office.
High priority recommendations	<p>We raised 3 high priority recommendations as a result of our 2014/15 audit work. These are detailed in Appendix 1 together with the action plan agreed by management.</p> <p>We recommended that:</p> <ul style="list-style-type: none"> • The Authority review the bank reconciliation process to identify opportunities for completing reconciliations more quickly. • The Authority obtain assurances over the operation of the payroll system in future years from the Service Organisation • The Authority ensure that the payroll monitoring spreadsheet which provides excellent control for monitoring both payroll costs and the services provided by the Service Organisation, is updated on a monthly basis. <p>We will formally follow up these recommendations as part of our 2015/16 work.</p>
Certificate	We issued our certificate on 29 September 2015. The certificate confirms that we have concluded the audit for 2014/15 in accordance with the requirements of the <i>Audit Commission Act 1998</i> and the Audit Commission's <i>Code of Audit Practice</i> .
Audit fee	The scale fee for 2014/15 was £57,045, excluding VAT. An additional fee of £1,707 was agreed with Officers and the Audit Commission, as set out in our audit plan, to cover the work on the capital accounting for the new swimming pool and leisure centre. We have also agreed a further additional fee of £7,016 with your officers relating to additional time spent on the audit of the accounts. This is subject to agreement by Public Sector Audit Appointments. Further detail is contained in Appendix 3.

Appendix 1: Key issues and recommendations

This appendix summarises the 3 priority recommendations that we identified during our 2014/15 audit, along with your responses to them.

We will be holding a debrief meeting with the Finance Manager to discuss the learning points from this year's audit, including minor issues that we have not formally reported.

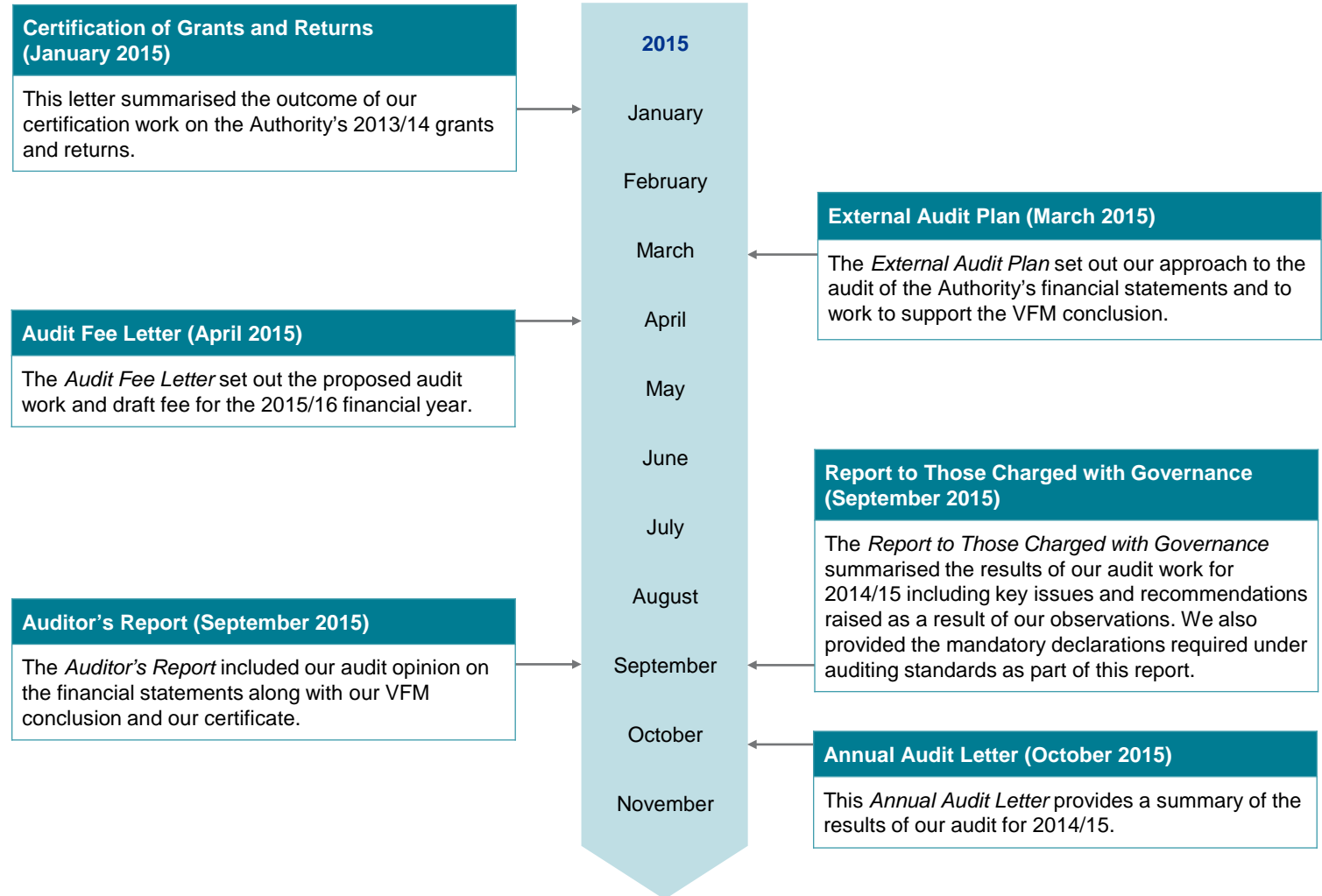
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No.	Issue and recommendation	Management response / responsible officer / due date
1	<p>Cash and Bank reconciliations</p> <p>At our interim audit in March we noted that the cash and bank reconciliation had not been completed since November 2014. This reconciliation is a key control and has a pervasive effect throughout the Authority's accounts. The reconciliation was found to be up to date at our accounts visit, however it was noted that the process takes around 6 weeks to complete.</p> <p>Recommendation</p> <p>Ensure that reconciliations are undertaken on a timely basis.</p> <p>Review the reconciliation process to identify opportunities—for completing reconciliations more quickly.</p>	<p>Agreed.</p> <p>Financial Services Manager</p> <p>A review of the bank reconciliation processes and procedures is underway. Any required changes will be implemented by 31 December 2015.</p>
2	<p>Payroll system – Service organization assurances</p> <p>The Authority had not requested, received, or considered an annual assurance statement from Leicestershire County. Council (LCC) in respect of the payroll services that LCC provides. Following our audit a copy of LCC's internal audit report was requested and reviewed by your officers to support the Annual Governance Statement.</p> <p>Recommendation</p> <p>Ensure that assurances over the operation of the payroll system are received in future years.</p>	<p>Agreed with immediate effect.</p> <p>Finance Manager</p>
3	<p>Payroll system – monitoring spreadsheet</p> <p>The Authority maintains a detailed monitoring spreadsheet of the payroll through out the year. This provides an excellent mitigating control over the lack of assurances reported above. However the spreadsheet had not been completed at the time of the final accounts visit for figures for March 2015. We asked officers to complete this during the visit in order to provide us with the necessary assurances over the payroll system, and this was provided to us at the end of July.</p> <p>Recommendation</p> <p>Ensure that the payroll monitoring spreadsheet is updated on a monthly basis.</p>	<p>Agreed with immediate effect.</p> <p>Principal Accountant</p>

Appendix 2: Summary of reports issued

This appendix summarises the reports we issued since our last *Annual Audit Letter*.

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This appendix provides information on our final fees for the 2014/15 audit.

To ensure transparency about the extent of our fee relationship with the Authority we have summarised below the outturn against the 2014/15 scale audit fee.

External audit

Our final fee for the 2014/15 audit was £65,768. This compares to a scale fee of £57,045. The reasons for this variance are:

- An additional fee of £1,707, as set out in our audit plan, relating to the additional work required to address a significant risk arising from the accounting for the de-recognition of the previous assets and the recognition of the new build.
- an increased fee for the audit of the financial statements reflecting additional costs incurred in carrying out the final accounts audit of £7,016 over and above our initial estimate;

Our fees are still subject to final determination by Public Sector Audit Appointments.

Certification of grants and returns

Under our terms of engagement with Public Sector Audit Appointments we undertake prescribed work in order to certify the Authority's housing benefit grant claim. This certification work is still ongoing. The final fee will be confirmed through our reporting on the outcome of that work in January 2016.

Other services

We did not charge any additional fees for other services.



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Policy, Finance and Development Committee	Tuesday, 02 February 2016	Matter for Information and Decision
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Title: Overall General Fund Revised Financial Position 2015/16 and Draft Budget 2016/17

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

1. Introduction

- 1.1. This report contains the overall revised General Fund revenue budget for 2015/16, the draft General Fund revenue budget for 2016/17, and the draft capital programme for 2016/17.
- 1.2. Much of the financial information provided is necessarily based on a number of assumptions which are wholly or partly influenced by external factors. Some of these factors, such as the final level of external grant support and the level of Government set fees, will not be known until later in the process, and any amendments will be reported to Council at the 18 February 2016 budget meeting.
- 1.3. In addition, the impact of the Chancellor's Autumn Statement, the Government's Comprehensive Spending Review and the Local Government Financial Settlement means the Council needs to produce a robust strategy for the future to meet the challenges of the economic climate.

2. Recommendations

- 2.1. That the Committee consider and approve the overall revised General Fund revenues budget position for 2015/16 (Appendices 1 and 2).
- 2.2. That the Committee recommend in principle to Council the overall draft General Fund revenue budget for 2016/17. This will be the subject of a further and full report to Council on 18 February 2016. (Appendix 1 and 3)
- 2.3. That the Committee recommend in principle to Council the overall draft Capital programme for 2016/17 and note the forward programme to 2018/19. This will be the subject of a further and full report to Council on 18 February 2016 (Appendix 4).
- 2.4. That Committee approve the use of reserves as outlined in Appendix 1
- 2.5. That Members agree that the Council will remain in the Business Rate Pool for 2016/17.

3. Information

- 3.1. In February 2015 the Council set the Council Tax and budget for the 2015/16 General Fund budget. In March 2015 the Council's forward forecast to 2017/18 was set out in the Medium Term Financial Strategy (MTFS) which was presented to the Policy, Finance and Development Committee. The information presented concerning the Government's legislative programme and other external factors that could

potentially impact on the Council's financial position was based on the best information available at that time.

3.2. In October 2015, the Policy, Finance and Development Committee approved the budget strategy for financial year 2016/17. It outlined that the Council historically adopted a budget process that derives its base budget each year from the previous year's original budget and that for the 2016/17 budget this process would be continued. Additionally, it highlighted that the key issues that would impact this budget are:

- The Council's Corporate Priorities
- The current financial climate
- Demographic issues
- The Government's austerity strategy

3.3. The provisional financial settlement was received from the Department for Communities and Local Government (DCLG) in December 2015. The final settlement should be published later this month.

4. Government Grants and Local Taxes

4.1. The most significant news for local authorities was the Chancellor's announcement that the local government revenue support grant will be phased out by the end of this Parliament. This is expected to be balanced by access to income from business rates. Local authorities will retain 100% of business rate revenues and the uniform business rate will be abolished, giving local authorities control over the level of business rates for their area. The Chancellor made it clear in the Spending Review that the Government sees the abolition of the uniform business rate as an opportunity for local authorities to cut business rates to attract business but with business rates taking on greater significance to the overall funding of local government, local authorities may increasingly see a need for high business rates. The Chancellor said that this will give local government control of £13 billion of additional local tax revenues and £26 billion in total business rate revenues. In practice this could mean big differences between local areas, with those with a high concentration of businesses able to generate significantly more for local authority services than those areas which have fewer businesses but no fewer people in need of public services. Even those local authorities with the potential to attract businesses will have difficult decisions to make about setting business rates.

4.2. The Statement has confirmed that there is no Council Tax Freeze Grant available for 2016. As a consequence Council will be asked in February to consider an increase in Council Tax of 1.99% to help address the funding gap.

5. Other Sources of Income

5.1. In an environment without access to the central grant currently available, whilst retention of business rates and use of income from asset disposals will provide funding opportunities for local authorities, Councils are likely to need to look for other ways of generating income and making savings. Reviewing the extent to which they are making all possible use of charging and trading powers and seeking options for alternative service delivery and collaboration with other service providers could help their position. Harborough, for instance, have just introduced a £40 a year charge for green waste collection/disposal.

- 5.2. Given the current national economic position and consequential impact on local government resourcing it is clear that the Council needs to reassess likely levels of future funding; the ability to raise revenues from other sources (including Council Tax); and to focus on ensuring that expenditure is carefully aligned with the Council's strategic objectives and focusses on the delivery of front-line services. As central funding declines the Council will need to maximise opportunities from alternative funding arrangements that are primarily driven by business and residential growth in the borough.
- 5.3. The current MTFS sets out the overall financial objectives that underpin the Council's priorities. This includes a summary of the national financial context together with factors and key financial principles affecting the General Fund. The MTFS will be updated once Council approves the 2016/17 budget, and a report will be presented to this Committee in March 2016.

6. Local Government Financial Settlement

- 6.1. The provisional financial settlement for 2016/17 was announced in December 2015 and is detailed below:

	2015/16	2016/17	Inc/(dec)
	£'000	£'000	£'000
Revenue Support Grant	1,130	718	(412)
Non Domestic Rates	1,357	1,411	54
New Homes Bonus	318	446	128
	2,805	2,575	(230)

- 6.2. These settlement proposals confirm that Local Government continues to bear a significant part of the Governments overall plans to reduce public spending. Further reductions are anticipated until at least the end of the decade.
- 6.3. Revenue Spending Power
 Since 2011/12 the Government has used the concept of revenue spending power which is an estimate of the amount of funding available to each authority to spend on their core services. It is made up of estimated Council Tax and Business Rate income, Revenue Support Grant and New Homes Bonus plus a number of government grants excluding those for education and policing. Based on this methodology, the Council's overall spending power has reduced by 3.1% in 2016/17 compared to 2015/16. Between 2014/15 and 2016/17 the reduction in spending power was 11%. The table below details the Government's assessment of revenue spending power for the Council:

Spending Power	Actual 2015/16 £000s	Provisional 2016/17 £000s	Reduction 15/16 to 16/17 %
Settlement Funding	2,568	2,130	(17.1)
Assessment	318	445	40.1
New Homes Bonus			
Total Government Funding	2,886	2,575	(10.8)
ADD Council Tax Requirement	3,383	3,501	3.5
Total Spending Power	6,269	6,076	(3.1)

7. New Homes Bonus

- 7.1. There are proposals to reduce the funding for New Homes Bonus by £800 million, which is a cut of two-thirds. The current allocation of NHB is about £1.2 billion. The Government's stated objective is to 'sharpen the incentive' and to focus funding on new homes. The length of payments will be reduced from 6 to 4 years. In 2016/17 the Council anticipates receiving NHB of around £445,000
- 7.2. However, as the table below illustrates, because of the urban nature of the borough and a lack of opportunity to develop new housing, the Council fares the worst among the districts of Leicester and in fact receives one of the lowest levels of NHB in the country.

New Homes Bonus Allocation Leicestershire Districts	2016/17 Allocation £000s	6 Year Cumulative £000s
Oadby and Wigston	445	1,326
Melton	1,028	4,001
Blaby	2,062	5,930
North West Leicestershire	2,778	7,910
Hinckley and Bosworth	2,916	8,369
Harborough	2,989	9,269
Charnwood	4,500	15,297

8. Business Rates

- 8.1. Although local authorities are not able to set the level of business rates under the current scheme, it is devised to reward Councils where there is an increase in the amount of rates collected as a result of increases in the rateable values of local businesses. Authorities that see a decline in the overall rateable value of businesses in their area will see a relative reduction in their resources. The scheme does include a levy on disproportionate increases that is used to provide safety net funding for Councils that are impacted by significant decreases.
- 8.2. Under the current Business Rates Retention Scheme, Councils are able to retain 50% of the real term growth in business rates. Conversely, Councils face the risk of having to absorb 50% of potential decrease (for instance when a local firm closes or relocates outside the borough). Part of the Council's budget strategy for 2016/17 is to review the current list of rateable values to ensure that the assessed rateable values of local businesses are correct, and seek to have the Valuation Office adjust the values where the Council believes them to be too low.
- 8.3. Under the Local Government Finance Act 2012, Councils can form pools for the purpose of business rate retention. This is beneficial if in the period there is a real term rise in business rates for the sub-region. Under delegated powers, the Chief Financial Officer agreed that the Council would join a pool with other Leicestershire authorities in 2015/16. Provisional outturn for the pool in 2015/16 suggests £3.8m additional funding for Leicestershire. Given the amendments to the scheme proposed in future years and the likely outturn for 2015/16, the Leicestershire Treasurers' Association met on 11 January 2016 to discuss the potential for continuing the pool in 2016/17. As a result of that meeting, the Chief Financial Officer recommends that the Council continues in the scheme in 2016/17.

9. Local Council Tax Support Scheme

- 9.1. The support scheme (introduced in 2013/14) is effectively a Council Tax discount, reducing the Council's tax base and therefore reducing the amount of Council Tax collected. Current projections for outturn 2015/16 indicate that the current scheme is operating within the assumptions about collection built into the estimates. The current arrangements have been reviewed and it is proposed that there be no change to the 15% level of support reduction to working age claimants for 2016/17.

10. Council Tax Base Calculation

Council Tax Base	
2016/17	2015/16
16,944.2	16,698.9

Using the 2015/16 level of Council Tax, the increase in the base would increase income by £50,000 in 2016/17.

11. Draft Budget 2016/17

- 11.1. The MTFs ensures that the commitments made to deliver the Council's priorities are funded not only in the year for which formal approval of the budget is sought (2016/17), but for future years as well, within a reasonable tolerance.
- 11.2. The October Committee received an updated financial forecast to 2018/19 showing a funding gap for the three years of £1.130m including a gap for 2016/17 of £522,000.
- 11.3. Given the current national economic climate, forecasting for future years is challenging. In particular, the levels of support from Government are only announced annually, so for the purposes of the MTFs, the figures are assumed to reduce year on year in line with the Autumn Statement announcement. An updated MTFs will be produced following the confirmation of then 2016/17 settlement which is expected in February, and will be submitted to this committee at its March meeting.
- 11.4. In consultation with members, the Council's Senior Management Team and other lead officers have been involved in a process of priority setting and the continued implementation of service transformation in order to produce a balanced budget for the financial year 2016/17. The achievement of further efficiencies in future years whilst maintaining excellent services will present considerable challenges for the Council.
- 11.5. The current strategy is not to use the General Fund reserve to fund forecast deficits in future years. The Government has expressed concerns that local authorities are not making effective use of the reserves they hold. It is proposed that in future years the Council considers setting a target of holding a minimum unallocated General Fund reserve of 5% of net expenditure and a maximum of 10%, with any amount above this 'ceiling' being identified for a specific purpose (e.g., transformation, contribution to capital) or applied to the revenue account. For 2016/17 this would have had the effect of applying £342k to the revenue account. The actual proposals contained in the draft budget only require a contribution of £145,000 (See Appendix 1).
- 11.6. Funding for the majority of the Council's priorities for 2016/17 is included in the MTFs by rolling forward spending plans in this year's budget without the requirement

for any specific growth in expenditure.

- 11.7. A summary of the proposed General Fund revenue budget for 2016/17 is set out in Appendix 1.

12. Assumptions in the Budget Forecast

- 12.1. The forecast makes a number of assumptions which are necessary to achieve a balanced budget in 2016/17 and help deliver the Council's medium term financial strategy.

- 12.2. The main assumptions for the 2016/17 budget and the MTFS are as follows:

- Council Tax increase of 1.99% in 2016/17
- Council Tax base increase of 1.5% in 2016/17
- Pay award of 1%
- Increase in pensions contribution
- Inflation – general assumed nil
- Inflation – contractual by RPI
- Interest rates – no change
- Fees and charges as agreed at this committee in October 2015
- Collection rates for Council Tax and Business Rates as per 2015/16
- Local Council Tax Support Scheme as per 2015/16
- New Homes Bonus increased by £128k

- 12.3. The Council will balance its medium-term financial plans over the next three years by addressing the following issues:

- Use of balances
- Efficiency Review
- Improved asset management and utilisation
- Use of new technology to transform service delivery
- Better procurement

The impact of these assumptions for 2016/17 is set out in Appendix 1

- 12.4. Clearly, each of these assumptions and the overall budget process carry elements of risk, and the next paragraph of this report sets out how these risks are mitigated as far as possible.

13. Risk Assessments

- 13.1. There is an element of risk inherent in any process that looks into the future to make forecasts, particularly in the current economic climate. However, the Council has a strong record in financial management as recognised in the recent annual audit letter from external auditors. Risks are further mitigated by adopting the following methodology when preparing the draft estimates:

- Maintaining the minimum reserves calculated to be required for contingencies in year.
- Ensuring that budget guidelines are clear and adequate control

systems are in place (e.g., monthly monitoring, adherence to financial regulations, etc.) to alert management and members at an early stage of any significant variances from plan.

- Using professional expert advice where necessary (e.g., treasury managers for interest rates; chartered surveyors for valuing assets).
- Maintaining a rolling review of the forecast expenditure of estimates beyond the current year.
- Remaining alert to changes in the external financial environment and their likely impact on local government and the communities the Council serves (e.g., changes to business rate retention, roll-out of Universal Credit, etc.).

14. Council Tax Referendum

- 14.1** As in previous years, the 2016/17 Local Government Finance Settlement announced in December confirmed that local authorities will be required to seek the approval of their local electorates in a referendum if they decide to set Council Tax increases above 2%.

15. Capital Expenditure and Income

- 15.1.** Capital Expenditure and Income plans have been prepared through the Council's Service and Financial Planning cycle. The Council's capital resources are dependent on Government funding, other external contributions, the disposal of surplus assets and borrowing. A fully updated capital programme for 2016/17 to 2018/19 is set out in Appendix 4 for consideration and recommendation to Council. All known and expected levels of capital receipts have been taken into account in the resource statement, but obviously these may prove to be variable in terms of both realised value and the timing of individual receipts.

- 15.2** Although the forecast shows sufficient resources to fund the current programme to the end of 2018/19, this is dependent on the realisation of useable receipts from asset disposals which will have associated risks.

- 15.3.** To be clear, no new schemes included in the Capital Programme will be contractually committed unless funding is available, confirmed by the Council's Chief Financial Officer. Should contributions from external funding and/or capital receipts not generate the levels of resources forecast, or there is a delay in the disposal of assets, the Programme will be re-visited to ensure all planned expenditure is properly funded. Monitoring and reviews of the Programme, including available resources, will be carried out throughout the financial year and reported to Policy, Finance & Development Committee.

16. Review of Specific and General Reserves

- 16.1** An important part of the Council's budget strategy is the review and consideration of its reserves. The Council's current forecast of uncommitted general fund reserves that will be held at 31 March 2016 is £1,014 (see Appendix 1). The strategy applies a robust but prudent use of these balances to cushion the impact of the challenging economic environment while maintain the minimum level of reserves required by the Council over the period of the MTFs. The minimum level of reserves required will continue to be reviewed as part of the scrutiny of the Council's financial plans

16.2. The Council also has a number of reserves that are earmarked for specific purposes and these are detailed in Appendix 5. Again, the requirement to hold these reserves will continue to be reviewed as part of the scrutiny of the Council's financial plans.

17. Fees and Charges

17.1 The proposed levels of fees and charges for 2016/17 were considered at the October cycle of committee meetings and approved by this Committee at its meeting on 27 October 2015.

18. Financial Implications

18.1. Current Year – 2015/16

For the current financial year of 2015/16 the forecast overall financial outturn position is shown in Appendix 1. The variations between original budget and projected outturn are listed in Appendix 2 with further explanations regarding significant differences.

18.2. Budget for 2016/17

The draft revenue budget for 2016/17 is set out in Appendix 1. It shows planned net expenditure for the year of £6,465,938. Appendix 3 shows the headline additional pressures that have been incorporated in the budget and the major savings that have been included in the calculations to achieve a balanced budget in 2016/17.

18.3. Member's instructions to officers have made it clear that the financial gap should be bridged through a combination of operational and efficiency savings that do not significantly impact on front line services to the communities the Council serves. The budget outlined in this report reflects this guidance.

19. Legislation and Policy

19.1 There are statutory requirements of the Council's Section 151 Officer in relation to setting a balanced budget. The Local Government Finance Act 1988 (Section 114) prescribes that the responsible financial officer "must make a report if he considers that a decision has been made or is about to be made involving expenditure which is unlawful or which, if pursued to its conclusion, would be unlawful and likely to cause a loss or deficiency to the authority". This includes an unbalanced budget. There are no specific legal implications as a result of this report, however, any implications of specific savings proposals will be set out in individual business cases to inform consultation and final decision making.

20. Risk Management Implications

20.1. The implications are set out in Appendix 6 of this report.

21. Glossary of Abbreviations

21.1	MTFS	Medium Term Financial Strategy
	HRA	Housing Revenue Account
	DCLG	Department of Communities and Local Government
	CSR	Comprehensive Spending Review
	NHB	New Homes Bonus

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Implications	
Financial	Implications contained in the report.
Legal	Implications contained in the report.
Risk	Implications contained in the report.
Equalities	Implications contained in the report.

GENERAL FUND BUDGET SUMMARY 2016/17

		Budget 2015/16 £	Revised Estimate 2015/16 £	Budget 2016/17 £
	Policy Finance and Development	2,325,960	2,365,800	1,897,150
	Service Delivery	3,583,500	3,790,070	3,577,950
	Development Control	491,450	517,810	520,200
	Children and Young Persons	14,500	12,100	12,000
	Licensing and Regulatory	4,760	16,800	61,160
	Net Committee Expenditure	6,420,170	6,702,580	6,068,460
	Capital Financing	306,180	321,960	636,680
	Total Expenditure	6,726,350	7,024,540	6,705,140
	Contributions to/(from) :			
90006	Capital	10,000	10,000	10,000
90013	Small Earmarked Grants	0	0	0
90015	Housing Planning Delivery Grant	0	0	0
90019	Budget Carried Forward	0	(106,350)	0
90023	Operations	0	(30,000)	0
90027	Grounds Maintenance	(23,400)	(23,400)	(23,400)
90029	Troubled Families	0	(23,330)	0
90030	Income Profiling	0	0	0
90033	Greening the Borough	0	(12,450)	0
90035	Weekly Collection Support Scheme	0	0	0
90036	Management of Change	(140,750)	(350,750)	0
90037	Budget Equilibrium	(103,626)	(103,626)	(226,802)
90038	Land Valuation	0	0	0
	Housing Planning Delivery Grant		50,940	0
90039	HR Recruitment	0	0	0
	Land Charges Reserve	0	33,000	0
	Net Expenditure	6,468,574	6,468,574	6,464,938
	Financed By			
	RSG	1,129,857	1,129,857	718,275
	NNDR Contribution	1,356,967	1,356,967	1,411,462
	Other General Grants	373,216	373,216	360,000
	Council Tax Surplus/(Deficit)	42,900	42,900	35,230
	NNDR Surplus/(Deficit)	(173,618)	(173,618)	(226,802)
	Extra NNDR Income	0	0	75,000
	Council Tax Freeze Grant	38,290	38,290	0
	New Homes Bonus	317,765	317,765	445,767
	Precept on Local Tax Payers	3,383,197	3,383,197	3,501,210
	General Reserves	0	0	144,796
		6,468,574	6,468,574	6,464,938

0 (0)

General Fund Reserve				
	Balance as at 1st April	1,013,583	1,013,583	1,013,583
	Changes in Reserves	0	0	(144,796)
	Balance as at 31st March	1,013,583	1,013,583	868,787

Movement Between Original and Revised Budget 2015/16

<u>Original Budget on the General Fund</u>		6,469
	Note	
<u>Increase in Service Costs</u>		
GP Referral		3
Increase in Pension Costs	1	14
Core Funding		2
Swimming Pool Contractor Costs		7
Green House Gas Project		2
Land Charges Payments	3	29
Structural Maintenance Costs		7
Professional Services Council Tax	4	13
Postage Council Tax		7
Professional Services - Staff Relations Review	5	210
Recruitment Expenses	6	10
Diversity and Equality	6	12
Legal Fees		10
Estate Agents Fees		6
Professional Services - Finance		5
ICT Computer Software Licences		8
ICT Shared Service		14
Customer Services Transformation - Running Costs	7	60
Contract Cleaning Windows - Council Offices		10
<u>Reductions in Income</u>		
Recycling Income	8	184
Reduction in Recycling Credits	8	83
Reduction in Pest Control Income		<u>3</u>
		270
<u>Savings on Services</u>		
Staffing Costs		(71)
Grant to Senior Citizens		(5)
Neighbourhood Management Scheme		(2)
Refuse Sacks	9	(23)
Refuse and Recycling Hired Staff	9	(21)
Reduction in Transport Costs		(11)
Floral Displays		(6)
Grounds Maintenance Hired Staff		(12)
Land Charges Fees (LCC)		(4)
Advertising in Democratic Representation		(5)
Net Cost of Benefits		(28)
Elections - Postage		(8)
Corporate Training		(3)
Cost of Alarms		(3)
Revenues and Benefits Software Licences		(10)
Other minor savings		<u>(36)</u>
		(248)
<u>Increases in Income</u>		
Administration Penalties - Benefits		(9)
Recovery of Court Costs	10	(57)
Taxi Licences		(17)
		(83)
<u>Increases in Funding</u>		
Land Charges Grant		(29)
Register of Electors Grant Income		(15)
Customer Services Transformation Grant		<u>(25)</u>
		(69)
<u>Increase in Use of Reserves</u>		(299)
<u>Revised Budget on the General Fund</u>		<u>6,469</u>
		6,469
		0

Notes

1 Increase in one off pension costs due to Customer Services Transformation

Payment has been made regarding the dispute over the validity of charging for
2 information relating to Local Land Charges

An empty homes survey has been procured this year with the aim of getting
3 properties back in use and raising the Council Tax base

4 Costs relating to recent investigations into staff/management relations

Both budgets were carried forward from 2014/15 and have been funded from
5 the Budgets Carried Forward Reserve

These budgets have been carried forward and matched by a use in earmarked
6 reserves

7 These are revenue costs of running the new centre, principally software licences.

Leicestershire County Council has now stopped credits for Green Waste. Also
there is a reduction in recycling income for the year. This is due to market
forces reducing the price of certain recyclables rather than a reduction in the
volume recycled. Members should note that this is not expected to be a
temporary situation and continues into the 2016/17 budget. However, the
8 market in this sector does remain volatile.

9 The food waste trial which the Council was running has been discontinued

There has been a significant increase in court action relating to Council Tax
10 Collection

Changes in Budget between 2015/16 and 2016/17

<u>Additional Costs</u>		6,469
<u>Increase in Service Costs</u>		
Salaries	1	106
National Insurance Contributions	1	100
Pension Contributions	1	94
Increased in Capital Charges	2	331
Leisure Centre Management Fees		16
Tree Works		4
Green House Gas Project		2
Increase in Member Allowances	3	23
Business Start Up Support		5
Legal Fees		10
ICT Computer Software Licences		8
ICT Shared Service		14
Customer Services Transformation - Running Costs	4	60
<u>Reductions in Income</u>		
Recycling Income	5	186
Reduction in Recycling Credits	5	100
Reductions in Planning Income	6	53
Reduction in Build Control Income	6	14
Car Parking Income		8
Pest Control Income		2
		<u>363</u>
<u>Savings</u>		
Superloo Lease Rental	7	(6)
Transport Charges	8	(58)
Grant to Senior Citizens		(5)
Other Faith Burials		(4)
Foral Displays		(5)
Street Cleaning Running Costs		(8)
Refuse and Recycling Hired Staff	9	(35)
Refuse Sacks	9	(35)
Grounds Maintenance Hired Staff		(12)
Neighbourhood Management Scheme		(2)
Electricity		(3)
Car Park Enforcement		(8)
Health and Safety Training	10	(14)
Postage Council Tax		(5)
Benefits Running Costs		(8)
Net Cost of Benefits		(28)
Elections - Running Costs	11	(31)
Elections - Hired Staff	11	(13)
Corporate Training	10	(25)
Diversity and Equality		(12)
Professional Services - Estate Agents		(5)
Recharges into HRA		(89)
Other Savings		(17)
		<u>(428)</u>
<u>Increases in Income</u>		
Taxi Licences		(17)
Recovery of Court Costs		(57)
Recharges to HRA		(10)
		<u>(84)</u>
<u>Increases in Funding</u>		
Council Tax Admin Grant		(13)
Register of Electors Grant		(16)
		<u>(29)</u>
<u>Efficiency Targets</u>		
Restructure Stage 1		(103)
Restructure Stage 2		(150)
Restructure Stage 3		(250)
Service efficiency Savings		(80)
Better Asset management		(20)
Review of Voluntary Sector Grants		(30)
		<u>(633)</u>
<u>Reductions in Funding</u>		
Decreased use in Reserves		17
Reductions in New Burden Grants		17
		<u>34</u>
		<u>6,465</u>
		<u>6,465</u>
		0

Notes

Staffing increases are predicted not just in salaries by the agreed pay increase but also due to increases in both national Insurance and
1 pension costs

The new leisure centres are now complete and as a result the impact
2 of the borrowing required will start to hit the authority in 2016/17

Members allowances are budgeted to increase as per the review board
3 recommendation

These are revenue costs of running the new centre, principally software
4 licences.

The situation in 2015/16 is expected to continue into 2016/17 for
5 recycling income

It is expected that both planning and building control activity will decline
6 during 2016/17

The superloo lease agreement comes to an end in 2015/16 with the
7 Council able to buy the equipment for £1,000 if it wishes.

Transport charges have decreased as the Council's moves its
8 procurement from operational leases to capital purchases. It is also
8 expected that petrol prices will stay reasonably low during the year.

The food waste trial which the Council was running has been
9 discontinued

Any underspends in 2015/16 will be carried forward to 2016/17. The
10 2016/17 budget has thus been revised.

11 There is no Borough Election in 2016/17

OADBY AND WIGSTON BOROUGH COUNCIL CAPITAL PROGRAMME 2016-17 to 2018-19

Project Code Reference	Scheme	2016/17 Proposals £	2015/16 Carried Forward to 2016/17 C/F Approved in Budget £	2016/17 Proposed Budget (Including 2015/16 Carry Forward) £	2017/18 Projected Budget £	2018/19 Projected Budget £
General Fund - Policy, Finance & Development						
56001	Council Office Refurbishment/Demolition	169,495	18,245	187,740	70,000	0
56010	IT Replacement Programme	26,000	0	26,000	26,000	26,000
56027	41 Canal Street CPO	0	350,000	350,000	0	0
56037	PARIS Upgrade	30,000	0	30,000	0	0
56055	Document Management System Software	0	50,000	50,000	0	0
Committee Total		225,495	418,245	643,740	96,000	26,000
Service Delivery - General Fund						
52002	Disabled Facilities Grant	418,787	0	418,787	418,787	418,787
52003	DECC Grant	0	4,637	4,637	0	0
52010	Disabled Access/Facility Improvements	0	14,200	14,200	0	0
54010	Play Area Refurbishments	0	31,441	31,441	0	0
54015	External Bay Roofs - Oadby Depot	0	5,000	5,000	0	0
54016	Additional Bay Areas - Oadby Depot	0	18,270	18,270	0	0
54025	Grand Union Canal Footbridge	0	55,000	55,000	0	0
54114	Car Park Resurfacing	80,000	0	80,000	80,000	80,000
	Purchase of New Vehicles	787,250	0	787,250	0	0
54548	Reconnecting with Nature	0	30,000	30,000	0	0
	Replace Wooden Slat Canopy at Shiela Mitchell Pavilion	10,000	0	10,000	0	0
	Purchase of Replacement Ride-on Mower for Cemeteries	5,500	0	5,500	0	0
	Sandhurst Street Car Park Boundary Wall Repairs	15,000	0	15,000	0	0
	Parklands Leisure Centre, Car Park Improvement	6,400	0	6,400	0	0
	Brocks Hill Country Park Access Footpath	5,300	0	5,300	0	0
	Brocks Hill Car Park Drainage	12,750	0	12,750	0	0
	Brocks Hill Country Park Lighting Refurbishment	5,025	0	5,025	0	0
	Blaby Road Park Pavillion	135,931	114,430	250,361	0	0
	Christmas Lights	6,500	0	6,500	0	0
General Fund Total		1,488,443	272,978	1,761,421	498,787	498,787
Housing						
50002	Boulter Crescent - Whole Unit Refurbishment	2,509,000	1,233,909	3,742,909	2,064,909	0
50023	Arbitas Software Upgrade	0	25,000	25,000	0	0
50025	Scheme Based CCTV	0	5,000	5,000	0	0
50029	Council Housing	0	145,694	145,694	0	0
Housing Total		2,509,000	1,409,603	3,918,603	2,064,909	0
Committee Total		3,997,443	1,682,581	5,680,024	2,563,696	498,787
PLANNED EXPENDITURE GRAND TOTAL		4,222,938	2,100,826	6,323,764	2,659,696	524,787

Unsupported Borrowing	4,019,433
Grants & Contributions	4,637
Revenue Funding HRA	494,000
DFG Grant	177,000
Open Spaces S106	55,000
Usable S106 Interest Reserve	124,000
Usable Capital Receipts - OTHER	60,000
Major Repairs Reserve	1,214,000
Regeneration Reserve	145,694
Greening the Borough	30,000
	6,323,764

Council Reserves at 31 March 2016

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

Note 1 To fund the main priorities of the Council in consultation with the local residents forums whose activities are reported later in this agenda

Budget Setting Risk Implications

Risk	Risk Score before any control measures have been put in place to reduce the risk	Control measures, actions and assurances that are currently in place and working that are reducing the risk	Current Risk Score	Strategies and actions that could be introduced to further reduce the risk, including those proposed within the report	Fully controlled risk score indicating the level to which the risk could be reduced in the future.
<p>Category: Financial</p> <p>Risk: Failure to ensure that net expenditure is contained within the approved budget will result in failure to safeguard the Council’s overall financial position</p>	<p>High</p>	<ul style="list-style-type: none"> • Assess the financial implications of new Government policy • Respond to Government consultation and other initiatives. • Develop and maintain sustainable revenue budgets supported by adequate levels of reserve. • Regular budget monitoring, including forecasting the outturn position by Heads of Service, finance officers and Senior Management Team • Actively manage those aspects of the budget that consist of significant demand-led expenditure income. • Manage delivery of the transformation programme through identifying efficiencies and budget pressures at an early stage. 	<p>Medium</p>	<ul style="list-style-type: none"> • Respond to both external and internal events that may influence the budget position including changes in legislation. • Consider affordability of new proposals and future levels of Council Tax 	<p>Medium</p>

Agenda Item 10



Policy, Finance and Development Committee	Tuesday, 02 February 2016	Matter for Information and Decision
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Title: Draft HRA Budget and Housing Capital Programme 2016/17

Author: Martin Hone – Interim 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 the Policy Finance and Development Committee.
- 1.3. An update to the HRA business plan was approved in October by this committee. No further update has been commissioned due to the uncertainty of current government policy and its impact on the HRA. Once the Government has fully informed the Council of the financial impact of these changes a further update will be made.

2. Recommendations

That Members:-

- 2.1. Recommend to Council a 1% rent decrease in dwellings rent as detailed below in Section 4 of this report.
- 2.2. Recommend to Council a 1.1% rent increase in service charges and garages rent as detailed below in Section 5 of this 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. There are a number of changes to Central Government policy which will impact on the HRA going forward.
- 3.3. The Government through the July Budget brought in significant changes to legislation which will adversely affect income streams within the HRA and therefore the stability of its business plan. These include:
 - a) A new rent policy which will see rents reducing by 1% per annum for the next four years.
 - b) The impact of the Housing and Planning 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.

- 3.4. The Government is currently collecting information from Council's relating to the open market value of its stock and the and time each property remains void. This is likely to form the basis of the charge that the Government will make on Councils. At present it is too early to predict how large this charge will be but it is conceivable that it will severely impinge on the Council's future capital programme.

4. Rent Levels 2016/17

- 4.1. As stated rent levels will decrease for 2016/17. Currently a 1% decrease in all households rent will move the average rent for a property from £78.65 to £77.86 which equates to a drop in annual rental income of around £50,000.
- 4.2. The range covered by the new rent levels are listed below.

	Weekly Rent	Weekly Rent	Decrease per week	Change	Property Type
	£	£	£	%	
Highest Rent	98.08	97.10	0.98	1%	3 Bedroom House
Lowest Rent	58.49	57.91	0.58	1%	Bedsit
Average Rent	78.65	77.86	0.79	1%	

- 4.3. The HRA Business Plan update taken to the Policy, Finance and Development Committee in October 2015 demonstrated that the business plan was still viable although working HRA balances would drop to their minimum sustainable level and remain there until around 2023.

5. Service Charges and Garage Rents

- 5.1. Non dwelling rents are not subject to the rent reduction described in part 4 of this report and as a result it is recommended that they are increased by CPI +1% in line with previous the rent and charging policy. The Council recommends using September 2015's CPI which is in line with former rent policy. It is therefore recommended that Service charges and garage rents are increased by 1.1% as listed below:

(Continued overleaf)

	2015/16 Current Charge	2016/17 Proposed Charge
	£	£
<u>Garage Spaces</u>		
48 Week Basis	3.65	3.68
52 Week Basis	3.37	3.40
<u>Lock up Garages</u>		
48 Week Basis	6.75	6.81
52 Week Basis	6.23	6.29
<u>Caretaking Charge (Lower Rate)</u>		
48 Week Basis	2.86	2.89
52 Week Basis	2.64	2.67
<u>Caretaking Charge (Higher Rate)</u>		
48 Week Basis	5.84	5.89
52 Week Basis	5.39	5.44
<u>Heating and Hot Water Charges in Sheltered Schemes</u>		Increase for 2016/17
		%
Chartwell House, Oadby		1.1
Marriott House, Oadby		1.1
William Peardon Court, Oadby		1.1

6. Capital Programme

- 6.1.** The Council will continue to bring its stock up to the Decent Homes Standard through its whole unit refurbishment strategy. It is currently estimated that there will be considerable slippage (around £1.4million) of the 2015/16 programme into 2016/17. This will bring the 2016/17 programme to £3.9million, which will be funded by the continuation of the Major Repairs Allowance (MRA), Revenue Contributions and around £2million of borrowing. Further details of the 2016/17 Capital Programme are included in the Draft Budget report elsewhere on this agenda.
- 6.2.** At present it is unknown if the government will continue the MRA beyond the transitional five year period set out in the Self Financing Agreement and assumed in the Business Plan. Unless this arrangement continues or a similar satisfactory arrangement is put into place then future capital works will be severely hampered.

Background Documents:-

None.

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Tel: (0116) 257 291

Implications	
Financial	Implications contained in the report.
Legal	No significant implications.
Risk	CR9 – Economy. CR1 - Decreasing financial resources.
Equalities	No significant implications.

Agenda Item 11



Policy, Finance and Development Committee	Tuesday, 02 February 2016	Matter for Information and Decision
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Title: Resident Forum Outturn Budget Position and Allocation Requests

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

1. Introduction

1.1. This report is to update members as to the financial position on the Local Residents Forums at 31 December 2015 and give an indication of the amount of unallocated balances.

2. Recommendations

2.1. That Members note the position of the Forums' budget.

2.2. That Members approve the allocation requested by the Forums as set out below.

3. Information

3.1. The attached report (Appendix 1) shows the financial position for the three Local Residents Forums at 31 December 2015. The report shows the actual spend at the end of December 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 31 December 2015
	£	£	£	£	£
Wigston	230,000	206,572	10,492	33,920	188,793
South Wigston	115,000	107,390	7,436	15,046	89,489
Oadby	230,000	202,052	11,494	39,442	177,932
	575,000	516,014	29,422	88,408	456,214

3.2. The Oadby Residents Forum met on the 4 November at which it was requested that a grant of £1,000 be given to The Friends of Brocks Hill to support their conservation volunteers project.

3.3. The South Wigston Residents Forum met on the 10 November at which the at which it was requested a grant of £500 be given to the Oadby and Wigston Civic Orchestra in support of its commemorative event in 2016.

3.4. The Wigston Residents Forum met on the 11 November, at which the following request were made.

Background Papers:-

None.

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Implications	
Financial (CR)	Members should bear in mind the financial position of each Forum when considering whether to approve future schemes.
Legal (AC)	No direct implications.
Risk (CR)	No direct implications.
Equalities (AC)	No direct implications.

SOUTH WIGSTON RESIDENT FORUM	Approved amount	Actual amount spent at 31/12/15	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	4,200	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
South Wigston market Traders Community Newsletter (PFD Oct 15)	500	0		
Phoenix Theripies Grant (PFD Oct 15)	1,700	1,700	0	
Total committed	107,390	89,489	(7,436)	
Completed projects - balance available for reallocation	7,436			
Funds remaining	15,046			

WIGSTON RESIDENT FORUM	Approved amount	Actual amount spent at 31/12/15	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 Wigston Traders for Purchase of Festive lights (PFD March 2013)	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	0	
Bus Shelter with seating Paddock Street (PFD March 15)	4,000	2,625	0	Order has been placed
Grant to Friends of Brocks Hill (PFD July 15)	1,000	1,000	0	Job Complete
Bus Shelter Horsewell Lane (PFD July 15)	3,000	2,625	0	Order has been placed
Total committed	206,572	188,793	(10,492)	
Completed projects - unused balance available for reallocation	10,492			
Funds remaining	33,920			

OADBY RESIDENT FORUM	Approved amount	Actual amount spent at 31/12/15	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
Rosemead Park See Saw & Safety Surface	4,500	2,092	(2,408)	Project Changed from Roundabout to See Saw to save money - 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
Chicken Ally development	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	1,000	0	Job Complete
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
Oadby Market Traders Festive Lights Grant (PFD Oct 15)	1,000			
Total committed	202,052	177,932	(11,494)	
Completed projects - unused balance available for reallocation	11,494			
Funds Remaining	39,442			



Policy, Finance and Development Committee	Tuesday, 02 February 2016	Matter for Information
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Title: Customer Services Transformation

**Author: Anne Court - Director of Services and Monitoring Officer
Jacky Griffith - Welfare and Taxation Manager**

1. Introduction

This report provides an update for Members on the progress of the Customer Service Transformation programme since the opening of the Council's new Customer Service Centre at 40 Bell Street, Wigston.

2. Recommendations

That Members note the information provided within the report.

3. Information

3.1. In order to meet the Council priorities of protecting front line services and delivering efficiency savings to meet continuing budget cuts it has been necessary for the Council to continuously review its services, organisational structure, processes and culture. One major area that was identified in 2014 in this respect was Customer Services and the way that the Council greets, deals with, assists and otherwise involves itself with members of the public as well as the internal processing of information amongst its staff.

3.2. Phase One of the Customer Services Transformation project saw the successful opening of the new Customer Services Centre at 40 Bell Street, Wigston on 12 October 2015.

3.3. Progress to Date

In the initial 11 weeks of operation (12 Oct – 31 Dec 2015) the new Centre has dealt with:

- Face to Face visitors, 4,800; and
- Telephone callers, 7,000.

With the IT investment, detailed statistics can be produced and since the opening, the statistical information demonstrates that the change in location to a town centre has increased face to face contact significantly. The statistics show that by December there was a 40% increase in full enquiries and 66% increase in quick enquiries.

The service has also implemented a totally electronic method of referring enquiries to 15 other services in the Council. The use of this DASH (dashboard) system has allowed measurement of the enquiries both dealt with by Customer Services and referred back to these Service Areas.

3.4. Phase 1 of the project consisted of the following deliverables:

- Brand new Customer Services Centre open to the public:-
 - 1 Meet and Greet desk;
 - 3 Self Service PCs;
 - 3 Face to Face desks for Customers to speak to staff;
 - 2 Private interview rooms;
 - 1 Payment kiosk (to take cash and card payments);
 - 10 desk Telephone Call Centre; and
 - 1 “Hot Desk” room.
- Saturday morning opening;
- Late night Wednesday opening; and
- New telephone call centre – supported by a CRM (Customer Relationship Management) system supplied by Firmstep & intelligent call routing / queuing system supplied by Lloyds Telecom.
- The recruitment and training of:-
 - 1 Customer Services Supervisor post;
 - 8 new Technical Officer posts (1 more currently undergoing training);
 - 6 Public Liaison Officer posts (2 more currently undergoing training).
- The development of:-
 - 145 electronic forms and processes; and
 - 139 Frequently Asked Questions (FAQs) to assist in service delivery.

3.5. The trial of late night Wednesday opening demonstrated that there was little demand with very low footfall. In view of this, with the little value to residents and the costs of operating, late night Wednesday opening ceased on 6 January 2016.

3.6. There is provision within the Centre for Partners to hold surgeries. The Police, Women’s Aid, Money Advice. In addition, the Citizen’s Advice Bureau and Helping Hands are between them providing voluntary advice sessions on Monday – Thursdays and in Oadby Library, fortnightly, on Fridays.

3.6. The second phase of the transformation project to commence shortly will be to deliver

- Online forms for customers to use in place of calling or visiting the Customer Service Centre;
- The ability to pay for services in the same form as requesting that service (online);
- A My Account facility to allow Customers to check balances and make adjustments to their details; and
- Integration with a number of back office systems to remove “double keying” operations and unnecessary phone calls, visits or correspondence with the Council. Not only improving the customer experience, but reducing wasteful use of Council resources.

The scale and timing of Phase 2 is currently being finalised, as previous experience has indicated the timescale needs to match both the scale of what is being asked and the resources available.

Resource Requirements

There are 3 elements to resource requirements

- Additional Software Licences / Implementation Services
- External Professional Assistance
- Internal Staffing

Additional Software Licences / Implementation Services

The main provider of CRM software (Firmstep Ltd) have a contract to provide all of the necessary software and services for Phase 2 relating to their part of the project. As part of the project additional licences have been purchased for the Environmental Health (IDOX Uniform) for a 12 month period (from July 2015) to allow Customer Services use of the system, as well as additional licences for the Council Tax / Benefits system (Capita Academy).

The funding for integrating services into the Environmental Health system (IDOX Uniform) is funded by the TCA Partnership and should mean the additional temporary licences (renewable in June 2016) will not be required. However it should be noted that there is a risk that these licenses may need to be renewed if the TCA fails to deliver all the expected benefits in time. The annual cost of the additional licences is £2,800.

In view of the remaining project resources, the envisaged My Account function will be implemented without full integration to the Revenues/Benefits and Housing systems. This will still allow customers to check overnight balances.

External Professional Assistance

The project to date has benefited from specialist ICT Project Management provided by SOCITM Advisory Ltd. This expertise has been vital in providing skills and capacity to develop forms and processes for the CRM and to manage the various suppliers of services, as well as the internal resources.

A further 32 days of Professional ICT Project Management have been sourced to support this process until the end of March 2016.

Our CRM suppliers, FIRMSTEP Ltd have indicated there is some doubt they can deliver the remaining work they are required to deliver prior to the end of March 2016. Therefore there is a possibility that a small number of additional days of Professional ICT Project Management resource may be required.

Internal Staffing

Whilst there is no direct cost involved to Phase 2 implementation, the pace and scope of implementation needs reflect the capacity of full time roles to take on the additional work to support phase 2. This is particularly true now the Centre is open and the number of visitors and callers is high. Realistically the backfilling of posts is unlikely to accomplish a good result (as the time taken to train the resource will take too much out of project time), so the only option left is to extend timescales / reduce scope. As a minimum the project will require one working day per week for each of the following roles;

- Welfare and Taxation Manager
- Customer Services Team Leader

- Customer Services Supervisor

Scope and timescales for Phase 2

The project team have reviewed the 145 forms and processes developed and identified approximately 50 to be delivered to the public. In addition there would be the forms relating to both Revenues/Benefits and Housing integrations (perhaps another 10 processes).

Current estimation is for implementation to take by the end of March 2016, as this coincides with the planned ending of the TCA Partnership project and envisaged ending of the external support from SOCITM Advisory Ltd. Although as previously indicated this is now dependent on the resource available from our CRM supplier FIRMSTEP.

Finance Requirements

Supplier / Item	Phase 2 Cost	Ongoing requirement
IDOX Uniform Licences (provisional)	Already Paid	£2,800
TOTALS	£0.00	£ 2,800

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Implications	
Financial	There is budgetary provision for the customer services transformation.
Legal	No significant implications.
Risk	CR1 - Decreasing financial resources. CR4 - Reputation damage.
Equalities	No significant implications.



Policy, Finance and Development Committee	Tuesday, 02 February 2016	Matter for Decision
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Title: **Local Development Scheme (LDS)**

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

1. Introduction

- 1.1. The Local Development Scheme sets out the Council’s proposal for the preparation of the Local Plan for the Borough of Oadby and Wigston.
- 1.2. The Local Development Scheme establishes a programme of work and identifies milestones that the Council will strive to meet. As well as timescales, the Local Development Scheme outlines the policies that make up the Development Plan for the Borough, whilst the Local Plan is under preparation.

2. Recommendations

- 2.1. It is recommended that Members approve the Local Development Scheme for publication.

3. Information

- 3.1. On a periodic basis the Local Development Scheme is updated to reflect the ongoing preparation and development of the Council’s Local Plan and other Local Development Documents, for example Development Plan Documents and Supplementary Planning Documents.
- 3.2. The Local Development Scheme breaks down the preparation of the Local Plan and other Local Development Documents into specific stages and gives a timescale by which these stages will be completed as well as outlining the potential risks to meeting these timescales.
- 3.3. The various milestones set out for the Local Plan Review have been amended. This is to reflect additional work that may be required in relation to joint working with other Council’s in the Housing Market Area to ensure compliance with the Duty to Co-operate.
- 3.4. More detailed information regarding preparation timescales for Local Development Documents is contained within the Local Development Scheme document.

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Implications	
Financial	The Local Development Scheme itself will not require any financial contribution from the Council, however the preparation of the Local

	Plan and other Local Development Documents will. This is taken into account during the budget planning process.
Legal	No direct implications
Risk (AT)	There are potential risks that could affect the preparation timescales as set out in the Local Development Scheme. These potential risks are outlined within the document itself in Section 10.
Equalities	The Local Development Scheme sets out when the public and key stakeholders can participate in the document preparation process, particularly through public consultation. External participation throughout the process is integral to shaping the future of the Borough. An Equalities Impact Assessment has been undertaken.

Local Development Scheme

2016

Evidence base under pinning the Local Plan for the Borough of
Oadby and Wigston



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- 7. Key Evidence Base Studies**
- 8. Sustainability Appraisal**
- 9. Planning Policy Resources**
- 10. Risk Management**
- 11. Monitoring and Review**
- 12. Project Management**

Useful Contacts

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DRAFT

1 Introduction

- 1.1** This Local Development Scheme sets out the Council's proposal for the preparation of the Local Plan for the Borough of Oadby and Wigston.
- 1.2** The adopted Local Plan consists of the Core Strategy, the Town Centres Area Action Plan and the Saved Local Plan and provides the planning policy framework for the entire Borough up to 2026. A new Local Plan is currently being prepared and will eventually replace the existing Saved Local Plan.
- 1.3** The Local Development Scheme establishes a programme of work and identifies milestones that the Council will strive to meet. As well as these timescales the Local Development Scheme outlines the policies that make up the Development Plan for the Borough whilst the Local Plan is under preparation.
- 1.4** The Council is committed to working with its partners, stakeholders and all members of the local community in the preparation of new planning policy. Together, the Local Development Scheme and the adopted Statement of Community Involvement set out how and when the aforementioned can participate in the process. External participation throughout the process is integral to shaping the future of the Borough.

2 Glossary of Relevant Documents

Local Plan (LP)

Is the collection of documents setting out the overall planning strategy, policies and proposals for the Borough of Oadby and Wigston.

Local Development Scheme (LDS)

Is the document that sets out the programme for the preparation of the Borough Council's Local Plan.

Local Development Documents (LDD)

Are the documents that set out the Development Plan policies and supporting guidance that shape the Borough. The two types of Local Development Documents are Development Plan Documents and Supplementary Planning Documents.

Development Plan Documents (DPD)

Are the Local Development Documents that 'carry' Development Plan status. These documents contain the policies for which any planning application for new development will be considered.

Supplementary Planning Documents (SPD)

Are the Local Development Documents that do not carry Development Plan status. They contain guidance which is used as a 'material consideration' when determining a planning application.

Area Action Plans (AAP)

Establish site specific plans for key areas of opportunity, change/development or conservation.

Statement of Community Involvement (SCI)

Outlines how the Borough Council engages the community in the preparation of Local Development Documents and in considering a planning application.

Annual Monitoring Report (AMR)

Is a report that measures the 'success' of planning policies and assesses plan making performance against the milestones set out in the Local Development Scheme.

Sustainability Appraisal (SA) and Strategic Environmental Assessment (SEA)

Are processes to ensure that environmental issues are taken into account during the preparation of Local Development Documents, as well as the extent to which they achieve environmental, economic and social objectives.

3 The Development Plan

- 3.1** The Development Plan for Oadby and Wigston consists of the Borough Council's Local Plan, the Borough Council's Saved Local Plan, the National Planning Policy Framework and the National Planning Practice Guidance (as illustrated below).

Saved Local Plan and Local Plan

- 3.2** The Saved Oadby and Wigston Local Plan was initially adopted on 29th October 1999, and policies were 'saved' on 28th September 2007. It was subsequently updated on 28th September 2010 upon the adoption of the Core Strategy and on the 20th September 2013 upon adoption of the Town Centres Area Action Plan. The Borough Council has also adopted Supplementary Planning Documents (SPD), Supplementary Planning Guidance (SPG) and Borough Council Policy Statements that amplify various policies of the Plan as set out below.
- 3.3** The Core Strategy and the Town Centres Area Action Plan are the first and second Development Plan Documents to be adopted within the Borough Council's Local Plan, and set out the vision, spatial objectives and planning strategy for the Borough up to 2026. Many of the Saved Local Plan policies were superseded upon adoption of the Core Strategy and Town Centres Area Action Plan, with Supplementary Planning Guidance notes and Supplementary Planning Documents now being relevant to those. The table below sets out the supplementary documents relevant to policies contained within the Borough's Saved Local Plan and Local Plan.

Relevant Supplementary Planning Guidance / Documents	Date of Adoption	Local Plan Policy	Core Strategy Policy	Town Centres AAP Policy
Landscape & Design Considerations (SPG)	04-04-2002	Landscape Policy 1	-	-
Advertisements (SPG)	04-04-2002	Landscape Policy 8	-	-
Residential Development (SPD)	01-11-2005	Housing Policy 17	-	-
Conservation Area (SPD)	01-08-2008	-	Policy 15	-
Boundary Treatments (SPG)	04-04-2002	Landscape Policy 1	Policy 15	-
Industry and Employment (SPG)	04-04-2002	Employment Policy 10	-	-
		Landscape Policy 1	-	-
Premises used for sale of hot food (SPG)	04-04-2002	Shopping Policy 9	-	Policy 10
Shop Fronts/Security Screens/Shutters (SPG)	04-04-2002	Shopping Policy 16/17	-	Policy 8
		Landscape Policy 2	-	
Renewable Energy/Energy Efficiency (SPG)	26-02-2004	-	Policy 8	
Public Realm Strategy (SPD)	04-09-2012	-	Policy 2	Policy 12 Policy 14 Policy 18
		-	Policy 14	
Employment Sites (SPD)	27-09-2011	Employment Policy 1/4/6/9/10/11	Policy 1	-
Developer Contributions (SPD)	13-12-2011	-	Policy 17	Any policy promoting built development.

Saving Policies

- 3.4** The Planning and Compulsory Purchase Act 2004 made provision for previously adopted plans to retain Development Plan status until 28th September 2007 (three years from commencement of the Act).
- 3.5** The Planning and Compulsory Purchase Act 2004 also made provision for policies to be saved for longer than three years provided that they had regard to the Local Plan, the Sustainable Community Strategy, the Core Strategy Development Plan Document, the Town Centres Area Action Plan and have the approval of the Secretary of State.
- 3.6** The adoption of the Council's Core Strategy and Town Centres Area Action Plan has meant many of the Saved Local Plan policies have been superseded; however policies not superseded have been saved, and will remain so until a Development Plan Document, for example the new Local Plan has policies that supersede them.

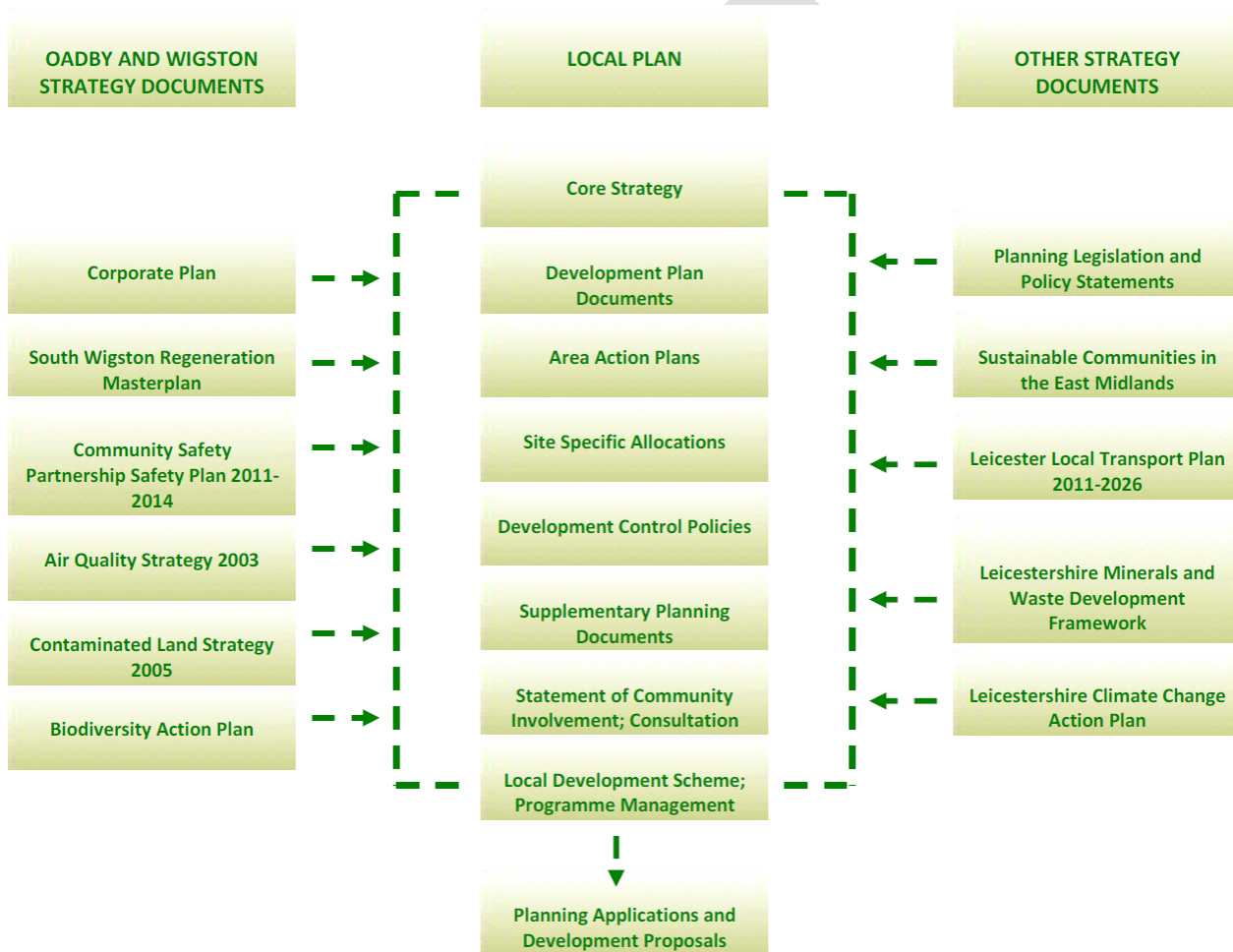
- 3.7** Supplementary Planning Guidance and Supplementary Planning Documents will remain in 'force' for as long as the policies to which the guidance/documents relate, are saved or superseded.
- 3.8** Policies in a Development Plan Document that supersede Saved Local Plan policies, once adopted, form part of the Development Plan. Once 'saved' policies have been superseded they are/will be withdrawn.

National Planning Policy Framework

- 3.9** Since the publication of the National Planning Policy Framework (NPPF), all local planning policy has been reviewed to ensure its conformity with the new national framework. The NPPF states that *'the policies contained in the Local Plan should not be considered out of date simply because they were adopted prior to the publication of this framework'*.
- 3.10** During March 2014 the government published the National Planning Practice Guidance which gives further guidance on specific aspects of the planning system, for example the Duty to Cooperate and housing and economic land availability assessments.
- 3.11** In response to the publication of the National Planning Policy Framework the Council undertook an assessment of conformity of the Borough's Core Strategy which assessed its level of conformity with the National Planning Policy Framework. Outcomes of this assessment can be viewed within the 'Local Planning Documents: Conformity with the National Planning Policy Framework' document which can be found on the Council's website.

4 Links to other Strategies and Plans

- 4.1** The Local Plan is a key component in the delivery of the Council objectives, setting out its spatial aspects and providing a long term spatial vision for the Borough.
- 4.2** Leicestershire County Council is responsible for preparing Minerals and Waste Plans. When relevant, the programme for the review of these is set out in a separate Local Development Scheme, prepared by Leicestershire County Council. In preparing the Local Plan, account will also be taken of a number of other Borough Council and external strategies that have spatial implications. The diagram below identifies examples of these documents and shows how they relate to the Local Plan.



5 The Borough's Local Plan

- 5.1** This Local Development Scheme outlines the Borough Council's priorities for bringing forward Local Development Documents.
- 5.2** The Local Development Scheme is driven by the Borough Council's priorities for updating planning policy. The adopted Core Strategy Development Plan Document establishes a strategy for integrating new development into the Borough in a sustainable manner. Another key Development Plan Document contained within the Local Plan is the Town Centres Area Action Plan for the centres of Oadby and Wigston. The action plan establishes a spatial framework for development, including identification of sites, providing a context for the new Local Plan. The Council has begun preparation of the new Local Plan that will identify constraints and sites for major new development within the Borough as well as reviewing and updating other policy where relevant.
- 5.3** Whilst it is intended that effort will be focused on Development Plan Documents, the Borough Council will continue to bring forward Supplementary Planning Documents where it is programmed in the Local Development Scheme and other relevant planning documentation.
- 5.4** The programme includes the preparation of a wide range of background studies which will be prepared and used to inform various Local Development Documents (including where relevant a Sustainability Appraisal). The Sustainability Appraisal will be integral to the process and aims to ensure that Local Development Documents are consistent with a wide range of sustainability measures and indicators.
- 5.5** The documents that will be produced in the forthcoming programme are summarised below. The table illustrates the dates when each aspect of the new Local Plan is proposed to be undertaken. More detailed information in relation to each of the Local Development Documents can be found in the Appendices to this document.
- 5.6** When a Local Development Document is adopted it becomes part of the collection of documents that make up the Local Plan. The Local Plan is designed to allow the flexibility with Local Development Documents, so they can be inserted and extracted as necessary. This reflects that the Local Plan is an ongoing process and that new Local Development Documents will be prepared on a regular basis.
- 5.7** The following table illustrates the Local Development Documents that are within the forthcoming work programme.

Note: Documents that form part of the newly introduced Local Plan will be summarised below, even if already adopted.

Document	Development Plan Status	Brief Description	Regulation 18 Date	Date for Publication of Draft	Regulation 19/20 Date	Proposed Date for Adoption
Local Development Scheme	N/A	Sets out the documents that make up the Local Plan and their timetable for preparation	N/A	N/A	N/A	February 2016
Core Strategy	DPD	Sets out the vision, objectives and spatial strategy for development within the Borough	November 2008 to January 2009	N/A	October 2009 to November 2009	Adopted September 2010
Oadby and Wigston Town Centre Masterplan Area Action Plan (exc. S Wigston)	DPD	Establishes a spatial framework for the development in the town centres, including identification of sites	November 2007 to December 2007 and November 2008 to January 2009	N/A	October 2011	Adopted September 2013
New Local Plan	DPD	Identifies new sites, including for housing and employment uses	October 2015 to November 2015	N/A	September 2016 to November 2016	February 2018
Policies Map	DPD	Illustrates on an Ordnance Survey base the main proposals, designations and locations of development.	The Policies Map will be updated upon the adoption of each Local Development Document, where a particular Local Development Document requires information to be illustrated spatially			
Statement of Community Involvement	N/A	Is a statutory document that identifies the process of community involvement and engagement.	N/A	June 2014	N/A	Adopted September 2014
Residential Areas	SPD	Sets out the detailed development control guidelines for new residential development	N/A	August 2005 to September 2005	N/A	Adopted November 2005
Public Realm Strategy	SPD	The document supplements planning policies contained within the Saved Local Plan, the Core Strategy and the Town Centres Masterplan Area Action Plan	N/A	March 2012 to April 2012	N/A	Adopted September 2012
Conservation Areas	SPD	Seeks to ensure Conservation Areas continue to thrive without prejudicing their character and appearance	N/A	January 2008 to February 2008	N/A	Adopted October 2008
Planning Obligations	SPD	Amplifies Development Plan Document policies in relation to developer contributions	N/A	October 2015	N/A	March 2016

6 Stakeholder and Community Involvement

6.1 Initial background work began on the Local Plan in January 2003 with two major community and stakeholder consultation events. All the work undertaken prior to September 2004 forms part of the evidence gathering process and will be used to inform the preparation of Local Development Documents.

Visioning Seminar – Friday 24th January 2003

6.2 The Visioning Seminar was the first step in gathering information for the development of the Borough Council's Local Plan. The aim of the seminar was to begin the process with no predetermined ideas or agendas. Through this consultation process a number of key ideas were generated which now form the basis of a spatial vision for the development of the Borough.

6.3 The seminar was designed to identify the aims and aspirations of local people, and all sectors of the community, including employers, community groups, developers, service providers, and retailers were in attendance. The seminar also involved Officers from the various departments of the Borough Council, to ensure that the Local Plan would link in with other, existing or emerging, specific strategies and programmes.

6.4 The seminar consisted of a series of presentations from representatives of each of the sectors represented at the seminar. The speakers outlined the current aims of their sector, how they might change in the future, and what implications these changes might have on how land is used in the Borough. Furthermore delegates were given the opportunity to participate in three workshops which allowed their contribution towards creating a vision for the Borough's town centres, existing urban environments and the location of potential new development.

Envision: Planning Our Future – 11th August to 31st October 2003

6.5 The Envision: 'Planning Our Future' public consultation aimed to take the information gathering process to the wider local community. Many of the issues raised at the Visioning Seminar were taken forward in nine different 'Issues Papers' covering the following topics:

- Planning for Sustainable Development
- Countryside and Natural Environment
- Residential Areas
- Employment and the Local Economy
- Natural Resources
- Landscape and Design
- Open Space, Community and Leisure
- Town Centres
- Traffic and Public Transport

6.6 Local people were invited to comment on a number of different questions that were contained in the issues papers. The responses have resulted in the gathering of a large amount of information around the various topics. In summary, the top six priorities identified by respondents to be addressed through the Local Plan are, (in order of priority);

- Mixed use development and the provision of a range and mix of services and facilities
- An efficient transport infrastructure and high quality public transport services
- Sustainable development
- A vibrant local economy and opportunities for economic growth
- Good design
- The efficient use of land

6.7 A number of different consultation techniques were employed to ensure the entire local community had the opportunity to express their thoughts. In addition to the issues papers these included; leaflets; posters; press releases; display boards; exhibitions; road shows; and, officer attendance at a range of local meetings with groups and organisations.

Statement of Community Involvement (SCI)

6.8 Further community and stakeholder events have been held and continue to be planned as the Local Plan progresses. The Statement of Community Involvement sets out the Borough Council's approach to community consultation and identifies when and how stakeholders and the local community can become involved in the production of all Local Development Documents and local planning applications.

Public Consultation on Development Plan Documents – 2003 onwards

6.9 Core Strategy

<i>Issues and Options Stage Consultation</i>	<i>July 2005 to August 2005</i>
<i>Preferred options Stage Consultation</i>	<i>April 2006 to June 2006</i>
<i>Supplemental Issues and Options Consultation</i>	<i>June 2007 to August 2007</i>
<i>Regulation 25 Consultation Stage</i>	<i>November 2008 to January 2009</i>
<i>Regulation 27 Consultation Stage</i>	<i>October 2009 to November 2009</i>

6.10 Town Centre Area Action Plans

<i>Issues and Options Stage Consultation</i>	<i>May 2007 to June 2007</i>
<i>Preferred Options Stage Consultation</i>	<i>November 2007 to December 2007</i>
<i>Regulation 25 Consultation Stage</i>	<i>November 2008 to January 2009</i>
<i>Regulation 27 Consultation Stage</i>	<i>October 2011 to December 2011</i>

6.11 New Local Plan

<i>Call for Sites Consultation</i>	<i>May 2013 to June 2013</i>
<i>Regulation 18 Consultation – Key Challenges</i>	<i>October 2015 to November 2015</i>

6.12 Throughout each consultation stage the Borough Council invites public participation via differing methods, including; officer attended road shows; officer attended forums; stakeholder meetings; unattended exhibitions in various locations around the Borough; and, articles in the Council produced newspaper/leaflet that is distributed to every household within the Borough.

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7 Key Evidence Base Studies

Oadby and Wigston Green Wedge Management Strategy and the Oadby, Stoughton and Thurnby Green Wedge Management (2003 and 2005 respectively)

- 7.1** The Borough Council appointed Munro and Whitten to prepare a Green Wedge Management Strategy for the Oadby and Wigston Green Wedge and EMEC and Faulks Perry Culley and Rech to prepare a Green Wedge Management Strategy for the Oadby, Thurnby and Stoughton Green Wedge. These strategies assist in formulating an overall strategy to guide the future of planning and management of the Borough's Green Wedges.

Conservation Area Appraisals (2004 and 2008)

- 7.2** The Borough Council appointed QuBE Planning to prepare Conservation Areas Appraisals and Development Control Guidance for all the Borough Conservation Areas. The appraisals provide the basis for reviewing boundaries and providing justification for their inclusion in the Local Plan.

Housing Needs Assessment (2005)

- 7.3** The Borough Council appointed David Couttie Associates to prepare a Housing Needs Assessment. The assessment provides the basis for affordable housing policies and for determining the type and tenure of new dwellings that need to be provided through the Local Plan.

Phase 1 Habitat Survey and Biodiversity Audit (2005)

- 7.4** The Borough Council appointed ESL Limited to prepare a Phase 1 Habitat Survey and Biodiversity Audit. This document provides essential baseline data, which will feed into the Sustainability Appraisal process and will allow the preparation of spatial planning policies that will improve habitats throughout the Borough.

BE Group Oadby and Wigston Employment Land Study (2006)

- 7.5** In March 2006 an employment study undertaken by BE Group was finalised and formally approved by the Borough Council. The report assesses the supply of and demand for employment sites and land in the Borough of Oadby and Wigston. The three main areas of the study are; an assessment of the Borough's economy that will inform the amount, location and type of employment land and premises required to facilitate its development and growth; a review of the current portfolio of employment land and premises; and, recommendations on the future allocation of employment land and premises to maintain the Borough's continued economic growth.

Oadby and Wigston Retail Study (2008)

- 7.6** In 2008, Savills were appointed by the Borough Council to undertake a Retail Capacity Assessment that would form part of the emerging Local Plan. The purpose of the study was to provide a robust and credible evidence base that will inform decisions on future retail

policy and site allocations, as well as examine the current retail needs and future retail capacity of the Borough's three town centres.

PACEC Leicester and Leicestershire HMA Employment Land Study (2008)

- 7.7** In March 2008 PACEC, Warwick Business Management Ltd and Mather Jamie were appointed by the Leicester Shire Economic Partnership to undertake an employment land study for the Leicester and Leicestershire Housing Market Area. The study assesses; joint employment land planning and delivery up to 2026; employment land policies and allocations of local authorities; and, investment priorities and targets for Local Area Agreements and Multi Area Agreements.

Faith Community Profile and Places of Worship Needs Assessment (2008)

- 7.8** In July 2008, the Borough Council appointed CAG Consultants in association with Land Use Consultants and Diverse Ethics to undertake and prepare a Faith Community Profile and Places of Worship Needs Assessment. The study is an evidence base that will provide a comprehensive faith communities profile. Such a profile includes a needs assessment in relation to places of worship and associated facilities and will inform planning policy formulation, particularly in regards to the Town Centres Area Action Plan.

Strategic Housing Land Availability Assessment (annual update)

- 7.9** The Strategic Housing Land Availability Assessment (SHLAA) is a requirement of the National Planning Policy Framework and forms a key part of the evidence base for the Core Strategy. The assessment informs the Borough Council of appropriate and viable land targets that could come forward if additional sites are needed in order to fulfil strategy targets. The Strategic Housing Land Availability Assessment report is a technical paper that provides background evidence only and is not an allocations document. Future SHLAA's will also take account of guidance set out in the National Planning Practice Guidance.

Affordable Housing Viability Assessment (2009)

- 7.10** The Affordable Housing Viability Assessment (AVHA) is a requirement of the National Planning Policy Framework and forms a key part of the evidence base for the Core Strategy. The assessment informs the Borough Council on the most viable affordable housing thresholds and percentages within new residential developments.

Open Space, Sport and Recreation Facilities Study (initial 2009 and updated annually)

- 7.11** Having a study of Open Space, Sport and Recreation Facilities is a requirement of the National Planning Policy Framework and forms a key part of the evidence base for the Local Plan. The assessment will inform the Borough Council on the open space, sport and recreation needs of the Borough and will allow the Council to employ mitigation measures on ensuring the provision of open space.

Employment Sites and Brownfield Land Study 2010

- 7.12** The above study provides a detailed assessment of the Borough's employment sites using a site assessment matrix. Sites that have been assessed have been categorised in relation to their capacity for change.

Town Centres Delivery Strategy Updates (2012)

- 7.13** In June 2012, BE Group produced Delivery Strategies for the Oadby and Wigston Town Centre Masterplans. The report advised on the viability and deliverability of the six AAP projects based on the approved masterplan designs issued at that time.

Joint Leicestershire, Leicester and Rutland Gypsy and Traveller Needs Assessment Refresh (2013)

- 7.14** The Leicestershire, Leicester and Rutland local authorities commissioned De Montfort University in partnership with John Bloxsom and Bob Line, to undertake a refresh of the Gypsy and Traveller accommodation needs in the area. The report is a refresh of the 2007 GTAA study published by the Leicestershire, Leicester and Rutland authorities.

Joint Leicester and Leicestershire Strategic Housing Market Area Assessment (2014)

- 7.15** All local authorities within the Leicester and Leicestershire Housing Market Area have been involved in the production of an up to date Strategic Housing Market Area Assessment which was formally signed off in June 2014.

Joint Strategic Flood Risk Assessment 2014

- 7.16** The Joint Strategic Flood Risk Assessment 2014 is an update document to the Strategic Flood Risk Assessment 2007. The Strategic Flood Risk Assessment is a planning tool that will aid decision making and will inform decisions on the location of future development. The SFRA will also inform the preparation of sustainable policies in the new Local Plan.

- 7.17** As well as the completed evidence base mentioned above there are evidence base documents that the Council is currently in the process of producing.

- Locally Listed Buildings review
- Green Wedge review
- Climate Change study

- 7.18** Throughout the production of the Local Plan Review there will be a need for the Council to undertake additional evidence base studies.

8 Sustainability Appraisal

- 8.1 A sustainability Appraisal ensures that the process of preparing the Local Plan takes into account environmental issues in their widest sense and that the Local Development Documents will achieve the Borough's environmental, economic and social objectives. The Sustainability Appraisal process is integral to the production of certain Local Development Documents.
- 8.2 During the preparation of the Local Plan the following Sustainability Appraisal stages have taken place.
- a scoping report was prepared in June 2005
 - a sustainability appraisal was prepared to inform the Core Strategy
 - a sustainability appraisal was prepared to inform the Town Centres Area Action Plan
 - the scoping report is being revised and updated currently (2014/2015)
 - a sustainability appraisal will be prepared alongside new Local Plan documentation

9 Planning Policy Resources

Employed Staff

9.1 Completion of the programme outlined in this Local Development Scheme represents a realistic challenge to the Borough Council. Although the Borough is small in size, the Local Plan needs to embrace just as many issues as any other, larger local planning authority. The following resources will be made available to allow the completion of the emerging Local Plan.

Post	Percentage of Time
Planning Policy and Regeneration Manager	60%
Senior Planning Policy Officer	80%
Planning Policy Officer (2)	80%
Economic Development Officers	20%
Town Centre Manager	10%

9.2 In addition to the above, limited staff resources will be made available in the Planning Control team, the technical and the administration Team as well as ICT services. Consultants may be appointed for specific projects if there is a need for expertise beyond that of the Planning Policy and Regeneration team.

Councillors

9.3 The Borough Council has put in place a procedure for Councillor Involvement within the Local Plan process. A cross party Place Shaping Working Group was established in December 2002 and now involves 9 elected members. The group, which meets throughout the calendar year has become familiar with the Local Plan process and has the following terms of reference.

- To provide input in relation to issues where guidance from Councillors is required.
- To provide advice on issues where guidance is needed quickly in order to meet the milestones set out in the Local Development Scheme.
- To agree the various methods for undertaking public consultation and to represent the Borough Council in relation to Local Plan issues, including chairing meetings and providing statements to the press through press releases and interviews.

9.4 Key decisions in relation to the Local Plan are made by Full Council or Policy, Finance and Development Committee where milestones necessitate, ensuring that all Councillors are involved in the major stages of the Local Plans production. This will usually entail approving a document before it is published for public consultation, submitted to the Secretary of

State or formal Adoption. These instances are indicated on the Overall Programme. Members or the public may attend Full Council, or Policy Finance and Development Committee meetings to observe the decisions being made.

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10 Risk Management

10.1 A number of factors could arise which affect the ability of the Borough Council to deliver the Local Plan in accordance with the Local Development Scheme. These factors are identified below, along with the necessary actions to reduce the impact of the risk.

Risk	Likelihood/Impact	Action
Loss of financial resources and staff due to Government funding cuts, as well as the Council restructuring process.	Medium/High Government funding cuts have forced the Council to review its staffing structure.	Continue to work as efficiently and effectively as possible, always looking for potential savings and 'value for money' opportunities.
Inability to meet the challenging programme in the Local Development Scheme for the preparation of the Local Plan.	Low Despite undertaking an ever diverse workload the Planning Policy team are confident that, although challenging, the current timetabled plan is achievable.	Continue to work as an efficient and effective unit, even in the current difficult economic climate. Continue to develop expertise 'in house' so there is less of a need for external outsourcing.
Lack of public interest in the Local Plan process.	High/Medium Local people may not wish to engage in the process.	The Borough Council's Statement of Community Involvement contains a number of initiatives to engage local people. The Planning Policy team will continue to undertake extensive public consultation where needed.
Lack of capacity of the Planning Inspectorate (PINS) and other agencies to meet the demands of the Local Development Scheme	Medium/High The Planning Policy Team will continue to submit Development Plan Documents for Examination over the coming years.	The Planning Inspectorate and other relevant agencies will be contacted at an early stage to ensure a transparent and achievable Local Development Scheme process.
Impact of other work upon the Planning Policy Team	High/High The Planning Policy Team is involved in a wide range of other spatial policy and strategic work on a regular basis.	The importance of the Local Plan is widely recognised within the Borough Council and is timetabled accordingly into the Planning Policy team's workload.
Failure to meet tests of soundness in preparing Development Plan Documents	Low The Inspector may find that the process of preparing a Development Plan Document is not sound thus delaying the process.	The Borough Council will follow all procedures set out in government policy and guidance. Close liaison will be maintained with the Planning Inspectorate throughout the process.
Delays stemming from the requirement to comply with the Duty to Cooperate	Medium/High The Duty to Cooperate involves all Councils within the Leicester and Leicestershire HMA. Delays could occur due to the number of authorities involved and each ones differing decision making processes.	The Council will continue to work closely and collaboratively with all authorities within the Leicester and Leicestershire HMA to ensure any potential delays are minimised. A Strategic Planning Group has been established to facilitate joint working in the HMA alongside a joint Member Advisory Group.

11 Monitoring and Review

- 11.1** A number of planning monitoring reports, for example the Residential Land Availability Assessment and the Strategic Housing Land Availability Assessment, are produced on an annual basis by the Council to feed into the Annual Monitoring Report. This all encompassing report (AMR) is produced each year and published on the Council's website. The report assesses progress towards the implementation of the Local Development Scheme, and the extent to which the policies in Local Development Documents (when adopted) are being achieved. If necessary, the Local Development Scheme will be revised in light of these monitoring reports.
- 11.2** The Local Plan is supported by output indicators at a Local level with progress towards meeting these targets reported within the Annual Monitoring Report.

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12 Project Management

The Local Plan process will be project managed by the Planning Policy and Regeneration Manager. For further information on the Local Development Scheme or the Local Plan, please contact:

Planning Policy and Regeneration Manager

0116 288 8961

planningpolicy@oadby-wigston.gov.uk

Availability of the Local Plan

All documents that make up the Local Plan will be published and made available to view free of charge at Council Offices. The documents are also available on the website at <https://www.oadby-wigston.gov.uk/pages/planning> (policy document preparation link).

Alternatively they are available by telephoning 0116 288 8961

or by writing to us at:

Planning Policy team,
Planning Department,
Oadby and Wigston Borough Council,
Council Offices,
Station Road,
Wigston,
Leicestershire,
LE18 2DR.

Please note that a charge is made for some documents to cover the cost of printing.

It is also worth noting that 'live' updates in relation to the Local Development Scheme process and document preparation will be published on the Council's website.

Appendices

Profile of the Local Development Documents

New Local Plan

Role and Subject	Identifies new sites for housing, employment, community and other uses in the Borough, including provision for gypsies and travellers, as well as reviewing and updating other policy where relevant.
Geographical Coverage	Entire Borough
Status	Development Plan Document
Chain of Conformity	In conformity with Planning Policy Statements and the Core Strategy. Consultation and participation to conform with the Statement of Community Involvement.

Timetable

Commencement SEA/SA Scoping Report	May 2014
Call for Sites	March 2015
Regulation 18 Consultation (issues and options)	October 2015 to November 2015
Consideration of Representations	December 2015 to August 2016
Regulation 19/20 Consultation (preferred options)	September 2016 to November 2016
Consideration of Representations	December 2016 to February 2017
Pre-submission consultation	March 2017 to April 2017
Submission to Secretary of State	July 2017
Pre-examination Meeting	September 2017
Examination	October 2017 November 2017
Receipt of Inspectors binding report	January 2018
Adoption	February 2018

Arrangements for Production

Lead Section	Planning Policy team
Project Manager	Planning Policy and Regeneration Manager
Management Arrangements	Member Working Group to provide detailed input at key stages and adoption agreed by Council committee.
Internal Resources	All relevant Council sections
External Resources	Leicestershire County Council, the Local Strategic Partnership and neighbouring district councils
Community Involvement	Set out in the Council's Statement of Community Involvement
Monitoring and Review	Approach set out in section 11 of this document

Policies Map

Role and Subject	Illustrates the main proposals, designations and locations of development within the Borough. Identifies areas where specific policies and Area Action Plans apply.
Geographical Coverage	Entire Borough
Status	Adopted policies map
Chain of Conformity	In conformity with Planning Policy Statements and the Core Strategy. Consultation and participation to conform with the Statement of Community Involvement.

Timetable

The Proposals Map will be updated upon the adoption of each Local Development Document, where the particular Local Development Document requires information to be illustrated spatially.

Arrangements for Production

Lead Section	Planning Policy team
Project Manager	Planning Policy and Regeneration Manager
Management Arrangements	Member Working Group to provide detailed input at key stages and adoption agreed by Council committee.
Internal Resources	Planning Policy team and Planning Control team
External Resources	Leicestershire County Council, the Local Strategic Partnership and neighbouring district councils.
Community Involvement	Set out in the Council's Statement of Community Involvement
Monitoring and Review	Approach set out in section 11 of this document

Planning Obligations

Role and Subject	Amplifies Development Plan Document policies in relation to developer contributions
Geographical Coverage	Entire Borough
Status	Supplementary Planning Document
Chain of Conformity	In conformity with Planning Policy Statements and the Core Strategy. Consultation and participation to conform with the Statement of Community Involvement.

Timetable

Completion of pre-production/survey work	September 2015
Publication of draft for Consultation	October 2015
Consideration of representations	November 2015 to February 2016
Adoption	March 2016

Arrangements for Production

Lead Section	Planning Policy team
Project Manager	Planning Policy and Regeneration Manager
Management Arrangements	Member Working Group to provide detailed input at key stages and adoption agreed by Council committee.
Internal Resources	Planning Policy team and Planning Control team
External Resources	Leicestershire County Council, the Local Strategic Partnership and neighbouring district councils.
Community Involvement	Set out in the Council's Statement of Community Involvement
Monitoring and Review	Approach set out in section 11 of this document

Agenda Item 14



Policy, Finance and Development Committee	Tuesday, 02 February 2016	Matter for Decision
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Title: **Public Realm Works Within The Borough**

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

1. Introduction

- 1.1. The Council has successfully worked in partnership with Leicestershire County Council to regenerate the public realm within Oadby and Wigston town centres.
- 1.2. This report seeks Member approval to spend some of the remaining £16,000 left in the Council's Public Realm Reserve on specific projects to further enhance the public realm in the Borough's town centres.

2. Recommendations

- 2.1. It is recommended that Members:

Approve the spending of approximately £11,000-£13,500 on public realm improvements to Wigston town centre and the installation of a digital display screen in South Wigston town centre as detailed in this report to be funded from the remaining money in the Council's Public Realm Reserve.

3. Information

- 3.1. As part of the public realm scheme on Bell Street in Wigston The Wigston Civic Society played a key role in creating the 'pocket park' by providing the granite stone and plaque which forms the centrepiece of the park and which commemorates the fountain that was erected in that location in 1897 to commemorate the Diamond Jubilee of Queen Victoria. The Wigston Civic Society also contributed towards creating a 'Wigston timeline' which has been carved into the plinth upon which the memorial is set.
- 3.2. The Wigston Civic Society has since suggested that the pocket park could be further enhanced by the preparation and installation of an interpretation board adjacent to the pocket park that explains more about the history of the area and the important contribution that it has played to the town.
- 3.3. The area, which has also been known in the past as 'the square' and 'the bank' was dominated by a large Elm tree and it has also been suggested that an additional planter could be provided in the vicinity of the pocket park in which a new tree could be planted. It is likely that the tree would however not be an Elm tree due to their size and susceptibility to disease.
- 3.4. The cost of supplying and installing an interpretation panel, planter and appropriate tree is likely to be in the region of £3,000-£3,500.

- 3.5.** The digital display screens in Oadby and Wigston town centres have proved very successful. The screens have been displaying a number of Council and community advertisements. Leicestershire Police, Oadby and Wigston Lions Club, Oadby Town Centre Association, Pride of the Borough, Wigston Business Group, South Wigston Chamber of Trade and Brocks Hill have all advertised on the screens. So far there have been 59 posters that have been put up/taken down since May and currently 16 that are being displayed, proving that they are being well used.
- 3.6.** The first commercial advert was placed on the digital display screens in October 2016 and to date income for 2015/16 has reached £940 with £1,200 worth of advertising space already booked for 2016/17.
- 3.7.** Given the success of the digital display screens and the fact that they are generating an income for the Council, it is suggested that an additional digital display screen is purchased and installed in South Wigston town centre. The cost of supplying and installing a digital display screen is likely to be in the region of £8,000-£10,000 (this is more than the cost in Oadby and Wigston town centres where significant efficiencies were achieved by installing them as part of the public realm works).
- 3.8.** If approved, consideration will be given to a suitable location to install the digital display screen, permission sought from the landowner and advertisement consent sought prior to the screen being ordered from the supplier.

Email: jamie.carr@oadby-wigston.gov.uk

Tel: (0116) 257 2652

Implications	
Financial	The necessary funding is available within the Council's Public Realm Reserve.
Legal	No direct implications.
Risk	No direct risks.
Equalities	The schemes will have a positive impact on community equality and access to key services and will help celebrate the Borough's history and cultural diversity history.