



Oadby and Wigston Borough Council

TO COUNCILLOR:

G S Atwal
E R Barr
L A Bentley
Miss A R Bond
G A Boulter
J W Boyce
Mrs L M Broadley
F S Broadley
D M Carter

Ms K M Chalk
Miss M V Chamberlain
M H Charlesworth
M L Darr
B Dave
R F Eaton (Mayor)
Mrs L Eaton
R E Fahey
D A Gamble

Mrs S Z Haq (Deputy Mayor)
J Kaufman
Dr T K Khong
Mrs H E Loydall
K J Loydall
Mrs S B Morris
R E R Morris
R H Thakor

Dear Councillor et al

I hereby summon you to attend a meeting of the **COUNCIL** to be held at the **COUNCIL OFFICES, STATION ROAD, WIGSTON** on **THURSDAY, 23 FEBRUARY 2017** at **7.00 PM** for the transaction of the business set out in the Agenda below.

Yours faithfully

Council Offices
Wigston
15 February 2017

Mark Hall
Chief Executive

ITEM NO.

AGENDA

PAGE NO'S

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

The meeting of the Council will be called to order to receive His Worship The Mayor and Deputy Mayor.

Members, Officers and those otherwise in attendance are asked to remain standing whilst the meeting is led in prayer by the Chaplin.

2. **Apologies for Absence**

3. **Declarations of Interest**

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

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

To read, confirm and sign the Minutes of the previous meeting of the Council in accordance with Rule 17 of Part 4 of the Constitution.

a)	Minutes of the Meeting of the Council held on Tuesday, 06 December 2016	1 - 10
b)	Minutes of the Extraordinary Meeting of the Council held on Tuesday, 17 January 2017	11 - 12
5.	Action List	13
	To read, confirm and note the Action List arising from the previous meeting of the Council held on Tuesday, 06 December 2016.	
6.	Motions on Notice	
	To consider any Motions on Notice in accordance with Rule 12 of Part 4 of the Constitution.	
7.	Petitions, Deputations and Questions	
	To receive any Petitions and, or, Deputations in accordance with Rule 24 of Part 4 of the Constitution and to answer any Questions on Notice in accordance with Rule 11 of Part 4 of the Constitution.	
	Members are reminded that in accordance with Rule 11.1 of Part 4 of the Constitution, questions can be asked of the Leader of the Council and the Chair of a Committee without notice upon an item of the report of a Committee when that item is being receiving or is under consideration by the Council.	
8.	Mayor's Announcements	
a)	List of Official Mayoral/Deputy Mayoral Engagements	14 - 19
9.	Leader's Statement	
10.	Budget Proposals 2017/18	20 - 50
11.	Council Tax Setting 2017/18	51 - 54
12.	Pay Policy Statement 2017/18	55 - 64
13.	Opting into the National Scheme for Auditor Appointments	65 - 71
14.	Statement of Cooperation and Objectively-Assessed Need	72 - 80
15.	Receiving of Minutes for Information	
	The Council will receive the minutes from the meetings of the below-mentioned Committees, Forums, Working Groups and Outside Bodies for the purposes of information in accordance with Rule 17 of Part 4 of the Constitution.	
a)	Minutes of the Oadby Residents' Forum held on Wednesday, 02 November 2016	81 - 87
b)	Minutes of the South Wigston Residents' Forum held on Tuesday, 08 November 2016	
	Members are advised that the Minutes of the South Wigston Residents' Forum held on Tuesday, 08 November 2016 shall follow in an Agenda Update issued ahead of the meeting of the Council in due course.	
c)	Minutes of the Wigston Residents' Forum held on Wednesday, 16 November 2016	88 - 94
d)	Minutes of the Development Control Committee held on Thursday, 17 November 2016	95 - 104
e)	Minutes of the Greening the Borough Working Group held on	105 - 110

Monday, 28 November 2016

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|-----------|---|------------------|
| f) | Minutes of the Community Engagement Forum held on Thursday, 08 December 2016 | 111 - 116 |
| g) | Minutes of the Community Safety Partnership held on Monday, 12 December 2016 | 117 - 122 |
| h) | Minutes of the Licensing Sub-Committee (Panel Hearing) held on Wednesday, 14 December 2016 | 123 - 124 |
| i) | Minutes of the Development Control Committee held on Thursday, 15 December 2016 | 125 - 129 |
| j) | Minutes of the Health and Wellbeing Board held on Tuesday, 10 January 2017 | 130 - 132 |
| k) | Minutes of the Change Management Committee held on Wednesday, 11 January 2017 | 133 - 138 |
| l) | Minutes of the Service Delivery Committee held on Tuesday, 17 January 2017 | 139 - 149 |
| m) | Minutes of the Development Control Committee held on Thursday, 19 January 2017 | |

Members are advised that the Minutes of the Development Control Committee held on Thursday, 19 January 2017 shall follow in an Agenda Update issued ahead of the meeting of the Council in due course.

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| n) | Minutes of the Children and Young Peoples' Forum held on Wednesday, 25 January 2017 | 150 - 154 |
| o) | Minutes of the Licensing Sub-Committee (Panel Hearing) held on Tuesday, 31 January 2017 | 155 - 157 |
| p) | Minutes of the Policy, Finance and Development Committee held on Tuesday, 31 January 2017 | |

Members are advised that the Minutes of the Policy, Finance and Development Committee held on Tuesday, 31 January 2017 shall follow in an Agenda Update issued ahead of the meeting of the Council in due course.

MINUTES OF A MEETING OF THE COUNCIL HELD AT THE COUNCIL OFFICES, STATION ROAD, WIGSTON ON TUESDAY, 6 DECEMBER 2016 COMMENCING AT 7.00 PM

<u>IN ATTENDANCE:</u>		
Mayor - Councillor Robert F Eaton Vice-Chair - Councillor Lee A Bentley		
COUNCILLORS (15):		
G S Atwal L A Bentley G A Boulter J W Boyce D M Carter Miss M V Chamberlain	M H Charlesworth B Dave Mrs L Eaton R E Fahey D A Gamble J Kaufman	Dr T K Khong Mrs H E Loydall K J Loydall Mrs S B Morris
OFFICERS IN ATTENDANCE (5):		
S J Ball Mrs A E Court	M W L Hall A Thorpe	S Tucker

Min Ref.	Narrative	Officer Resp.
35.	<p><u>CALLING TO ORDER OF THE MEETING AND PRAYERS</u></p> <p>The meeting of the Council was called to order to receive His Worship The Mayor.</p>	
36.	<p><u>APOLOGIES FOR ABSENCE</u></p> <p>An apology for absence was received from the Deputy Mayor, Councillor Mrs S Z Haq, due to Council business.</p> <p>An apology for absence was received from Councillors E R Barr, Miss A R Bond, F S Broadley, Mrs L M Broadley, Ms K M Chalk, M L Darr and R E R Morris.</p> <p>RESOLVED THAT:</p> <p>Councillor L A Bentley substitute for the Deputy Mayor as Vice Chair of the Council for the duration of the meeting.</p>	
37.	<p><u>DECLARATIONS OF INTEREST</u></p> <p>None.</p>	
38.	<p><u>READING, CONFIRMATION AND SIGNING OF MINUTES</u></p> <p>RESOLVED THAT:</p> <p>The minutes of the meeting of the Council held on Tuesday, 06 September 2016 be taken as read, confirmed and signed.</p>	
39.	<p><u>MOTIONS ON NOTICE</u></p>	

39a. BUS SERVICES BILL - CLAUSE 21

The Council gave consideration to the Motion on Notice (at page 8) in respect of Clause 21 of the Bus Services Bill ("the Bill"). This should be read together with these minutes as a composite document.

The Motion was moved by the Deputy Leader of the Council, Councillor M H Charlesworth, subject to an amendment at 3 that:

'3. This Council resolves:

- (a) To write to Lord Ahmad and to call on the Department of Transport to not re-introduce Clause 21 at any later stage in the Bill's passage through Parliament; and*
- (b) To write to Edward Garnier MP to ask him to oppose any attempt to re-introduce Clause 21 at any later stage in the Bill's passage through Parliament.'*

The Deputy Leader commended the recent amendment to the Bill at its Third Reading in the House of Lords on 23 November 2016 to ensure that councils, including this Council, retained the power to form new municipal bus companies. It was said that it was important this clause was removed from the Bill as councils should continue to be allowed to form new companies if they were able to offer a better service and value-for-money for bus users, or be a provider of last resort. He said there was concern that Clause 21 of the Bill would have removed powers granted to councils under the Localism Act 2011 and associated General Power of Competence provisions. He noted that, if this Council was minded in the future to exercise this power, a bus service within the Borough would also serve to better connect the town centres of Oadby, Wigston and South Wigston.

The Motion (as amended) was seconded by Councillor J Kaufman.

The Member commended the Localism Act 2011 as an important enactment of legislation as was afforded under the Coalition Government. He noted that there had been a progressive decline in the use of bus services outside large metropolitan areas commensurate to the increasing cuts in bus travel subsidies. Councils' powers to form new municipal bus companies was said to be significant so that, amongst other things, any profits-accrued could be re-invested back into essential bus routes. He further welcomed the prospect of any Council-ran bus service within the Borough.

The Leader of the Opposition, Councillor B Dave, stated that the Motion was now redundant in view of the amendment to the Bill and that it should not be pursued.

RESOLVED THAT:

1. This Council notes:

- (a) That the Bus Services Bill currently passing through Parliament includes Clause 21 that will effectively "prohibit a local authority from forming a company for the purposes of providing a local bus service";
- (b) That the Localism Act (2011) provides general powers of competence to local authorities;
- (c) That municipal bus companies like Reading and Nottingham provide some of the best bus services in the country and have a successful

	<p>track record of increasing bus passenger numbers and providing high quality bus services; and</p> <p>(d) That polling found that a majority of the public (57%) oppose clause 21, whilst just 22% support it. The opposition to Clause 21 is consistent across voters from all political parties.</p> <p>2. This Council believes:</p> <p>(a) Clause 21 contradicts the general powers of competence and the spirit of the Localism Act 2011;</p> <p>(b) If there is a need and a demand from their public, then Councils should be able to provide their own bus services;</p> <p>(c) Should they wish, Councils should be legally able to follow the model developed by Reading and Nottingham; and</p> <p>(d) Consequently Clause 21 should be omitted from the Bus Services Bill.</p> <p>3. This Council resolves:</p> <p>(a) To write to Lord Ahmad and to call on the Department of Transport to not re-introduce Clause 21 at any later stage in the Bill's passage through Parliament; and</p> <p>(b) To write to Edward Garnier MP to ask him to oppose any attempt to re-introduce Clause 21 at any later stage in the Bill's passage through Parliament.</p> <p>Votes For 14 Votes Against 3 Abstentions 0</p>	SJB
40.	<u>PETITIONS, DEPUTATIONS AND QUESTIONS</u>	
40a.	<p><u>MODERNISE THE HILL FIELD PLAY-AREA IN OADBY GRANGE E-PETITION</u></p> <p>The e-Petition at agenda item 6a (at pages 9 - 12) was presented to the Council.</p> <p>The e-Petition stood referred to the subsequent meeting of the Service Delivery Committee to be held on Tuesday, 17 January 2017.</p>	
41.	<p><u>MAYOR'S ANNOUNCEMENTS</u></p> <p>The Mayor expressed his gratitude to all those who donated to the charitable tombola stall held at the Christmas Fair at Brocks Hill Country Park, Oadby on 19 November. He further noted the fun had at the Quiz Night held on 22 November in support of the Mayor's Charity and thanked all members of the Council's staff who attended.</p> <p>The Mayor further announced that the Council's Christmas Carol Service was to be held on 7 December in the Council Chamber at the Council Offices, Wigston.</p> <p>The Mayor wished all those in attendance, the Officers of the Council and the residents of the Borough a Merry Christmas and a Happy New Year.</p>	
41a.	<u>LIST OF OFFICIAL MAYORAL/DEPUTY MAYORAL ENGAGEMENTS</u>	

	<p>RESOLVED THAT:</p> <p>The list of Official Mayoral Engagements attended by The Mayor and, or, Deputy Mayor be noted by Members.</p>	
<p>42.</p>	<p><u>LEADER'S STATEMENT</u></p> <p>The Leader of the Council, Councillor J W Boyce, spoke about the Housing and Economic Development Needs Assessment (HEDNA). He stated that the HEDNA had been significantly delayed from its original timetable (that had its publication in autumn 2016) due to a requirement for further complex, evidence-based work. It was said that the final version of the HEDNA was to be published early in the New Year and would be considered by Members shortly thereafter.</p> <p>The Leader provided an update in respect of the Combined Authority for Leicester and Leicestershire (CA). He said that the Department for Communities and Local Government (DCLG) had since confirmed that the Order to establish the CA was not to come into effect until April 2017 at the earliest so that the Order could be considered as a whole due to a number of Parts still awaiting approval. It was anticipated that the CA's Constitution, Operating Agreement and Order would be considered at a meeting of the Council in the early spring. This Council's contribution to the CA was reported to be £7,000 per year.</p> <p>The Leader stated that a decision needed to be taken imminently by this Council in response to Leicestershire County Council's (LCC) decision to withdraw recycling credit incentive payments to the Borough from April 2018. It was announced that a Members' Briefing session was to be scheduled in January 2017 and a public consultation considering the available options was to be held in February 2017.</p> <p>The Leader spoke upon the subject-matter of standards and behaviour of Members. He reminded the Council that it was the responsibility of the respective political parties to take prompt and robust action against any of its own Members' (alleged) wrongdoing(s) that may bring the Council's reputation and its relationship with the Borough residents into disrepute and to make public the details of the action(s) taken. He further sought to clarify that with reference to comments having been made regarding his whereabouts, the same had no discernible impact upon his ability to effectively discharge his role as Leader, his availability to attend all meetings of the Council and its Committees (as may be expected) and to be easily contacted.</p> <p>The Leader wished all those in attendance, the Officers of the Council and the residents of the Borough a Merry Christmas and a Happy New Year.</p>	
<p>43.</p>	<p><u>STAFFING ISSUES COST UPDATE (GRIEVANCE AND INVESTIGATION)</u></p> <p>The Council gave consideration to the report (at pages 18 - 19) as delivered and summarised by the Chief Executive which should be read together with these minutes as a composite document.</p> <p>The Chief Executive stated that the recommended additional budget allocation was necessary to ensure the proper and satisfactory conclusion of the ongoing investigations so-referred. He reiterated that he was unable to disclose the details of the process due to the confidential matters that had</p>	

arisen from the investigations.

The Leader of the Council moved the recommendation as set out at paragraph 2 of the report (at page 18).

The Deputy Leader of the Council seconded the recommendation.

The Leader of the Opposition expressed his disappointment that the Interim Chief Finance Officer (Section 151 Officer) was not in attendance to respond to Members' questions. He opined that the flexibility of the Council to borrow against its Reserves in future years would be restricted if the additional budget allocation was to be met from these funds. The Opposition Leader enquired as to whether: (a) the overspend of £71,000 had been duly authorised; and (b) if the overspend was in/exclusive of the recommended additional budget allocation. He also requested a further breakdown of the investigation costs as set out at paragraph 3.3 of the report (at page 18).

The Leader of the Council stated that the total cost to date of £281,000 was inclusive of the overspend. He noted the importance of concluding the investigations in the proper fashion and the additional cost attached to achieve this. The recommended total approved budget of £325,000 was said to represent the monies spent on invoice on external professionals appointed to assist in the matters in question, and that only such external costs required authorisation from Members *vis-a-vis* delegation to Officers. The Leader assured that, at the end of the investigation process, a Members' Briefing Session would be held and the full details of the investigations would be made available in the public domain (to the extent permissible by law).

The Deputy Leader of the Council noted the greater impact of such an investigation upon such a small local authority (LA) and that there was an expectation incumbent upon any responsible LA to conclude any investigation properly and satisfactorily.

In accordance with Rule 16.5 of Part 4 of the Constitution, the names for and against the motion or abstaining from voting was demanded ("a Recorded Vote").

RESOLVED THAT:

A further £115,000 supplementary estimate to fund the remainder of the investigations as set out in the report be approved by Members.

Votes For
(13)

L A Bentley
G A Boutler
J W Boyce
D M Carter
Miss M V Chamberlain
M H Charlesworth
Mrs L Eaton
R F Eaton
D A Gamble
J Kaufman
Mrs H E Loydall
K J Loydall
Mrs S B Morris

	<p>Votes Against B Dave (3) R Fahey Dr T K Khong</p> <p>Abstentions G S Atwal (1)</p>	
<p>44.</p>	<p><u>AMENDMENTS TO POLLING DISTRICTS RESULTANT ON THE LEICESTERSHIRE COUNTY BOUNDARY REVIEW</u></p> <p>The Council gave consideration to the report and appendices (at pages 20 - 31) as delivered and summarised by the Electoral Services Manager which should be read together with these minutes as a composite document.</p> <p>Councillor D A Gamble commended the polling district arrangements for Oadby and noted the Local Government Boundary Commission for England's (LGBCE) acknowledgement of the Liberal Democrat representations made upon the same.</p> <p>Councillors Mrs H E Loydall commended the work of Officers. She cited a number of significant alterations to the new ward division arrangements at Annexe B (at pages 25 – 31) which were required to rectify the misplacing of certain streets into incorrect wards. The Member further noted the potential for confusion caused to electors as a result of different warding arrangements for different elections.</p> <p>The Electoral Services Manager acknowledged the alterations cited by the Member and that the Register of Electors would be re-published on 03 January 2017, accordingly. He advised that no elector would be asked to attend a different polling station than previously attended and that separate issuing tables in joint polling stations would be installed with the appropriate signposting.</p> <p>The Leader of the Council moved the recommendation as set out at paragraph 2 of the report (at page 20), subject to any alterations being communicated to the Electoral Services Manager by Members by 20 December and actioned, accordingly.</p> <p>Councillor Mrs S B Morris seconded the recommendation (as amended).</p> <p>UNANIMOUSLY RESOLVED THAT:</p> <p>The changes to the polling districts as set out at paragraph 5 of the report be accepted, subject to any alterations communicated to the Electoral Services Manager by 20 December 2016.</p>	
<p>45.</p>	<p><u>LAND CHARGES SHARED SERVICES</u></p> <p>The Council gave consideration to the report and appendices (at pages 32 - 34) as delivered and summarised by the Director of Services / Monitoring Officer which should be read together with these minutes as a composite document.</p> <p>The Director of Services / Monitoring Officer added that a shared Local Land Charges Service (LLCS) would accrue additional discount to the Council in respect of any proposed licensing/software system upgrades in the future and that, in view of the migration of LLCS's to the Land Registry within the</p>	

	<p>next five years, it would not be prudent for this Council to invest in an in-house service.</p> <p>Councillor J Kaufman moved the recommendation as set out at paragraph 2 of the report (at page 32).</p> <p>Councillor D M Carter seconded the recommendation.</p> <p>Councillor R E Fahey opined that the LLCS had been substandard for the approximate, preceding two years to the detriment of Borough residents. The Member further requested information as to the total number of Official Searches completed and their turnaround times since the introduction of the interim working arrangements between this Council and Blaby District Council (BDC).</p> <p>The Director of Services / Monitoring Officer advised that the turnaround time for most Official Searches was between 7 and 10-working days. She stated that the LLCS had not been detrimental to Borough residents for the entirety of a two-year period as intimated, not including the period in late 2015 and early 2016 as acknowledged in the report at paragraph 3.2 (at page 32). The information requested by the Member was to be provided outside the meeting in due course.</p> <p>Councillor Mrs H E Loydall requested that Councillor R E Fahey tender an apology to the Officer should the information requested rebut the Member's earlier intimation.</p> <p>UNANIMOUSLY RESOLVED THAT:</p> <p>The delegation of the Oadby and Wigston Borough Council's Land Charges Service to Blaby District Council under S101 of the Local Government Act 1972 be approved.</p>	AC
46.	<p><u>41-43 CANAL STREET, SOUTH WIGSTON</u></p> <p>The Committee gave consideration to the report and appendices (at pages 39 - 49) as delivered and summarised by the Planning, Development and Regeneration Manager which should be read together with these minutes as a composite document.</p> <p>The Leader of the Council moved the recommendations as set out at paragraph 2.1 of the report (at page 39).</p> <p>Councillors Mrs L Eaton seconded the recommendations.</p> <p>The Leader of the Council enquired as to: (a) whether the option price on the property in question would subsequently become the market value if the property was to be sold at auction; and (b) if any profits accrued would be the sum paid into escrow.</p> <p>The Planning, Development and Regeneration Manager advised that the entirety of proceeds received at any auction for the property would be the sum paid in escrow.</p> <p>Councillor Mrs S B Morris enquired as to whether there could be any criticism in respect of the Council's handling of the Compulsory Purchase Order (CPO) process if the property in question was to either sell for a price</p>	

below the valuation undertaken by the Valuation Office Agency (VOA) or another sum otherwise involving a large differential. The Member's cited concerns as to this Council's obligation to secure the best price for any indentified beneficiaries.

The Planning, Development and Regeneration Manager advised that the valuation provided by the VOA was not realistic to bring back the building into some future use. It was said that each option available to the Council (viz. sealed bids, sale at auction etc.) would be reviewed in terms of their respective risks if Members were minded to make a CPO on the property.

The Director of Services / Monitoring Officer advised that if any sale at auction occurred imminently after the vesting of the property to the Council, no legal implications were to arise. The price determined at auction was said to be conclusive. She assured Members that the Council was, and would continue, to work in close partnership with the VOA to ensure legislative and regulatory compliance.

The Deputy Leader of the Council enquired as to whether: (a) the property's valuation would be revisited as part of the CPO process and reviewed at any auction; (b) what the CPO costs borne to the Council were to be; and (c) if the Council's costs could be re-claimed from the funds paid into escrow.

The Director of Services / Monitoring Officer advised that the detailed process of the valuation required further exploration. It was said that the funds paid into escrow could not be removed and, if no beneficiaries were indentified in a proceeding 12-year period, the funds could be re-allocated to the expenditure budget with interest.

UNANIMOUSLY RESOLVED THAT:

- (i) A Compulsory Purchase Order under section 17 and Part XVII of the Housing Act 1985, and the Acquisition of Land Act 1981, for the acquisition of 41-43 Canal Street, South Wigston be made;
- (ii) That the Director of Services, in conjunction with the Chair of Policy, Finance and Development Committee and the Chief Financial Officer be granted delegated authority do anything necessary to give effect to the above at (i) including, but not limited to, undertaking all procedural steps required to:
 - (a) make advertise and secure confirmation and implementation of the Compulsory Purchase Order;
 - (b) acquire the legal interest in the property the subject of the proposed Compulsory Purchase Order, whether by voluntary agreement or compulsorily using statutory powers set out in the preceding paragraph;
 - (c) take all necessary action to deal with all matters relating to the payment of compensation and statutory interest including approval of agreement with land owners (if they come forward) setting out the terms for withdrawal of objections to the Order and where necessary and/or appropriate the instituting or defending of related proceedings; and
 - (d) dispose of the property in accordance with the proposals set out in this report.

<p>47.</p>	<p><u>BLABY DISTRICT LOCAL PLAN - DELIVERY PLAN DPD (PREFERRED OPTIONS)</u></p> <p>The Council gave consideration to the report (at page 50) as delivered and summarised by the Planning, Development and Regeneration Manager which should be read together with these minutes as a composite document.</p> <p>The Leader moved the recommendation as set out at paragraph 2 of the report (at page 50).</p> <p>Councillor L A Bentley seconded the recommendation.</p> <p>UNANIMOUSLY RESOLVED THAT:</p> <p>The comments set out in paragraph 3.3 of the report as Oadby and Wigston Borough Council's formal response to Blaby District Council's Delivery Plan DPD (preferred options) be approved.</p>	
<p>48.</p>	<p><u>MELTON LOCAL PLAN - PRE SUBMISSION DRAFT</u></p> <p>The Council gave consideration to the report (at page 51) as delivered and summarised by the Planning, Development and Regeneration Manager which should be read together with these minutes as a composite document.</p> <p>The Deputy Leader moved the recommendation as set out at paragraph 2 of the report (at page 51).</p> <p>Councillor D M Carter seconded the recommendation.</p> <p>UNANIMOUSLY RESOLVED THAT:</p> <p>The comments set out in paragraph 3.3 of the report as Oadby and Wigston Borough Council's formal response to Melton Borough Council's Local Plan Pre Submission Draft document be approved.</p>	
<p>49.</p>	<p><u>RECEIVING OF MINUTES FOR INFORMATION</u></p> <p>UNANIMOUSLY RESOLVED THAT:</p> <p>The minutes as set out at agenda item numbers 15a -15p (pages 53 - 126) from the meetings of the below-mentioned Committees, Forums, Working Groups and Outside Bodies for the purposes of information be received by the Council.</p> <ul style="list-style-type: none"> a. Minutes of the Development Control Committee held on Thursday, 25 August 2016; b. Minutes of the Children and Young Peoples' Forum held on Thursday, 01 September 2016; c. Minutes of the South Wigston Residents' Forum held on Wednesday, 07 September 2016; d. Minutes of the Armed Forces Working Group held on Thursday, 08 September 2016; e. Minutes of the Wigston Residents' Forum held on Wednesday, 14 September 2016; f. Minutes of the Place Shaping Working Group held on Thursday, 15 	

	<p>September 2016;</p> <p>g. Minutes of the Policy, Finance and Development (Statutory Reports) Committee held on Tuesday, 20 September 2016;</p> <p>h. Minutes of the Greening the Borough Working Group held on Wednesday, 21 September 2016;</p> <p>i. Minutes of the Development Control Committee held on Thursday, 22 September 2016;</p> <p>j. Minutes of the Change Management Committee held on Monday, 26 September 2016;</p> <p>k. Minutes of the Supporting Leicestershire Families Group held on Tuesday, 27 September 2016;</p> <p>l. Minutes of the Community Engagement Forum held on Wednesday, 28 September 2016;</p> <p>m. Minutes of the Licensing and Regulatory Committee held on Thursday, 29 September 2016;</p> <p>n. Minutes of the Health and Wellbeing Board held on Tuesday, 11 October 2016;</p> <p>o. Minutes of the Service Delivery Committee held on Tuesday, 11 October 2016; and</p> <p>p. Minutes of the Policy, Finance and Development Committee held on Tuesday, 01 November 2016.</p>	
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THE MEETING CLOSED AT 8.18 PM



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MAYOR
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THURSDAY, 23 FEBRUARY 2017
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**MINUTES OF AN EXTRAORDINARY MEETING OF THE COUNCIL HELD AT THE
COUNCIL OFFICES, STATION ROAD, WIGSTON ON TUESDAY, 17 JANUARY 2017
COMMENCING AT 6.15 PM**

<u>IN ATTENDANCE:</u>		
Mayor - Councillor Robert F Eaton Deputy Mayor - Councillor Mrs Samia Z Haq		
COUNCILLORS (18):		
G S Atwal	D M Carter	R E Fahey
Miss A R Bond	Ms K M Chalk	D A Gamble
G A Boulter	M H Charlesworth	J Kaufman
J W Boyce	M L Darr	Mrs H E Loydall
Mrs L M Broadley	B Dave	K J Loydall
F S Broadley	Mrs L Eaton	Mrs S B Morris
OFFICERS IN ATTENDANCE (5):		
S J Ball	Ms J Griffith	Ms S Lane
Mrs A E Court	M W L Hall	

Min Ref.	Narrative	Officer Resp.
64.	<p><u>CALLING TO ORDER OF THE MEETING</u></p> <p>The meeting of the Council was called to order to receive His Worship The Mayor and Deputy Mayor.</p> <p>A minute's silence was observed in memory of the late former Mayor (2003-2004) and Councillor of the Borough Council of Oadby and Wigston, Mr Peter Valentine.</p>	
65.	<p><u>APOLOGIES FOR ABSENCE</u></p> <p>An apology for absence was received from Councillors E R Barr, L A Bentley, Miss M V Chamberlain, Dr T K Khong, R E R Morris and R H Thakor.</p>	
66.	<p><u>DECLARATIONS OF INTEREST</u></p> <p>None.</p> <p>Councillors F S Broadley, Mrs L M Broadley and Ms K M Chalk entered the Chamber at 6.21 pm.</p>	
67.	<p><u>COUNCIL TAX SUPPORT SCHEME</u></p> <p>The Council gave consideration to the report and appendices (at pages 1 - 27) and the addendum (at page 1) as delivered and summarised by the Welfare and Taxation Manager which should be read together with these minutes as a composite document.</p> <p>The Deputy Leader of the Council, Councillor M H Charlesworth, moved recommendations 2.1.(i), 2.1.(iii), 2.2.(i) and 2.2.(ii) as set out in the report</p>	

(at page 1).

The Leader of the Council, Councillor J W Boyce, seconded the recommendations.

The Deputy Leader acknowledged the comments received from Leicestershire County Council (at page 3) which he described as unhelpful. He further enquired as to whether the remaining six Leicestershire District and Borough Councils had adopted, or were due to adopt, the same Council Tax Support System.

The Welfare and Taxation Manger advised the remaining six Leicestershire District and Borough Councils had not adopted recommendations 2.2(i) in respect of the reduction to the capital limit for banding purposes.

RESOLVED THAT:

- (i) The Council Tax Support Scheme for 2017/18 be approved by the Council.
 - (a) The level of maximum Council Tax Support for working age customers remain at 85%; and
 - (b) Delegated authority be given to the Section 151 Officer to adjust the Council Tax Support Scheme annually with regard to the uprating of personal allowances and premiums and changes to the Universal Credit Scheme affecting the Council Tax Support Scheme as announced by Central Government.
- (ii) The following changes as part of the Council Tax Support Scheme be adopted.
 - (a) To reduce the capital limit to £6,000; and
 - (b) To restrict the amount of the Council Tax Support (CTS) award to Council Tax Band D (insofar as anyone who applies for CTS who lives in a property banded E to H would have their CTS calculated as though they were in a Band D property).

Votes For	19
Votes Against	0
Abstentions	1

THE MEETING CLOSED AT 6.31 PM



.....
MAYOR
.....

.....
THURSDAY, 23 FEBRUARY 2017
.....

COUNCIL

ACTION LIST

ARISING FROM A MEETING HELD ON TUESDAY, 06 DECEMBER 2016

Min Ref.	Title	Action To Be Taken	Officer	Target Date	On Target
39a.	Bus Services Bill - Clause 21	To write to Lord Ahmad and to call on the Department of Transport to not re-introduce Clause 21 at any later stage in the Bill's passage through Parliament.	MH SJB	Dec-16	Yes
39a.	Bus Services Bill - Clause 21	To write to Edward Garnier MP to ask him to oppose any attempt to re-introduce Clause 21 at any later stage in the Bill's passage through Parliament.	MH SJB	Dec-16	Yes
45.	Land Charges Shared Services	To provide Information as to the total number of Official Searches completed and their turnaround times since the introduction of interim working arrangements between OWBC and BDC.	AC	Dec-16	Yes

Events attended by the Mayor (May 2016 - February 2017)

MAY

03	South Wigston Chamber of Commerce	St Thomas the Apostle
07	Royal Yeomanry Wigston	Warding of new colours at Buckingham Palace
07	Dialogue Society	Brocks Hill Interfaith Spring Clean & Picnic
10	Wigston Civic Society	Unveil replacement plaque for Wigston Station
14	Bishop of Leicester	Welcome service for new Bishop
14	Hinckley & Bosworth Council	Mayor B&W Diamond Ball
14	Oadby & Wigston Muslim Association	Coffee Morning
24	Local Government Association	Royal Garden Party
26	Sikh Welfare & Cultural Society	Book Launch
27	Muslim School Oadby	Annual MSO Day

JUNE

01	Wigston Civic Society	Relaunch of Two Steeples Walk
05	OWBC Brocks Hill	Garden Party
07	Brocks Hill Country Park	Volunteering Fair
11	Oadby & Wigston Swimming Club	The Mayor's Swimming Gala
12	Dean & Chapter of Leicester Cathedral	HM The Queen 90th Birthday Evensong
12	Asda Store, Oadby	Strawberry Tea Party for Breast cancer Care
17	Ecko Ltd (Subway)	Store Opening
17	The Lawns	Care Home Open Day
17	ABF The Soldiers Charity	A Reception & Band Concert
19	Lord Mayor of Leicester	Civic Service
20	OWBC	Armed Forces Flag Day
20	EHL Group	Opening of new office
25	Armed Forces Day Committee	Armed Forces Day
25	South Wigston Chamber of Commerce	Tesco South Wigston Community Fun Day
26	Oadby & Wigston Lions Club	Menphys Gala Concert
26	Melton Borough Council	Civic Service
27	Mocha Marketing Ltd	Oadby Show Window Competition

JULY

03	The Parish of St Peter & St Paul Oadby	Battle of Somme Commemoration Service
05	Wigston College	Bye Bye Blues Performance

06 Pride of the Borough
 06 Learning South Leicestershire
 07 Osprey Cruises
 09 Wigston Magna Methodist Church
 10 City of Leicester Scouts
 14 OWBC
 15 University of Leicester
 15 South Leicestershire Gateway Club
 16 Brocks Hill Amphitheatre
 16 EHL Group
 21 Leicestershire & Rutland Heritage
 22 Harborough DC
 23 Resham Singh Sandhu
 28 Chairman Leicester County Council
 31 Leicestershire Scouts

East Midlands in Bloom judging
 School sports Partnership Celebration Event
 Osprey & Wildlife Cruises Rutland Water
 Musicannici
 100 Birthday Party
 VC Memorial Ceremony
 Summer Degree Congression
 50th Anniversary Party
 Wizard of Oz
 Store open day
 Heritage Awards
 Civic Visit to Lutterworth
 Cultural Awareness - Sikh Wedding
 Summer Evening Buffet Reception
 International Camp & AGM

AUGUST

Page 15

01 Cross Counties Radio
 04 NW Leicestershire Chairman
 06 Mrs Teresa Walton
 13 LCHC
 25 Sea Cadets
 27 Bill Boulter
 29 LCHC

Radio Interview
 Jimmy Cricket Evening
 Allotment Day
 LCHC Civic Day
 Visit during normal night
 Garden Party
 Meet the coaches with children returning from Holiday

SEPTEMBER

07 ABT The Soldier's Charity
 08 The National Forest Charitable Trust
 10 Wigston Framework Museum
 10 Wigston Magna Methodist Church
 11 High Sheriff or Leicestershire
 13 Bondhon
 14 Framework Knitters Museum
 15 Wigston College
 17 Rainbows
 17 The Royal Society of St George
 18 Royal Air Forces Association

A Beating Retreat & Reception
 CONKERS Drinks Reception
 Sock Day
 Salvation Army Brass Band Concert
 Informal Charity Lunch
 Chef & Spice Charity Meal
 Pudding Bag Production
 Student Award Evening
 Open Day
 Battle of Britain Memorial Dinner
 Parade & Service

19 Pride of the Borough Awards Evening
24 Wigston Magna Methodist Church
27 South Leicester Sea Cadets

Pride of the Borough
Wigston Magna Show
Biennial Royal Naval Parade

OCTOBER

02 Leicestershire County Council
02 Lord-Lieutenant, Lady Gretton
05 Menphys
06 HC one of a kind
07 OWCB
08 Wigston Framework Knitters Museum
08 SSAFA Leicestershire
09 Brocks Hill
09 High Sherriff Leicester
15 United Reform Church
16 LCHC
19 Professor Surinder Sharma
20 Rural Community Council
22 Royal Society of St George
25 Leicester & Rutland Magistrates
29 The Royal British Legion

County Service
Happy & Glorious
Reception for Civic Leaders
Harvest Festival
Charity Swim
Steam Toy Fair
Fundraising Event - Male Voice Choir
Food Fair
Justice Service at Leicester Cathedral
Slide show of old Wigston
Chairman's Lunch
DICE Annual Lecture
Promotional Evening
Trafalgar Dinner
AGM & Educational Event
Festival of Remembrance

NOVEMBER

03 Leicestershire Police
06 Oadby & Wigston Hindu Community
07 Post Office
11 OWBC
12 Leicester Festival of Music and Drama
12 Oadby Town Centre Association
13 OWBC
13 Royal British Legion
14 Cubs
18 Lady Mayoress
19 St Paul's Church
19 Brocks Hill
20 SSAFA

Inter-Cultural Social Evening
Diwali Festival
Oadby new shop opening
Remembrance Service at Peace Memorial Park
Leicester Festival of Music and Drama
Oadby Lights Switch on
Remembrance Parade & Service
Remembrance Service
Cubs Meeting
Coffee Morning
Christmas Fair
Brocks Hill Christmas Fair
President's Lunch

26 **Age UK Oadby & Wigston**
26 Oadby & Wigston Lions Club
27 Marie Curie Fund Raising Group
29 Royal Mail

Opening Age UK Christmas Fare
Bell Street Christmas Light Switch on
Lights to Remember Carol Service
Festive Delivery to Delivery Office in Wigston

DECEMBER

02 Menphys
03 Oadby & Wigston Scout & Guide Band
07 OWBC
08 Melton Borough Council
10 Wigston Friends of Local Charities
10 EAGA
11 LCHC
13 Pat Parker
17 Carl Walter
20 Charnwood Mayor's
21 HMP Glen Parva
24 Wigston Magna Methodist Church

Christmas Concert
Christmas Concert
Carol Service
Carols by Candlelight
Lunch with the Mayor
Eaga Gospel Choir Concert
Christmas Lights Switch On
Magna Music Makers
Old People Christmas Meal
Carol Service
Carol Service
Christingle Service

Page 17

JANUARY

12 Mayor of Charnwood
25 Leicester Council of Faiths
26 OWBC
29 Oadby & Wigston Lions Club

John Taylor Bell Foundry
Holocaust Memorial Day
Holocaust Memorial Event
Brocks Hill X Country Event

FEBRUARY

03 All Saints CofE Primary School
05 Oadby Mosque
08 High Sheriff
18 South Wigston Drama Group
26 Oadby Rotary Club
28 Rotary Club of Oadby

Wings of Peace
"Visit My Mosque Day"
Charity Comedy Night
Panto
Swimarathon
Swimathon

Events attended by the Deputy Mayor (May 2016 - February 2017)

JUNE

12	28th Leicester Scouts	Summer Fete
13	Oadby & Wigston Lions Club	Award & Presentation Evening
25	Pride of the Borough	East Midlands in Bloom Judging
26	Woodlands Grange	Summer Fun Day
26	Ruth Meuberg	Mitzvah Day
30	Leicestershire & Rutland Sport	School Games Summer Championships

JULY

01	Leicestershire County Council	100th Anniversary Battle of Somme
02	Salvation Army	Fun Day
03	Brocks Hill	Brocks Hill Cross Country Challenge

SEPTEMBER

11	Framework Knitters	Annual Service
11	Charnwood Borough Council	Charnwood Civic Service

OCTOBER

09	Oadby & Wigston Lions Club	Annual Charter Lunch
19	Professor Surinder Sharma	DICE Annual Lecture

NOVEMBER

13	St Thomas Church, South Wigston	Remembrance Service
19	Brocks Hill	Brocks Hill Christmas Fair

DECEMBER

03	South Wigston Chamber of Commerce	Christmas Capers
06	Chairman of King Richard III Visitor Centre	Reception & Drinks
07	Harborough DC	Carol Concert
13	Senior Citizens Action Group	Christmas Concert
17	Hinckley & Bosworth	Civic Carol Concert
21	Leicester Cathedral	Carol Service

JANUARY

29

Oadby & Wigston Lifesaving Club

Official Club Opening

Upcoming Events to be attended by The Mayor and Deputy Mayor (2017)

Page 19

MARCH

02	Wigston College	Production of Annie
10	Melton Borough Council	Civic Dinner
11	Oadby & Wigston Hindu Community	Holi Celebration
13	Hinckley & Bosworth BC	Charity Curry Night
14	Chairman of Leicester	Unsung Heroes Dinner
16	Blaby District Council	Civic Dinner
18	Mayor of Charnwood	Rat Pack Concert
25	Senior Citizens Action Group	Spring Concert

APRIL

02	ABF The Soldiers Charity	Curry Luncheon
10	Hinckley & Bosworth	Mayor's Civic Dinner
15	Brocks Hill	Spring Fair
21	Harborough District Council	Civic Dinner

Agenda Item 10



Council	Thursday, 23 February 2017	Matter for Decision
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Title: **Budget Proposals 2017/18**

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

1. Introduction

This report covers two areas of budget determination for 2017/18. It presents the proposals for the budget as recommended by the Policy, Finance and Development Committee at its meeting on 31 January 2017 and also the Service Delivery Committee at its meeting on 17 January 2017. It also contains the Chief Financial Officer's report on the robustness of the budget proposals and the adequacy of reserves. The report needs to be read in conjunction with the report on Council Tax setting elsewhere on tonight's agenda, which is informed by the attached budget proposals.

2. Recommendations

- 2.1. That the General Fund net revenue budget estimates for 2017/18 totalling £6,601,700 be approved (Appendix 1).
- 2.2. That the capital programme for 2017/18 amounting to £3,691,000 be approved (Appendix 2).
- 2.3. That the Housing Revenue Account draft estimates for 2017/18 be approved (Appendix 3).
- 2.4. That the Chief Financial Officer be authorised to arrange the financing of the capital programme as necessary.
- 2.5. That Council approve a decrease of 1.00% in housing rents (Appendix 3 Paragraph 4.2) and increases in other charges as set out in Appendix 3 Paragraph 2.
- 2.6. That Council approve the list of reserves and balances as described in Appendix 4.
- 2.7. That, as set out in the Chief Financial Officer's statement at Appendix 5, Council approves the policy of:-
 - Holding an absolute minimum level of General Fund reserves of 5% of annual net expenditure throughout the period between 2017/18 to 2020/21;
 - Holding an absolute minimum level of General Fund reserves of 5% of annual net Holding an optimal level of reserves of between 5% and 10% of annual net expenditure over the period 2017/18 to 2020/21 to cover the absolute minimum level of reserves, in-year risks, cash flow needs and unforeseen circumstances;
 - Holding a maximum recommended level of reserves of 10% of annual net expenditure for the period 2017/18 to 2020/21 to provide additional resilience to implement the Medium Term Financial Plan;
 - Adopts a Reserves Strategy to maintain the recommended optimal level of reserves within the relevant period (2017/18 to 2020/21); and
 - In relation to the Housing Revenue Account (HRA) maintaining reserves at a

minimum of £300,000.

- 2.8. That Council note the risks and sensitivities surrounding the budget set out in Appendix 6.
- 2.9. That delegated authority be given to the Chief Financial Officer to amend the estimates to account for any changes to the final Formula Funding amount over the provisional figure by adjusting the contribution to/from the Budget Equilibrium Reserve as appropriate

3. The Council's Policy Context

The budget proposals for 2017/18 set out in this report are informed by and support the Council's corporate priorities:

- Protect and continue to deliver the good quality, consistent, value for money front line services provided to residents, particularly weekly refuse and recycling collections.
- Enhance the green environment of the Borough so that residents are able to take full advantage of it.
- Revitalise the town centres through development and by retaining free parking for shoppers.
- Work with the police to create a safer borough where people feel comfortable and at ease.
- Improve community engagement including listening to and delegating more to the three town forums.
- Work with others to improve the health and wellbeing of the residents of the borough.
- Work smarter to deliver the efficiency savings required to meet continuing budget cuts.

The Council continues to deliver on all of these commitments, with the focus on achieving efficiency savings to produce a balanced budget given the current challenging financial climate.

In October 2016 the Council submitted its four-year efficiency plan to the DCLG. This was in response to the invitation from the Secretary of State in March 2016 for local authorities to engage with Government to secure a multi-year settlement for Revenue Support Grant, thus helping to strengthen the Council's financial management.

The provisional financial settlement for 2017/18 was announced by the Secretary of State on 15 December 2016 and as anticipated the Council's plan had been accepted and therefore the levels of Revenue Support Grant for the next four years are known which aids medium-term financial planning and target setting.

The features of the Council's efficiency plan are:

- Active asset management.
- Service review and redesign.
- 'Invest to save' schemes – capital 'one-off' spending to achieve continuing savings in day-to-day running costs or increased income.
- Not adopting any scheme, project or services that are not first demonstrated to be at least cost neutral.
- Commitment to building more houses.

The draft budget for 2017/18 and the updated Medium Term Financial Strategy

anticipates significant savings from these efficiencies.

4. Information

4.1. Budget Setting Process

Further to the meetings of the Service Delivery Committee and the Policy, Finance and Development Committee on 17 January 2017 and 31 January 2017 respectively, this report includes proposals for the budget and level of Council Tax for 2017/18. These proposals support the aims of the Council, ensuring that resources follow priorities and continue to support quality, value for money services for the residents of the borough.

Most of the Council's budget, including proposals for revenue growth and savings and capital investment, has already been considered in detail by the two Committees, as well as the Council's financial position and risks to its medium-term financial strategy given the continued reductions in government grant announced in the Autumn Statement and grant settlement for 2017/18.

4.2. Autumn Statement and Grant Settlement

Revenue Support Grant

The major reduction in funding to the Council relates to Revenue Support Grant (RSG). In 2016/17 the Council received £718,275 to support the delivery of General Fund services. For 2017/18 RSG has been reduced by £357,897, to £360,378. The Government has previously announced plans to reduce RSG to zero for all local authorities by 2020.

Revenue Spending Power

Revenue Spending Power is the Government's estimate of the amount of funding available to each authority to spend on their core services. It comprises Council Tax and Business rate income, Revenue Support Grant and New Homes Bonus plus a number of other specific Government grants. Based on this methodology, the Council's overall spending power has reduced by 3.89% in 2017/18 compared to 2016/17.

The table below details the Government's assessment of Revenue Spending Power for the Council:

Summary	2016/17	2017/18	Change (£)	Change (%)
Council Tax	3,501,180	3,630,690	129,510	3.70%
SFA	2,129,737	1,800,656	(329,081)	(15.45%)
New Homes Bonus	445,097	407,743	(37,354)	(8.39%)
Transition Grant	20,390	20,311	(78)	(0.38%)
Core Spending Power	6,096,404	5,859,401	(237,003)	(3.89%)

4.3. Council Tax

In recognition of the funding pressures on district and borough councils the Government has modified the rules limiting the size of Council Tax increases to allow district and borough councils to increase Band D Council Tax by up to the higher of 2% or £5 without the need to have a referendum on the increase. An increase in Council Tax for 2017/18 of £5 at Band D is recommended in the Council Tax setting

report elsewhere on tonight's agenda. In arriving at this position, the Council has taken care to strike a balance between delivering efficiencies while continuing to provide quality services to the communities we serve, particularly the most vulnerable.

Achieving efficiencies and delivering value for money have been key components of the Council's financial strategy for a number of years. However, the significant and continuing impact of grant reductions means the Council must continue to strive for efficiencies, taking a measured and responsible approach to the challenge, and this is reflected in the reports to the two Committees. The Council is ambitious for the area and it is therefore essential that it continues to be agile in responding not just to new challenges, but also to opportunities that may present themselves. Consequently, the budget proposals retain appropriate levels of reserves to assist in managing future uncertainties and in this regard it is important for Council to have regard to the Interim Chief Financial Officer's report on the robustness of the budget calculation and adequacy of reserves set out in Appendix 5.

4.4. Financial Strategy

Prior to the commencement of each financial year the Council prepares a number of capital and revenue spending plans which set out how it intends to invest in services to achieve its priorities and objectives. The Council also prepares a number of financial strategies which show how it aims to gain maximum value from the resources available to it whilst at the same time not exposing it to unnecessary risk. An update will be presented to the Policy, Finance and Development Committee at its meeting on 28 March 2017.

All of these plans impact on one another. For example, capital investment proposals will have revenue implications either through borrowing costs and/or on-going running expenses. The Council prepares a Treasury Management Strategy to determine the best time to borrow and from whom. The Council prepares Prudential Indicators to highlight the extent to which it is becoming dependent on borrowing and/or when new borrowing will need to be taken out to replace maturing loans. The Council prepares an Investment Strategy to ensure that it gains maximum investment interest on surplus cash, also at the same time protecting this cash from loss or misappropriation. Finally, the Council needs to be fully aware of the longer term impact of its spending proposals by preparing a Medium Term Financial Strategy (MTFS). The next iteration of the MTFS will be presented to the Planning, Finance and Development Committee on 28 March 2017.

4.5. Robustness of Budget Estimates

The budget estimates have been subjected to detailed scrutiny and challenged by officers and Members. Budgets were prepared according to the approved budget strategy for the financial year 2017/18 report submitted to the Policy, Finance and Development Committee on 20 September 2016. Proposals from spending committees have been brought together to form the proposed General Fund budget estimates for 2017/18 as set out in Appendix 1. Whilst the budgets for 2017/18 have balanced, the reductions in grant for future years announced in the Autumn Statement mean that there will be funding gaps for the remaining years of the MTFS and further work will be required to achieve balanced budget for 2018/19 and beyond.

As regards the estimates for 2017/18, the Interim Chief Financial Officer has indicated that in accordance with Section 25 of the Local Government Act 2003 he is satisfied with the robustness of the budget process (see Appendix 5).

4.6. Adequacy of Reserves

Mindful of the range of uncertainties that may have financial consequences for the

Council in the coming years and of the advice of the Interim Chief Financial Officer set out in Appendix 5, It is important to maintain appropriate levels of reserves particularly in the current climate and given the levels of risk involved in financial forecasting. The balances of these reserves will be regularly monitored to ensure that they are appropriate given the levels of risk identified.

In addition, to meet specific items of potential expenditure a number of earmarked reserves are set aside. The Interim Chief Financial Officer has reviewed the necessity and adequacy of these reserves. An overall summary of General Fund and Housing Revenue reserves is set out in Appendix 4.

Given the estimated General Fund balance at 31 March 2017 of £846,962 (13% of net expenditure), the Interim Chief Financial Officer has indicated that in accordance with Section 25 of the Local Government Act 2003 he is satisfied that the proposed General Fund balance for 2016/17 is adequate.

Background Documents:-

- a. Draft Budgets submitted to the Policy, Finance and Development Committee on 31 January 2017
- b. Draft Budgets submitted to the Service Delivery Committee on 17 January 2017
- c. Review of Fees & Charges submitted to the Service Delivery Committee on 11 October 2016 and the Policy, Finance and Development Committee on 1 November 2016
- d. Budget Strategy 2016/17, Policy, Finance and Development Committee 20 September 2016
- e. Local Government Finance Settlement 2017/18
- f. Notification of Precepting Authorities' Precepts and Council Tax levels for 2017/18
- g. Autumn Statement 2016
- h. Leicestershire Pension Fund Actuarial Valuation
- i. Localism Act 2011 and Associated Regulations
- j. Local Government Finance Act 1992 and Associated Regulations
- k. Local Government Finance Act 2012 and Associated Regulations

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Implications	
Financial (MHo)	These are included within the main body of the report
Legal (AC)	The law governing the setting of the billing authority's Council Tax requirements and the calculation of its basic amount of Council Tax is found in Sections 31a and 31b respectively of the Local Government Finance Act 1992 as amended by the Localism Act 2011. In addition to the relevant primary legislation, local authorities are also bound by regulations and other secondary legislation including codes of practice.
Risk (MHo)	The implications are included within Appendix 6 of this report.
Equalities (MHo)	Managers consider these implications as part of preparing service plans and associated detailed budgets, including any future efficiency savings to be delivered and update / produce service impact assessments where necessary.
	Equality Assessment:-

	<input type="checkbox"/> Initial Screening	<input type="checkbox"/> Full Assessment	<input checked="" type="checkbox"/> Not Applicable
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GENERAL FUND BUDGET SUMMARY 2017/18

	Budget 2016/17 £	Revised Estimate 2016/17 £	Budget 2017/18 £
Policy Finance and Development	1,895,960	2,377,600	2,328,400
Service Delivery	3,593,050	3,417,600	2,975,600
Development Control	520,200	559,900	503,000
Children and Young Persons	11,800	8,800	11,800
Licensing and Regulatory	61,160	56,500	44,800
Net Committee Expenditure	6,082,170	6,420,400	5,863,600
Capital Financing	626,660	618,700	795,000
Total Expenditure	6,708,830	7,039,100	6,658,600
Contributions to/(from) :			
Capital	10,000	10,000	10,000
Small Earmarked Grants	0	0	(5,200)
Housing Planning Delivery Grant	0	0	0
Contingency Reserve	0	(182,000)	0
Budget Carried Forward	0	(42,900)	0
Operations	0	0	0
Grounds Maintenance	(23,400)	(23,400)	(23,400)
Revenue Section 106 Agreements	0	(15,000)	(15,000)
Troubled Families	0	0	(23,300)
Income Profiling	0	0	0
Greening the Borough	0	0	0
Welfare Reform Reserve		(3,000)	0
Management of Change	0	(58,000)	0
Budget Equilibrium	(280,554)	(280,554)	0
Land Valuation	0	(800)	0
HR Recruitment	0	(20,000)	0
Land Charges Reserve	0	(7,000)	0
Borough Events	0	(1,500)	0
Net Expenditure	6,414,876	6,414,946	6,601,700
Financed By			
Settlement Funding Assesment	2,129,737	2,129,737	1,800,656
NNDR Contribution		0	0
Other General Grants	360,000	360,000	360,000
Council Tax Surplus/(Deficit)	35,230	35,230	28,383
NNDR Surplus/(Deficit)	(280,554)	(280,554)	39,834
Extra NNDR Income (Pooling)	75,000	75,000	94,000
Extra NNDR Income (Econ Dev)	0	0	90,000
New Homes Bonus	445,767	445,767	407,743
Precept on Local Tax Payers	3,501,210	3,501,210	3,630,690
General Reserves	148,486	148,556	150,394
	6,414,876	6,414,946	6,601,700
General Fund Reserve			
Balance as at 1st April	995,518	995,518	846,962
Changes in Reserves	(148,486)	(148,556)	(150,394)
Balance as at 31st March	847,032	846,962	696,568

CAPITAL PROGRAMME 2017/181. Summary of Proposals

The following table sets out the 2017/18 capital submissions which should meet the criteria of fulfilling the Council's approved priorities

<u>Proposals 2017/18</u>	<u>£</u>
Housing Revenue Account	1,242,000
<u>General Fund</u>	
<u>Service Delivery Committee</u>	
Disabled Facilities Grant	300,000
Purchase of New Vehicles	990,000
Parklands Car Park Improvements	163,000
Replacement of Play Equipment	57,000
Brocks Hill Amphitheatre Improvements	16,500
Horsewell Lane Pavilion	660,000
Christmas Light Replacement	6,500
<u>Policy Finance and Development Committee</u>	
Council Office Development	168,000
Contact Centre Telephones	16,000
IT Replacement Programme	26,000
Academy Server Replacement	23,000
Uniform Software and Hardware Upgrades	23,000
Total Capital Programme	<u>3,691,000</u>
<u>Financing 2017/18</u>	
<u>£</u>	
Unsupported Borrowing (paragraph 2.1)	1,730,500
Major Repairs Reserve (paragraph 2.2)	1,242,000
Government Grants (paragraph 2.3)	177,000
Capital Receipts (paragraph 2.4)	468,000
Earmarked Reserves (paragraph 2.5)	0
Revenue Contribution	0
Grants and Contributions	73,500
	<u>3,691,000</u>

Members may be asked to prioritise the above schemes in order to make sure that the final programme approved can be met by the funding available to the Council.

2. Capital Controls and Resources2.1 Prudential Guidelines

The principle behind the Prudential Guidelines is that local authorities are free to borrow what they need to finance the capital programme so long as it is within the limits expressed by certain indicators and that the revenue effect of the cost of borrowing is affordable in future years. Some of this

borrowing may be “supported” in that allowance is made for the revenue implications within the Settlement Funding Assessment (SFA).

There is no support for borrowing within the 2017/18 SFA..

2.2 Major Repairs Reserve

Under the Housing self-financing arrangements contributions to the Major Repairs Reserve (MRR) now have to come directly from the revenue income collected within the Housing Revenue Account (HRA) that the Council will now be able to retain. There is no funds remaining in the MRR other than that budgeted for in year. The HRA Business Plan allows for the level of contribution to the Major Repairs Reserve required in order that housing stock can be maintained according to the capital programme.

2.3 Other Capital Grants and Contributions

In 2016/17 resources from capital grants included a contribution of £177,000 towards the cost of Disabled Facilities Grants. A similar amount is expected to be received in 2017/18.

2.4 Capital Receipts

The Council is likely to receive approximately £0.7m in Capital Receipts during 2016/17 with a further £0.4m in 2017/18. Most of this comes from ‘Right to Buy’ (RTB) sales to housing tenants.

However the Council does not retain 100% of its RTB receipts as a proportion is paid over to Central Government to help fund Housing Needs. However it is expected that approximately £0.3m of the £0.5m RTB receipts will be retained in 2016/17 with a further £0.2m in 2017/18.

Part of the retained receipts relates to the 1-4-1 agreement that the Council has entered into by with the Government. This element of the retained receipts may contribute up to 30% of the purchase or build costs of new houses within the HRA

The Council currently holds around £63,000 of retained 1-4-1 receipts equating to necessary new build of £210,000 by September 2019..

The capital programme assumes usage of £468,000 of capital receipts for 2017/18

2.5 Balances and Movements on Capital Reserves

Full details of the balances and movements on the capital reserves can be found at Appendix 4

HOUSING REVENUE ACCOUNT

1. SUMMARY

The Housing Revenue Account includes and expenditure associated with the Council's function as a social housing landlord. The items that can be debited and credited to the account are determined by statute

	2015/16	2016/17	2016/17	2017/18
	£	Budget	Revised	Estimate
	£	£	Budget	£
EXPENDITURE				
Management	1,703	1,584	1,575	1,550
Repairs and maintenance	1,197	1,351	1,381	1,381
Debt Management	10	10	10	10
Depreciation (MRA cont.)	1,184	1,214	1,214	1,245
Provision for Bad Debts	31	128	128	119
Gross Expenditure	4,125	4,287	4,308	4,305
INCOME				
Rents - Dwelling	(4,953)	(4,982)	(4,965)	(4,875)
Rents - Non Dwellings	(84)	(85)	(85)	(87)
Charges for Services and Facilities	(133)	(101)	(102)	(103)
Gross Income	(5,170)	(5,168)	(5,152)	(5,065)
Interest payable	539	553	540	547
Interest Receivable	(11)	(15)	(6)	(6)
Revenue Contribution to Capital	1,895	494	1,356	0
Transfers to/(from) Reserves	0	0	0	219
Total Capital Charges and Appropriations	2,423	1,032	1,890	760
(Surplus)/Deficit for the Year	1,378	151	1,046	0
Opening Balances				
Housing Revenue Account	(2,724)	(1,346)	(1,346)	(300)
Major Repairs Reserve	0	0	0	0
Regeneration Reserve	(500)	(361)	(361)	(361)
Housing Levy	0	0	0	0
Bad Debt Provision	(120)	(151)	(151)	(279)
Closing Balances				
Housing Revenue Account	(1,346)	(1,195)	(300)	(300)
Major Repairs Reserve	0	0	0	0
Regeneration Reserve	(361)	(361)	(361)	(361)
Housing Levy	0	0	0	(219)
Bad Debt Provision	(151)	(279)	(279)	(398)

2. Service Statistics

Service Statistics	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20
Average Number of Dwellings	1,244	1,241	1,238	1,235	1,232	1,229
Housing Rent						
Rent per dwelling	76.91	78.65	77.86	77.08	76.31	75.55
Unpooled Service Charge	1.35	1.36	1.37	1.41	1.44	1.48
Total Rent	78.26	80.01	79.23	78.49	77.76	77.03

3. Specific Charges

In addition to Dwelling Rents the HRA makes charges for other associated services offered to tenants. It is proposed that these increase by 2.5% which is in line with the RPI for December 2016

	2016/17 Current Charge	2017/18 Proposed Charge		
	£	£		
<u>Garage Spaces</u>				
48 Week Basis	3.68	3.78		
52 Week Basis	3.40	3.49		
<u>Lock up Garages</u>				
48 Week Basis	6.81	6.98		
52 Week Basis	6.29	6.45		
<u>Caretaking Charge (Lower Rate)</u>				
48 Week Basis	2.89	2.96		
52 Week Basis	2.67	2.74		
<u>Caretaking Charge (Higher Rate)</u>				
48 Week Basis	5.89	6.04		
52 Week Basis	5.44	5.58		
<u>Heating and Hot Water Charges in Sheltered Schemes</u>				
		Increase for 2017/18		
		%		
Chartwell House, Oadby		2.5		
Marriott House, Oadby		2.5		
William Peardon Court, Oadby		2.5		

4. CAPITAL PROGRAMME

The councils housing capital programme covers improvements to the housing stock and works to meet the 'Decent Homes' target. A full list of programmed schemes for 2016/17 is contained in the table below. At present it is expected that the 2016/17 capital programme will be largely completed in this year.

(Continued overleaf)

Scheme Description	Programmed Schemes 2016/17 £'000
Boulter Crescent Whole Unit Refurbishment	1,050
Central Heating	120
Door Entry Scheme	20
Front Doors	66
Car Hardstandngs	45
External Work Junction Rd	50
Concrete Repairs Chartwell Hse	72
Decent Homes Work	210
Major Adaptations	309
Orchard System Upgrade	10
Heating and Ventalation	1,759
CCTV scheme	3
Subsidence 27 Falmouth Rd	2
St Peters Path Subsidence	3
Communal Heating System William Peardon Court	3
Refurb Bathrooms William Peardon Court	130
Garage Block Churchill Close	10
Queen Street Whole Unit Refurbishment	67
Kings Dr/Gibson Cl Kitchens	119
King Street Retaining Wall	102
Countersthorpe Rd kichens/bathrooms	29
Kenilworth Drive	18
Bassett Street	40
Retentions	12
Elizabeth Ct Bin Store	9
Bennett Way Roof	2
Stock Condition Work - unprogrammed	0
Total Housing Capital Programme	4,260
Funding	
Major Repairs Reserve	1,214
Revenue Contribution to Capital	1,356
Borrowing	1,690
Total Funding	4,260

Due to the changes in government legislation and in particularly the 'Void Sales Levy', there is pressure and doubt on the Council's ability to fund large programmes. Also, there does not appear to be any relaxation on the upper limit of borrowing the Council is currently allowed and as a result it is recommended that the programme for 2017/18 should be able to be financed solely from the Council's in year Major Repairs Allowance which will be around £1.24million.

The programme will continue to promote decent homes and will accommodate the works at Elizabeth Court which have recently been approved. A detailed schedule of works which outlines how the £1.24m will be spent will be brought to members at a future committee.

5. HOUSING REVENUE ACCOUNT BUDGET BACKGROUND CONSIDERATIONS FOR THE REVENUE BUDGET CAPITAL PROGRAMME 2017/18

BACKGROUND CONSIDERATIONS

This provides commentary on the background considerations and key issues on which the draft budget and forward forecast have been prepared. It also summarises the overall financial position. The structure of this commentary is as follows:

1. Basis for preparation of the draft budget.
2. Rent Policy
3. Changes in Stock Levels
4. Treasury Management
5. HRA Capital Programme
6. Other budget considerations
7. Summary of variances from previous budget forecast

1. Basis for preparation of the draft budget and forward forecast

The revenue budget for 2017/18 sets out the costs of delivering current levels of service while taking into account the effect of current government legislations regarding changes to housing finance including an annual reduction in dwelling rent of 1% to assist in reducing the total welfare bill

The budget has been set assuming that a 1% pay award will be implemented for 2016 and that upward inflation will be 2.5%

2. Rent Policy

2016/17 saw the start of a four year annual decrease in rent levels of 1% per annum. Currently a 1% decrease in all households rent will move the average rent for a property from £77.86 to £77.08 which equates to a drop in annual rental income of around £50,000. It is important to remember that this is a year on year decrease which will continue for this and a further two years. From 2020/21 onwards rents will resume increasing by CPI +1%.

The table below shows how this will effect rent levels in the Borough

	Current Weekly Rent	New Rent per week	Change Rent per week	Change	Property Type
	£	£	£	%	
Highest Rent	97.10	96.13	- 0.97	-1%	3 Bed House
Lowest Rent	57.91	57.33	- 0.58	-1%	Bedsit
Average Rent	77.86	77.08	- 0.78	-1%	

3. Changes in Stock Levels

Since the raising in the discount levels for Right to Buys the Council has seen a pickup in sales to tenants over the last two years. Further changes to government policy through the Housing and Planning Bill also threaten stock levels.

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. The inference is that Council's will be forced either to sell high value void properties or extend their borrowing levels to meet the levy. The levy is likely to come into force from 2018/19.

There is a risk that stock losses do not follow the pattern assumed in the budget and forecast. This could mean that either savings in costs are made ahead of time or that they are not made in time. The Council's Finance and Housing teams will monitor the developments in this area very closely.

4. Treasury Management

The self financing settlement involved the Council taking on £18.114m of borrowing. The interest costs on this borrowing consume a significant proportion of the HRA's resources and the management of these is therefore critical to the HRA budget. It is planned that the Council will need to borrow a further £2million pounds in 2016/17 to finance its planned capital programme. The Council currently operates separate loans pools for HRA and General Fund a situation which be reviewed regularly to gain the most efficient use of its resources.

Under the subsidy system the Government carried the risk of adverse movements in interest rates but under the self financing regime it is the Council that carries this risk. To mitigate this risk the vast majority of the HRA's borrowing is for a fixed term at a fixed rate.

The 30 year business plan provides the repayment of HRA debt over its life. However, because resources are required in the early years of the plan to fund the demands of the asset management strategy, repayment cannot begin until 2020. The HRA debt is therefore structured to mature from year 2020 onwards. However due to changes in Government Policy described in section 3 above it is likely the Council will not be able to start repaying debt as planned but instead will be forced to restructure the debt in a more beneficial way.

5. HRA Capital Programme

The draft capital programme is funded from a combination of the major repairs allowance, revenue contributions to capital expenditure and borrowing. Total borrowing will be restricted by the self-financing debt cap, of £21.769m. It is not envisaged that any borrowing will be required in 2017/18.

The future levels of Major Repairs Allowance (MRA) built into the draft capital programme are based upon the updated allowances used in the self-financing calculation. It reflects changes in inflation and stock numbers. 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

The capital programme will continue to balance the need to maintain decent homes and other priorities such as health and safety, aids and adaptations, sustainability, energy efficiency and meeting tenants' aspirations. To this end, a 30 year Asset Management Strategy is being prepared, and this links into the 30 year HRA Business Plan through the Regeneration Reserve. The Regeneration Reserve will initially be used to help plug any funding gap in the Capital Programme but could be used in later years to repay debt or fund other priorities such as new housing initiatives. Careful planning of the capital programme will be needed, bearing in mind Government Policy to ensure that it not only meets the needs of the tenants but is also affordable and sustainable.

6. Other Budget Considerations

Provision for Uncollectible Debts and Collection Costs

The provision for uncollectible debts at 31 March 2016 was £151,000. A provision for bad debts is made in respect of both former tenant arrears and current tenants. The Council has included £119,000 in the 2017/18 budget for further provisions against write-offs of bad debt. This is considered to be a prudent measure against a back drop of the Government's policy of Welfare Reform.

General Fund Recharges

As part of challenging all budgets regular reviews take place of the recharges between the General Fund and the HRA. These consist of recharges of a proportion of both support service costs and corporate management costs based on estimate of the split in costs between the General Fund and the Housing Revenue Account

Service Charges

Tenant's service charges for 2016/17 have been increased by 2.5%, which is the same increase as applied garage rents and other miscellaneous charges.

30 year HRA Business Plan

Integral to the transition from the subsidy system to the self-financing regime, and underpinning both the self-financing debt calculation and Council HRA planning, has been the development of a 30 year business plan and full update of which will be brought to Council once the impact of current changes to Government Policy is known.

Estimated Council Reserves at 31 March 2017

		Balance 1st April 2016 £'000	Receipts in Year 2016/17 £'000	Used on Revenue in Year 2016/17 £'000	Used on Capital in Year 2016/17 £'000	Outturn Balance 31st March 2017 £'000	Restrictions in Use
General Fund Earmarked Reserves							
80306 7360	Open Spaces S106	549		(15)		534	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	683				683	Receipts from sale of assets to be used on capital projects only
90006 7751	Capital Project	6				6	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	0				0	Monies put aside specifically for funding ICT software improvements
90017 7751	Contingency Reserve	200		(182)		18	To safeguard against budget risk and for one-off priming activities
90019 7751	Budget Carried Forward	43		(43)		0	Authorised budget carry forwards from the year to be used in the next financial year
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 Reserve	181		(32)		149	Funding to be used to fund the improvement of areas which are specific Council priorities in areas where developments take place. Initial recommendations to come via the Resident Forums.
90028 7751	Welfare Reform	75		(3)		72	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	Used to fund investment in the Troubled families programme
90030 7751	Income Profiling	46				46	Protection against fluctuations in service income
90031 7751	Disabled Facilities	5	10			15	Monies put aside specifically to fund Disabled Facilities Grants
90032 7751	European Regional Development Fund (ERDF)	30			(10)	20	Monies put aside specifically to provide matched funding for European Regional Development Fund schemes
90033 7751	Greening the Borough	171			(30)	141	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	0				0	For the retention of a weekly service
90036 7751	Management of Change	58		(58)		0	For future organisational development
90037 7751	Budget Equilibrium	600		(281)		319	To safeguard against changes in Council funding
90038 7751	Land Valuation	20		(1)		19	To safeguard against changes in Council funding
90039 7751	HR Recruitment	20		(20)		0	To safeguard against changes in Council funding
90040 7751	Land Charges	37		(7)		30	To assist in the improvement of the Land Charges Service
90040 7751	Borough Events	9		(2)		7	Monies set aside to hold special celebrative and commemorative events in the Borough
	Total	3,443	10	(644)	(40)	2,769	
General Fund Grants							
90013 7751	Earmarked Grants	491		(23)		468	Proceeds of revenue grants and other external contributions that have not yet been used
90015 7751	Housing and Planning Delivery	207		(115)		92	Contains the remaining proceeds of this Central Government funding for future housing and planning projects
90027 7751	Grounds Maintenance	210		(23)		187	This reserve holds a commuted lump sum received from a developer earmarked for the maintenance of a specific green space
	Total	908	0	(161)	0	747	
HRA							
90009 7751	Major Repairs	0				0	Capital funding for the maintenance of the Council's housing stock
90011 7751	Regeneration Reserve	361			(115)	246	For regeneration of housing stock (within the HRA Business Plan)
	Total	361	0	0	(115)	246	
	Grand Total	4,712	10	(805)	(155)	3,762	

Budget and Council Tax 2017/18 – Report of the Chief Financial Officer on the Robustness of the Estimates and the Adequacy of Reserves

1 Introduction

The Chief Financial Officer is required to make a statement on the adequacy of reserves and the robustness of the budget. This is a statutory duty under section 25 of the 2003 Local Government Act which states the following:

(1) Where an authority to which section 32 or 43 of the Local Government Finance Act 1992 (billing or major precepting authority) or section 85 of the Greater London Authority Act 1999 (c.29) (Greater London Authority) applies is making calculations in accordance with that section, the chief finance officer of the authority must report to it on the following matters:-

- (a) The robustness of the estimates made for the purposes of the calculations; and*
- (b) The adequacy of the proposed financial reserves.*

(2) An authority to which a report under this section is made shall have regard to the report when making decisions about the calculations in connection with which it is made.

This includes reporting and taking into account:

- The key assumptions in the proposed budget and to give a view on the robustness of those assumptions; and
- The key risk areas in the budget and to assess the adequacy of the Council's reserves when reviewing the potential financial impact of these risk areas on the finances of the Council. This should be accompanied by a Reserves Strategy.

This report has to be considered and approved by Council as part of the budget approval and Council Tax setting process.

This document concentrates on the General Fund 2017/18, the Housing Revenue Account and Capital Programme but, in addition, it also considers key medium term issues faced by the Council.

2 Assurance Statement of the Council's Section 151 Officer (Head of Corporate Finance)

The following are the summary assurances and recommendations of the Council's Section 151 Officer (the Interim Chief Financial Officer).

In relation to the 2017/18 General Fund Revenue budget I have examined the budget proposals and I believe that, whilst the spending and service delivery proposals are challenging, they are nevertheless achievable given the political and management will to implement the changes, good management, and the sound monitoring of performance and budgets. I am satisfied that sufficient management processes exist within the Council to deliver this budget and to identify and deal with any problems which may arise unexpectedly during the year.

The Council's Policy, Finance & Development Committee has received reports setting out the savings proposals and the delivery of those with the greatest risk will be regularly monitored by the Senior Management Team. For 2017/18 the key risks relate to planned savings in the establishment budget. They fall within three categories:

- a) The delivery of the Council's four year efficiency plan;
- b) Savings from the current establishment. The achievement of these savings is considered low risk given that they are based on the current level of vacancies within the staffing budget;
- c) Savings from a further review of establishment across the Council's services.

These risks are known and work continues to improve this position.

My recommendations are also conditional upon:

- The agreement of a Medium Term Financial Strategy and Plan for 2018/19 to 2020/21 that will require significant reductions in net revenue expenditure to deliver a balanced budget for the financial years 2018/19 and beyond;
- A recognition in the medium term planning approach that the level of reserves and corporate risk assessment need to be regularly reviewed in the light of changing circumstances and that it may not be possible to match the two at any single point in time. The Council needs to show a commitment to maintain reserves at a level which provides adequate cover for most identified risks during the planning period. This approach is pragmatic and shows a clear commitment to prudent contingency planning. It must be noted, however, that the recommended levels of reserves still leave the Council exposed to the very exceptional risks identified in this review and, if those risks crystallise, to reserves being inadequate;
- Committees, Directors and budget holders managing within their cash limits for 2017/18 (and future years covered by the Medium Term Financial Strategy and Plan);
- Taking every opportunity to meet the Reserves Strategy as a first call on windfall underspends or receipts;
- Not considering further calls on reserves other than for those risks that have been identified, those that could not have been reasonably foreseen and that cannot be dealt with through management or policy actions. The exception to this is where the Reserves Strategy (reviewed annually) is met. Even in those circumstances, it is not prudent to finance ongoing spending from one-off reserves. Any excess reserves should be targeted towards one-off 'invest to save', supporting the transition that is required for future service delivery and contributions to fund the Council's capital programme;
- Where there is a draw-down on reserves, which causes the approved Reserves Strategy to be off target, that this is paid back within a maximum of three years; and
- That the Council has arrangements and resources in place to consider value for money in preparation for future years' budgets.

3 Reserves Strategy

In relation to the adequacy of reserves, I recommend the following Reserves Strategy based on an approach to evidence the requisite level of reserves by internal financial risk assessment:

- An absolute minimum level of General Fund reserves of 5% of annual net expenditure that is maintained throughout the period between 2017/18 to 2020/21;
- An optimal level of reserves of between 5% and 10% of annual net expenditure over the period 2017/18 to 2020/21 to cover the absolute minimum level of reserves, in-year risks, cash flow needs and unforeseen circumstances;
- A maximum recommended level of reserves of 10% of annual net expenditure for the period 2017/18 to 2020/21 to provide additional resilience to implement the Medium Term Financial Plan;
- A Reserves Strategy to maintain the recommended optimal level of reserves within the relevant period (2017/18 to 2020/21); and
- In relation to the Housing Revenue Account (HRA) my recommendation is that reserves be maintained at a minimum of £300,000.

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

The estimated level of unallocated General Fund reserves at 31 March 2017, based on current projections is 13% depending on final spending, which remains above the maximum recommended level. The next iteration of the Council's Medium Term Financial Strategy will address this issue further.

These recommendations are made on the basis of:

- The risks identified in the managers' reviews of their budgets;
- The detailed discussions that have taken place at SMT, including the regular review of the high risk proposals;
- My own enquiries during the development of the budget;
- The resilience required to deliver the Medium Term Financial Plan;
- One-off unallocated reserves not being used to fund new ongoing commitments;
- Reserves in 2017/18 and the foreseeable future being used only where planned and if risks materialise and cannot be contained by management or policy actions; and
- That where reserves are drawn down, the level of reserves is restored within a maximum of three years to that required by the Medium Term Financial Strategy.

There are also serious exceptional risks over and above those mentioned which, if they crystallise, could eliminate the Council's reserves and leave its financial standing seriously in question. These include:

- Not realising the efficiencies from transformation and new ways of working;

- Unforeseen impacts arising from the consequences of welfare reform, in particular the roll out of Universal Credit;
- The impact of the localisation of business rates and the consequences of future changes in the total rateable value of businesses located in Oadby & Wigston;
- The impact of changes to New Homes Bonus and other Government grants;
- Unanticipated changes to interest rates;
- Further Government controls on the levels of rent and Council Tax the Council can set;
- Any shortfall against the expected value of assets identified for disposal; and
- The lack of contingency funds to meet demographic and economic pressures, especially at this time of significant change.

In relation to the General Fund and HRA Capital Programme 2017/18 (including commitments from previous years):

- The HRA Capital Programme will need to be contained within total programme costs;
- The General Fund Capital Budget is based on the best information available in terms of project costs. What is less certain, given the history of cost variations, is the phasing of expenditure; and
- The strategic schemes identified in the Capital Programme will be closely monitored in-year.

Assurance

Given all these factors I, as the Council's Section 151 Officer, consider the estimates for 2017/18 to be sufficiently robust but challenging for approval by the Council. I advise the Council that the General Fund Reserves are currently above the optimum level required to ensure financial stability over the medium term and recommend that the Reserves Strategy be maintained in 2017/18 and the medium term.

Martin Hone

Interim Chief Financial Officer / Section 151 Officer

February 2017

Supporting Statement

Processes

Budget estimates are exactly that – estimates of spending and income made at a point in time and which will change as circumstances change. This statement about the robustness of estimates cannot give a 100% guarantee about the budget but gives Members reasonable assurance that the budget has been based on the best information available at the time.

In order to meet the requirement on the robustness of estimates a number of key processes have been put in place, including:

- The issuing of clear guidance to services on preparing budgets;
- The development of Council wide risk assessment;
- The use of budget monitoring to identify risk;
- The Council's S151 Officer providing advice throughout the process of budget preparation and budget monitoring;
- The SMT's review of their budgets, budget sensitivities and regular monitoring of the higher risk proposals;
- A review of budget proposals by SMT throughout the past year;
- A review of budget information by Members, Service Delivery Committee and Policy, Finance & Development Committee throughout the past year; and
- Enquiries made directly by the Section 151 Officer.

Notwithstanding these arrangements, which are designed to test the budget throughout its various stages of development, considerable reliance is placed on SMT and Heads of Service having proper arrangements in place to identify issues, project costs, assess service demands, consider value for money and efficiency, and implement changes in their service plans. This work is supported by appropriately qualified and experienced financial staff.

A summary of the key budget assumptions considered by services in terms of assessing the robustness of their budgets were:

- The treatment of inflation and interest rates;
- The treatment of demand led pressures;
- The treatment of efficiency savings/productivity gains;
- The financial risks inherent in any significant new funding partnerships, major outsourcing deals or major capital developments;
- The availability of other funds to deal with major contingencies;
- The Council's track record in budget and financial management;
- The Council's capacity to manage in-year budget pressures; and
- SMT's ability to manage any pressures that cannot be contained within a service.

Robustness of Estimates – General Fund Revenue Budget

The 2016/17 budget and service planning process continues the need to link financial resources to corporate priorities and risks. In addition to improving efficiency, there are clearly choices for the Council in this respect:

- To increase financial resources to meet demand and reduce risk; or
- To reduce (where possible) service levels and standards, frequency of service delivery, and eligibility for services.

As part of developing the budget, Members of the administration have considered these options and they are reflected in the proposed budget.

Most notably the Council has had to address major cost increases and pressures as well as corporate priorities including:

- Demographic changes;
- The cost of unsupported borrowing within the capital programme;
- Shortfalls in income;
- Reductions in grant from government; and
- The impact from business rate appeals.

Adequacy of Reserves – General Fund Revenue Budget

Under the Local Government 2003 Act the Secretary of State has reserve powers to set a minimum level of reserves. The most likely use of this power is where an authority is running down its reserves against the advice of their S151 Officer.

Determining the appropriate level of reserves is not a precise science. It is the Council's safety net for risks, unforeseen events or other circumstances. The reserves must last the lifetime of the Council unless contributions are made from future years' revenue budgets. The minimum level of balances cannot be judged merely against the current risks facing the Council as these can and will change over time.

Determining the appropriate level of reserves is a professional judgement based on local circumstances including the overall budget size, risks, robustness of budgets, major initiatives being undertaken, budget assumptions, other earmarked reserves and provisions, and the Council's track record in budget management.

The consequences of not keeping a minimum prudent level of reserves can be serious. In the event of a major problem or a series of events, the Council would run a serious risk of a deficit or of being forced to cut spending during the year in a damaging and arbitrary way.

The recommendation on the prudent level of reserves has been based on the robustness of estimate information and the Corporate Risk Register. In addition, the other strategic operational and financial risks taken into account when recommending the minimum level of unallocated General Fund reserves include:

- There is always some degree of uncertainty over whether the full effects of any planned savings and/or service reductions will be achieved. SMT have been requested to be

challenging but realistic in their assumptions and that those assumptions, particularly about demand led budgets, will hold true in changing circumstances;

- The Bellwin Scheme Emergency Financial Assistance to Local Authorities provides assistance in the event of an emergency. The Council is able to claim assistance with the cost of dealing with an emergency over and above a threshold set by the Government;
- The risk of major litigation, both current and in the future;
- The risk of losing subsidy arising from outstanding Housing Benefit and Council Tax Benefit Subsidy Claims;
- Unplanned volume increases in major demand led budgets;
- Any event that closes a material business rate payer in Oadby and Wigston and larger than estimated awards to business rate appeals;
- The need to retain a general contingency to provide for some measure of unforeseen circumstances which may arise. This part of the reserves is not provided for directly but indirectly on the assumption that the financial risks identified will not all crystallise within the same financial year; and
- The need to retain reserves for general day-to-day cash flow needs. This is minimal given the level of cash the Council holds at any given time.

Estimated Earmarked General Fund Revenue Reserves

I have reviewed the Council's earmarked revenue reserves. The amounts held for General Fund purposes are minimal having previously taken the opportunity to rationalise the earmarked reserves to support the transition that the Council is both currently and will be going through over the medium term.

The Capital Budget

Projects included in the Capital Programme were prepared by Heads of Service and Managers in line with financial regulations and guidance. All projects were agreed by the relevant SMT and Members and are fully funded for their estimated cost.

Projects have been costed at outturn prices with many subject to tender after inclusion in the programme. This may lead to variances in the final costs.

Services are required to work within the given cash envelope so any under or over provision must be found within these limits.

Capital Programme Risks

The risk of the Council being unable to fund variations in the programme is minimal mainly due to phasing of projects. The Council is able to freeze parts of the programme throughout the year to ensure spend is within the agreed financial envelope, although this will have service implications. A further key risk to the capital programme is the ability of the Council to fully deliver it within the agreed timescales.

In relation to the General Fund and HRA Capital Programme 2016/17 (including commitments from previous years):

- The HRA Capital Programme will need to be contained within total programme cost by delaying or stopping specified schemes if necessary;
- The General Fund Capital Budget is based on the best information available in terms of project costs. What is less certain, given the history of underspends, is the phasing of expenditure; and
- The strategic schemes identified in the Capital Programme will be closely monitored in-year.

APPENDIX 6

Risk and Sensitivity Analysis for 2017/18 and Forward Forecast to March 2021

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

Factor	Directly Controllable by OWBC?	Base Assumption	Key Risks	Likelihood of Different Outcome	Financial Implications	Controls and Mitigation
Pay Inflation	Mainly not.	1% per annum.	National settlement at higher level.	Nil for 2017/18; unlikely over the planning period.	A 1% pay rise equates to a £60k in the annual salary bill.	Sufficient balances exist to cover pay increases.
Price Inflation	No.	Only contractually agreed increases have been included in the 2017/18 budget.	That price rises are greater than assumed.	The retail and consumer price indices for December 2016 were 2.5% and 1.6% respectively. However, these indices are not generally reflective of local government expenditure.	Greater price inflation would put pressure on the use of balances as reserves as funding is fixed.	Budgetary control, virements, contingencies and service level adjustments.

Factor	Directly Controllable by OWBC?	Base Assumption	Key Risks	Likelihood of Different Outcome	Financial Implications	Controls and Mitigation
National Economic Climate	No.	Cautious provision made.	Greater demand for services; reduced resources.	Scope and depth of current economic climate unknown.	Examples included in report and S151 Assurance Statement.	Budgetary control, virements, contingencies, reserves and service level adjustments.
New Legislation	No.	Impacts of the Local Council Tax Support scheme, Universal Credit, local retention of NNDR, New Homes Bonus and reduction in housing rents have been included for 2017/18.	Increase in costs to ensure compliance.	Unknown.	Unknown – dependent on the impact of changes.	Constant monitoring, contingencies, reserves and service level adjustments.
Changed Council Priorities	Yes.	Budget strategy is linked to corporate plan.	Changes after budgets are set.	Low, provided budget strategy and corporate plan are aligned.	Cost of new priorities unknown at this stage.	Published plan.
Level of Government	No.	Overall reduction in Revenue	Lower grant level	The Treasury has set out	Council to be self-financing by	Increase in Council Tax,

Factor	Directly Controllable by OWBC?	Base Assumption	Key Risks	Likelihood of Different Outcome	Financial Implications	Controls and Mitigation
Funding		Support Grant included in budget for 2017/18. Further reductions to NIL by 2020 anticipated.	than expected.	provisional RSG reductions to 2020.	2020.	budget reductions, efficiency savings, alternative funding streams. Submission of four year efficiency plan.
VAT Partial Exemption	Partly.	No immediate impact on budget.	Exceed 5% <i>de minimis</i> threshold and incur costs in irrecoverable VAT.	Low.	Additional cost dependent on extent to which the limit is exceeded.	Use of consultants for VAT advice, revise plans for delivery of schemes, use of reserves.
Capital/Borrowing	Yes.	Effect of prudential borrowing on revenue positions.	Impact on revenue. Political risk and Member aspirations. Balance of investment and sustainability.	Low.	Unknown.	CFO reporting to Council under statutory duties and the setting of appropriate prudential indicators.
Interest Rates	No.	Base rates of 0.25% have been used in preparing	Higher rates would impact on both the General	Medium, given the uncertainties in the market	In the medium term the impact of a rise would	Adjust Treasury Management Strategy and

Factor	Directly Controllable by OWBC?	Base Assumption	Key Risks	Likelihood of Different Outcome	Financial Implications	Controls and Mitigation
		the estimates for 2016/17.	Fund and the HRA borrowing (adversely) and on investments (favourably).	especially because of continuing global economic and fiscal difficulties.	be minimal as the majority of the Council's borrowing is at fixed rates.	other budgetary controls based on CIPFA's best practice guide.
Investment Practice	Mostly.	Counterparty list per approved Annual Investment Strategy criteria.	Counterparty default.	Low.	Potential loss of full amount invested and reduced investment income.	Investment strategy, credit rating watch, use of external financial advisers.
Pension Contributions	No.	Known increases in employer's contribution and actuarial strain payments included in estimates.	Market conditions and demand on the Pension Fund including those resulting from the new automatic enrolment and workplace pension reform.	Medium.	Unknown but could be significant.	Forecast/forward strategy with Leicestershire County Council; monitoring interim evaluation results.
Changes in Consumer Expectations/Demand	No.	Budgets based on existing approved service	Potential loss of income or increase in expenditure to	Medium, but risk potentially increased due to impact of	Directly dependent on increases or reductions in	Customer/resident consultation and performance

Factor	Directly Controllable by OWBC?	Base Assumption	Key Risks	Likelihood of Different Outcome	Financial Implications	Controls and Mitigation
		levels.	meet demand.	austerity.	demand.	monitoring.
Demographic Population Growth	No.	Service levels are based on 2012 Census report and other statistical information.	Additional demand, insufficient resources.	Low.	Unknown but could have significant effect.	Knowledge of trends in local demography, housing/planning delivery strategy, budget adjustment, Council and Business Rate income.
Interaction with Leicestershire County Council and other partners	Yes.	Financial support from LCC, central government other partners and stakeholders.	Adequacy of control and administration of partners; residual costs falling on OWBC as accountable body; budget cuts proposed by LCC for 2016/17 and beyond.	Medium.	Unknown but could have significant effect.	Financial regulations, other codes of governance, due diligence and regular monitoring.
Council Tax Level	Yes, up to a maximum increase of 2%	Increase of £5 at Band D for	A Council Tax increase in excess of £5 at	Medium.	1% movement in Council Tax equates to	Advice of S151 Officer in liaison with Members;

Factor	Directly Controllable by OWBC?	Base Assumption	Key Risks	Likelihood of Different Outcome	Financial Implications	Controls and Mitigation
	or £5 at band D (whichever is the higher) in any year.	2016/17.	Band D would result in the triggering of a referendum. A low Council tax leads to pressure on the delivery of existing services.		£37,000.	appropriate use of reserves and balances; targeted efficiency savings.
Savings and Efficiency Targets	Yes.	Savings and efficiencies have been included in the budget for 2017/18 and support the Council's wider and longer term transformation plans.	Savings and efficiencies are not achieved or are reduced by budget pressures.	Medium.	The extent to which targets are not met.	Budget monitoring to ensure early detection of plans going off target. Use of Equilibrium Reserve.
Failure in Budgetary Control	Yes.	Income and expenditure will be as set out in the budget.	Higher expenditure. Lower income. External events outside the Council's control.	Low, given budget monitoring processes and the Council's track record on financial	A 1% variance in net General Fund budget is equivalent to 1.8% on the Council Tax.	Budgetary control, virement, contingency provision, use of reserves, service adjustments.

Factor	Directly Controllable by OWBC?	Base Assumption	Key Risks	Likelihood of Different Outcome	Financial Implications	Controls and Mitigation
				management.		



Council	Thursday, 23 February 2017	Matter for Decision
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Title: **Council Tax Setting 2017/18**

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

1. Introduction

The purpose of this report is for the Council to set the amount of Council Tax for its area in accordance with section 30(s) of the Local Government Finance Act 1992, as amended by the Localism Act 2011.

Approval is sought for Oadby & Wigston Borough Council's net budget requirement of £6,601,700 and an associated Band D Council Tax for 2017/18 of £211.63.

2. Recommendations

- 2.1.** That it be noted that under powers delegated to the Chief Financial Officer, the Council has calculated the amount of 17,155.70 as its Council Tax base for the financial year 2017/18 in accordance with the Local Authorities (Calculation of Council Tax Base) (England) Regulations 2012.
- 2.2.** That the Council Tax Requirement for the Council's own purposes for 2017/18 is £3,630,690.
- 2.3.** The following amounts be calculated by the Council for the year 2017/18 in accordance with sections 30 to 306 (as amended) of the Local Government Finance Act 1992:
 - 2.3.a.** £18,200,300 being the aggregate of the amounts which the Council estimates for the items set out in section 31 A (2) of the Act.
 - 2.3.b.** £14,569,610 being the aggregate of the amounts which the Council estimates for the items set out in section 31 A (3) of the Act.
 - 2.3.c.** £3,630,690 being the amount by which the aggregate at 3 a) above exceeds the aggregate at 3 b) above, calculated by the Council, in accordance with section 31 A (4) of the Act, as its Council Tax Requirement for the year.
 - 2.3.d.** £211.63 being the amount at 3 c) divided by the amount a 1 above, calculated by the Council, in accordance with section 31 B of the Act, as the basic amount of its Council Tax for the year
 - 2.3.e. Valuation Bands**

A	B	C	D	E	F	G	H
£	£	£	£	£	£	£	£
141.09	164.60	188.12	211.63	258.66	305.69	352.72	423.26

Being the amounts given by multiplying the amount at 3 d) above by the number which, in the proportion set out in Section 5 (1) of the Act, is applicable to dwellings

listed in a particular valuation band divided by the number which in that proportion is applicable to dwellings listed in valuation Band D, calculated by the Council, in accordance with section 36 (1) of the Act, as the amount to be taken into account for the year in respect of categories of dwellings listed in different valuation bands.

- 2.4. That it is noted that for the year 2017/18, the Police and Crime Commissioner for Leicestershire, and the Leicester, Leicestershire and Rutland Combined Fire Authority have stated the following amounts in precepts issued to the Council, in accordance with section 40 of the Local Government Finance Act 1992, for each of the categories shown below and that Leicestershire County Council have indicated that their provisional precept will be confirmed on 22 February 2017

Precepting Authorities - Valuation Bands

Leicestershire County Council :-							
A	B	C	D	E	F	G	H
£	£	£	£	£	£	£	£
781.59	911.85	1,042.12	1,172.38	1,432.91	1,693.44	1,953.97	2,344.76
Police and Crime Commissioner for Leicestershire :-							
A	B	C	D	E	F	G	H
£	£	£	£	£	£	£	£
124.82	145.62	166.43	187.23	228.84	270.44	312.05	374.46
Leicestershire Fire Authority :-							
A	B	C	D	E	F	G	H
£	£	£	£	£	£	£	£
41.89	48.88	55.86	62.84	76.80	90.77	104.73	125.68

- 2.5. That having calculated the aggregate in each case of the amounts at 2.3 (e) and 2.4 above, the Council, in accordance with section 30 (2) of the Local Government Finance Act 1992, hereby sets the following amounts as the amounts of Council Tax for the year 2017/18 for each of the categories of dwellings shown below'.

Valuation Bands

A	B	C	D	E	F	G	H
£	£	£	£	£	£	£	£
1,089.39	1,270.95	1,452.53	1,634.08	1,997.21	2,360.34	2,723.47	3,268.16

3. Information

Section 30 of the Local Government Finance Act 1992 requires the Council to set amounts of Council tax at taxpayer level for each category of dwelling (i.e. Council Tax Band) before 11 March in the preceding financial year. At the time of writing, the Police and Crime Commissioner for Leicestershire and Leicester and the Leicestershire and Rutland Combined Fire Authority had already set their Council Tax increases for 2017/18. Leicestershire County Council is due to agree its increase on 22 February 2017.

The increases (including the indicative increase for Leicestershire County Council) are as follows:

Preceptor	% - Age Increase
Leicestershire County Council (provisional)	3.99
Police and Crime Commissioner for Leicestershire and Leicester	1.99
Leicestershire and Rutland Combined Fire Authority	1.98

For 2016/17, local authorities that provide adult social care (such as Leicestershire County Council) were able to levy an additional precept of up to 2%. The settlement for 2017/18 included allowing local authorities that provide adult social care to levy a precept on Council Tax that will allow for a maximum 6% increase over the next three years, with a maximum increase in any one year of 3%. (So an authority could set the precept at 2% in each of the next three years, or 3% in the first two years and then 0% in the final year). As can be seen in the table above, Leicestershire County Council has provisionally decided to opt for a 2% adult social care levy in 2017/18. Their final decision will be reported to Council verbally by the Chief Financial Officer before members are asked to vote on the recommendations contained in this report.

The final local government finance settlement for 2017/18 will be announced by the Secretary of State after the writing of this report. The Council has adequate reserves to make any minor adjustments to its budget once the final figures are confirmed.

In total, the average Council Tax (Band D) for 2017/18 (assuming that Leicestershire County Council confirms its proposed precepts) will be 3.47%, comprising:

Preceptor	Band D Council Tax	% - Age Increase
Leicestershire County Council	£1,172.38	3.99
Police and Crime Commissioner for Leicestershire and Leicester	£187.23	1.99
Leicestershire and Rutland Combined Fire Authority	£62.84	1.98
Oadby & Wigston Borough Council	£211.63	2.42
TOTAL	£1,634.08	3.47

The table below shows the respective proportions year on year:-

(Continued overleaf)

	10/11		11/12		12/13		13/14	
	£	%	£	%	£	%	£	%
L.C.C	1,063.00	71.4	1,063.00	71.4	1,063.00	71.2	1,063.00	71.0
L.P.P.C	169.63	11.4	169.63	11.4	173.87	11.6	173.87	11.6
L.F.A	53.38	3.6	53.38	3.6	53.38	3.6	58.38	3.9
OWBC	202.60	13.6	202.60	13.6	202.60	13.6	202.60	13.5
Total	1,488.61		1,488.61		1,492.85		1,497.85	
	14/15		15/16		16/17		17/18	
	£	%	£	%	£	%	£	%
L.C.C	1,063.00	70.8	1,084.15	71.0	1,127.40	71.4	1,172.38	71.7
L.P.P.C.	176.48	11.8	180.00	11.8	183.58	11.6	187.23	11.5
L.F.A	59.25	3.9	60.43	4.0	61.62	3.9	62.84	3.8
OWBC	202.60	13.5	202.60	13.3	206.63	13.1	211.63	13.0
Total	1,501.33		1,527.18		1,579.23		1,634.08	

Under Section 65 of the Local Government Finance Act 1992, the Council is required to consult National Non Domestic Ratepayers, within the area of the borough, on proposed revenue and capital expenditure for the financial year 2017/18.

As the Council is unable to influence the amount that the commercial sector is required to pay in business rates, it is difficult to make this consultation meaningful. By forwarding details of the proposed budget to the Leicester Chamber of Commerce and the Federation of Small Businesses for circulation amongst their members, who constitute a cross section of all sizes and types of businesses, this obligation has been met for 2017/18. Any feedback arising will be reported to the Council meeting.

Although the information contained in this report was accurate at the time of writing not all the major precept bodies had formally approved their Council Tax. Should there be any changes to the figures in this report Members will be informed at the meeting.

Background Documents:-
None.

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Implications	
Financial (MHo)	These are included within the main body of the report.
Legal (AC)	An annual legislative requirement as to Council Tax setting.
Risk (MHo)	CR1 - Scarce Financial Resources Risk has been assessed and appropriate measures have been built into these budget proposals.
Equalities (MHo)	In planning the budget, EA's have been taken into account for all changes to current funding-levels.
	Equality Assessment:- <input type="checkbox"/> Initial Screening <input type="checkbox"/> Full Assessment <input checked="" type="checkbox"/> Not Applicable



Council	Thursday, 23 February 2017	Matter for Information and Decision
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Title: **Pay Policy Statement 2017/18**

Author: **Karen Pollard (Interim Corporate Resources Manager)**

1. Introduction

- 1.1. The Localism Act 2011 required every local authority to produce and publish a Pay Policy Statement for each financial year from 2012/13.
- 1.2. This report sets out the Council’s draft Pay Policy Statement for the upcoming financial year 2017/18.

2. Recommendations

That Member’s approve the Pay Policy Statement for 2017/18

3. Information

- 3.1. The Council is committed to transparency and fairness in its pay and remuneration of all its employees. The Localism Act requires the Council to produce an annual policy statement that covers a number of matters concerning the pay of the Councils staff; namely its Chief Officers and the Authority’s lowest paid employees. This pay policy statement meets the requirements of the Localism Act 2011 and takes account of the guidance issued by Secretary for Communities and Local Government “Openness and Accountability in Local Pay: Guidance under Section 40 of the Localism Act”.
- 3.2. The Pay Policy statement is attached at **Appendix A**. The Council’s current salary pay grades are also attached at **Appendix B**. The pay award for 2016 was for a 1% for both 2016 and 2017. In accordance with the Council’s commitment to openness and transparency, its Senior Officer pay scales are available on the Council’s website, identifying those Officers whose earnings exceed £58,200.
- 2.2. Once approved by the full Council, this policy statement will come into immediate effect, superseding the 2016/2017 Pay Policy Statement, and will be subject to review in accordance with the relevant legislation prevailing at that time, currently annually.
- 3.3. Section 77 of the Equality Act 2010 introduces limits to the enforceability of “secrecy clauses” that some employers use to restrict discussion about pay packages and differentials. This does not mean secrecy clauses are completely unlawful; instead it will make them unenforceable against employees who make a relevant pay disclosure.

Background Documents:-
None.

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Implications	
Financial (CR)	CR1 Scarce Financial Resources: The implications of the pay policy are incorporated within revenue

	budgets.
Legal (AC)	Adherence to legislation and policies will prevent challenge to the Council
Risk (KP)	CR4 - Reputation Damage CR6 - Regulatory Governance CR8 - Organisational /Transformational Change
Equalities (KP)	Promotes transparency and should prohibit pay disparities.
	Equality Assessment:-
	<input type="checkbox"/> Initial Screening <input type="checkbox"/> Full Assessment <input checked="" type="checkbox"/> Not Applicable

OADBY AND WIGSTON BOROUGH COUNCIL

Pay Policy Statement 2017/2018

1. Introduction

- 1.1 Oadby and Wigston Borough Council recognises that remuneration at all levels needs to be adequate to secure and retain high quality employees dedicated to the service of the public. However, in the context of managing scarce public resources with ever decreasing funds and further spending cuts to be made, such remuneration needs to avoid being unnecessarily generous or otherwise excessive.
- 1.2 It is important that local authorities are able to determine their own pay structures in order to address local priorities and to compete in the local labour market.
- 1.3 In particular, it is recognised that senior management roles in local government are complex and diverse functions in a highly politicised environment where often national and local pressures conflict. The Council's ability to continue to attract and retain high calibre leaders capable of delivering this complex agenda, particularly during times of financial challenge, is crucial if the Council is to retain its current high performance levels.

2. Legislation

- 2.1 Section 38/11 of the Localism Act 2011 requires local authorities to produce a Pay Policy Statement for each financial year thereafter, by the 31 March.
- 2.2 In determining the pay and remuneration of all of its employees, the Council will comply with all relevant employment legislation. This includes the Equality Act 2010, Part Time Employment (Prevention of Less Favourable Treatment) Regulations 2000, The Agency Workers Regulations 2010, The Fixed Term Employment (Prevention of Less Favourable Treatment) Regulations 2002, and where relevant, the Transfer of Undertakings (Protection of Employment) Regulations 2006.
- 2.3 With regard to the equal pay requirements contained within the Equality Act 2010, the Council ensures there is no pay discrimination in its pay structures and that all pay differentials are objectively justified through the use of an equality-proofed job evaluation mechanism, which directly relates salaries to the requirements, demands and responsibilities of the role.
- 2.4 The Localism Act 2011 and supporting statutory guidance provides details of matters that must be included in this statutory pay policy but also emphasises that each local authority has the autonomy to take its own decisions on pay and pay policies.
- 2.5 The format of this policy statement was approved by the full Council in April 2012 and is subject to review in accordance with the relevant legislation prevailing at that time, currently annually.

3. Scope

- 3.1 This Pay Policy Statement includes a policy on:-
 - (a) The level and elements of remuneration for each Chief Officer;
 - (b) The remuneration of the lowest paid employees;
 - (c) The relationship between the remuneration of Chief Officers and other officers; and
 - (d) Other specific aspects of Chief Officer remuneration, fees and charges and other discretionary payments.

3.2 Remuneration in this context is defined widely to include not just pay but also charges, fees, allowances, benefits in kind, increases in enhancements of pension entitlements and termination payments.

4. Senior Pay

4.1 In this policy the senior pay group covers posts in the top two tiers of the Council. These include the Chief Executive, and the Director of Services.

4.2 The numbers in the above posts are as follows:-

Chief Executive (1)
Director (1)
Head of Corporate Resources

4.3 The policy for each group is as follows:-

4.4 Chief Executive

(a) The Chief Executive's pay is a locally agreed Chief Executive Pay Grade and is currently in the following range:-

Chief Executive	C1 - 3	£89,414 – £98,406
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(b) This salary was approved by Full Council and no additional bonus, performance, honoraria or ex gratia payments have been made.

(c) Salary is subject to annual cost of living increases agreed by Joint Negotiating Committee for Chief Officers (JNC) for Local Authority Chief Executives national conditions.

4.5 Director of Service

(a) The Director post has been evaluated externally and independently under the HAY Job Evaluation Scheme and the pay grade is currently in the following range:-

Director	D4 – 6	£76,474 - £80,969
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(b) This salary was approved by Full Council and no additional bonus, performance, honoraria or ex gratia payments have been made.

(c) Salary is subject to annual cost of living increases agreed by Joint Negotiating Committee for Chief Officers (JNC) for Local Authority Chief Executives national conditions.

4.6 Heads of Service

(a) The Heads of Service jobs have been evaluated using the Greater London Provincial Council Job Evaluation Scheme and the Management Levels 1-4 were agreed locally and are currently within the following range:-

Heads of Service	Management Levels 1 – 4	£48,380 - £67,765
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(b) Salary is subject to annual cost of living increases agreed by the National Joint Committee (NJC) for Local Authority Services.

4.7 **Additional fees**

- (a) Special fees are paid for Returning Officer duties with regards to fulfilling Borough Election duties which on average is £2.5k. This does not form part of the post holder's substantive role and these fees are payable as required and can be made to any senior officer appointed to fulfil the statutory duties of this role. The Returning Officer is an officer of the Borough Council who is appointed under the Representation of the People Act 1983. The role of the Returning Officer involves and incurs personal responsibility and accountability and is statutorily separate from duties as an employee of the Borough Council, hence the additional remuneration which is paid. As Returning Officer, the employee is paid a separate allowance for each election for which they are responsible.

5. **Lowest paid employees**

- 5.1 The lowest paid employees on the pay structure are currently paid at Band 1, Scale Points 6 – 10, £15,014 – 15,613 as a full time equivalent basic rate. These are in line with the recommendations outlined in the national guidance from the Local Government Association.
- 5.2 There are currently three employees on Band 1 and each of these is paid at Scale Point 10, £15,613 (some work part time so this is on a pro rata basis), which equates to an hourly rate of £8.09, having reached the top of Band 1 as a result of being with the Council for several years respectively.
- 5.3 However, on 15 March 2013, Councillors resolved to implement the National Minimum Living Wage. The National Minimum Living Wage, calculated by the Centre for Research in Social Policy, is distinct from the National Minimum Wage. It focuses on the wage rate that is necessary to provide workers and their families with a basic but acceptable standard of living. The minimum standard of living is socially defined and is often intrinsically linked to other social goals such as the fulfilment of care responsibilities. The impact on employment or the effects on employers is given little if any consideration by this figure.
- 5.4 Following appropriate consultation, the Council signed up to the National Minimum Living Wage and this was implemented in September 2013. New rates are announced during the first week of November and should be applied; the National Minimum Living Wage was set at £8.45 per hour. This gives an increase of 2.5%. The National Minimum Wage to be paid from 1st April is £7.50 for over 25's, £7.05 for 21 to 24 year olds and £5.60 for 18 to 20 year olds. There are different rates for apprentices. Those employees currently on Band 1 and early points on Band 2, whose ordinary salary falls below the National Minimum Living Wage, are therefore paid the difference between their hourly rate and the National Minimum Living Wage rate as a supplement to their salary, if employees work part time this is paid on a pro rata basis.
- 5.5 The National Minimum Living Wage is set externally by an independent third party, and this is reviewed in November each year. The Council does not have any input in the rate at which the National Minimum Living Wage is set, but nevertheless has committed to paying it to the lowest paid employees.
- 5.6 The Council also operates an apprenticeship programme that is designed to give young people the opportunity to gain a relevant qualification through study and on the job training. The training opportunities afforded to individuals through the apprenticeship programme are not directly comparable to other positions filled by employees within the Council. These apprentices are employed under the Government's national minimum wage legislation

dependent on their age. The apprentices at this Council are paid minimum of £5.55 per hour or dependant on age. Apprentices over 21 years of age receive £6.95 per hour.

6. Pay Structure

- 6.1 The pay structure for all employees except the Chief Executive, Director of Services and Heads of Service is established using NJC for Local Authorities Services National Pay Spine. Please see **Appendix B** for a copy of the Council's current pay structure.
- 6.2 All posts bar that of the Chief Executive and Director of Services are evaluated using the Greater London Provincial Council Job Evaluation Scheme, which is recognised by employers and trades unions nationally. This Scheme allows for robust measurement against set criteria resulting in fair and objective evaluations and satisfies equal pay requirements.
- 6.3 Job evaluation is an on-going process and where it is identified there are changes in duties or anomalies the post will be re-evaluated to ensure consistency and equality.
- 6.4 Job evaluation has been carried out in partnership with the Trade Unions and involving employees at all levels from across the Council. Every post on the establishment has been evaluated and ranked using the Greater London Provincial Council Scheme (Green Book employees) and Hay (Chief Officers and Chief Executive). Both schemes were approved at the full Council meeting in December 2003.
- 6.5 Following the outcome of the rank order exercise, a new pay and grading structure was designed, agreed and adopted by full Council on 23 February 2006. Full implementation was achieved in May 2006 and backdated to 1 April 2005. Thereafter all following new or altered jobs have been evaluated by the same scheme.
- 6.6 Progression within the band for all staff is subject to satisfactory performance on 1 April each year, provided that the employee has completed a minimum of 6 months service when an increment is awarded up to the maximum of the band. If the employee has not completed 6 months service, the increment will be payable in the employee's 6th month with the Council subject to satisfactory performance.

7. Payments/Charges and Contributions

- 7.1 From April 2014, there have been significant changes to the Local Government Pension Scheme.
- 7.2 All employees automatically become a member of the Local Government Pension Scheme subject to an option out of the scheme. They will automatically be enrolled onto the "main scheme", where they meet the qualifying criteria.
- 7.3 The amount of contribution payable by an employee in the "main scheme" will depend upon their actual salary received, rather than a full time equivalent. This means that part-time employees would only pay against their actual gross salary per annum and would not be expected to pay the higher rate of their full time equivalent. The amounts which are payable are shown in the table below:-

EMPLOYEE CONTRIBUTIONS		
Up to £13,500	-	5.5%
More than £13,501 and up to £21,000	-	5.8%
More than £21,001 and up to £34,000	-	6.5%
More than £34,001 and up to £43,000	-	6.8%
More than £43,001 and up to £60,000	-	8.5%
More than £60,001 and up to £85,000	-	9.9%
More than £85,001 and up to £100,000	-	10.5%
More than £100,001 and up to £150,000	-	11.4%
More than £150,001	-	12.5%

- 7.4 As an alternative to the “main scheme”, employees have the option to enrol onto the “50/50 scheme”. If they opt to join the “50/50 scheme” then, rather than making the full contributions as set out above, they will only have to contribute one half of what they ordinarily would in the “main scheme”; however, the Council continues to pay a full contribution as though the employee were in the “main scheme”. This will obviously reduce the amount of contributions made by the employee to their pension which will have an effect on the overall value of the benefits due to them under the Local Government Pension Scheme (LGPS) when they retire. Members of the LGPS can switch between the main scheme and 50/50 scheme at any time and the appropriate form to do so can be obtained from HR.
- 7.5 Under the 2014 regulations of the LGPS, employees who meet the qualifying criteria will automatically be enrolled into the scheme and can only opt out when they have become an active member. Employees, who elect to opt out of the scheme, must obtain a form to opt out directly from Leicestershire County Council (the scheme providers). The Council cannot opt any employees out of the scheme under the new ruling, nor can it provide the form to do so.
- 7.6 The Council makes employer’s contributions into the scheme; the current rate is 22.5% of the whole time salary.
- 7.7 Employees who are not automatically enrolled onto the 2014 scheme because they did not meet the qualifying criteria can elect to join the scheme at any time by requesting a membership form from HR. The membership will be effective from the next payroll date.
- 7.8 Employees who had already opted out of the scheme on or after the Council’s staging date, 1 April 2014 will automatically be enrolled under the 2014 ruling on 1 October 2017. This is the final date in which the Council is able to postpone auto-enrolment. Once an employee has become an active member of the LGPS they can still choose to opt out as per the process set out above.
- 8. Multipliers**
- 8.1 Publishing the pay ratio of the organisation’s top earner to that of its lowest paid earner and median earner has been recommended to support the principles of Fair Pay (Will Hutton, 2011) and transparency.
- 8.2 From the 1st April 2017, the Chief Executive, who is the top earner in the Council, will earn £98,406 per annum. This is 4.4 times the average earnings in the Council (which is £22,658 based on the 2016/17 salary budget). The Chief Executives pay is 6.55 times the lowest

earner, which is £15,014 per annum (excluding the supplemental payment in respect of the National Minimum Living Wage).

8.3 These multipliers will be monitored each year within the Pay Policy Statement.

9. Discretionary Payments

9.1 The policy for the award of any discretionary payments is the same for all staff regardless of their pay level. The following arrangements apply:

‘Redundancy payments under regulation 5 of the Local Government (Early Termination of Employment) (Discretionary Compensation) (England & Wales) Regulations 2006.’

9.2 The Council has based redundancy payment calculations on an unrestricted week’s pay but using the statutory age and service related redundancy scale to determine the number of weeks to be used in the calculation. This is payable to employees made redundant with 2 or more years local government service.

9.3 Severance payments under regulation 6

Redundancy – The Council has not elected to pay any additional discretionary compensation in excess of the redundancy payment.

9.4 Regulation 18 of the Local Government Pension Scheme (Benefits, Membership & Contributions) Regulations 2007 – Requirements as to time of payment (Flexible Retirement)

The Council had agreed to consider applying discretion when a scheme member who is over 55 reduces their hours and/or grade and wishes to receive their accrued pension benefits without having retired from employment. However, under the changes to the Local Government Pension Scheme which came into effect from 1 April 2014, the employee will be advised that early retirement will have an adverse effect on their entitlement to benefits due under the Scheme, and such benefits will be significantly reduced. Under the 2014 Regulations, employees will only be entitled to full benefits under the LGPS when they have reached state pension age.

9.5 No additional membership for revision purposes under regulation 12 of the Local Government Pension Scheme (Benefits, Membership & Contributions) Regulations 2007 is awarded.

9.6 No additional pension under regulation 13 of the Local Government Pension Scheme (Benefits, Membership & Contributions) Regulations 2007 is awarded.

10. Decision Making

10.1 Decisions on remuneration are made as follows:-

(a) Chief Executive Officer local pay level approved by Full Council;

(b) Pay structure for all other posts approved by Full Council.

11. Disclosure

11.1 This Pay Policy Statement is published on the Council’s website. In addition, details of all staff paid above £58,200 as defined in line with the Code of Recommended Practice for Local Authorities on Data Transparency published in September 2011, are as follows:-

Chief Executive
Director of Services
Head of Corporate Resources

12. Performance related pay

12.1 There are no performance related pay schemes in place.

13. Equality and Diversity

13.1 This Pay Policy Statement will assist the Council to monitor remuneration across the Council and provide a fair system which avoids discrimination.

For further information please contact:-

Karen Pollard Corporate Resources

Telephone: (0116) 2572727 or by e-mail, Karen.pollard@oadby-wigston.gov.uk

2017/18 SALARY PAY GRADES

Appendix B

	SCP	1st April 2017	Hourly Rate		
		£	£		
N J C f o r L o c a l G o v e r n m e n t E m p l o y e e s (G r e e n B o o k)	Band 1	6	16,300	8.45	
		7	16,300	8.45	
		8	16,300	8.45	
		9	16,300	8.45	
		10	16,300	8.45	
	Band 2	11	16,300	8.45	
		12	16,300	8.45	
		13	16,491	8.55	
		14	16,781	8.70	
		15	17,072	8.85	
	Band 3	15	17,072	8.85	
		16	17,419	9.03	
		17	17,772	9.21	
		18	18,070	9.37	
	Band 4	18	18,070	9.37	
		19	18,746	9.72	
		20	19,430	10.07	
		21	20,138	10.44	
	Band 5	22	20,661	10.71	
		23	21,268	11.02	
		24	21,962	11.38	
		25	22,658	11.74	
	Band 6	26	23,398	12.13	
		27	24,174	12.53	
		28	24,964	12.94	
		29	25,951	13.45	
	Band 7	30	26,822	13.90	
		31	27,668	14.34	
		32	28,485	14.76	
		33	29,323	15.20	
	Band 8	34	30,153	15.63	
		35	30,785	15.96	
		36	31,601	16.38	
		37	32,486	16.84	
	Band 9	38	33,437	17.33	
		39	34,538	17.90	
		40	35,444	18.37	
		41	36,379	18.86	
	Band 10	42	37,306	19.34	
		43	38,237	19.82	
		44	39,177	20.31	
		45	40,057	20.76	
		46	40,057	20.76	
	Locally agreed Mgt Grades	Band 11	47	41,967	21.75
			48	42,899	22.24
			49	43,821	22.71
Locally agreed Mgt Grades	Management Level 1	Level a	47,901	24.83	
		Level b	48,878	25.33	
		Level c	49,855	25.84	
		Level d	50,835	26.35	
Locally agreed Mgt Grades	Management Level 2	Level 2	56,772	29.43	
	Management Level 3	Level 3	61,933	32.10	
	Management Level 4	Level 4	67,094	34.78	
Hay salary grades	Director D4-6	D4	75,717	39.25	
		D5	77,942	40.40	
		D6	80,167	41.55	
Hay salary grades	Chief Executive	C1	88,529	45.89	
		C2	92,381	47.88	
		C3	97,432	50.50	



Council	Thursday, 23 February 2017	Matter for Information and Decision
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Title: **Opting in to the National Scheme for Auditor Appointments**

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

1. Introduction

- 1.1. From financial year 2018/19 local authorities are able to appoint their own external auditors. This report sets out the options available to the Council for the 2018/19 accounts and beyond, noting that the current arrangements only cover up to and including the 2017/18 audit. The Council will need to implement new arrangements in respect of the appointment of external auditors from 1 April 2018 and these arrangements will need to be in place in time to make a first appointment by 31 December 2017.
- 1.2. Regulations made under the Local Audit and Accountability Act 2014 ('the Act') allow authorities to opt in for their external auditor to be appointed by the Secretary of State as an 'appointing person'. Public Sector Audit Appointments (PSAA) has been specified by the Secretary of State as an 'appointing person'. PSAA has now formally invited the Council to opt in, along with all other local authorities, so that they can enter into a number of contracts with appropriately qualified audit firms and appoint a suitable firm to be the Council's external auditor from 1 April 2018.

2. Recommendations

That Council accepts PSAA's invitation to opt in to the sector led option for the appointment of external auditors for five financial years commencing 1 April 2018.

3. Information

- 3.1. The Council has until December 2017 to appoint its external auditors and PSAA has formally invited the Council to opt in to the national sector led body. A copy of the invitation, containing details of the PSAA offer, is attached as an appendix to this report. If the Council is to take advantage of the national scheme it needs to take the decision to enable it to accept the invitation by 9 March 2017. PSAA will commence the formal procurement process after this date. It expects to award contracts by the end of June 2017 and consult with authorities on the appointment of auditors to meet the statutory deadline of 31 December 2017.
- 3.2. The principal benefits in choosing to opt in to the sector led body are as follows:
 - PSAA will run the tendering exercise, evaluate bids, award contracts and consult on individual appointments.
 - PSAA will ensure the appointment of a suitable qualified and registered auditor.
 - PSAA will monitor contract delivery and ensure compliance with contractual, audit quality and independence requirements.
 - Large scale contracts procured through PSAA will bring economies of scale and attract keener prices from the market than smaller local contracts.
 - The overall procurement costs will be lower than if the Council were to carry out

its own procurement exercise.

- 3.3. PSAA consider the optimal length of contract to be five years. The scope of the audit will still be specified nationally as at present by the National Audit Office.

Background Documents:-

None.

Email: martin.hone@oadby-wigston.gov.uk

Tel: (0116) 257 2621

Implications	
Financial (MHo)	External auditor fees are anticipated to increase when the current contract ends on 31 March 2018 although the proposed fees for subsequent years cannot be known until after the procurement process has been completed.
Legal (AC)	Section 7 of the Act requires the Council to appoint an external auditor to audit its accounts for a financial year not later than 31 December in the preceding year.
Risk (MHo)	If the national scheme is not used some additional resources may be needed to establish an auditor panel (comprised of Members) and conduct a local procurement.
Equalities (MHo)	No significant implications.
	Equality Assessment:- <input type="checkbox"/> Initial Screening <input type="checkbox"/> Full Assessment <input checked="" type="checkbox"/> Not Applicable

27 October 2016

Email: appointingperson@psaa.co.uk

Mark Hall
Oadby and Wigston Borough Council
Council Offices
Station Road
Wigston Leicestershire LE18 2DR

Copied to: Martin Hone, Interim S151 Officer, Oadby and Wigston Borough Council
Anne Court, Deputy Monitoring Officer, Oadby and Wigston Borough Council

Dear Mr Hall

Invitation to opt into the national scheme for auditor appointments

As you know the external auditor for the audit of the accounts for 2018/19 has to be appointed before the end of 2017. That may seem a long way away, but as there is now a choice about how to make that appointment, a decision on your authority's approach will be needed soon.

We are pleased that the Secretary of State has expressed his confidence in us by giving us the role of appointing local auditors under a national scheme. This is one choice open to your authority. We issued a prospectus about the scheme in July 2016, available to download on the [appointing person](#) page of our website, with other information you may find helpful.

The timetable we have outlined for appointing auditors under the scheme means we now need to issue a formal invitation to opt into these arrangements. The covering email provides the formal invitation, along with a form of acceptance of our invitation for you to use if your authority decides to join the national scheme. We believe the case for doing so is compelling. To help with your decision we have prepared the additional information attached to this letter.

I need to highlight two things:

- we need to receive your formal acceptance of this invitation by 9 March 2017; and
- the relevant regulations require that, except for a body that is a corporation sole (a police and crime commissioner), the decision to accept the invitation and to opt in needs to be made by the members of the authority meeting as a whole. We appreciate this will need to be built into your decision making timetable.

If you have any other questions not covered by our information, do not hesitate to contact us by email at appointingperson@psaa.co.uk.

Yours sincerely



Jon Hayes, Chief Officer

Appointing an external auditor

Information on the national scheme

Public Sector Audit Appointments Limited (PSAA)

We are a not-for-profit company established by the Local Government Association (LGA). We administer the current audit contracts, let by the Audit Commission before it closed.

We have the support of the LGA, which has worked to secure the option for principal local government and police bodies to appoint auditors through a dedicated sector-led national procurement body. We have established an advisory panel, drawn from representative groups of local government and police bodies, to give access to your views on the design and operation of the scheme.

The national scheme for appointing local auditors

We have been specified by the Secretary of State for Communities and Local Government as the appointing person for principal local government bodies. This means that we will make auditor appointments to principal local government bodies that choose to opt into the national appointment arrangements we will operate for audits of the accounts from 2018/19. These arrangements are sometimes described as the 'sector-led body' option, and our thinking for this scheme was set out in a prospectus circulated to you in July. The prospectus is available on the [appointing person](#) page of our website.

We will appoint an auditor for all opted-in authorities for each of the five financial years beginning from 1 April 2018, unless the Secretary of State chooses to terminate our role as the appointing person beforehand. He or she may only do so after first consulting opted-in authorities and the LGA.

What the appointing person scheme will offer

We are committed to making sure the national scheme will be an excellent option for auditor appointments for you.

We intend to run the scheme in a way that will save time and resources for local government bodies. We think that a collective procurement, which we will carry out on behalf of all opted-in authorities, will enable us to secure the best prices, keeping the cost of audit as low as possible for the bodies who choose to opt in, without compromising on audit quality.

Our current role means we have a unique experience and understanding of auditor procurement and the local public audit market.

Using the scheme will avoid the need for you to:

- establish an audit panel with independent members;
- manage your own auditor procurement and cover its costs;
- monitor the independence of your appointed auditor for the duration of the appointment;
- deal with the replacement of any auditor if required; and
- manage the contract with your auditor.

Our scheme will endeavour to appoint the same auditors to other opted-in bodies that are involved in formal collaboration or joint working initiatives, if you consider that a common auditor will enhance efficiency and value for money.

We will also try to be flexible about changing your auditor during the five-year appointing period if there is good reason, for example where new joint working arrangements are put in place.

Securing a high level of acceptances to the opt-in invitation will provide the best opportunity for us to achieve the most competitive prices from audit firms. The LGA has previously sought expressions of interest in the appointing person arrangements, and received positive responses from over 270 relevant authorities. We ultimately hope to achieve participation from the vast majority of eligible authorities.

High quality audits

The Local Audit and Accountability Act 2014 provides that firms must be registered as local public auditors with one of the chartered accountancy institutes acting in the capacity of a Recognised Supervisory Body (RSB). The quality of registered firms' work will be subject to scrutiny by both the RSB and the Financial Reporting Council (FRC), under arrangements set out in the Act.

We will:

- only contract with audit firms that have a proven track record in undertaking public audit work;
- include obligations in relation to maintaining and continuously improving quality in our contract terms and in the quality criteria in our tender evaluation;
- ensure that firms maintain the appropriate registration and will liaise closely with RSBs and the FRC to ensure that any quality concerns are detected at an early stage; and
- take a close interest in your feedback and in the rigour and effectiveness of firms' own quality assurance arrangements.

We will also liaise with the National Audit Office to help ensure that guidance to auditors is updated as necessary.

Procurement strategy

In developing our procurement strategy for the contracts with audit firms, we will have input from the advisory panel we have established. The panel will assist PSAA in developing arrangements for the national scheme, provide feedback to us on proposals as they develop, and helping us maintain effective channels of communication. We think it is particularly important to understand your preferences and priorities, to ensure we develop a strategy that reflects your needs within the constraints set out in legislation and in professional requirements.

In order to secure the best prices we are minded to let audit contracts:

- for 5 years;
- in 2 large contract areas nationally, with 3 or 4 contract lots per area, depending on the number of bodies that opt in; and
- to a number of firms in each contract area to help us manage independence issues.

The value of each contract will depend on the prices bid, with the firms offering the best value being awarded larger amounts of work. By having contracts with a number of firms, we will be able to manage issues of independence and avoid dominance of the market by one or two firms. Limiting the national volume of work available to any one firm will encourage competition and ensure the plurality of provision.

Auditor appointments and independence

Auditors must be independent of the bodies they audit, to enable them to carry out their work with objectivity and credibility, and in a way that commands public confidence.

We plan to take great care to ensure that every auditor appointment passes this test. We will also monitor significant proposals for auditors to carry out consultancy or other non-audit work, to protect the independence of auditor appointments.

We will consult you on the appointment of your auditor, most likely from September 2017. To make the most effective allocation of appointments, it will help us to know about:

- any potential constraints on the appointment of your auditor because of a lack of independence, for example as a result of consultancy work awarded to a particular firm;
- any joint working or collaboration arrangements that you think should influence the appointment; and
- other local factors you think are relevant to making the appointment.

We will ask you for this information after you have opted in.

Auditor appointments for the audit of the accounts of the 2018/19 financial year must be made by 31 December 2017.

Fee scales

We will ensure that fee levels are carefully managed by securing competitive prices from firms and by minimising our own costs. Any surplus funds will be returned to scheme members under our articles of association and our memorandum of understanding with the Department for Communities and Local Government and the LGA.

Our costs for setting up and managing the scheme will need to be covered by audit fees. We expect our annual operating costs will be lower than our current costs because we expect to employ a smaller team to manage the scheme. We are intending to fund an element of the costs of establishing the scheme, including the costs of procuring audit contracts, from local government's share of our current deferred income. We think this is appropriate because the new scheme will be available to all relevant principal local government bodies.

PSAA will pool scheme costs and charge fees to audited bodies in accordance with a fair scale of fees which has regard to size, complexity and audit risk, most likely as evidenced by audit fees for 2016/17. Pooling means that everyone in the scheme will benefit from the most competitive prices. Fees will reflect the number of scheme participants – the greater the level of participation, the better the value represented by our scale fees.

Scale fees will be determined by the prices achieved in the auditor procurement that PSAA will need to undertake during the early part of 2017. Contracts are likely to be awarded at the end of June 2017, and at this point the overall cost and therefore the level of fees required will be clear. We expect to consult on the proposed scale of fees in autumn 2017 and to publish the fees applicable for 2018/19 in March 2018.

Opting in

The closing date for opting in is 9 March 2017. We have allowed more than the minimum eight week notice period required, because the formal approval process for most eligible bodies, except police and crime commissioners, is a decision made by the members of an authority meeting as a whole.

We will confirm receipt of all opt-in notices. A full list of authorities who opt in will be published on our website. Once we have received an opt-in notice, we will write to you to request information on any joint working arrangements relevant to your auditor appointment, and any potential independence matters that would prevent us appointing a particular firm.

If you decide not to accept the invitation to opt in by the closing date, you may subsequently make a request to opt in, but only after 1 April 2018. The earliest an auditor appointment can be made for authorities that opt in after the closing date is therefore for the audit of the accounts for 2019/20. We are required to consider such requests, and agree to them unless there are reasonable grounds for their refusal.

Timetable

In summary, we expect the timetable for the new arrangements to be:

- Invitation to opt in issued 27 October 2016
- Closing date for receipt of notices to opt in 9 March 2017
- Contract notice published 20 February 2017
- Award audit contracts By end of June 2017
- Consult on and make auditor appointments By end of December 2017
- Consult on and publish scale fees By end of March 2018

Enquiries

We publish frequently asked questions on our [website](#). We are keen to receive feedback from local bodies on our plans. Please email your feedback or questions to: appointingperson@psaa.co.uk.

If you would like to discuss a particular issue with us, please send an email to the above address, and we will make arrangements either to telephone or meet you.

Agenda Item 14



Council	Thursday, 23 February 2017	Matter for Information and Decision
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Title: **Statement of Cooperation and Objectively-Assessed Need**

Author: **Adrian Thorpe (Planning, Development and Regeneration Manager)**

1. Introduction

- 1.1. The publication of the Housing and Economic Development Needs Assessment (January 2017) (HEDNA) concluded the 1st stage of calculating Local Plan housing and employment need. The HEDNA was prepared by the consultants GL Hearn on behalf of all of the Leicester and Leicestershire local authorities and the LLEP. This 1st stage identifies an Objectively Assessed Need (OAN) for both housing and employment at a housing market area wide and local authority level. This OAN is then taken through a number of subsequent stages to eventually arrive at a Local Plan target. For the purposes of this committee report only housing will be mentioned.
- 1.2. The 2nd stage of calculating Local Plan housing need relates to an assessment that all of the Local Authorities within the Leicester and Leicestershire Housing Market Area (HMA) are required to undertake. This assessment relates to the amount of appropriate land available for housing need up to the year 2036 within the HMA. It should be noted that this assessment only relates to the availability of land and does not take account of other factors such as current road and highway infrastructure capacity for any additional vehicle movements that would be produced by further housing development within the Borough. Such an assessment would be taken account of at a later stage.
- 1.3. Once the 2nd stage is complete and each of the local authorities within the HMA has identified the amount of available land appropriate for future housing development in its area, the identified land figures are cross referenced with the identified OAN in the HEDNA to establish whether or not each of the local authorities can meet its own OAN (3rd stage). Information relating to this stage is contained within Appendix 1 – The Joint Statement of Cooperation.
- 1.4. The Joint Statement of Cooperation sets out which local authorities within the HMA cannot accommodate its own OAN (having an unmet need) and which local authorities can accommodate their own OAN. This stage only takes account of appropriate land supply.
- 1.5. The further stages of the process then require local authorities to take account of other evidence base, such as transport and highways infrastructure, as well as agreeing collaboratively (through a Memorandum of Understanding) which local authorities within the HMA can accommodate any unmet housing need arising from any local authorities that cannot meet their own need.

2. Recommendations

It is recommended that Members:

- 2.1. Approve the Joint Statement of Cooperation;
- 2.2. Note the outcome of the HEDNA which identifies that the annual Objectively Assessed housing need for the Borough is 148 dwellings from 2011 up to 2031 and 155 dwelling

from 2011 up to 2036; and

- 2.3. Note the further work being undertaken by the Council to identify a Local Plan housing target. Examples of further work are identified in paragraphs 3.10 to 3.16 of this report.

3. Information

- 3.1. The purpose of this Joint Statement of Co-operation is to set out how the local authorities will collaborate to ensure that the necessary joint evidence is in place to support the preparation of Local Plans. It is intended to provide evidence of effective co-operation on planning for issues with cross-boundary impacts. The document has been received by the Members' Advisory Group overseeing the preparation of the Strategic Growth Plan and will proceed through the normal governance procedures of individual authorities.
- 3.2. The HEDNA report identifies two different sets of annual OAN figures (for housing) for both the HMA and each local authority within the HMA. The figures illustrate the identified housing need. One set of figures is based on data running from the year 2011 to the year 2031 and one set of figures is based on data running from the year 2011 to the year 2036. The two sets of annual figures are outlined below.

Annual Figures	2011 to 2031	2011 to 2036
HMA annual OAN figure	4,829	4,716
Oadby and Wigston Annual OAN figure	148	155

- 3.3. To put the above OAN figures into context, the Council's current adopted Core Strategy plans for 90 new dwellings per year over the 20 year Plan period (2006-2026). For a similar 20 year period (2011-2031) the HEDNA identifies the need for 148 new homes per annum. This HEDNA figure is approximately 65 per cent greater than the current adopted target as set out within the Council's Core Strategy. Higher housing need figures are seen across the HMA and are due to a range of factors including market signals and affordable housing need.
- 3.4. The 1st stage identifies that the annual OAN for the Borough of Oadby and Wigston is 148 new homes up to 2031 and 155 new homes up to 2036. Note, this is a policy off need figure and does not take account of land supply or further evidence base. Policy off means that the figures illustrated within the HEDNA have not taken consideration of any planning policy and are purely based on demographic trends and market signals.
- 3.5. With the HEDNA having identified the OAN (the 1st stage), an assessment was then undertaken to find out whether or not the Borough could accommodate the 148 or 155 new homes identified annually. This assessment was based upon appropriate land supply only and had the base date of 1st April 2016. The assessment used the annual OAN figures of 148 and 155 to produce a total OAN need of 2960 and 3875 which was then compared to total potential supply of 2799. All other local authorities within the HMA undertook the same assessment also.
- 3.6. The assessment took account of various elements of land supply across the HMA, including completions since 2011; current housing developments with planning permission (included sites under construction); current housing allocations; units identified within the most recent Strategic Housing Land Availability Assessment (SHLAA); and, an element of windfalls where a local authority had robust evidence to do so. Windfalls can be defined as new homes that are built on an ad hoc basis and have not been planned for or have been built on land that has been identified for housing development. Examples of windfalls are conversions and splitting of existing

housing plots.

- 3.7. The breakdown of each local authorities 2nd stage assessment is contained within Appendix 1, however the summary table below illustrates the HMA supply total and the Borough of Oadby and Wigston's supply total.

Supply Table	OAN 2011 to 2031	OAN 2011 to 2036	Potential Supply	Surplus / Deficiency up to 2031	Surplus / Deficiency up to 2036
HMA figure	96,580 (4,829)	117,900 (4,716)	207,092 (10,355)	+110,512 (5,526)	-
Oadby and Wigston figure	2,960 (148)	3,875 (155)	2,799 (140)	-161 (-8)	-1,076 (-43)

Note: figures in brackets are annual figures. The supply annual figures are for the period 2011 to 2031.

- 3.8. As can be seen from the above table (and the Statement of Cooperation in Appendix 1) the Borough does not (as of 1st April 2016) have sufficient appropriate land available to build all of its housing need (OAN) identified within the HEDNA during either of the timescales. It must be noted that the figures illustrated within the Joint Statement of Cooperation assume that every single unit comes forward and is completed during the timescales. Therefore, using the current supply figures for the Borough area, minus 161 units (up to 2031) and minus 1,076 (up to 2036) is a best case scenario of unmet need. Assuming all land will come forward over such long periods of time is not a prudent approach as many factors can play a role in housing delivery. A more prudent approach would be for the Borough to factor in a potential non delivery percentage.
- 3.9. Although the Joint Statement of Cooperation does identify an unmet need for the Borough of Oadby and Wigston, it does also identify a surplus of 110,512 units across the HMA. It could therefore be assumed that any unmet need identified in the Joint Statement of Cooperation could be met elsewhere within the HMA.
- 3.10. To ensure that as robust an approach as possible has been taken by the Council regarding potential land supply, further work in addition to that necessary to inform the Joint Statement of Cooperation is being carried out. This additional piece of work will take account of additional sites submitted to the Council during the most recent Local Plan consultation stage that took place between November and December 2016. All of the sites submitted are being assessed against the Council's SHLAA methodology for their appropriateness. Although the assessment has yet to be finalised, it is unlikely that the additional number of appropriate sites would be sufficient to meet the unmet need illustrated in Appendix 1.
- 3.11. With the Council now having a good indication of the potential land supply within the Borough, evidence base documentation needs to be taken into account in order to fully assess the ability to meet the OAN identified within the HEDNA in the Borough.
- 3.12. With the Borough being a dense highly urbanised environment and being located directly adjacent to Leicester City, the capacity of current transport and highway infrastructure is fundamental in calculating a Local Plan target. The Council is currently in the process of commissioning further transport and highway infrastructure evidence base work; jointly with Harborough District Council and Leicester City Council. Initial joint transport evidence base work (with the same local authorities), undertaken by Edwards and Edwards Consultants in autumn 2016, suggests that the majority of the junctions within the Borough area are either at

capacity or very close to their capacity. The Council now needs to assess how many homes above the current annual target of 90 prescribed in the Core Strategy that the Borough's transport and highways infrastructure can accommodate.

- 3.13. The further transport and highway infrastructure evidence base will assess the current capacity of the highway network within the Borough and will illustrate areas where improvements to the current highway network are required before development can come forward. The work will also attribute a potential cost for each piece of highway improvement. This cost will then be taken account of to ensure that all of the potential housing development sites are viable and deliverable. If significant investments are needed to the highway network then this could render housing development unviable.
- 3.14. The further transport and highways infrastructure evidence base will also take account of the potential development plans in Harborough District and Leicester City. It is commonly known that any development within these other local authorities can have significant impacts on the Borough's highway network, for example the A6 in Oadby and the Welford Road and Newton Lane in Wigston.
- 3.15. Once the further transport and highways infrastructure evidence base has been completed, the Council will be in a position to declare its Local Plan housing target. This target along with all of the other HMA local authority targets will be formalised within an agreed Memorandum of Understanding (MOU). The MOU will also agree which local authorities within the HMA can accommodate any unmet housing needs of those authorities that have them.
- 3.16. The MOU is a key piece of evidence that will prove to the Inspector at a Local Plan Examination that each of the local authorities within the HMA is contributing positively to meeting the HMA OAN prescribed within the HEDNA.

4. Next Steps

- 4.1. The Council will commission the further transport and highways infrastructure evidence base work that is required to ascertain a Local Plan housing target
- 4.2. The Council will continue to work collaboratively with all of the local authorities within the HMA to ensure that any unmet need is accommodated within the most appropriate location.

Background Documents:-

Leicester and Leicestershire Authorities Joint Statement of Co-operation Relating to Objectively Assesed Need for Housing

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

Tel: (0116) 257 2652

Implications	
Financial (CR)	The further work required will have a cost attached, however these costs have been taken account of during the budget making process.
Legal (AC)	No direct implications.
Risk (AT)	CR1 Decreasing Financial Risk and C 4 Reputation Damage: The purpose of the statement of Co-operation and the governance arrangements that have been establish between the local authorities in the Housing Market Area is to mitigate against these risks
Equalities (AT)	An Equality Assessment is not required for the Joint Statement of Cooperation or the further work.

	Equality Assessment:-
	<input type="checkbox"/> Initial Screening <input type="checkbox"/> Full Assessment <input checked="" type="checkbox"/> Not Applicable

Leicester & Leicestershire Authorities

Joint Statement of Co-operation Relating to Objectively Assessed Need for Housing

January 2017

1.0 The Leicester and Leicestershire HMA

1.1 The Leicester and Leicestershire Housing Market Area (HMA) covers the administrative areas of eight local authorities and two highway authorities. The eight local planning authorities are:

- Blaby District Council
- Charnwood Borough Council
- Harborough District Council
- Hinckley & Bosworth Borough Council
- Leicester City Council
- Melton Borough Council
- North West Leicestershire District Council
- Oadby & Wigston Borough Council

1.2 The two highways authorities are:

- Leicester City Council
- Leicestershire County Council

1.3 The purpose of this Joint Statement of Co-operation (the 'Joint Statement') is to support those authorities which are seeking to produce a Local Plan in advance of the Strategic Growth Plan (SGP), and to set out how the local authorities will collaborate further to ensure that the necessary joint evidence is in place to support subsequent Local Plans. The document has been received by the Members' Advisory Group overseeing the preparation of the Strategic Growth Plan and will proceed through the normal governance procedures of individual authorities as necessary.

2.0 Background

Duty to Cooperate

2.1 The Joint Statement is intended to provide evidence of effective co-operation on planning for issues with cross-boundary impacts. A Housing and Economic Development Needs Assessment (HEDNA) has been completed, the purpose of which is to identify the Objectively Assessed Need (OAN) for housing and employment for the HMA and Functional Economic Market Area (FEMA) in the periods 2011-2031 and 2011-2036. In the case of Leicester & Leicestershire, the HMA and FEMA are coincident. The HEDNA has been commissioned jointly by the nine local authorities together with the Leicester & Leicestershire Enterprise Partnership (LLEP).

Objectively Assessed Need for Housing

- 2.2 The National Planning Policy Framework (NPPF) requires local planning authorities to ensure that their Local Plans meet the full OAN for market and affordable housing in the HMA as far as is consistent with the policies set out in the NPPF (paragraph 47).
- 2.3 To enable an understanding of capacity to accommodate additional housing, the NPPF further requires local planning authorities to prepare a Strategic Housing Land Availability Assessment (SHLAA) to establish realistic assumptions about availability, suitability and likely economic viability of land to meet the identified need for housing over the plan period (paragraph 159). In Leicester & Leicestershire, the SHLAAs have been prepared using an agreed methodology across the HMA as a whole.
- 2.4 Table 1 has been prepared using the outputs of the joint HEDNA and SHLAAs. It provides a summary of the agreed OAN for housing, and the theoretical capacity of both the HMA and each local authority; the theoretical capacity has been derived from an understanding of existing commitments and SHLAA information. The partner authorities agree that the OAN for the HMA (and each local authority) is that set out in the table.
- 2.5 The HEDNA explains that the OAN is set at the level of the HMA although the OAN for each local authority is also identified; the OAN for each individual authority is considered to be secondary to that of the HMA as a whole. Table 1 indicates that the OAN for the HMA as a whole, based on demographic analysis, is some 96,580 dwellings for the period 2011-31 (4,829 dpa). For the period, 2011-2036, the figure is some 117,900 dwellings (4,716 dpa).
- 2.6 A similar analysis has been undertaken of the need for housing based on the economic development needs of the area; in this case, it has been concluded that the need for new housing, based on economic development needs across the FEMA, is lower than the demographic need. On that basis, there is no need for adjustment of this figure at the level of the HMA/FEMA although there is some misalignment at the level of individual authorities. As a result, there may be a need for an alternative distribution of housing to meet economic needs; this would ensure that the demographic need of 4,829 or 4,716 dpa is met across the HMA/FEMA as a whole in line with paragraph 47 of the NPPF.
- 2.7 In terms of the housing capacity, Table 1 also indicates that there is a theoretical capacity for some 206,908 dwellings across the HMA as a whole. When this is set against the OAN of 96,580 dwellings, it is clear that there is considerable flexibility to meet the defined housing need across the HMA.
- 2.8 At present there is no declared unmet need in the HMA but it is recognised that the ability of each local authority to meet its own OAN will vary. Table 1 demonstrates that, theoretically, and with the exception of Leicester City Council and Oadby &

Wigston Borough Council, all authorities are able to accommodate their own needs. It is important to note, however, that that further testing will be required by the respective authorities through their Local Plan process. Should an authority identify, quantify and provide robust evidence to demonstrate an unmet need in the future, it will be incumbent upon that authority to resolve any cross-boundary matters with HMA partners under the Duty to Cooperate.

- 2.9 In terms of determining housing targets to be included in their Local Plans, local planning authorities should take account of the requirements of both national policy and local circumstances, including the need to base Local Plans on a strategy that seeks to meet the OAN for housing. In this regard, it is recognised that all authorities are at different stages of plan preparation and that this situation must be accommodated. In determining their housing target over the relevant plan period, therefore, each authority will take into account the HEDNA and other relevant evidence.
- 2.10 In addition, the nine local authorities and the LLEP have jointly agreed to produce a Strategic Growth Plan, a non-statutory strategic plan looking forward to around 2050. As part of their work on the Strategic Growth Plan, the partner organisations may choose to redistribute development across the HMA as appropriate but the process of preparing the Strategic Growth Plan is not anticipated to be complete until the end of 2017/early 2018 and will not, therefore, be available for all authorities to use prior to preparing their Local Plans. At the same time, Government has made it clear that it wants Local Plans for individual authorities to be in place by early 2017; and where no Local Plan has been produced, Government may choose intervene in the process. As a result, the partner organisations understand that some authorities might wish to progress their Local Plans in advance of the Strategic Growth Plan.
- 2.11 The Written Ministerial Statement by the Minister for Housing and Local Government (21 July 2015) re-emphasises that Local Authorities cannot plan in isolation and must work together to provide the land for the housing needed across HMAs. It states: *“As we have made clear in planning guidance a commitment to an early review of a Local Plan may be appropriate as a way of ensuring that a Local Plan is not unnecessarily delayed by seeking to resolve matters which are not critical to the plans soundness or legal competence as a whole”*. It also refers to a note prepared by the Planning Advisory Service which local authorities should consider; this sets out circumstances in which Local Plans have been found sound, subject to a commitment to an early review.
- 2.12 Taking this into account, the HMA authorities reached agreement in summer 2016 on appropriate trigger mechanisms that would be inserted into all Local Plans coming forward before the Strategic Growth Plan. In this respect the partner authorities agree that should the Strategic Growth Plan identify a significant change which would require local authorities to re-consider the amount of housing and employment land, an early review or partial review of affected Plan(s) will be brought forward to address this matter, unless there is sufficient flexibility already provided for within the Plan. Such flexibility may, for example, be secured by a Local Plan that specifies a requirement which materially exceeds the FOAN identified by the HEDNA. The agreement is based on the principle that the trigger mechanisms would be applied on

a consistent basis across the HMA, ensuring that all Local Plans submitted in advance of the Strategic Growth Plan contain the necessary flexibility to respond to any significant change that might arise.

Table 1: OAN as defined in HEDNA (January 2017) and Theoretical Capacity based on assumptions set out in notes

	OAN*¹ (2011- 2031)	OAN*¹ (2011 - 2036)	Theoretical Total Capacity*²
Blaby	7,400	9,025	24,096* ³
Charnwood	20,620	24,850	34,756* ³
Harborough	10,640	12,850	30,578* ³
Hinckley & Bosworth	9,420	11,350	25,498* ³
Leicester City	33,840	41,700	26,230* ³
Melton	3,720	4,250	36,650* ³
Northwest Leics	9,620	11,200	26,301* ³
Oadby & Wigston	2,960	3,875	2,799* ³
HMA Total*⁴	96,580	117,900	206,908*³

*¹ The OAN is set out in the agreed HEDNA (January 2017)

*² This figure is based on information on completions, commitments, windfalls (in some authorities) and SHLAAs

*³ The final figure will be determined by each authority through the Local Plans process.

*⁴ The Total received OAN for the HMA is lower than the sum of the OAN for individual authorities because the OAN for Melton BC and North West Leicestershire DC has been increased to meet economic needs locally.

MINUTES OF A MEETING OF THE OADBY RESIDENTS' FORUM HELD AT THE OADBY TRINITY METHODIST CHURCH, HARBOROUGH ROAD, OADBY, LEICESTER, LE2 4LA ON WEDNESDAY, 2 NOVEMBER 2016 COMMENCING AT 6.30 PM

<u>IN ATTENDANCE:</u>		
Chair - Councillor D M Carter		
COUNCILLORS (6):		
G S Atwal	R E Fahey	Mrs S Z Haq
M L Darr	D A Gamble	J Kaufman
OFFICERS IN ATTENDANCE (2):		
PC S Henson	V Quintyne (OWBC)	
OTHERS IN ATTENDANCE (45):		
A Day	G S Williams	M Tedd
B Eglen	H Smith	M Worthington
D Bromley	J Bryars	M P Hughes
D Cunningham	J Chauhan	P Bliss
D Harrison	J Dobney	P Coomes
D Needham	J Feber	P Picton
D Santini	J Heir	R Ball
D Tomkins	J Pelmore	R Turner
E Davidson	J Pooley	S Bolton
EA Keywood	K Ellis	S Essat
G Austen	K Potts	S Lucas
G Ball	K Turner	S Mistry
G Foulds	L Harrison	S Moslet
G Lamb	M Coomes	S Mosley
G Tomkins	M Eglen	T Ellis

Min Ref.	Narrative	Officer Resp.
18.	<p><u>MINUTES OF THE PREVIOUS MEETING HELD ON 31 AUGUST 2016</u></p> <p>The minutes of the previous meeting were agreed subject to the following amendment. The date of the next meeting should have read "November 2nd 2016" and not "February 28 2017".</p>	
19.	<p><u>LOCAL POLICING ISSUES</u></p> <p>The Police provided criminal policing statistics for the period since August 31st 2016.</p> <p>Thefts from motor vehicles were up by 23 in September. Thefts were due to motorists leaving their vehicles unsecured. Thieves are using techniques to steal cars. One example is; placing coins under door handles to block electronic car door locking mechanisms. Residents were advised to check their car doors are locked before moving away from the vehicle.</p> <p>There were 7 burglaries. Plain clothed Police are patrolling in Oadby.</p> <p>2 shed break-ins.</p>	

	<p>9 incidents of criminal damage. There were no thefts of motor vehicles.</p> <p>Issues Raised by Residents and Reported to the Police</p> <p>Issues of concern raised by residents were:</p> <ul style="list-style-type: none"> • A sighting of youths selling marijuana was reported to the Police. This is to be referred to PC J Darby. <p>Anti –social behaviour and burglaries around the Kew Drive area was noted and reported to the Police. The Police will follow this up.</p>	
20.	<p><u>CONSULTATION ON THE DRAFT OADBY AND WIGSTON COUNCIL LOCAL PLAN</u></p> <p>The draft Local Plan is a Government requirement. It identifies land for future development. It is part of the Council’s planning policy. The consultation period runs from 3.11.2016 till 16.12.2016.</p> <p>The following link was recommended to take residents to the document. https://www.oadby-wigston.gov.uk/pages/have_your_say_public_consultation.</p> <p>Residents are to be informed of exhibitions and consultation events flowing from the Plan.</p> <p>Residents posed a series of questions to the presenting officer which was answered as follows: The Local Draft Plan identifies land for cemetery provision off Gartree Road.</p> <p>Planning permission has been given for the building of 150 homes off the A6.</p> <p>Approximately 30% of the new build by the Glen Gorse Golf Course will be for affordable, social housing stock. This is the same percentage as applied to planning permission which has been granted.</p> <p>The plan takes into account the building of schools and provision for doctor’s surgery to cater for new housing build.</p> <p>The Council has carried out a study with regard to affordable and social new housing. The Plan distinguishes three different codes for housing provision.</p> <p>The next consultation takes place in spring 2017.</p> <p>The Council and Leicestershire County Council are liaising with Academies in relation to building. Developers will be required to pay a contribution to the County Council to address school build planning .This may require new school builds. There is also thinking on adding to existing schools. This could mean a developer contributing to the maintenance of such buildings.</p> <p>The Council may identify areas for development. It is under a duty to review and develop this Plan. The Plan places the Council in a strong position. An adopted Plan has been in place since 2010.</p>	
21.	<p><u>RESILIENCE PARTNERSHIP COMMUNITY RESPONSE PLANS</u></p>	

	Apologies were received for cancellation of this presentation. This will be rearranged for a future Forum meeting.	
22.	<p><u>PRIDE OF THE BOROUGH</u></p> <p>Residents were invited to form groups to engage in bulb planting. The next bulb planting session takes place November 19th 2016. Residents do not need to be a member of Pride of the Borough to join a group. The Pride of the Borough working party takes place the third Saturday of each month. Details on Pride of the Borough website.</p> <p>597 members now hold the Pride of the Borough loyalty card. The card entitles members to shopping discounts. There is a joining fee of £5.00 and access to an email newsletter. This is used to update members monthly about the bulb planting groups and available offers.</p> <p>The Royal Horticultural Society manages both Britain in Bloom awards and East Midlands in Bloom. For the seventh consecutive year the Borough was awarded another gold medal. The judges were impressed by the number of volunteer hours accrued and the number of times people met. They asked if the borough can represent the East Midlands in Britain in Bloom 2017. The judging will take place in the summer.</p> <p>For more information, contact Brocks Hill Country Park and Centre, Washbrook Lane, Oadby, Leicester, LE2 5JJ. Email: potb.oadbywigston@gmail.com or Error! Hyperlink reference not valid.: 07874228491.</p>	
23.	<p><u>COMMEMORATIVE STONES</u></p> <p>The Civic Society investigated the most feasible place for permanently locating the Commemorative Stones. Burtons Corner was suggested as a location. Three members are looking at an alternate location at the corner of Sandhurst Street.</p> <p>Action: An update will be brought to the next Resident Forum meeting.</p>	
24.	<p><u>OADBY TRADERS' UPDATE</u></p> <p>Oadby Festive lights switch on is, Saturday 12th November 2016 at 5pm. The duration of the event is; 12pm till 8pm. Leicester Tiger`s Club player Manu Tuilagi was invited to officiate.</p> <p>Slots were sought for 3 turns or acts, for example singers.</p>	
25.	<p><u>OADBY AND WIGSTON COMMUNITY FIRST RESPONDERS</u></p> <p>The Oadby and Wigston Community First Responders have: sets of oxygen, First aid equipment, and are registered as a Charity.</p> <p>There are 11 Community First Responders covering Oadby and Wigston. More volunteers are sought.</p> <p>They currently have a compliment of 5 defibrillators. These cost about £2000 each.</p> <p>The Responders have responded to 205 calls.</p> <p>EMAS (East Midlands Ambulance Service) in Nottingham takes the callouts</p>	

	<p>for Responders to attend emergencies. This is done by text message. Responders work from 7pm till 3am. It takes about 8 minutes to reach an emergency. The call goes to local Responders. Responders host a page on the internet.</p> <p>Responders are identified under a 2 or 3 skill level rating. On this basis EMAs identifies who is best fit to send to which emergency. Level 2's can attend anyone over the age of 16. Level 3's can attend children emergencies. Level 2's can administer drugs. After a year at level 2 a Responder can administer epilactics.</p> <p>Responders work in Accident and Emergency hospital units (please confirm accuracy of this statement) and receive in house first aid training.</p> <p>The Community First Responders requested funding for 2 High Visibility Jackets for Oadby based Responders. especially those that can fit female volunteers comfortably. The residents voted unanimously to award £180 for purchase of the jackets.</p>	
26.	<p><u>DEFIBULATOR APPEAL FOR OADBY PARADE</u></p> <p>The 7events Group requested the Forum to part fund a defibrillator which is to be placed at an accessible point on Oadby Parade.</p> <p>The 7events Group is made up of 4 charities working together. It hosts challenging events to raise money for good causes.</p> <p>The Group has spoken to Mark Hryniw, the Oadby and Wigston Town Centre Manager and Rick Moughton of the Community First Responders about raising money for this equipment and placing it on the Oadby Parade.</p> <p>At various events held; For example, checking people for diabetes, and providing CPR Training. In raising money for a defibrillator, the Group has raised £750 for the defibrillator. There is a £250 shortfall to buy the defibrillator.</p> <p>Training to use it will be provided free of charge by the Joe Humphries Trust.</p> <p>One person proposed the award of £250. It was seconded and unanimously agreed by the Residents.</p>	
27.	<p><u>CHAIR'S UPDATES</u></p>	
27a.	<p><u>CAPITAL PROJECTS UPDATE</u></p> <p>Oadby and Wigston Community First Responders have not yet launched their Twitter Link or provide an article for the Letterbox newspaper. Ellis Park Fountain renovation is complete. Before and after photos were circulated at the meeting.</p> <p>The removal of the grey pillar boxes is a work in progress.</p> <p>The Council is addressing the concern raised by residents as to the issue of land grabs by some residents around Brookside Drive and the A6.</p> <p>The criteria on how local people can place notices on the Town notice</p>	

	<p>boards was circulated at the meeting. The Council staff will only remove out of date notices, those placed by businesses or those which are inappropriate.</p> <p>Regarding unofficial parking on Burton`s Corner. This is being dealt with by County Council, the Highways Authority.</p> <p>The Community Safety Partnership is consulting local people on how happy they are about living in Oadby and Wigston Town. The closing date is Spring 2017. The survey is open to anyone who lives, works, schools in or regularly visits the Borough to complete and can be accessed by following this link: https://www.surveymonkey.co.uk/r/J3JYQZV. It is anticipated that the survey takes no more than 5 minutes to complete. All responses are received via Survey Monkey and are completely anonymous. A printable version of the survey is also attached.</p> <p>It was noted that a flyer advertising a concert at Trinity was removed without permission.</p>	
27b.	<p><u>REQUESTS FOR SPENDING AND UPDATE ON FORUM BUDGET</u></p> <p>Phoenix Therapies asked to return to the Forum to provide an update in 2017. The Council`s PFD Committee passed the award from the Resident Forum previous meeting last night. The first Take the Weight Off Your Mind workshop takes place at the Barnabas Centre on; Monday 7th November 2016 at 6.30pm.</p>	
28.	<p><u>ITEMS RAISED BY RESIDENTS AND SUGGESTIONS FOR FUTURE ITEMS</u></p> <p>Oadby Grange Petition has Garnered 75 Signatures</p> <p>A petition for a play area is to be presented to the Council in December 2016. The resident is to speak with the Chair about it.</p> <p>Car Park Area in Front of the Shop in Rosemead Drive</p> <p>Residents raised the issue of pieces of land falling into disrepair which need to be addressed.</p> <p>The area has an unusual strip of land next to the road which is in disrepair. This land is deemed to be private land. The Council has been requested to write to the owners to find out who the landlord is.</p> <p>Three car park areas in Burton Crescent, by the war memorial near London Road and St Peter`s Church.</p> <p>Action: Councillors Carter and Kaufman are to follow this up.</p> <p>The Council was requested to address the lowering of a wall and installation of railings This is to allow people to be seen crossing the road. It was suggested this area may be owned by the person who owns the substation.</p> <p>Action: Councillor Kaufman is to address this.</p> <p>Ellis Park Pool Area</p>	

	<p>Currently there is no further update on this area. The Council's Planning department is putting out an options paper for how best to make use of the site.</p> <p>Sir Edward Garnier Parliamentary Statement</p> <p>Currently there is no update to share. The Resident was referred to the press release previously made by the Council.</p> <p>Joining of Leicester City and Oadby and Wigston Town</p> <p>There is to be no joining of Oadby and Wigston Town with Leicester City.</p> <p>Street Side Parking Charge</p> <p>Councillor Kaufman noted the County Council may be making a charge for on street car parking. A petition is being raised to address this. It was suggested that this might place the viability of local Oadby shops at risk of closure.</p> <p>Three Litter Bins Requested near Waitrose Store and Church Street</p> <p>A resident stated three litter bins are needed opposite Waitrose store and Church Street. The Chair suggested residents bring this idea as a proposal for funding to the next Resident Forum meeting.</p> <p>Cars Speeding from the Junction by St Peters towards Swatlands.</p> <p>A resident requested anyone who can hear speeding from this area to keep a diary of dates and times. This can then be drawn to the Council's attention. The Police can then get involved to monitor speeding.</p> <p>Flu Vaccinations</p> <p>A Resident noted the NHS is carrying out as many flu vaccinations as possible. The Resident urged others to take advantage of this service via the Walk-In Centres. Walk-In centres are open Christmas and Boxing Day.</p> <p>Oadby Remembers</p> <p>Oadby Remembers exhibition is to be launched 11th November 2016.</p> <p>The Old Library Building</p> <p>A restaurant is to open shortly.</p>	
29.	<p><u>DATE OF THE NEXT MEETING</u></p> <p>Date: Tuesday 28th February 2017 Time: 6.30pm Venue: Beauchamp College, Ridgeway, Oadby, LE2 5TP</p>	

THE MEETING CLOSED AT 8.45 PM



.....
CHAIR
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TUESDAY, 28 FEBRUARY 2017
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Agenda Item 15c

**MINUTES OF A MEETING OF THE WIGSTON RESIDENTS' FORUM HELD AT THE
COUNCIL OFFICES, STATION ROAD, WIGSTON ON WEDNESDAY, 16 NOVEMBER 2016
COMMENCING AT 7.00 PM**

<u>IN ATTENDANCE:</u>		
Chair - Councillor G A Boulter		
COUNCILLORS (4):		
Mrs L M Broadley	M H Charlesworth	
F S Broadley	Mrs L Eaton	
OFFICERS IN ATTENDANCE (3):		
PCS Officer 6118 – S Parnaby	V Quintyne (OWBC),	G Burnside (OWAge UK)
RESIDENTS IN ATTENDANCE (38):		
A Schofield	J Lobb	Mrs Rogers
B Kew	J Tetley	Needles (Mrs)
C Ambrose	K Ochyra	P Osgorl
C Kinning	L Hailes	P Picton
D Needles (Mr)	M Butler	R Guise
D Walton	M Drage	R Hailes
Dr R Durkan	M Hilton	R Muggleton
F Warner (Mr)	M Markham	S Lobb
F Warner (Mrs)	M Sturgeon	S Lonslow
G Lamb	M Waugh	S Moseley
G Schofield	Mr Coldwell	T Markham
J Butler	Mr Rogers	T McMenery
	Mrs Coldwell	V Bills

Min Ref.	Narrative	Officer Resp.
19.	<p><u>MINUTES OF THE PREVIOUS MEETING HELD ON 14 SEPTEMBER 2016</u></p> <p>The Minutes of the previous meeting held September 14th 2016 were accepted as a true and accurate record.</p>	
20.	<p><u>LOCAL POLICING ISSUES</u></p> <p>The Police presented the crime figures covering the past three months. November 2016 figures below.</p> <p>Burglary (11) Burglary Other than Dwellings (13) Theft from Motor Vehicles (10) Criminal Damage (47) Theft Stores (23) Robbery (1).</p> <p>There is a problem with anti social behaviour in All Saints. The ring leaders have been identified. Anti-social behaviour contracts have been issued. This forbids the culprits from going to certain places after 5.30pm.</p>	

	<p>Plain clothed police have been patrolling.</p> <p>There has also been anti social behaviour around: Horsewell Lane, Bell Street and Willow Park. Approximately 30 young people tried to set cars on fire. Some of the young people were identified as residents of Little Hill.</p>	
21.	<p><u>PRIDE OF THE BOROUGH</u></p> <p>Pride of the Borough provided an update.</p> <p>A working party meets the third Saturday of each month, 10am till 12 Noon. The working party carries out litter picking, maintains areas and bulb planting.</p> <p>Pride of the Borough card members receive a monthly email update. This includes the location of the working groups and businesses offering discounts.</p> <p>The Pride of the Borough committee next meets December 12th at Brockshill Country Park and Visitor Centre. Meetings begin at 7pm. Members and Non-members are welcome to attend. For more information, contact Brocks Hill Country Park and Visitor Centre, Washbrook Lane, Oadby, Leicester, LE2 5JJ. Email: Potb.oadbywigston@gmail.com or www.prideoftheborough.or. Tel: 07874228491.</p> <p>There are 41 businesses in the Pride of the Borough Loyalty Card scheme. Card membership remains at £5 per year. Cards are available from Brocks Hill Conservation Park and Centre, Oadby Library and Customer Services on Bell Street. Cards can be renewed on December 1st 2016.</p> <p>2016 is the third consecutive year Oadby and Wigston received a gold medal from East Midlands in Bloom. East Midlands in Bloom is impressed with the volunteer hours residents in Oadby and Wigston have contributed to improving the Borough. It has invited the Borough to represent East Midlands in Bloom in the Britain in Bloom competition. Judging takes place in August 2017.</p>	
22.	<p><u>WIGSTON TRADERS' UPDATE</u></p> <p>The Wigston Traders offered apologies for non attendance. The Chair provided a brief update on the Traders behalf as follows:</p> <p>The Lions Group has organised the Wigston Christmas lights switch-on. A future update from the Wigston Traders is to come in the New Year.</p>	
23.	<p><u>CONSULTATION ON THE DRAFT OADBY AND WIGSTON COUNCIL LOCAL PLAN</u></p> <p>This draft Local Plan sets out the long term development strategy for the Borough. It will serve the Borough for the next twenty to thirty years. Local Plans consider the future role of places and make decisions on where new development should be concentrated.</p> <p>A copy of the consultation document was circulated at the meeting. Residents were requested to make comment on the draft Plan to the Council. The comments will help shape planning for the future.</p> <p>The Chair informed residents that the Plan provides for the building of housing in the Borough. Failure to do this means the Government will make</p>	

	<p>the decision for the Borough.</p> <p>For more information on the Plan email: planningpolicy@oadby-wigston.gov.uk or call:01162888961</p>	
<p>24.</p>	<p><u>AGE CONCERN - PRESENTATION</u></p> <p>The Forum received a presentation on the services provided by Oadby and Wigston Age Concern UK</p> <p>The following are key points and questions which arose from the presentation. A paper copy of the presentation was circulated at the meeting.</p> <ul style="list-style-type: none"> • Some residents use Age Concern as much as 3 to 4 times a week. • Paddock Street Car park is highly used and highly regarded as a service to residents and the Centre. • There is a snack bar and hairdresser provision on-site. There is also a sensory garden and staff to assist with a range of social, and wellbeing issues. For example benefit advice and information. • The Council is planning to provide more car parking spaces in the Borough. • Paddock Street car park is to be built on and there will be a reduction in parking on Paddock Street. <p>The Chair requested Residents put forward suggestions for the draft Local Plan. The Chair thanked the Age UK representative for the presentation.</p> <p>ACTION:</p> <p>Circulate the presentation to Residents.</p>	<p>VQ</p>
<p>25.</p>	<p><u>OADBY AND WIGSTON COMMUNITY FIRST RESPONDERS</u></p> <p>The Community First Responders provided the following information to Residents.</p> <ul style="list-style-type: none"> • The service has been around for two and a half years. • Up to the end of October 2016 a response was made to approximately 1,254 accidents. • There are currently 11 Community First Responders in the Borough.10 are active, 1 is in training. More volunteers are being recruited. • The Responders requested an award of £180. This is to fund two high Visibility Jackets. The Jackets cost £90.00 each. This will go towards the shortfall in jackets which currently do not fit the female Responders adequately. The jackets must meet EMAC standards, have the EMAC logo. • Calls to emergencies are handled via a 999 phone call. Messages are received from the Ambulance Service via a Health Service provided mobile phone. • Incidents within a 5 mile radius at times can be responded to faster than the Ambulance Service. At least within 8 minutes. • A fundraising day is to be held at Beauchamp College, Sunday, November 20th 2016. 	

	The proposal for the jackets was put to the residents for a vote. The £180 of funding to purchase two High Visibility Jackets at £90.00 each was awarded. There were no dissenters.	
26.	<u>CHAIR'S UPDATES</u>	
26a.	<u>CAPITAL PROJECTS UPDATE</u> <ul style="list-style-type: none"> • A seat was installed in the bus shelter near the Health Centre. • Oadby and Wigston Civic Society award for the trees for Willow Park area is to be released. • A litter bin at Horsewell Lane has been fitted. 	
26b.	<u>REQUESTS FOR SPENDING AND UPDATE ON FORUM BUDGET</u> Phoenix Therapies. Phoenix Therapies previously submitted a revised proposal for an award of £1000. This programme is to assist residents to access a mental health and well being support. This is to be delivered in Wigston. The award has been released. Little Hill Residents Association requests funds to buy a Leaf/Grass Blower. Little Hill Residents Association requests funds of £187 to buy a blower. The machine blows cut grass and leaves away from the foot paths. The make requested; is the Makita 4 Stroke. It comes with a warranty from the Leicester company Terratrol. It can give up to 7 years of use. The Residents Association requested Residents to consider volunteering to help mow unadopted grassed areas and use the Blower on grass cuttings and leaf fall. The Council and County Council have no responsibility for maintaining un-adopted land. Proposal to purchase a shed for the Girl Guides based on Welford Road. A proposal was submitted for £300 to purchase a 6ft by 8ft shed. This is on behalf of the Girl Guides based on Welford Road. The current shed has rotted and is unsafe. There was one Proposer and one Seconder. There were no dissenters	
27.	<u>ITEMS RAISED BY RESIDENTS AND SUGGESTIONS FOR FUTURE ITEMS</u> Following a concern expressed by a resident that it was difficult to find space on the Council`s notice boards to put up a poster, guidelines were shared with residents on what size of poster can be attached to Council notice boards and for what duration. ACTION: Electronically, circulate the written guidelines for placing and removing posters on the Borough`s notice boards to residents.	VQ

Wigston and Oadby Folk Club

Wigston and Oadby Folk Club is seeking funding to support its holiday club. The holiday club includes people who are carers and those using wheelchairs. The Chair suggested the Group contact avril.lennox@oadby-wigston.gov.uk to explore how best to request funding. The Chair requested the Group return to the Forum with a presentation as to its purpose and what it does.

Placing of a Drop Kerb by the Wigston Library

A Resident requested the Council install a drop kerb by Wigston Library and organise the removal of leaf fall which is a potential slip hazard on footpaths.

The only slope is by the railings by the Cafe. Councillor Charlesworth made a note of this query. Councillor Boulter is trying to have drop kerbs installed. The County Council has taken funds away from the budget for drop kerbs.

Council Tips and Garden Waste.

The garden waste tip in Wigston does not charge for waste. Oadby waste is run by the Council. This tip does not charge to receive garden waste such as: garden waste, wood bits. There is a charge for bricks, plaster, rubble and soil at the Oadby tip.

Car Wash by the Old Royal Oak and Scraftoft Garage

The Council's Enforcement Officer is addressing residents' concern re the Car Wash by the Old Royal Oak and Scraftoft Garage.

Access to View Original Planning papers

A Resident requested the Council allow the public to view original planning documents. The Chair stated the service is to provide paper copies of the originals.

Bell Street Interpretation Board.

The Bell Street Interpretation Board design has been completed. The interpretation Board takes from four to six weeks for completion. It is to be installed in the new year.

Viewing of Planning Documents.

Planning department original documents are to be made available as a paper copy.

Maromme Square Development

Development is still in progress. A letter is to be circulated with a proposal asking for residents' comments.

Europa Factory Building Renovation

The Europa factory building previously manufacturing clothing is being renovated. The building is not listed.

Admiral Sport Wear Factory

The Admiral Sport Wear factory building has received planning permission to be turned into flats .The building is now up for auction. There is to be no car parking on site. Parking is accessible in Central Avenue.

Hall Shop

The Hall shop is not to be demolished.

Recycling Green Waste and County Council Funding Withdrawal

The County Council's decision to withdraw funding will mean the loss of £80,000 a year. Credits are going to be stopped for green and brown recycling. This will mean the loss of £180,000 revenue for the Council by the end of 2017

Options to address how this revenue loss can be mitigated will be shared with Residents.

The Council is not in agreement with County Council cuts. The decision taken on waste recycling revenue savings was a County Council one, not that of this Council.

In 2020 the Council will receive no funding from the Government's Central Support Grant. This will be the case with all local authorities in the UK. Some business rates will be kept by local councils.

Districts will continue to collect the recycling waste and the County Council will direct as to where it is taken.

Peace Park Coffee Morning

Residents are welcome to attend Peace Park Coffee morning on, Saturday 19 November, 10am till 12.30pm.

CCTV Placed on Notice Boards

Once a month out of date posters/flyers are removed by the Council's Clean and Green Team. There are no CCTV cameras on notice boards.

ACTION:

A notice is to appear in the Letterbox magazine to clarify the Council's policy on the placing and removal of flyers/posters on Council Notice Boards.

Defibrillator in Sainsbury Store

Councillor Boulter is progressing the placing of a defibrillator in the Sainsbury store, in Bell Street. Placement requires a building which has long opening hours. A Resident noted Cross Street Church has a defibrillator. A Resident suggested a map indicating where all Defibrillators in the Borough are located would be helpful. Maps placed on lamp posts showing their location would also be helpful.

Glenfield Hospital Heart Unit Letter Against Closure

VQ

	<p>A letter on behalf of the Residents was sent to Glenfield Hospital and NHS England. It states opposition to the closure of the Heart Unit and its transference to Birmingham.</p> <p>Oadby and Wigston Community Safety Partnership Wellbeing Survey</p> <p>Currently the Community Safety Partnership is inviting residents opinion on what makes them feel safe, living, working and visiting in the Borough. There is no set deadline for responses. All residents are welcome to make a response in the survey by using the following link.</p> <p>https://www.surveymonkey.co.uk/r/J3JYQZV</p> <p>Wigston Christmas Lights Switch On</p> <p>Wigston Christmas Lights switch on is: 26th November , 4pm till 7pm, in Bell Street</p> <p>Carers of People with Dementia Support Group</p> <p>Carers of People with Dementia Support Group meets at Sainsbury Community Room, In Sainsburys store, Bell street, Wigston, every Monday 6pm-8pm. Contact: Suzanne Kirk - 07791158410 and Dave Cliffe - 07977015674.</p>	
28.	<p><u>DATE OF THE NEXT MEETING</u></p> <p>Date: Monday 13th March 2017 Time: 7pm Venue: Council Office, Council Chamber, Station Road, Wigston, LE18 2DR</p>	

THE MEETING CLOSED AT 8.30 PM



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CHAIR
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MONDAY, 13 MARCH 2017
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MINUTES OF A MEETING OF THE DEVELOPMENT CONTROL COMMITTEE HELD AT THE COUNCIL OFFICES, STATION ROAD, WIGSTON ON THURSDAY, 17 NOVEMBER 2016 COMMENCING AT 7.00 PM

<u>IN ATTENDANCE:</u>		
Chair - Councillor L A Bentley Vice-Chair - Councillor Mrs L M Broadley		
COUNCILLORS (11):		
G S Atwal G A Boulter F S Broadley D M Carter	B Dave R E Fahey D A Gamble Mrs S Z Haq	J Kaufman Dr T K Khong Mrs H E Loydall
OFFICERS IN ATTENDANCE (3):		
S J Ball	T Boswell	D Gill
OTHERS IN ATTENDANCE (9):		
Cllr E R Barr Dr D A Burns Cllr M H Charlesworth	F Greaves Z Lal Mrs A Lennox	J Menna N Staddon Mrs S Wills

Min Ref.	Narrative	Officer Resp.
23.	<p><u>APOLOGIES FOR ABSENCE</u></p> <p>An apology for absence was received from Councillor R E R Morris.</p>	
24.	<p><u>APPOINTMENT OF SUBSTITUTES</u></p> <p>None.</p>	
25.	<p><u>DECLARATIONS OF INTEREST</u></p> <p>In respect of planning application number 16/00308/FUL:</p> <p>(i) Councillor Mrs H E Loydall declared a non-pecuniary interest insofar as her spouse, Councillor K J Loydall, had spoken to the applicant. The Member stated that she was not privy to any discussions.</p> <p>In respect of planning application number 16/00175/FUL:</p> <p>(i) The Chair declared a non-pecuniary interest insofar as the registered speakers were known to him, in addition to a number of members of the public in attendance. He stated that he had not discussed any part of the application with them.</p> <p>(ii) Councillor B Dave declared a non-pecuniary interest insofar as number of residents had made representations to him. He stated that he did not express a view on the application.</p> <p>All Members confirmed that they attended the meeting without prejudice and with an open mind.</p>	

26.	<p><u>MINUTES OF THE PREVIOUS MEETING HELD ON 22 SEPTEMBER 2016</u></p> <p>RESOLVED THAT:</p> <p>The minutes of the previous meeting of the Committee held on 22 September 2016 be taken as read, confirmed and signed.</p>	
27.	<p><u>PETITIONS AND DEPUTATIONS</u></p> <p>None.</p>	
28.	<p><u>REPORT OF THE PLANNING CONTROL MANAGER</u></p> <p>The Chair advised Members that the following applications were withdrawn from the consideration of this meeting of the Committee:-</p> <p>4. Application No. 16/00392/FUL - 10 Durnford Road, Wigston, Leicestershire, LE18 2RG</p> <p>5. Application No. 16/00393/FUL - 12 Durnford Road, Wigston, Leicestershire, LE18 2RG</p> <p>1. Application No. 16/00308/FUL - 55-57 Queens Drive, Wigston, Leicestershire, LE18 2DG</p> <p>The Committee gave consideration to the application (at pages 6 - 14) as delivered and summarised by the Interim Planning Control Manager which should be read together with these minutes as a composite document.</p> <p>The Chair moved and the Vice-Chair seconded the application.</p> <p>Councillor G A Boulter raised a number of concerns, namely: the number of dwelling car parking spaces <i>vis-a-vis</i> any statutory requirement and the general lack of on-street parking provision to service retail units and allow for safe vehicular movements; the potential for overlooking on adjoining properties caused by the external staircase; the loss of screening onto Holmden Avenue, Wigston by the intended removal of the conifer trees; the close proximity of the bin store to residential properties; and the inconsistency of the building's design with the overall street-scene. The Member further requested brick-detailing to the proposed building's side elevation.</p> <p>The Interim Planning Control Manager advised that: there was no such statutory requirement, that the number of dwellings was equal to the number of car parking spaces and the Highways Authority expressed no concerns as to vehicle parking within/on the highway; the siting of the external staircase was within a reasonable and non-objectionable distance to adjoining properties; the conifers intended for removal were not deemed worthy of preservation, but the conditioning of a tree re-planting schedule was possible; the siting of the bin store gave effect to Building Regulations governing refuse collection vehicular manoeuvrability; and the external aesthetics of the building was to be the subject of ongoing discussions with the applicant.</p> <p>Councillor Mrs H E Loydall enquired as to: whether the external staircase was an enclosed structure with secure access; whether the application complied with any minimum dwelling-space standards; and whether</p>	

restricting prospective dwelling-occupants to park in the car park as a planning condition was achievable to mitigate any concerns about limited availability on-street parking provision. The Member disapproved of the building's corner design and requested that further discussions be had with the applicant regarding a sympathetic choice of cladding.

The Interim Planning Control Manager advised that: the external staircase was single-access located on the building's side elevation (i.e. not the main staircase); minimum dwelling-space standards no longer existed outside the Greater London area and that the eight dwellings' floor plan area of 44m² was deemed to be functional; and that such a parking restriction planning condition would be unenforceable against prospective dwelling-occupants. He stated that the choice of external materials was a reserved matter and that the discussions would be had with the applicant in respect of the cladding being complimentary to the existing brickwork and the possible inclusion of brick-detailing to the building's side elevation.

Councillor Mrs H E Loydall moved an amendment to add an additional planning condition requiring the implementation of a substantial tree re-planting schedule to mitigate against the loss of screening by the intended removal of the conifer trees.

Councillor G A Boulter seconded the motion.

UNANIMOUSLY RESOLVED THAT:

The motion be amended, accordingly.

Councillor Mrs S Z Haq enquired as to what measures could be taken to ensure the completion of the agreement pursuant to the Town and Country Planning Act 1990, section 106 ("s106 agreement").

The Legal Advisor advised that, should Members be minded to grant planning permission, that the said permission would only be granted subject to the completion of the s106 agreement under which the relevant planning triggers would be defined.

UNANIMOUSLY RESOLVED THAT:

- (i) The application be **PERMITTED** planning permission subject to conditions; and
- (ii) an additional planning condition be added requiring the implementation of a substantial tree re-planting schedule.

2. Application No. 16/00365/VAC – Brocks Hill Visitor Centre and Country Park, Washbrook Lane, Oadby, Leicestershire, LE2 5JJ

The Health and Leisure Services Manager spoke upon the application on behalf of the applicant. She stated that the application would better realise the Council's key priority of improving the health and wellbeing of its local residents and the Council's vision statement upon "inclusiveness" by providing easier access to disabled and disadvantaged residents and visitors. The application was said to also reduce the need for vehicular use to/from the site, promoting walking as a carbon-friendly alternative and the importance to consider equality in decision-making processes.

Dr D A Burns spoke upon the application as an objector. He stated that the proposed application would compromise the security of the adjoining residential properties and the Glenmere Community Primary School ("the primary school) increasing the likelihood of trespass and vandalism thereto due to increased footfall. He further raised concerns as to the potential of: noise nuisance, the irresponsible disposal of dog foul; the dangers of pedal/motorcycles use; ineffective policing provision; litter clearance and maintenance; lack of lighting provision; and effects upon local wildlife.

Councillor M H Charlesworth spoke upon the application. He noted that concerns were previously raised at a meeting in 2005 by the primary school about pupil safety if the footpath was to be opened to the general public. He stated that it was unclear if increased anti-social behaviour (ASB) would materialise. If Members were minded to grant the application planning permission, he requested that two conditions be added, namely that: (i) bins at each end of the path be installed; and (ii) a temporary permission of one-year be granted and subject to review.

The Committee gave consideration to the application (at pages 15 - 20) and the supplementary agenda update (at page 1) as delivered and summarised by the Interim Planning Control Manager which should be read together with these minutes as a composite document.

The Interim Planning Control Manager added that although it was the Council's overarching statutory responsibility to suppress crime where reasonable and practicable to do so, there was insubstantial evidence to support the proposition of increased crime and disorder should the application be granted planning permission.

The Chair moved and the Vice-Chair seconded the application.

The Chair enquired as to whether the application intended to remove any of the existing fencing and if, as a result, the security of the Primary School would be compromised.

The Interim Planning Control Manager advised that none of the existing fencing was to be removed and the school's perimeter fencing would be unaffected.

The Vice-Chair enquired as to whom, if Members were minded the grant planning permission, was to be responsible for the maintenance of the fencing and clearing of the pathway and if new lighting provision was necessary and, or, required.

The Interim Planning Control Manager advised that the Council would assume responsibility for maintenance and clearing of the same and that, although new lighting provision may be required, it was not a subject under current discussion.

Councillor B Dave said that he did not support the proposition that there would be no increase in crime and disorder should the application be granted planning permission. He further asked if bins were presently installed at the application site.

The Chair advised that the potential occurrence of anti-social behaviour was manifest throughout Borough. It was said that the new installation of standard bins (in which dog fouling could be deposited) at the application

site would serve the Borough's interests and assist to fulfil the Council's statutory duty to clear litter. He further stated that consideration of granting temporary planning permission was a viable option.

Councillor J Kaufman said that improved access to Brocks Hill Visitor Centre and Country Park was to be a valuable community asset. The Member moved an amendment to grant temporary planning permission for a period of two-years.

Councillor Mrs H E Loydall seconded the motion.

RESOLVED THAT:

The motion be amended, accordingly.

For 9
Against 3
Abstentions 1

Councillor D M Carter enquired as to the extent of liability owed to footpath users.

The Legal Advisor advised that the Council assumed responsibility and liability, so far as legally possible, from a failure(s) to properly maintain the footpath only.

Councillor Mrs H E Loydall noted the representations made by residents however emphasised the importance of a decision to be evidence-based. It was said that a temporary planning permission would allow sufficient opportunity for evidence to be adduced to either confirm or deny residents' perceived concerns about ASB.

Councillor Mrs S Z Haq asked if evidence had been provided by Leicestershire Police to substantiate residents' perceived ASB concerns

The Interim Planning Control Manager answered that insubstantial evidence had been received.

Councillor G A Boulter enquired as to whether access to the pathway could be restricted from 6:00 am until 6:00 pm. The Member further noted that a further decision was required to determine the most appropriate position for the relocated gate and the necessary permission(s) sought for the installation of bins. He further suggested that, should Members minded to approve temporary planning permission, the removal of the chain-link be sought after the two-year period. It was also noted that allowing 24-hour public access may provide the opportunity or increased ASB.

The Chair advised that restricting access would cause added logistical problems incumbent upon the Council.

The Vice-Chair raised concerns as to potential danger(s) to pedestrian safety if the chain link fencing remained in situ and the footpath remained unlit.

RESOLVED THAT:

The application be **PERMITTED** temporary planning permission for a period

of two-years subject to conditions.

For 12
Against 0
Abstentions 1

**3. Application No. 16/00366/CLP – 38 Redruth Avenue,
Wigston, Leicestershire, LE18 2JF**

The applicant, Mr Zamir Lal, spoke upon the application. Mr Lal clarified the nature of the work undertaken by Platform Childcare (PC). He further said that the reasons stated for the application's refusal - in respect of adults residing at the premises, the premises' character, traffic generation and extent of persons visiting the premises - had already been addressed in the application's supporting statement. He further noted that several other decision notices granting class C3 permission had been previously granted, namely: at the application site itself in May 2016 for use in respect of social work housing; and a similar home in the vicinity in September 2015.

Mr Neil Staddon spoke upon the application as an objector. He opined that the application's supporting statement did not provide sufficient, verifiable evidence to alleviate residents' perceived concerns in respect of: the likelihood of ASB incidences increasing; the type(s) of children and young people capable of being adequately and safely housed and supervised within a family-likened environment; safeguarding concerns in respect of victims/perpetrators' former involvement with paedophile rings etc. and the risk to local children; the suitability of PC's staff experience and qualifications; and inadequate parking provision and additional traffic generation.

Councillor M H Charlesworth spoke upon the application. He emphasised that the application clearly stated that, as no adult would be resident at the property, the proposed use could not be properly classified within class 3c. The Member noted the detrimental impact(s) such applications had on those affected children, young people and residents from, amongst others things, the recent closure of the Greengates establishment at Moat Street, Wigston by Leicestershire County Council (LCC). He further challenged the previous planning permission granted on the erroneous basis of there being no material change and permanent adult residence.

The Committee gave consideration to the application (at pages 21 - 25) as delivered and summarised by the Interim Planning Control Manager which should be read together with these minutes as a composite document.

The Chair and Legal Advisor jointly-advised the Committee that the application was not a planning application but one for a Lawful Development Certificate (LDC). It was said that this was strictly a legal determination taken on the balance of probabilities upon the information provided to Officers which, in this instance, required formal Committee resolution until such time as the Council's Constitution was amended.

Councillor J Kaufmann moved the recommendation as set out in the application (at page 24).

The Chair seconded the recommendation.

UNANIMOUSLY RESOLVED THAT:

The application be **REFUSED** a Lawful Development Certificate.

6. Application No. 16/00295/FUL – Meadow Hill, Cooks Lane, Wigston, Leicestershire, LE18 3TA

Mr Joe Menna, Land Manager at Westleigh Partnerships Ltd, spoke upon the application on behalf of the applicant. He stated that the application represented a well-designed housing scheme in-keeping with the surrounding area's character. The scheme was said to be made available through the Help to Buy programme in addition to providing 11 more affordable dwellings within the Borough. The contributions secured under a future s106 agreement was said to mitigate the impact of the development on local services, that the scheme would be a positive addition to the area's built environment and was not harmful to the wider landscape context. He confirmed that, following recent archaeological trial trenching at the application site which yielded no significant finds, LLC's archaeologists had since withdrew their objections. Mr Menna stated that an extensive Floor Risk Assessment (FRA) has been submitted in full consultation and agreement with the Environment Agency and the Local Flood Authority which confirmed that the development was not at risk of flooding nor would it increase the risk of flooding in the surrounding area(s).

Mrs Shirley Wills spoke upon the application as an objector. Mrs Wills stated that, with reference to Core Strategy Policy 9, the application did not provide any provision by way of documentation to alleviate the flooding problems known to affect the application site and the potential for "run-off" effects onto the surrounding area(s) notwithstanding the proposed mitigation measures. She further raised concerns in respect of the insubstantial load-bearing capacity of Cooks Lane, Wigston, the impact of increased traffic generation upon highway and pedestrian safety and the uncertain extent of removal of established hedgerows and trees enclosing the application site.

Mr Fenton Greaves spoke upon the application as an objector. Mr Greaves reiterated the aforementioned concerns raised, most notably in respect of the flooding risk to the application site and surrounding areas. He further enquired as to the extent of liability for damage owed by the Council from flooding if Members were to grant planning permission. He advocated development in other areas of the Borough.

Councillor M H Charlesworth spoke upon the application. He stated that the application site was located in an area according to the Oadby and Wigston Flood Response Plan that was "extremely vulnerable" to a "high probability" of flooding as acknowledged in the applicant's FRA. The Member opined that effects of climate change and the increasing unpredictability of the weather heightened the risk of flooding to the site and, or, surrounding areas. It was also said that the ditches and watercourses in the area were not maintained to a standard required in flood zones defined as 3A. He further noted the significant archaeological interest in the site.

Councillor E R Barr spoke upon the application. He reiterated the aforementioned concerns raised in respect of the flooding risk to the application site, surrounding areas and pre-existing properties sited thereupon and near to, stating that there was other areas within the Borough capable of developed that did not entertain the same known risks. The Member further noted the detrimental impact of the application on the amenity and character value of the semi-rural greenbelt enclosing Cooks

Lane. It was also said that the remaining 42 dwellings not allocated as “affordable” did not go far enough to meet the Borough’s increasing *local* need for more affordable housing.

The Committee gave consideration to the application (at pages 38 - 49) as delivered and summarised by the Interim Planning Control Manager which should be read together with these minutes as a composite document.

The Interim Planning Control Manager added that the application site was included, and was essential to meeting, the Council’s five-year land supply target. He advised that the FRA accompanying the application was sufficiently robust to effectively mitigate against, and otherwise better manage, the risk of flooding and included an additional 40% contingency factor for unpredictable rainwater levels. He also confirmed that following the results of the additional archaeological survey work, LCC’s Archaeological Services had withdrawn their representations.

The Interim Planning Control Manager further cited three additional conclusions for potential inclusion should Members be minded to grant planning permission.

The Chair moved and Councillor D M Carter seconded the application, subject to an amendment to add the foregoing conditions as cited, namely:

(1) No demolition/development shall take place/commence until a programme of archaeological work (comprising archaeological topographic survey of the Ridge and Furrow, to include analysis of available LiDAR data) has been detailed within a Written Scheme of Investigation, submitted to and approved by the local planning authority in writing. The scheme shall include an assessment of significance and research questions; and:

- The programme and methodology of site investigation and recording (including the initial trial trenching, assessment of results and preparation of an appropriate mitigation scheme)*
- The programme for post-investigation assessment*
- Provision to be made for analysis of the site investigation and recording*
- Provision to be made for publication and dissemination of the analysis and records of the site investigation*
- Provision to be made for archive deposition of the analysis and records of the site investigation*
- Nomination of a competent person or persons/organisation to undertake the works set out within the Written Scheme of Investigation.*

(2) No demolition/development shall take place other than in accordance with the Written Schemes of Investigation approved under condition (1).

(3) The development shall not be occupied until the site investigation and post investigation assessment has been completed in accordance with the programme set out in the Written Scheme of Investigation approved under condition (1) and the provision made for analysis, publication and dissemination of results and archive deposition has been secured.

Reason: To ensure satisfactory archaeological investigation and recording.

Councillor B Dave raised a number of concerns, namely: the increase in traffic generation, without attenuation measures, stating that the accompanying Transport Statement ought to have assessed the impact of traffic flow(s) beyond Welford Road, Wigston; and, with reference to condition 12, that a flood prevention scheme ought to be submitted and approved before a decision is taken by the Committee, and that Members should have an opportunity to appraise such plans and reports submitted.

The Interim Planning Control Manager advised that all plans and reports in relation to the flood prevention scheme were to be carefully scrutinised by the appropriate authorities and that the necessary enforcement action was available to the planning authority should the applicant not comply with condition 12 prior to development.

The Chair advised that it was not the proper function of the Committee to micromanage Officers in relation to planning conditions as determined by the expert authorities and that Members were not qualified to appraise such reports and plans.

The Chair and Legal Advisor jointly-advised that, if Members were minded to refuse planning permission by disregarding expert advice, there was a substantial risk of the Council being unsuccessful upon any prospective appeal whereby the Council would bear a cost implication and lose its ability to impose conditions. It was said that if the Committee consistently chose to disregard expert advice, the planning authority could be placed into special measures with all applications determined directly by the Planning Inspectorate.

Councillor G A Boulter reiterated the concerns in respect of the known flooding risk to the application site and surrounding areas, however acknowledged that local knowledge could not be properly used to inform the decision-making process and that the Committee must defer the expertise of the appropriate authorities.

Councillor Mrs S Z Haq enquired as to who was responsible for ensuring compliance with the planning conditions and the extent of liability for damage owed by the Council from flooding.

The Interim Planning Control Manager advised that responsibility would be assumed by the developer and contractor, with the conditions attached to the application site, and that the Council would have no liability if it could be proved that the planning process had been properly administered. It was said this could be proven.

Councillor R E Fahey questioned the reliability of the Council's housing supply arrangements insofar as its associated plans had been drafted some 30 years prior (c. 1990) which may not have a complete understanding of the flooding risks.

The Interim Planning Control Manager advised that the plans undertaken in the 1990's included a comprehensive strategic flood risk assessment. He stated that development on floodplains was a common occurrence and that measures to protect against flooding on such sites had since significantly improved thus reducing the risk thereof and the wider-felt implications of any down-stream impact.

Councillor Mrs H E Loydall stated that there were no material planning

	<p>grounds upon which the Committee could properly refuse planning permission and reiterated the significant legal consequences faced should Members resolve the same.</p> <p>RESOLVED THAT:</p> <p>The application be PERMITTED planning permission subject to conditions.</p> <p>For 8 Against 4 Abstentions 1</p>	
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THE MEETING CLOSED AT 9.40 PM



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CHAIR

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THURSDAY, 19 JANUARY 2017

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NOTES OF A MEETING OF THE GREENING THE BOROUGH WORKING GROUP HELD AT THE COUNCIL OFFICES, STATION ROAD, WIGSTON ON MONDAY, 28 NOVEMBER 2016 COMMENCING AT 6.30 PM

<u>IN ATTENDANCE:</u>		
Chair - Councillor D M Carter		
COUNCILLORS (4):		
Miss A R Bond G A Boulter	J W Boyce M H Charlesworth	
OFFICERS IN ATTENDANCE (6):		
S Glazebrook B Kew	Ms S Lane Mrs A Lennox MBE	H Pearson Ms M Smith
OTHERS IN ATTENDANCE (1):		
M Brown		

Min Ref.	Narrative	Officer Resp.
20.	<p><u>APOLOGIES FOR ABSENCE</u></p> <p>Apologies were received from Councillor R H Thakor.</p>	
21.	<p><u>'INCREDIBLE EDIBLE - OADBY AND WIGSTON' PRESENTATION</u></p> <p>A presentation was delivered by Malcolm Brown about the organisation 'Incredible Edible' in Oadby and Wigston. This provided information about the organisation, its objectives, ethos and history.</p> <p>Mr Brown advised that they had spoken with Wigston Police Station and they were interested in adopting the system to enable local residents to pick the crop. This was felt to be a good ice breaker and South Leicestershire College would also like to do something with their SEN students. He also asked us to consider replacing pot trees with fruit trees as and when they need replacing.</p> <p>Councillor J W Boyce asked where Incredible Edible currently had sites within the Borough.</p> <p>Mr Brown advised that there were currently three sites at Wigston Library, Bassett Street Library and his own front garden. There were also beds at Bennett Way, Boulter Crescent and Elizabeth Court for residents. It was said that All Saints School were looking to take over the area at Elizabeth Court.</p> <p>Councillor M H Charlesworth stated that All Saints is one of the biggest areas of deprivation and that the key will be education (i.e. people not knowing what to do with various plants).</p> <p>The Arboricultural Officer stated that he would like to create a trail at Brocks Hill Country Park and to use less known edible plants with signage giving advice on how to use them.</p>	

	<p>The Operations Manager asked if the land used had to be Council owned and suggested Tesco's roundabout.</p> <p>Mr Brown replied that they would like to use any land that is accessible to the public.</p> <p>The Chair asked how the Council could link Incredible Edible with other projects throughout the Borough (i.e. Health & Wellbeing agenda etc).</p>	
22.	<p><u>NOTES OF THE PREVIOUS MEETING HELD ON 21 SEPTEMBER 2016</u></p> <p>Amendments</p> <ul style="list-style-type: none"> • Mrs M Smith was absent and did give apologies; • Mrs A Lennox MBE was present but was not noted; • Matters Arising – Dog Bins – Follow up should be JS and not AL; • Matters Arising – Information on Veganism to be removed from the agenda; • Item 13 – Unmaintained land to be by Leicestershire County Council once a year around autumn time. Officers have visited and work should soon be undertaken; • Item 14 – SMT querying the tree carving as Bushloe House it is now a non-public venue. Councillor G A Boulter stated that it is still a public venue as some departments still have visitors (i.e. planning, licensing etc). The item did not go to PFD meeting in October. Councillor M H Charlesworth stated that SMT was to be advised that this does need to be undertaken and that the item had been to various groups. Councillor J W Boyce agreed. <p>The remainder of the notes of the previous meeting held on 21 September 2016 were agreed as an accurate record.</p>	
23.	<p><u>MATTERS ARISING</u></p> <p>None.</p>	
24.	<p><u>MAJOR PROJECTS AND VOLUNTEER UPDATE</u></p> <p>The Interim Health and Leisure Manager presented her report which was duly noted.</p> <p>School Engagement/Outreach</p> <p>It was said that the teaching the teachers' session was received well.</p> <p>Brocks Hill Half Term Activities</p> <p>It was said all activities were received well.</p> <p>Plant Galls of Brocks Hill</p> <p>It was said that a gall is a growth on a tree which is caused by insects (i.e. wasps who lay their eggs). This does not harm the tree.</p> <p>Pride of the Borough Awards</p>	

	<p>Following being awarded Gold back in September, it was said that the Borough have been invited to attend Britain in Bloom next year.</p> <p>Conservation Volunteering</p> <p>It was said that the number of volunteers had remained constant or increased. All super volunteers were now trained in first aid.</p> <p>Heritage Lottery Fund</p> <p>Councillor J W Boyce enquired as to what will happen post funding.</p> <p>The Interim Health and Leisure Manager stated that the exit strategy was training up a number of super volunteers who would lead the general volunteers.</p> <p>New Recruitment Process</p> <p>It was said that awaiting DBS checks were awaiting.</p> <p>The Chair was concerned at the length of time it was taking to get new recruits in post. The meeting was advised the Council were in the hands of DBS and that the checks were being carried out by Blaby District Council. It was said that one of the Officers has come to the end of their current project and was waiting to start.</p> <p>Councillor J W Boyce stated that it was likely that the new recruit would not hand in their notice until the DBS has come through.</p> <p>It was said that there was to be a Christmas event for all volunteers which will take place on 14 December 2016.</p> <p>The volunteering policy is in draft and with HR awaiting approval.</p>	
25.	<p><u>BOROUGH ENTRY SIGNS UPDATE</u></p> <p>The Facilities and Administration Manager presented her report which was duly noted.</p> <p>The group discussed the two options available:</p> <p>Option 1 - To refurbish and include an additional plate below acknowledging 'in bloom' at a cost of £1,255; and</p> <p>Option 2 - To purchase new signs at a cost of £1,795</p> <p>Due to new signs costing £540 per sign extra, it was the consensus of the group to go ahead with refurbishing the signs.</p> <p>It was said that replacing three signs per year would possibly go ahead starting with those that are in most need of refurbishment (i.e. Crow Mills, Blue Bridge and Kilby Bridge) and would recommend further funds from Greening the Borough reserves.</p> <p>Discussions also took place regarding sponsorship of signage. Leicester Race Course has already been approached and Councillor Miss A R Bond suggested that Wistow Garden Centre may be interested.</p>	

<p>26.</p>	<p><u>TREE STRATEGY, WORKS AND UPDATES</u></p> <p>The Arboricultural Officer presented his report which was reviewed and duly noted.</p> <p>Brocks Hill Country Park</p> <p>It was said that woodlands at Brocks Hill Country Park were quite under-thinned with blocks of dense woodland. The effect of this was that the trees were not doing as well as they should be. An application for a felling licence had been submitted which had requested permission to fell up to one-third of the trees.</p> <p>A discussion took place as to how felling will be undertaken (i.e via Grounds Maintenance, volunteers or external contractors). When work was to be undertaken, Councillor G A Boulter asked that sign put up to inform the public what was being done.</p> <p>Planting Scheme</p> <p>It was said that work to identify areas around the Borough where new tree planting had begun and it was hoped the study would conclude in the next 6 months.</p> <p>The Arboricultural Officer asked if there were any funds available within Greening the Borough resources in order to purchase some new trees.</p> <p>Councillor J W Boyce suggested a 5-7 year plan be put together in order to release funds on an annual basis.</p> <p>Councillor G A Boulter asked if cobnuts and walnuts could be given consideration for planting in the future.</p> <p>Tree Strategy</p> <p>Councillor J W Boyce asked about overhanging trees onto neighbours' land which the Council had previously maintained.</p> <p>The Arboricultural Officer advised that the Council had no legal obligation to prune overhanging trees (unless there is a danger element) but land owners do have the legal right to prune (as long as it is not a protected tree).</p> <p>The Tree Strategy Policy was said to be available at the Customer Service Centre along with FAQ's and will be presented at Service Delivery Committee in January 2017.</p> <p>Squirrel Management</p> <p>A discussion took place on how best to manage and despatch the squirrel population appropriately.</p> <p>Tree Nursery Project</p> <p>Following on from the seed collection event, all seeds were said to have now been planted and their growth monitored over the winter period.</p>	
<p>27.</p>	<p><u>OPERATIONAL SERVICES REPORT</u></p>	

	<p>The Operations Manager presented his report which was reviewed and duly noted.</p> <p>Waste & Recycling</p> <p>Councillor J W Boyce advised that there will be a seminar in January 2017 and a public consultation in February 2017. A final decision by County was pending.</p> <p>Garden Waste</p> <p>Garden waste collections was said to be ceasing on 9 December 2016 and will resume week commencing 27 February 2017.</p> <p>It was said that residents were asking for garden waste bins as bag usage is decreasing. Councillor J W Boyce asked for this to be fed into the waste consultation.</p> <p>Street Cleaning</p> <p>It was said that a new person had been appointed as the Town Centre Barrow Man for South Wigston and was awaiting a DBS check.</p> <p>Grounds Maintenance</p> <p>Two photographs were handed out: one showing the Council's current winter bedding plants and the other showing beds with grasses etc, which were permanent plants.</p> <p>Councillor J W Boyce stated that in most cases, the Council must move away from bedding plants, permanent plants can also be colourful and we could liaise with the Arboricultural Officer regarding what plants the local wildlife like.</p> <p>Councillor G A Boulter stated that this kind of bedding would still require some maintenance.</p> <p>The Operations Manager advised that currently the Council spent £1600 per year in bedding plants. He also stated that they had undertaken bulb planting in several areas.</p> <p>It was said that there would be no cost implications in relation to East Midlands in Bloom as volunteering would be used.</p>	
28.	<p><u>'ENERGY CONSERVATION' PRESENTATION</u></p> <p>A presentation was delivered by Interim Community Services Manager about Energy Conversation.</p> <p>Councillor Charlesworth asked what savings on fuel bills external wall insulation had.</p> <p>The Interim Community Services Manager advised it is around the same as solar panels.</p> <p>The Member also enquired if any works were going to be undertaken at</p>	

	<p>Elizabeth Court.</p> <p>Councillor G A Boulter said that Elizabeth Court was single skinned with tiles on the outside. The Interim Community Services Manger advised that it was being looked into.</p> <p>Councillor J W Boyce raised the issue of mould and stated that work may initially remove/reduce mould but would need to educate tenants in relation to opening windows etc.</p> <p>The Interim Community Services Manger agreed and confirmed that it was underway.</p>	
29.	<p><u>DATE OF NEXT MEETING</u></p> <p>14 February 2017 at 6.30pm</p>	

THE MEETING CLOSED AT 8.41 PM



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CHAIR

TUESDAY, 14 FEBRUARY 2017

MINUTES OF A MEETING OF THE COMMUNITY ENGAGEMENT FORUM HELD AT THE
COUNCIL OFFICES, STATION ROAD, WIGSTON ON THURSDAY, 8 DECEMBER 2016
COMMENCING AT 7.00 PM

IN ATTENDANCE:

Chair - Councillor J Kaufman

COUNCILLORS (1):

Mrs S B Morris

OFFICERS IN ATTENDANCE (2):

Ms V Quintyne

J Carr

OTHERS IN ATTENDANCE (7):

Ms A Bernard (Action on Hearing Loss)

D Goddard (Leicestershire Police)

I Vernon (Leicester/shire and Rutland Pagan Federations)

J Bryars (Multi-Cultural Group)

L Green (Oadby Food Bank)

L Thornton (Helping Hands Community Trust)

R Thompson (Action on Hearing Loss)

Min Ref.	Narrative	Officer Resp.
19.	<p><u>APOLOGIES FOR ABSENCE</u></p> <p>Vinod Ghadiali, Oadby and Wigston Hindu Community Association; S. Thanki, Oadby and Wigston Hindu Community Association; P Parmar; Oadby and Wigston Hindu Community Association; J Ramaiye, Oadby and Wigston Hindu Community Association, P Burton (Leicester, Leicestershire Gate Gypsy & Traveller Equality/MATU – Multi Agency Traveller Unit), D Cliffe (Voluntary Action Leicestershire), P Owers (CAPUK.ORG), J Crane (Wigston Club for Young People), G Gamble (Churches Together).</p>	
20.	<p><u>MINUTES OF THE PREVIOUS MEETING HELD ON 28 SEPTEMBER 2016</u></p> <p>The Chair approved the minutes of September 28th 2016. There were no amendments.</p>	
21.	<p><u>OADBY & WIGSTON LOCAL PLAN - CONSULTATION</u></p> <p>The draft Local Plan sets out the long term development strategy for the Borough. It will serve the Borough for the next twenty to thirty years.</p> <p>Local Plans consider the future role of places and make decisions on where new development should be concentrated.</p> <p>Colleagues were requested to make comment on the draft Plan to the Council. The comments will help shape planning for the future.</p> <p>The Plan provides for the building of housing in the Borough. Failure to do</p>	

	<p>this means the Government will make the decision on house building on the Council's behalf.</p> <p>Once adopted the new Local Plan will supersede the Saved Local Plan, The Core Strategy and the Town Centres Area Action Plan. The Council will adopt the new Local Plan in Summer 2018.</p> <p>For more information on the Plan email: planningpolicy@oadby-wigston.gov.uk or call:01162888961</p>	
22.	<p><u>REVIEW OF THE EQUALITY & DIVERSITY AGENDA</u></p> <p>The Equality and Diversity Agenda work plan is being progressed. It is available on the Council web page at: http://www.oadby-wigston.gov.uk/files/documents/equality_and_diversity_agenda/Equality%20and%20Diversity%20Agenda%20June%202013.pdf</p> <p>4a. Equality and Diversity Workshops</p> <p>These workshops are being developed principally with the Council's Human Resources Team. They are focussed principally for Council Members and Staff, but will be open to Voluntary organisations and community group representatives on the Community Engagement Forum database.</p> <p>The calendar listing celebratory events continues to be developed The focus of the calendar listing is to mark key festivals, events and celebratory days which reflect the local diversity of Oadby and Wigston ,events for which the Borough Council flies the Union Jack and those that reflect the Council's Joint Needs Assessment Plan priorities for the Borough.</p> <p>An example of such a day is: Mental Health Day on Tuesday 10th October 2017. Some of the sessions will be replicated on an evening basis.</p> <p>4b. Celebratory Awareness Calendar 2017</p> <p>The calendar listing celebratory days and events continues to be developed</p> <p>The focus of the calendar listing is to mark key festivals, events and celebratory days which reflect the local diversity of Oadby and Wigston, events for which the Borough Council flies the Union Jack. and those that reflect the Council's Joint Needs Assessment Plan priorities.</p> <p>Examples of such days are: The Holocaust Memorial Event on 26th January 2017 and Mental Health Day on 10th October 2017. Some of the sessions will be replicated on an evening. Basis subject to demand and the need to inform Councillors.</p> <p><u>ACTION:</u></p> <p>Update the Celebratory Awareness calendar for 2017 and circulate key workshop dates to colleagues</p> <p>4c. The Citizens Panel</p> <p>The Citizens Panel is in progress. The draft document notes other consultative activity being used by Borough Council officers for consultation and engagement activity. This will help to shape the Panel's design.</p>	VQ

	<p>Support has been provided by the Council's Information Technology Team.</p> <p><u>ACTION:</u> Provide a brief update as to progress at the next meeting.</p> <p>4d. Equality, Diversity and Unconscious Bias Workshops. The following dates for the Equality and Diversity and Unconscious bias workshops are as follows:</p> <p>Tuesday 9th May 2017-10am-12 Noon, 2pm-4pm and 6.30pm -8pm. Thursday 11th May 2017 – 2pm-4pm The venue for all sessions is: The Council Office, Council Chamber, Station Road, Wigston,LE18 2DR.</p>	VQ
23.	<p><u>OADBY, WIGSTON AND SOUTH WIGSTON MULTI-CULTURAL GROUP UPDATE</u></p> <p>Colleagues were requested to note the relief collection of clothing, boots and medical supplies and other items are being collected by the Mosque in Oadby. The drop off of items must be between 2pm and 6pm. Colleagues were advised there is no storage facility for items after this time at the mosque.</p> <p>Sorters and Loaders for the items were requested. All items will need to be loaded on to a van. A request was made to colleagues for access to a forklift truck to assist this charity work. Retailers are being contacted as is space to store pallets for 3 to 4 days</p> <p>The Walter Charles Centre has been booked for storage but it is proving somewhat difficult to get the pallets into the available space as a fork lift truck is required to assist with this.</p> <p><u>ACTION:</u></p> <p>The Chair offered his assistance to check if Council garages can be used for temporary storage.</p>	JK
24.	<p><u>OADBY & WIGSTON HOLOCAUST MEMORIAL EVENT</u></p> <p>The Holocaust Memorial Event day is on: Thursday 26th January 2017. The Programme is being progressed. The theme for next year is "How Can Life Go On". As with last year the main speaker is: Professor Aubrey Newman. The Council Chamber is to be the venue. Council doors open for refreshments at 5pm. The event is to be officially opened by the Mayor, Robert Eaton. It officially begins at 5.30pm and closes at 7pm.</p> <p>The invited audience are: the general public, schools in the borough, representatives from faith/belief groups, community groups and voluntary organisations. Everyone is welcomed to attend.</p> <p>The event will be publicised on the Council's web site, through Twitter, Face</p>	

	<p>book and other networking avenues.</p> <p>The Oadby, Wigston and South Wigston Multi-cultural Group will consider if it is possible for it to take on organising the Holocaust Memorial event in 2018.</p> <p><u>ACTION:</u></p> <p>J Bryars will liaise with Mark Mitchell about this and then contact Councillor Morris re the outcome of this conversation.</p>	<p>JB</p>
<p>25.</p>	<p><u>PAGANS IN LEICESTER AND LEICESTERSHIRE PRESENTATION (IAN VERNON)</u></p> <p>Ian Vernon, representing the Pagan Federation delivered a presentation on Paganism and the Pagan Federation. The audience complimented Ian on how informative and educational it was. The term pagan was defined and the presentation outlined its changing history and perceptions of its nature within the Pagan community and outside of it. The presentation sought to dispel the myths and misconception about paganism and define the belief system as pagans understand it to be in its diversity.</p> <p>Key points flowing from the presentation were: In modern terms it means 'A follower of a polytheistic or pantheistic nature-worshipping religion' and Paganism means a 'polytheistic or pantheistic nature-worshipping religion'</p> <p>The individual paths of belief and worship such as: Wicca & Witchcraft, Heathenry, Druidry, Shamanism, Goddess Worship were explored.</p> <p>Key belief and festival dates were noted. These are: Samhain – Oct 31st, Yule (Winter Solstice) – around Dec 21st, Imbolc – Feb 2nd and Ostara (Spring Equinox) – around Mar 21st. Dates are not all fixed.</p> <p>In conclusion Paganism is about: supporting Pagans in their right to worship, promoting a positive profile of Pagans and Paganism, providing education on what is a Pagan, facilitating communication between the various Pagan communities, providing pastoral care in prisons and hospitals, providing advocacy to Pagans in need.</p> <p>On concluding the presentation the Chair thanked Ian on behalf of the Forum.</p> <p><u>ACTION:</u></p> <p>Circulate the presentation to colleagues.</p>	<p>VQ</p>
<p>26.</p>	<p><u>ACTION ON HEARING LOSS - RNIB PRESENTATION (ROGER THOMPSON)</u></p> <p>The representative for Action on Hearing Loss provided information on the remit of the service and his role in the Leicestershire region.</p> <p>Statistics on the number of deaf and hard of hearing people in the UK was pinpointed in the presentation.</p> <p>Action on Hearing Loss was previously known as the RNID (Royal National</p>	

	<p>Institute for Deaf.</p> <p>Types of deafness and the causes were outlined as follows:</p> <p>Conductive hearing loss is the result of sounds not being able to pass freely to the inner ear.</p> <ul style="list-style-type: none"> • This usually results from a blockage in the outer or middle ear, such as a build-up of excess ear wax or fluid from an ear infection (especially common in children). • It can also happen as a result of some abnormality in the structure of the outer ear, ear canal or middle ear – or be due to a ruptured eardrum. • A condition known as otosclerosis (which results in the abnormal growth of bone in the middle ear) can cause severe conductive hearing loss. The excess bone prevents the ossicles in the middle ear from moving freely. • The result of this type of hearing loss is that sounds become quieter, although not usually distorted. Depending on its cause, a conductive hearing loss can either be temporary or permanent. <p>Conductive hearing losses can often be corrected with medical management, or minor surgery.</p> <p>The presentation ended with information on hearing aid support, medical research, accessing solutions, accessing products such as amplified phones, the importance of fundraising and a pointer as to how people can access help.</p> <p>On concluding the presentation the Chair thanked Roger on behalf of the Forum.</p> <p><u>ACTION:</u></p> <p>Circulate the presentation to colleagues,</p>	VQ
27.	<p><u>HATE CRIME AND INCIDENT AWARENESS - LOCAL & REGIONAL PICTURE PRESENTATION (DARREN GODDARD)</u></p> <p>Darren Goddard the Leicestershire Police Force officer provided a presentation on Hate Crime and awareness issues. His work remit covers Leicester, Leicestershire and Rutland. He outlined the two definitions of hate, both of which interconnect.</p> <p>Examples of hate incidents were outlined.</p> <p>People sometimes were confused about the definitions for example cyber crime bullying.</p> <p>He provided an example of hate crime using the example of David Kelly a self proclaimed monk. This is a good example of what a hate crime looks like.</p>	

	<p>Victims of hate crime have been identified in sub cultural groups of people such as Goths and Punks. People with a disability, those from various racial and faith / belief have also been attached. There were 530 recordings of hate crimes across Leicestershire and Rutland in 2015.</p> <p>Every public organisation has an action plan for dealing with hate crime. work is also taking place through social media. A Stamp It Out poster has been produced and work has taken place with communities to get the message across that hate incidents and crimes will be addressed by the authorities.</p> <p>Staff have been provided with training on the issue. And have also supported young people .This summer partnership working has delivered Don't Hate Educate information .Young people have also been involved in a campaign against hate crime.</p> <p>The Sophie Foundation raised awareness on hate crime, speaking to some one hundred thousand students. During half term week a symposium on hate crime awareness was held in Leicester City. This was linked to the theme "the power of good".</p> <p>Further work to address hate crime is being developed and delivered by young people through Youth Councils and Council Officers. A promoting of Keep Safe cards and places is progressing. Better Journey Cards have also been produced and distributed. These cards are to help people use public transport, especially empowering people with a disability to use public transport.</p> <p>On concluding the presentation the Chair thanked Darren on behalf of the Forum.</p> <p><u>ACTION:</u></p> <p>Circulate the presentation to colleagues.</p>	VQ
28.	<p><u>ANY OTHER BUSINESS</u></p> <p>No any other business items were raised.</p>	
29.	<p><u>DATE OF NEXT MEETING</u></p> <p>Date: Tuesday 14th March 2017 Time: 7pm-9pm Venue: Council Office, Council Chamber, Station Road, Wigston, LE18 2DR</p>	

THE MEETING CLOSED AT 8.58 PM



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CHAIR
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TUESDAY, 14 MARCH 2017
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MINUTES OF A MEETING OF THE OADBY & WIGSTON COMMUNITY SAFETY PARTNERSHIP HELD AT THE COUNCIL OFFICES, WIGSTON ON MONDAY, 12 DECEMBER 2016 COMMENCING AT 14:00

IN ATTENDANCE:

Cllr. Kevin Loydall (Chair)

Rik Basra (LCC), Sgt. Joanna Brown (Leicestershire Police), Stephen Glazebrook (OWBC), Mark Smith (OWBC, Minutes), Claire Weddle (WALL), Chris Woodward (Leicestershire Police)

Min Ref.	Narrative	Officer Resp.
13.	<p><u>APOLOGIES</u></p> <p>Insp. Steve Bunn (Leicestershire Police), Kam Chauhan (IMPACT Project, LCC), Rachel Lobel (Supporting Leicestershire Families, LCC)</p>	
14.	<p><u>MINUTES OF PREVIOUS MEETING</u></p> <p>Actions raised during the previous meeting, held on Monday, 26 September 2016, were reviewed. These included;</p> <ul style="list-style-type: none"> ▪ Page 1, Item 3: MS and RL will now be meeting on Thursday, 15 December to discuss the planned CSP networking event. ▪ Page 2, Item 3: Mark Mitchley, Exec. Head at Wigston Academy Trust, is very keen to be more involved in the Community. KL to meet with Mike in the New Year to discuss. ▪ Page 2, Item 4: YOS have sent apologies for two CSP meetings now. RB to contact KC re. attendance and updates. ▪ Page 2, Item 4: The planned test purchase operations went ahead with no failures. The test purchases planned for the evening of 12 December have been rescheduled for the New Year. ▪ Page 3, Item 4: The figures provided in relation to the Police's satisfaction survey were in percentages; actual numbers re. the data would be preferential to see at the next meeting. ▪ Page 3, Item 4: An update on the 'Keep Safe Places' in the Borough was received for the close of Quarter 2. ▪ Page 5, Item 6: MS and Sgt. Lindsey Booth will be reviewing OWBC's CCTV Policy and Procedures. Revised documents are planned to be presented to OWBC's PFD Forum in February 2017. SG will be contacting shopkeepers in the Borough re. spending the remaining CROW money once the new documents are approved by Members. 	<p>MS/RL</p> <p>KL</p> <p>RB</p> <p>SB</p> <p>MS/LB</p> <p>SG</p>

<p>15.</p>	<p><u>DELIVERY PLANS</u></p> <p>MS informed all partners that the Quarter 3 Deadline for Monitoring Returns to the OPCC is Friday, 20 January 2017. All updates from Quarter 3 should be submitted to MS at least one week prior for collation (13 January 2017).</p> <p>All partners present provided an update on actions allocated to them in the CSP's Delivery Plans. Actions resulting from this include;</p> <ul style="list-style-type: none"> ▪ RB to provide an update around the action '<i>To raise awareness of the legislation changes to partners and the dangers of New Psychoactive Substances (NPS)</i>' in place of James Fox. ▪ All partners are required to provide both percentages and actual numbers when providing statistics to the CSP relating to any community surveys they undertake. ▪ RB to contact Anita Chavda re. an update on the 'Keep Safe Places' scheme in the Borough. ▪ MS to provide a report to the CSP at the end of the financial year on the findings of the annual Community Safety Survey. ▪ MS to invite OWBC Environmental Health Manager to the next CSP meeting to provide an update on fly-tipping and dog fouling incidents in the Borough. ▪ CWd to feedback to MS the number of reported Hate Crimes & Incidents in the Borough in 2016/17 to date. ▪ MS to invite Veronika Quintyne to the next CSP meeting to provide an update on the Hate Crime Awareness projects she has been running. ▪ RB to contact Anita Chavda re. an update on the 'Hate Incident Monitoring Project' for the next CSP meeting. ▪ JB to ask PCSO Preston to update RB re. the required lamppost specifications for the current Domehawk cameras. RB to source a map, where possible, showing locations of all lampposts of this specification in the Borough. ▪ SG to invoice 50% of costs relating to the Tuffey eviction to the CSP's 'legal stage contingency fund'. 	<p>ALL</p> <p>RB</p> <p>ALL</p> <p>RB</p> <p>MS</p> <p>MS</p> <p>CWd</p> <p>MS</p> <p>RB</p> <p>JB/RB</p> <p>SG</p>
<p>16.</p>	<p><u>FINANCIAL POSITION</u></p> <p>A written update on expenditure relating to the CSP budget was provided. To date £16,215.47 has been spent from OWBC's contributed funding to the CSP, and £9,547.69 from the OPCC's contributed funding.</p> <p>A total of £25,763.16 (65%) has been spent to date out of the CSP's total budget for 2016/17 of £39,750.00. Expenditure for 2016/17 is progressing as expected.</p>	

<p>17.</p>	<p><u>CELEBRATE SAFELY CAMPAIGN</u></p> <p>The Police attended all three Christmas light switch-on events in the Borough on behalf of the CSP, additional religious events have been, and will also be, attended throughout the festive period. At each event the crime prevention message has been given. Local businesses also provided sweets to the Police to distribute over Halloween.</p>	
<p>18.</p>	<p><u>CSP ANNUAL SURVEY</u></p> <p>MS provided some highlights of the findings from the CSP annual survey responses received to date. At the time of the meeting there had been 119 responses with 107 (90%) being complete.</p> <p>61 people (51%) stated they have current concerns about crime, anti-social behaviour or community safety in the Borough. Of these concerns the top three are currently 'groups causing a nuisance' (23 people, 19%), 'littering or fly-tipping' (22 people, 18%), and 'vandalism or graffiti' (21 people, 18%).</p> <p>65 people (55%) stated they believe crime and anti-social behaviour has either 'increased', or 'stayed the same', in the Borough in the last 12 months. 34% of respondents (41 people) responded that they were 'not sure' about the change in crime or anti-social behaviour levels; MS believes this is indicative of CSP partners not advertising their successes as well as possible.</p> <p>62 people (52%) say they feel either 'very safe' or 'safe' in the Borough, with 34 people (29%) saying they feel 'neither safe or unsafe', and 11 people (9%) saying they feel 'unsafe' or 'very unsafe'.</p> <p>43 people (36%) are either 'very satisfied' or 'satisfied' with the way CSP partners are dealing with crime, anti-social behaviour and community safety issues in the Borough. 53 people (45%) stated however that they are 'neither satisfied or dissatisfied' and 11 people (9%) stated that they are 'dissatisfied'. Nobody to date has responded to say that they are 'very dissatisfied' with the way issues are currently dealt with.</p> <p>80 people (67%) stated in their responses that they have not been the victim of crime or anti-social behaviour.</p> <p>Qualitative data collected from respondents indicates, at present, that additional concerns are around road safety (speeding, inconsiderate parking) and that most people acknowledge that the Police's resources are quite stretched.</p> <p>The survey has only initially been promoted by word of mouth, the</p>	

	<p>Council's website and the @OWCommSafety Twitter account. It has been included in the next edition of Letterbox that will begin circulation in the Borough in December 2016. MS expects that the data presented at this meeting will undergo a large change once responses from Letterbox begin to be returned.</p> <p>The survey will run until the end of Quarter 4 but results received by the close of Quarter 3 will be used to inform the CSP Delivery Plans for 2017/18 as well as the 2017-2020 three year plan.</p>	
19.	<p><u>'CEASE' PLEDGE</u></p> <p>OWBC has been afforded the opportunity to sign the 'CEASE' pledge, aimed at "raising public awareness of Child Sexual Exploitation (CSE) and the signs of CSE". Whilst the Council is probably already compliant with the CEASE expectations, SG has been tasked with identifying the level of involvement required in meeting the expectations, the clarification of any actions required to comply and if there is a requirement of additional funding.</p>	SG
20.	<p><u>'PREVENT' IN OADBY & WIGSTON</u></p> <p>RL shared, via email, a flier providing details of how to book a WRAP (Workshop to Raise Awareness of Prevent) session for professionals working in CSP partner agencies. It was suggested that the WRAP workshop may be of particular use to the G4S staff currently working at Kennedy House.</p> <p>MS confirmed that he and Veronika Quintyne will be delivering additional WRAP sessions to OWBC staff in the New Year. Members are more than welcome to also attend these sessions.</p>	
21.	<p><u>SENTINEL USE REVIEW</u></p> <p>As the Oadby & Wigston CSP has contributed to Sentinel running costs all partners, with access to the system, are encouraged to use it to its full potential. By using one system to case manage ASB partners are able to provide a bigger picture of the issues in the Borough.</p> <p>Training for staff with access to Sentinel needs to be consistent to ensure correct usage. In time each partner agency will have one, or more, 'Super User/Enhanced User' for Sentinel, and Sentinel 'Admins', who will be able to train other staff members on how to use the system as well as creating new user accounts and resetting passwords.</p> <p>All districts and boroughs have been asked to put to Vantage the training requirements they need for staff using Sentinel; this will shape the training</p>	

	programme to come.	
22.	<p><u>JAG UPDATE</u></p> <p>JAG continues to work as effectively as possible. Open and Closed JAG sessions have now started, depending on the meeting's agenda, to allow for additional individuals, such as local business managers, to contribute to discussions around local issues that are directly impacting upon them.</p>	
23.	<p><u>LCC UPDATE</u></p> <p>RB is currently undertaking an ASB case management review; this is focusing on the 'customer journey' and not just the recording of the case, i.e. the information and expectations given, and risk assessments. A report, the purpose of which will be to identify "a minimum standard of practice", will be created on the back of this review providing recommendations for an action plan to be implemented Countywide. Not all aspects within the action plan will apply to each district or borough council.</p> <p>RB will provide the action plan to MS for distribution to the CSP partners when complete.</p>	RB
24.	<p><u>LFRS UPDATE</u></p> <p>No update available at this meeting.</p>	
25.	<p><u>UAVA / KIDVA UPDATE</u></p> <p>CWe provided a report to the CSP that highlighted the work of Oadby & Wigston's commissioned Domestic Violence services between 01/03/2016 and 30/09/2016. A request was made to see comparative data between this report, and the same period from 2015/16, at the next meeting to evaluate the number of referrals made and actioned.</p>	CWe
26.	<p><u>POLICE UPDATE</u></p> <p>JB updated that Burglary Dwelling and Violent Crime have both dropped in the Borough. There have been increases in Theft from Motor Vehicles and Robbery, there is currently no pattern to the robbery increase however given that it is a small data set.</p> <p>Anti-Social Behaviour remains the main concern in Oadby & Wigston at present; however by encouraging reporting of ASB incidents, resulting in multiple calls received for the same incident, is skewing the figures. The current hotspot areas for ASB are the Wigston town centre and the Little Hill estate; relating to this 8 Acceptable Behaviour Contracts have been issued to young people, some of whom who have unfortunately continued</p>	

	<p>on to being arrested. The incremental approach to ASB is reaching a stage where Criminal Behaviour Orders will be sought.</p> <p>MS added that in relation to the ASB a programme of Diversionary Activities, primarily sports based at the outset, will be commencing in January 2017. A zero tolerance approach to ASB, or threats to staff as at previous projects, will be implemented and those responsible will be banned from participating. Staff safety is the priority. Additional activities, possibly including weekend activities and the 'Kicks Project', will be looked at following the initial 12 week run of activities.</p> <p>Burglaries spiked in the Borough but are now back to normal levels. High visibility and plain clothes patrols are in place regarding this and arrests, including one for Theft from a Motor Vehicle, have been made.</p> <p>CWd enquired re. spending an additional £1,000.00 of the CSP budget on covert assets. These would be traceable assets, such as sat navs and tools, that can be used as 'bait'. The additional expenditure was agreed from the CSPs current underspend of £1,300.00; CWd to provide MS with an invoice for the purchases.</p>	CWd
27.	<p><u>ANY OTHER BUSINESS</u></p> <ul style="list-style-type: none"> ▪ MS shared an email from CWd regarding the Knighton Free Church updating on a one-to-one coaching project, TLG Early Intervention, it is looking to start offering. The Church has applied for funding for the project and updates on the success of this application are hoped to be positive. ▪ KL invited RB to talk about his work with the Anthony Nolan leukaemia charity. RB updated that due to a lack of donors he is spearheading a registration drive for 16-30 year olds in Leicestershire. 26 April 2017 is also the national registration day. Do to the work he has undertaken to date, Leicestershire is second only to London in the UK for the number of registered donors. It was proposed that RB be offered the opportunity to set up a stall in, or outside of, OWBC's Customer Service Centre on Bell Street to assist in boosting registration levels. ▪ Thanks were given to Insp. Bunn by the CSP for his hard work during his time in post, and congratulations were offered in respect to his upcoming sideways move within the Police. Likewise a welcome was given to incoming Inspector Mike Cawley and Sgt. Joanna Brown. 	

THE MEETING CLOSED AT 16:40

MINUTES OF A PANEL HEARING OF THE LICENSING SUB-COMMITTEE HELD AT THE COUNCIL OFFICES, STATION ROAD, WIGSTON ON WEDNESDAY, 14 DECEMBER 2016 COMMENCING AT 6.50 PM

<u>IN ATTENDANCE:</u>		
Chair - Councillor G A Boulter		
COUNCILLORS (2):		
Mrs L M Broadley	R E Fahey	
OFFICERS IN ATTENDANCE (6):		
Mrs T L Aldwinckle	D Gill	J Mortell
S J Ball	Ms S Lane	Ms P J Samuels
OTHERS IN ATTENDANCE (1):		
G S Atwal		

Min Ref.	Narrative	Officer Resp.
1.	<p><u>ELECTION OF CHAIR</u></p> <p>RESOLVED THAT:</p> <p>Councillor G A Boulter assume the Chair for the Hearing.</p>	
2.	<p><u>APOLOGIES FOR ABSENCE</u></p> <p>None.</p>	
3.	<p><u>DECLARATIONS OF INTEREST</u></p> <p>None.</p>	
4.	<p><u>EXCLUSION OF PRESS AND PUBLIC</u></p> <p>RESOLVED THAT:</p> <p>The press and public be excluded from the remainder of the hearing in accordance with section 100(A)(4) of the Local Government Act 1972 (Exempt Information) during consideration of the application below on the grounds that it involved the likely disclosure of exempt information as defined in the respective paragraph(s) 1, 3 and 7 of Part 1 of Schedule 12A of the Act and that, in all the circumstances, the public interest in maintaining the exemption outweighed the public interest in disclosing the information.</p>	
5.	<p><u>APPLICATION FOR A COMBINED HACKNEY CARRIAGE / PRIVATE HIRE DRIVERS LICENCE</u></p> <p>The Legal Advisor stated that subsequent to new information being recently received concerning the applicant's character and deemed to be material to the consideration of the application, he advised the Panel to adjourn the Hearing until a future date in January 2017 so that sufficient enquires could</p>	

<p>be made to verify the information.</p> <p>The applicant expressed his dissatisfaction should the Panel be minded to adjourn the hearing because of the detrimental impact of a timely decision upon his work prospects within the Borough and the personal inconvenience caused. He stated that his application was made in good-faith. He stated that he was not advised prior to submitting his application that it would be subject to the Panel's determination.</p> <p>The Legal Advisor advised the applicant that the application had been referred to the Licensing Sub-Committee for determination to ensure the openness and transparency of the decision-making process. He stated that the overriding consideration of the Licensing Authority in determining the application was the protection of the public and that all other matters were secondary to public safety.</p> <p>The Chair stated that, in the interests of all parties, it would be unsafe to proceed on basis that the Panel did not have all the available and verified information before them to make a fully-considered determination of the application at the present time.</p> <p>RESOLVED THAT:</p> <p>The Panel Hearing be adjourned.</p>	
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THE MEETING CLOSED AT 7.07 PM



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CHAIR
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THURSDAY, 15 DECEMBER 2016
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MINUTES OF A MEETING OF THE DEVELOPMENT CONTROL COMMITTEE HELD AT THE COUNCIL OFFICES, STATION ROAD, WIGSTON ON THURSDAY, 15 DECEMBER 2016 COMMENCING AT 7.00 PM

<u>IN ATTENDANCE:</u>		
Chair - Councillor L A Bentley Vice-Chair - Councillor Mrs L M Broadley		
<u>COUNCILLORS (9):</u>		
G S Atwal G A Boulter F S Broadley	D M Carter R E Fahey D A Gamble	Mrs S Z Haq Mrs H E Loydall R E R Morris
<u>OFFICERS IN ATTENDANCE (4):</u>		
S J Ball T Boswell	D Gill Ms S Lane	
<u>OTHERS IN ATTENDANCE (3):</u>		
Cllr M H Charlesworth	P Hempill	S Mistry

Min Ref.	Narrative	Officer Resp.
29.	<u>APOLOGIES FOR ABSENCE</u> An apology for absence was received from Councillors B Dave, J Kaufman and Dr T K Khong.	
30.	<u>APPOINTMENT OF SUBSTITUTES</u> None.	
31.	<u>DECLARATIONS OF INTEREST</u> In respect of planning application number 16/00024/FUL, the Chair declared a non-pecuniary interest insofar he had been approached by an objector seeking to arrange a meeting to discuss the application but declined the request. The Chair confirmed that he attended the meeting without prejudice and with an open mind.	
32.	<u>MINUTES OF THE PREVIOUS MEETING HELD ON 17 NOVEMBER 2016</u> The Chair advised that the minutes of the previous meeting of the Committee held on Thursday, 17 November 2016 were to stand as an item referred to the next meeting of the Committee due to be held on Thursday, 19 January 2017.	
33.	<u>PETITIONS AND DEPUTATIONS</u> None.	
34.	<u>THE BOROUGH COUNCIL OF OADBY & WIGSTON (LAND AT DRAPER HOUSE, 51 SAFFRON ROAD, WIGSTON, LEICESTERSHIRE, LE18 4UL) TREE PRESERVATION ORDER 2016</u>	

	<p>The Committee gave consideration to the report and appendix (at pages 1 - 14) as delivered and summarised by the Arboricultural Officer which should be read together with these minutes as a composite document.</p> <p>Councillor Mrs H E Loydall moved the recommendation as set out at paragraph 2 of the report (at page 1).</p> <p>Councillor G A Boulter seconded the recommendation.</p> <p>Councillors R E R Morris and D M Carter commended the Tree Preservation Order's (TPO) confirmation on behalf of all Members and residents.</p> <p>UNANIMOUSLY RESOLVED THAT:</p> <p>The Borough Council of Oadby & Wigston (Land at Draper House, 51 Saffron Road, Wigston, Leicestershire, LE18 4UL) Tree Preservation Order 2016 be confirmed.</p>	
<p>35.</p>	<p><u>REPORT OF THE PLANNING CONTROL MANAGER</u></p> <p>1. Application No. 16/00024/FUL - 39 Long Street, Wigston, Leicestershire, LE18 2AJ</p> <p>Mr Sanjay Mistry, Managing Director at SKM Design, spoke upon the application on behalf of the applicant. Mr Mistry stated additional work had been undertaken to render the application acceptable and discussions with the Trustees of the Kingdom Hall regarding access and design had been conducted. He said that the existing Working Men's Club (WMC) building was in a significant state of disrepair. It was said that that the development sought to bring the site back into use with a scheme of residential dwellings together with garden areas and parking facilities. He noted that, other than the one representation received, on other objections had been raised.</p> <p>Councillor R E Fahey entered the Chamber at 7:05 pm.</p> <p>Mr Peter Hempill, Director Architect at Ark Designs, spoken upon the application on behalf of the Trustees of Kingdom Hall ("the Trustees") as an objector. Mr Hempill stated that the Trustees sought a deferral of the application to allow adequate time to review the latest plan amendments. He opined that several errors had been made in the report, namely: the citing of clause 32 (clause 39) of the National Planning Policy Framework (NPPF) to justify a shortfall in car parking could not be used to set aside, as opposed to setting, local parking standards; that the applicant had not engaged in any discussion or consultation of the current proposals with the Trustees and therefore had not considered the rights of the latter; there had been no dialogue or agreement with the Trustees regarding the change of purpose of the intended two-way access road considered to be unsafe; and obstructions to access of the Kingdom Hall site from insufficient car spaces in ratio to the number of dwellings.</p> <p>The Committee gave consideration to a letter of representation tabled at the meeting and dated 15 December 2016 addressed to the Planning Officer from Ark Design.</p> <p>Councillor M H Charlesworth spoke upon the application. He acknowledged that the site in question was in a state of disrepair however resisted the demolition of the existing WMC building described as one of the oldest in</p>	

the country. He raised a concern as to the potential access obstruction to the Kingdom Hall resulting from the insufficient number of dwelling car parking spaces. It was said that the proposed buildings were not sympathetic to The Lanes Conservation Area (CA). The Member requested that, if Members were minded to grant planning permission, that: a condition be added to include a footpath; that condition 15 be better substantiated to prevent access obstruction during the construction phase; and the need for an access agreement between the applicant and Trustees prior to development.

The Chair advised Councillor R E Fahey he was not entitled to exercise his vote upon the application due to his lateness of arrival to the Chamber.

The Committee gave consideration to the application (at pages 38 - 49) as delivered and summarised by the Interim Planning Control Manager which should be read together with these minutes as a composite document.

The Interim Planning advised that the existing WMC building was not a listed building however was a heritage asset within the CA. The meaning of a 'material planning consideration' was said to exclude the protection of private interests in relation to any private-access agreement between the applicant and Trustees. It was advised that, in accordance with paragraph 32 of the NPPF, refusal on the grounds of the impact(s) upon the safe and efficient use of the highway network resulting from access, ratio of car parking spaces and proximity of the development to the town centre could not be substantiated as "severe". The recommendation was also said to ought to include an agreement pursuant to the Town and Country Planning Act 1990, section 106 ("s106 agreement") in accordance with the contributions and affordable housing arrangements set out in the report (at page 22).

The Chair moved and the Vice-Chair seconded the application for debate.

Councillor G A Boulter noted the significant contribution of the existing WMC building to the character of the CA citing the relevance of the representations made by the various heritage associations in the report (at page 18). He further raised concerns as to there being a residual cumulative impact upon the highway (viz. the insufficient number of dwelling car parking spaces, access arrangement complications), the proposed buildings being inconsistent with the street-scene and that no discussion or consultation of the proposals having been held with the Wigston Civic Society.

Councillor Mrs H E Loydall enquired as to whether all the appropriate authorities and properties with the area had been properly informed about the application. She acknowledged that the existing WMC building was derelict for a considerable number of years forming part of a wider collection of buildings sited on Long Street, Wigston described as an "eyesore" with little heritage value. The Member also stated that the dwelling-flats' frontage was of bad-design and unsympathetic to the street-scene.

The Interim Planning Control Manager advised that the applicant's reasoned justification for the proposed demolition of the existing WMC building was its profound derelict state rendering it unsuitable for residential-conversation. It was said that access to the application site was to be re-constructed to an adoptable standard notwithstanding the private contractual nature of access arrangement between the applicant and the Trustees. It was said that all appropriate authorities and properties were duly notified, including the Civic

Society by way of weekly planning circular.

The Chair stated any proposed development ought to reflect the history of the existing WMC building in lieu of its proposed demolition.

The Vice-Chair enquired as to whom the legal proprietor of the access route to the Kingdom Hall was and, if it was not under applicant's ownership, whether: an encroachment upon the same would be committed by the applicant during construction access; if it was capable of being re-constructed to an adoptable standard; and if prospective dwelling-occupants enjoyed any rights of way. The Member re-iterated concerns as to: the inconsistency of the buildings' design within the street-scene and the implications to highway and pedestrian safety.

Councillor Mrs S Z Haq enquired as to whether all neighbouring properties were given sufficient notice about the application.

The Interim Planning Control Manager advised that all properties had been mailed directly and site notices displayed on nearby lampposts and the existing WMC building door concerning development's initial proposals and subsequent revisions.

DEFEATED THAT:

The application be permitted planning permission.

For 0
Against 6
Abstentions 4

Councillor G A Boulter moved and the Vice-Chair seconded the application for refusal of planning permission. The reasons for refusal were summarised as follows:

- (i) The proposed development does not respect the local character and patterns of development and is unsympathetic towards its surroundings (*contra* Core Strategy Policy 14);
- (ii) The proposed development does not reflect the prevailing quality, character and features of the landscape and townscape (*contra* Core Strategy Policy 15);
- (iii) The residual cumulative impact of the proposed development upon highway and pedestrian safety would be severe (*contra* Core Strategy Policy 4).

RESOLVED THAT:

The application be **REFUSED** planning permission.

For 6
Against 1
Abstentions 3

THE MEETING CLOSED AT 7.54 PM



CHAIR

THURSDAY, 19 JANUARY 2017

Agenda Item 15j

MINUTES OF A MEETING OF THE HEALTH AND WELLBEING BOARD HELD AT THE COUNCIL OFFICES, STATION ROAD, WIGSTON ON TUESDAY, 10 JANUARY 2017 COMMENCING AT 1.30 PM

<u>IN ATTENDANCE:</u>		
Chair - Councillor J Kaufman		
<u>COUNCILLORS (2):</u>		
G A Boulter	J W Boyce	
<u>OFFICERS IN ATTENDANCE (3):</u>		
Mrs A Lennox MBE	Kane Radford	Mark Smith
<u>OTHERS IN ATTENDANCE (5):</u>		
James Naylor	Sharon Rose	Ruth Day
Shirley Wysocki	Zaheera Chatra	

Min Ref.	Narrative	Officer Resp.
22.	<p><u>WELCOME BY CHAIRMAN, COUNCILLOR JEFFREY KAUFMAN</u></p> <p>The Chair, Cllr Jeffrey Kaufman, welcomed attendees to the meeting. This being the last of three priority health focused meetings in 2016/17 for the Oadby and Wigston Health & Wellbeing Board.</p> <p>The focus of the meeting today is ‘Substance & Alcohol Misuse’; a range of external agencies/ specialising in this area of work were invited to the meeting.</p> <p>The Chair confirmed that the final HWBB meeting on 4th April 2017 will act as our ‘Health Summit’. All attendees from the previous three focused meetings will be invited. This will enable the group to review the outcomes of all the priorities for 2016/17 and identify new local priorities for 2017/18.</p> <p>Attendees today were encouraged to complete the ‘Partner Organisation’ form, in order for the group to capture details of programme and projects implemented or planned for this current financial year which will also help to identify how the HWBB/ partnership can support each organisation.</p>	
23.	<p><u>APOLOGIES FOR ABSENCE</u></p> <p>Cllr Dr T Khong, Dr Vivek Varakantam, Inspector Michael Cawley, Cllr Ms K Chalk, Stephen Glazebrook</p>	
24.	<p><u>MINUTES OF THE PREVIOUS MEETING HELD ON 11 OCTOBER 2016</u></p> <p>One action from the last meeting was to make some slight amendments to the ‘live’ online webpage. The relevant changes have been made by Megan Whittingham and the updated webpage can be accessed by clicking the following link: www.activeoadbywigston.org.uk/health</p>	

	No other actions are outstanding.	
25.	<p><u>OADBY & WIGSTON PRIORITY 3 - SUBSTANCE / ALCOHOL MISUSE</u></p> <p>As expected with this particular priority, there are very few external agencies working to address this issue, in the locality.</p> <p>Shirley Wysocki and Ruth Day from Turning Point in addition to Zaheera Chatra from Quit Ready attended the meeting and provided an update on their current programmes.</p> <p>SW and RD confirmed that their service covers substance misuse and drugs/alcohol misuse. They provide support to reduce/stop drug and alcohol misuse. They run a number of programmes across the county. Referrals come from a range of sources including self-referrals, GP's, health professionals and social services. Sessions used to take place at the Bassett Centre, but are now are held at Boulter Crescent as well as in the City. They also carry out Drug and Alcohol talks in schools, colleges and at health events.</p> <p>SW/RD will analyse how many people access their service from the Oadby and Wigston area then feedback to the group.</p> <p>SR confirmed that Drug and Alcohol does link to areas of deprivation e.g. Wigston and South Wigston; however it was important not to ignore Oadby.</p> <p>ZC, from Leicestershire County Council Quit Ready, confirmed their service went live on 3rd January 2017. They provide a 12 week online support programme, which includes text, phone and Skype facilities. Face to face appointments are also available. They offer an E-Cigarette service, which provides support and advice on the best ways of quitting however they do not provide e-cigs. They currently use an evidence based model that tells them the intervention works. Client feedback is positive, but its early days. ZC confirmed the service has been commissioned for 3 years. Referrals come via First Contact Plus; self-referral; and health professionals. She also confirmed that Quit Ready signposts into Turning Point's services.</p> <p>Quit Ready promotional information is now available and ZC will forward this to the HWBB. As well as providing information on giving up smoking, it also encourages take-up of exercise. JB suggested it would be positive to give clients an incentive, e.g. a free session at a gym when clients achieve their goal.</p> <p>Mark Smith informed the group about a recent survey he has carried out on behalf of the Community Safety Partnership. Whilst survey responses are still being received, the initial findings show that 'drug related issues' and 'drunk and rowdy behaviour' were areas of concern for residents. The group then debated how to translate this into improving health. It was also noted that if pockets of areas affected are identified, these can be addressed by the Community Safety Partnership, particularly where best to allocate resources, in order to reduce ASB.</p> <p>KR confirmed the benefits of engaging people in sport and/or physical activity. There is a referral funding pot for sport and physical activity for this current financial year (2016/17) that may help some residents. In addition to diversionary activities for young people and 'back-to' sports sessions. RD confirmed that activities such as 'walking groups' are helpful, as some</p>	<p>SW/RD</p> <p>ZC</p>

	<p>individuals are not keen on going to the gym.</p> <p>SR can arrange for the referral forms to be uploaded on to PRISM, which is a pathway and referral implementation system that GPs access. SR further suggested that promotion of Quit Ready could go in pubs as this would be a good audience to capture. ZC confirmed that they have already produced beer mats and notices are posted in toilet cubicles, promoting the service.</p> <p>JN, Everyone Active from Parklands Leisure Centre is happy to place posters on centre notice boards.</p>	
26.	<p><u>FUTURE AGENDA ITEMS / ACTIONS</u></p> <p>One key area of concern is the current crisis experienced at many hospitals, including Leicester, where low risk patients are clogging up A&E departments. The HWBB feels it has a part to play in educating residents to seek alternative solutions e.g. seek help earlier before the illness progresses, use the NHS 111 service; or visit their local pharmacist for advice.</p> <p>In addition and in preparation for next winter, the HWBB aims to encourage more residents to take up the free flu jab, by using a range of communication methods to get the message out.</p>	
27.	<p><u>DATE OF NEXT MEETING</u></p> <p>The next meeting is the O&W HWBB Annual Health summit, to review outcomes and set future priorities.</p> <p>Tuesday 4 April 2017, the Council Offices, Wigston at 1:30 p.m.</p>	

THE MEETING CLOSED AT 3.30 PM



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CHAIR

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TUESDAY, 04 APRIL 2017

MINUTES OF A MEETING OF THE CHANGE MANAGEMENT COMMITTEE HELD AT THE COUNCIL OFFICES, STATION ROAD, WIGSTON ON WEDNESDAY, 11 JANUARY 2017 COMMENCING AT 6.30 PM

<u>IN ATTENDANCE:</u>		
Chair - Councillor M H Charlesworth		
COUNCILLORS (7):		
E R Barr	Mrs S Z Haq	
M L Darr	J Kaufman	Mrs S B Morris
B Dave	K J Loydall	
OFFICERS IN ATTENDANCE (5):		
S J Ball	J Harkin	Ms S Lane
M W L Hall	M Hone	

Min Ref.	Narrative	Officer Resp.
14.	<u>APOLOGIES FOR ABSENCE</u> An apology for absence was received from Councillor Mrs L M Broadley and the Director of Services / Monitoring Officer, Mrs A E Court.	
15.	<u>APPOINTMENT OF SUBSTITUTES</u> None.	
16.	<u>DECLARATIONS OF INTEREST</u> None.	
17.	<u>MINUTES OF THE PREVIOUS MEETING HELD ON 26 SEPTEMBER 2016</u> RESOLVED THAT: The minutes of the meeting of the previous Committee held on 26 September 2016 be taken as read, confirmed and signed.	
18.	<u>ACTION LIST ARISING FROM THE MEETING HELD ON 26 SEPTEMBER 2016</u> The Interim Chief Financial Officer / Section 151 Officer reported that all action points were agreed at the meeting of the Policy, Finance and Development Committee held on 1 November 2016. RESOLVED THAT: The Action List be noted by Members.	
19.	<u>PETITIONS AND DEPUTATIONS</u> None.	

20.

UPDATE ON ACTION PLANS AND OTHER ISSUES

The Committee gave consideration to the report and appendices (at pages 7 – 67) as delivered and summarised in turn by the Interim Chief Financial Officer / Section 151 Officer which should be read together with these minutes as a composite document.

Community Asset Management

The Interim Chief Financial Officer advised that he was currently working on the Community Asset Management project. It was said that it requires a community strategic approach and will be brought to the next Change Management Committee.

One Public Estate Programme

The Interim Chief Financial Officer stated that the Council had joined into the One Public Estate (OPE) programme which brings all Government departments together to look at surplus land the Council could use to join with others who may have a need (i.e NHS, Police, other councils etc). It was reported that in January, a bid had been put forward for additional monies and, if successful, a district board would be set up within the Combined Authority. It was said that the Chief Executive had already put his name forward to be on the board. The project was said it could be very positive for the Council in relation to social housing etc.

Councillor Mrs S Z Haq asked for clarification of how the OPE initiative would work.

The Interim Chief Financial Officer gave an example of, if another agency had surplus land, it could be used by us to build social housing or a new industrial estate. If, in the future, there were any opportunities, a proposal would be brought to a future Committee meeting for approval.

Councillor Kaufman enquired whether or not schools were part of the Combined Authority.

Councillor Mrs S B Morris asked for it to be noted that she is a trustee of a local academy. She said that the Council could approach school to put forward a proposal even if they were not signed up to the initiative.

Councillor Loydall suggested for us to approach the School Commissioning Group. He also asked for clarification on of the OPE5 Programme Benefits (at page 29) as the jobs created did not tally throughout the document.

The Interim Chief Financial Officer confirmed that no specific sites had been identified, that we had signed up 'in principle' only and no costs to the Borough would be incurred. He advised that figures in the document were put together by specialist consultants who had worked on previous successful bids. It was said that it was his interest to protect Oadby and Wigston Borough Council and that the Council may still decide not to participate. He assured Members that every bid will be an individual decision to be brought to Committee and the Council's sovereignty would be maintained.

Councillor K J Loydall queried what amount of capital the Council would be able to retain.

The Interim Chief Financial Officer said he was not aware that Government would want any percentage back but suggested that if the Council used school land then the Council may need to pay them something.

Councillor Mrs S Z Haq asked if there would be any comeback if no firm bids were received from the Council.

The Interim Chief Financial Officer advised the Committee that all agencies can sign up with no comebacks. He advised that the Government had funds available to put towards energy saving initiatives and the Council was hopeful for some funding to put towards solar panels for the Leisure Centres as they are high energy users. An update was to be given once an outcome was known.

The Council's Four-Year Efficiency Plan

The Interim Chief Financial Officer gave the Committee an update on the Council's Four-Year Efficiency Plan.

The Chair enquired about the building of new council houses.

The Interim Chief Financial Officer advised any new builds would be built by a subsidiary wholly owned company. This company was said had now been registered with Companies House and was ready to trade. The Directors were reported to be Anne Court, Stephen Glazebrook and Chris Raymakers. This method of building social housing was said to prevent the 'Right to Buy' and rents can be decided by Members. He said that there were controls in place to manage the company to prevent this type of company going rogue and it was a standard model used elsewhere in the country.

Councillor J Kaufman asked about the Government's decision for National Non-Domestic Rates (NNDR) changes.

The Interim Chief Financial Officer stated that it looks as though the Council would be financially better off but could not forecast too far in advance due to the economic climate/changes.

Peer Review / Investors in People

The Interim Chief Financial Officer gave the Committee an update on the Peer Review and Investors in People (IIP).

The Interim Chief Financial Officer added that the Council had retained the current Level 5 IIP accreditation for the next 12 months.

Councillor K J Loydall thanked all staff for their hard work in achieving Level 5.

The Chair asked for the final report to be published in Letterbox.

The Interim Chief Financial Officer said the Peer Review was to take place in March. The team was said to consist of approximately 5-6 staff members from various similar councils and also two external Members, one Liberal Democrat and one Conservative. He advised that the Council would be provided with CV's of three Liberal Democrats and three Conservatives

	<p>Members. He asked the Committee if Members' wanted to vote or did wished him to make the decision on the same.</p> <p>Councillor Mrs S B Morris suggested that Members do not choose to prevent any possible accusations of interfering. The Committee's consensus was for the Interim Chief Financial Officer to make the decision. He said that he will try to select those who have an understanding of working within a Borough Council.</p> <p>Governance and Structures</p> <p>The Interim Chief Financial Officer asked the Committee if they had any comments and/or suggestions in relation to the items in bullet points on his report at section 6 (at page 10) and how they wish to approach/agree a way forward.</p> <p>The Chair suggested this Committee was the proper forum for further talks prior to going to full Council.</p> <p>Councillor Mrs S B Morris agreed and stated that there was no need to set up any further group/committee. She asked if the monthly green paper could be reinstated.</p> <p>Councillor K J Loydall agreed.</p> <p>Councillor J Kaufman suggested we could use a sub-committee to scrutinise and look more in depth at certain subjects.</p> <p>The Chair stated that the previous green papers were too voluminous therefore the Committee would need to agree as to what would be included.</p> <p>Councillors K J Loydall and J Kaufman stated that planning applications, decisions and appeals should be included.</p> <p>RESOLVED THAT:</p> <ul style="list-style-type: none"> (i) The progress against agreed objectives since the last meeting of the Committee be noted; (ii) The Council's commitment to the Leicester and Leicestershire OPE Partnership as regards its future asset management strategy be noted; (iii) The Council's four-year efficiency plan having been accepted by the DCLG be noted; (iv) Possible options for improving governance arrangements be considered; (v) The outcome of the Council's assessment for accreditation against the Investors in People Standard be noted. 	
21.	<p><u>PERFORMANCE MANAGEMENT FRAMEWORK PROPOSAL</u></p> <p>The Committee gave consideration to the report and appendices (at pages 68 – 72) as delivered and summarised by the Communications and Business Performance Management (CBPM) Officer which should be read together with these minutes as a composite document.</p> <p>The CBPM Officer summarised the Performance Management Framework Proposal report and two additional handouts were tabled to the Committee</p>	

regarding forecasting and reporting. He stated that he had recently met with various authorities including Harborough District Council and Blaby District Council.

The CBPM Officer advised that, so far, 55 Key Performance Indicators (KPI's) had been identified but this number may grow over time. This Council's KPI's were said to be more stripped back as other authorities have over 250. On the reverse of each KPI report, there was to be a more detailed explanation. He said that logging data without creating a vast amount of additional work was essential. The task was to start in April subject to incremental which, after approximately 6 months, the Council would source some software support. The framework was said to be published on a monthly basis.

The Chair asked for clarification on the KPI report and requested that Members be sent a link to another council's KPI page.

The CBPM Officer gave a more detailed explanation advising that the KPI was split into four cornerstones.

Councillor B Dave asked if there were any areas missing.

The CBPM Officer asked Members if they could see any obvious omissions and again reiterated that the framework was to evolve overtime.

The Interim Chief Finance Officer and CBPM Officer jointly-advised the group that some areas were harder to have performance tools where as others could have many. It was noted that a sickness indicator could not be found. It was explained by the CBPM Officer that this would come under the 'people section'.

The Interim Chief Finance Officer explained to the group that it did need to be included but would also need to be contextual. It was said that managers must be happy with the targets set.

Councillor Mrs S Z Haq stated that she thought that the most important KPI result was customer satisfaction. She also commented on unachievable targets which could undermine staff confidence and that staff needed assistance to reach targets.

Councillor K J Loydall also raised his concerns regarding confidence of staff if results were negative.

The Interim Chief Finance Officer stated that the Council did need to identify the issues and support staff to overcome the relevant hurdles. Customer surveys were said to be vital to aid the system but must be truly representative.

RESOLVED THAT:

The progress to date in developing the enhanced performance management framework be noted.

THE MEETING CLOSED AT 8.20 PM



CHAIR

TBC

MINUTES OF A MEETING OF THE SERVICE DELIVERY COMMITTEE HELD AT THE COUNCIL OFFICES, STATION ROAD, WIGSTON ON TUESDAY, 17 JANUARY 2017 COMMENCING AT 7.00 PM

<u>IN ATTENDANCE:</u>		
Chair - Councillor G A Boulter Vice-Chair - Councillor F S Broadley		
COUNCILLORS (11):		
G S Atwal L A Bentley Miss A R Bond J W Boyce	Mrs L M Broadley D M Carter Ms K M Chalk Mrs L Eaton	R E Fahey Mrs S Z Haq K J Loydall
OFFICERS IN ATTENDANCE (5):		
S J Ball Mrs A E Court	S Glazebrook Ms S Lane	S Nash C Raymakers

Min Ref.	Narrative	Officer Resp.
30.	<u>APOLOGIES FOR ABSENCE</u> An apology for absence was received from Councillor Dr T K Khong.	
31.	<u>APPOINTMENT OF SUBSTITUTES</u> Councillor R E Fahey substituted for Councillor Dr T K Khong.	
32.	<u>DECLARATIONS OF INTEREST</u> None.	
33.	<u>MINUTES OF THE PREVIOUS MEETING HELD ON 11 OCTOBER 2016</u> RESOLVED THAT: The minutes of the previous meeting of the Committee held on 11 October 2016 be taken as read, confirmed and signed.	
34.	<u>ACTION LIST ARISING FROM THE MEETING HELD ON 11 OCTOBER 2016</u> The Chair enquired as to whether the necessary discussions and actions had taken place in respect the feasibility of developing the open space at Wigston Road, Oadby for additional car parking provision (Minute Reference 8 – Leisure Services Update). The Director of Services / Monitoring Officer advised that Planning Officers were due to attend the site in question during week-ending 19 January to assess the same. RESOLVED THAT: The Action List be noted by Members.	

35.	<u>PETITIONS AND DEPUTATIONS</u>	
35a.	<p><u>MODERNISE THE HILL FIELD PLAY-AREA IN OADBY GRANGE E-PETITION</u></p> <p>Mr Sanjay Mistry presented and spoke upon the e-Petition at agenda item 6a.</p> <p>The Petitioner stated that the existing play-area was outdated, its configuration did not fully utilise the space available and the play-equipment installed was limited during inclement weather, ambiguous as to its use and, or, was not disability-friendly. With reference to a document tabled at the meeting entitled 'Modernise Florence Wragg Play Area', Mr Mistry cited a number of costed proposals that sought to better optimise the space available, to modernise the play-equipment and to improve the security and hygiene of the enclosure. The proposed modernisation was said to want to provide local children and their families with a safer, more accessible and inclusive play-area and to further promote the exercise and well-being of young children.</p> <p>Councillors G A Gamble and J Kaufman commended the e-Petition and the pro-active approach taken by the local community in addressing a community need.</p> <p>Councillor Miss A R Bond suggested that the necessary funding could be sought from funds available to the Oadby Residents' Forum or by residents' donations.</p> <p>Councillor J W Boyce stated that the e-Petition was to be duly noted and he was confident that some of the modernisation requested was possible through the Capital Programme. He advised that any action(s) to be taken was to be progressed in the new financial year with an anticipated completion date by the following year (2018).</p>	
36.	<p><u>COMMITTEE REVISED FINANCIAL POSITION 2016/17 AND DRAFT BUDGET 2017/18</u></p> <p>The Committee gave consideration to the report (at pages 14 - 17) as delivered and summarised by the Interim Finance and Accountancy Manager which should be read together with these minutes as a composite document.</p> <p>Councillor J W Boyce moved the recommendations <i>en bloc</i> as set out at paragraph 2 of the report (at page 14).</p> <p>Councillor K J Loydall seconded the recommendations.</p> <p>UNANIMOUSLY RESOLVED THAT:</p> <p>(i) The revised General Fund Revenue Budget position for 2016/17 (as set out at paragraph 4.1. of report) be considered;</p> <p>(ii) The Committee's draft General Fund Revenue Budget for 2017/18 (as set out at paragraph 4.2. of report) be recommend to the Policy, Finance and Development Committee.</p>	
37.	<u>HOUSING FINANCE UPDATE</u>	

	<p>The Committee gave consideration to the report (at pages 18 - 19) as delivered and summarised by the Interim Finance and Accountancy Manager which should be read together with these minutes as a composite document.</p> <p>The Chair moved the recommendation as set out at paragraph 2 of the report (at page 18).</p> <p>The Vice-Chair seconded the recommendation.</p> <p>Councillor Mrs L M Broadley acknowledged the benefit to be enjoyed by social tenants in respect of the 1% rent reductions on dwellings for 2017/18. She further noted that there was an ever-increasing and significant disparity between social and private-sector tenants as a result of the Government's inaction to regulate the high rental rates for dwellings within the private-sector which, in conjunction with insufficient levels of housing stock, forced prospective renters out of the market.</p> <p>Councillor K J Loydall commended the bringing-up of the Council's housing stock to the Decent Homes Standard under the Capital Programme. He further noted the lack of comparable standards enforceable against private-sector dwellings, reiterating the same concerns raised by Councillor Mrs L M Broadley, and called upon the Local Government Association to advocate the re-introduction of private-rent regulations. The Member expressed his cynicism towards private-sector influence(s) upon public-sector services, as promoted by the Government, and wished to see self-regulatory powers returned to local government so to give effect to principles of localism.</p> <p>UNANIMOUSLY RESOLVED THAT:</p> <p>(i) The report be noted by Members; and (ii) The new levels of rent and service charges (as set out at paragraphs 4 and 5 of the report) be recommended to the Policy Finance and Development Committee.</p> <p>Votes For 10 Votes Against 0 Abstentions 3</p>	
38.	<p><u>COMMUNITY SERVICES UPDATE</u></p> <p>The Committee gave consideration to the report and appendix (at pages 20 - 31) as delivered and summarised by the Interim Community Services Manager which should be read together with these minutes as a composite document.</p> <p>The Interim Community Services Manager added that:</p> <p>(i) Access had since been gained to one of the two outstanding properties where the gas safety certificate had expired and that the gas supply to the other property had since been capped-off due to inoccupation and the improbability of the tenant returning. A 100% compliance rate was, therefore, reported; and (ii) A total of 12 initial expressions of interests had been received in respect of the Borough Wide Cleaning Contract (BWCC) from which, and subject to Members' approval, a shortlist of 6 companies would be compiled to invite to tender.</p>	

	<p>Councillor J W Boyce moved the recommendations <i>en bloc</i> set out at paragraphs 2.1 to 2.3 of the report (at page 20).</p> <p>Councillor D M Carter seconded the recommendations.</p> <p>Councillor K J Loydall seconded the recommendations.</p> <p>Councillor L A Bentley enquired as to: (a) why the second property had been capped-off; and (b) whether the existing cleaning staff were protected under the BWCC tendering process. He stated that there was insufficient information contained in the report regarding dog fouling and fly-tipping to make a full assessment. The Member suggested that the Council ought to make better use of its prosecutorial powers towards irresponsible dog-owners, explore feasible methods to identify dog-owners and introduce a singular means for the public to report dog-fouling incidents.</p> <p>The Interim Community Services Manager advised that the tenant of the second property had been admitted to the Bradgate Mental Health Unit, Leicester and that the gas-supply unit was capped in accordance with gas safety regulations. He confirmed that the existing cleaning staff had been informed of the BWCC tendering process and were to be employed by any external contractor upon the same terms and conditions. He stated a full report regarding dog-fouling and fly-tipping would be brought to the next meeting of the Committee.</p> <p>Councillor L M Broadley commended the prospect of a BWCC in-house bid. The Member denounced the decision taken by Leicestershire County Council (LCC) to top-slice the 2016-17 funding for Disabled Facilities Grants (DFG's) to whom responsibility for any service delay/failures ought to be imputed. The year-on-year discretionary top-up funding provided by this Council, although laudable, was said to be unnecessarily diverting resources from other essential projects in the Borough.</p> <p>Councillor Mrs S Z Haq enquired as to the approximate timescale of a CPO approval.</p> <p>The Director of Services / Monitoring Officer advised that, subject to the Secretary of State's approval, the process could take between 6-18 months due to its complexity.</p> <p>Councillor K J Loydall stated that there was an online reporting procedure for dog-fouling via the Community Safety Partnership page(s) and suggested that a record of all reported incidents ought to be collated to identify problem-areas. In respect of the BWCC, he noted the historical failures of awarding contracts to private contractors and hoped to see small contractors afforded the opportunity to tender <i>vis-a-vis</i> larger contractors under the use of the Official Journal of the European Union (OJEU). The Member further raised a concern as to limited 1-year protection to be provided to existing cleaning staff working under present terms and conditions.</p> <p>Members requested that no decision was to taken on the BWCC until such time as a full report had been considered at a subsequent meeting of the Committee.</p> <p>The Interim Community Services Manager and Director of Services /</p>	<p style="text-align: center;">SG</p>
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	<p>Monitoring Officer jointly-advised that the advertising undertaken regarding the BWCC was to gauge initial levels of interest only. They advised that the bulk of existing cleaning services (c. £180,000) were presently externalised and, as such, in accordance with the Council's Financial Regulations, must go to tender and to obtain the best quality service at the best possible price. It was reported that Human Resources and Operations departments were in the process of compiling an in-house bid. Members were assured that steps would be taken to mitigate the risk(s) posed to existing cleaning staff in respect of the continuation of their terms and conditions.</p> <p>Councillor Miss A R Bond stated that it was important to secure expressions of interest/bids from British-based, as opposed to European-based, firms.</p> <p>The Interim Community Services Manager advised that all expressions of interest hitherto received had been from British companies and that it was doubtful any expression of interests would be received from European companies.</p> <p>Councillor D M Carter commended the prospect of a BWCC in-house bid. He further commended the progress made on 114 Uplands Road, Oadby and hoped it would set a precedent in relation to other void properties. In respect of the telecommunication site at Chartwell House, Oadby, the Member welcomed the removal of the outdated equipment to address Members' visual amenity concerns. He further acknowledged the importance of effective emergency communications within the Borough and beyond and supported the proposal to seek limits as to the use etc. of any secondary/back-up generator to be installed on the rooftop site.</p> <p>Councillor J W Boyce commended the proposed CPO. He stated that it was to be prudent to refurbish hard-to-let sheltered properties to garner more interest from prospective tenants. He reiterated the need for a full, separate report on dog-fouling and fly-tipping so that a full appraisal of the situation(s) could be undertaken. In respect of the BWCC, he stated that it was incumbent upon Officers to widely survey all the available options to provide the best value-for-money, particularly in light of the £1.4m of efficiency savings required to be delivered by the Council.</p> <p>The Chair confirmed that a refurbishment programme was currently being undertaken and would feature in a report to a subsequent meeting of the Committee.</p> <p>RESOLVED THAT:</p> <ul style="list-style-type: none"> (i) The contents of the report be noted by Members; (ii) A Compulsory Purchase Order in respect of 114 Uplands Road, Oadby be pursued (iii) The tendering of the proposed new Borough Wide Cleaning Contract be approved. <p>Votes For 10 Votes Against 0 Abstentions 3</p>	
39.	<p><u>PROPOSED WORKS AT ELIZABETH COURT, WIGSTON</u></p> <p>The Committee gave consideration to the report and appendix (at pages 32 - 45) as delivered and summarised by the Interim Community Services</p>	

	<p>Manager which should be read together with these minutes as a composite document.</p> <p>The Interim Community Services Manager added that there were some lifestyle issues contributing to the causes of the dampness, mould-growth and condensation and, therefore, as part of the works project, the Council was to run an education programme for tenants on ways to mitigate the potential causes of the same. It was further noted that Low Carbon Exchange (LCE) was one of only a limited number of companies accredited and experienced to carry out cavity wall extraction.</p> <p>Councillor Mrs L M Broadley moved the recommendations <i>en bloc</i> set out at paragraphs 2.1 to 2.3 of the report (at page 32).</p> <p>Councillor K J Loydall seconded the recommendations.</p> <p>Members collectively commended the report on behalf of affected residents.</p> <p>Councillor L A Bentley asked whether the proposed works were to be funded through the Housing Revenue Account (HRA). He stated that the best value-for-money and quality was essential due to the significant investment required and requested that all future reports to be brought to this Committee be fully-costed accordingly.</p> <p>The Interim Community Services Manager answered affirmatively, reiterating that the majority of the proposed works were to be funded either partly or wholly by underspend on the External Wall Insulation (EWI) contract. He assured Members' that the proposed works were to be tendered competitively.</p> <p>UNANIMOUSLY RESOLVED THAT:</p> <ul style="list-style-type: none"> (i) The remedial solutions (as outlined in Option 2 of the report) be approved subject to carrying out a more detailed and in depth technical survey; (ii) The existing windows be replaced and financed by bringing forward expenditure from future provision contained in the 30 year business plan; and (iii) The cost of the works to be partly or wholly funded through the under spend on the External Wall Insulation (EWI) Contract and the works to be procured by a variation to the existing EWI contract. 	
40.	<p><u>CONTRACT COMPLETION REPORT - BOULTER CRESCENT, WIGSTON</u></p> <p>The Committee gave consideration to the report and appendix (at pages 46 - 53) as delivered and summarised by the Interim Community Services Manager which should be read together with these minutes as a composite document.</p> <p>Councillor K J Loydall moved the recommendation set out at paragraph 2 of the report (at page 46).</p> <p>The Chair seconded the recommendation.</p> <p>Councillor K J Loydall commended the success of the Community Flat and enquired as to whether there were plans for its inclusion for weekend use.</p>	

	<p>The Interim Community Services Manager advised there was some sporadic weekend use. It was said that the long-term plan was to continue to work closely with residents' groups and the community with a view to handing over responsibility.</p> <p>UNANIMOUSLY RESOLVED THAT:</p> <p>The contents of the report be noted by Members.</p>	
<p>41.</p>	<p><u>FIXED-TERM TENANCIES</u></p> <p>The Committee gave consideration to the report and appendix (at pages 54 - 60) as delivered and summarised by the Housing Services Manager which should be read together with these minutes as a composite document.</p> <p>The Housing Services Manager added that the report reflected the mandatory imposition of regulatory governance on behalf of the Government. He stated that by granting the maximum 10-year term, it would provide all tenants with a greater sense of belongingness and would assist in continuing to strengthen community cohesion.</p> <p>Councillor Mrs L M Broadley moved the recommendations <i>en bloc</i> set out at paragraph 2.1 and 2.2 of the report (at page 54).</p> <p>Councillor D M Carter seconded the recommendations.</p> <p>Councillor Mrs L M Broadley denounced the Government's decision stating that there were other means to achieving the same objectives intended by the legislation. She noted the importance attached to social housing by tenants as being considered as a "home". She asked that the matter continue to be reviewed with a view to extend.</p> <p>Councillors J W Boyce asked whether the legislation removed tenants' rights under the Right to Buy (RTB) scheme. He stated that if tenants' rights subsisted, it would worsen the situation in respect of the depletion of the Council's housing stock.</p> <p>The Housing Services Manager advised that qualifying tenants would continue to enjoy the right(s) granted to them under the RTB scheme.</p> <p>Councillor Mrs S Z Haq enquired as to the effect(s) of any tenancy changes upon the calculation of any discount awarded under the RTB scheme.</p> <p>The Housing Services Manager advised that the discount would be calculated over the aggregate term spent in Council-owned/Housing Association accommodation.</p> <p>Councillor K J Loydall asked whether tenancies could be extended in perpetuity.</p> <p>The Housing Services Manager advised a final decision regarding tenancy extensions was awaited, however believed that such was to be the case.</p> <p>RESOLVED THAT:</p> <p>(i) The latest position in terms of Fixed-Term Tenancies be noted by</p>	

	<p>Members; and</p> <p>(ii) The maximum 10-year term for all lettings affected by the changes be agreed.</p>	
<p>42.</p>	<p><u>HOMELESSNESS REDUCTION BILL UPDATE</u></p> <p>The Committee gave consideration to the report (at pages 61 - 63) as delivered and summarised by the Housing Services Manager which should be read together with these minutes as a composite document.</p> <p>The Housing Services Manager added that the Bill introduced a myriad of obligations incumbent upon the Council requiring additional resources to facilitate. The additional funding to be provided by the Department for Communities and Local Government (DCLG) was said to likely be insufficient to cover the added-costs. He stated that a renewed emphasis was to be placed upon preventative work to ensure that the necessary action was taken to reduce homelessness in a cost-effective manner.</p> <p>The Chair moved the recommendations <i>en bloc</i> set out at paragraph 2.1 and 2.2 of the report (at page 61).</p> <p>Councillor Mrs L M Broadley seconded the recommendations.</p> <p>Councillor Mrs L M Broadley noted the intimate relationship between this agenda item and the foregoing agenda item insofar as the risk of homelessness as consequence of a tenancy terminating. She commended the report as means to securing the necessary objectives notwithstanding the additional burdens.</p> <p>UNANIMOUSLY RESOLVED THAT:</p> <p>(i) The implications of the Homeless Reduction Bill be noted; and</p> <p>(ii) The impact on the Housing Options Team due to the increased level of homelessness (as outlined in paragraph 4 of the report) be noted.</p>	
<p>43.</p>	<p><u>OADBY AND WIGSTON TREE STRATEGY - PUBLIC CONSULTATION DRAFT</u></p> <p>The Committee gave consideration to the report and appendices (at pages 64 - 120) as delivered and summarised by the Director of Services / Monitoring Officer which should be read together with these minutes as a composite document.</p> <p>Councillor J W Boyce moved the recommendations <i>en bloc</i> set out at paragraphs 2.1.1 to 2.1.4 of the report (at page 64).</p> <p>Councillor K J Loydall seconded the recommendation.</p> <p>UNANIMOUSLY RESOLVED THAT:</p> <p>(i) The report be noted by Members;</p> <p>(ii) A programme of public consultations regarding the current draft document be authorised;</p> <p>(iii) The Planning, Development and Regeneration Manager be authorised to make any further minor changes to the draft text that might arise from those intended consultations; and</p> <p>(iv) The Planning, Development and Regeneration Manager be instructed</p>	

	to report further to this Committee to authorise formal adoption of the finished document.	
44.	<p><u>LEISURE SERVICES UPDATE</u></p> <p>The Committee gave consideration to the report (at pages 121 - 127) as delivered and summarised by the Director of Services / Monitoring Officer which should be read together with these minutes as a composite document.</p> <p>Councillor Mrs L M Broadley moved the recommendation as set out at paragraph 2 of the report (at page 121).</p> <p>The Chair seconded the recommendation.</p> <p>UNANIMOUSLY RESOLVED THAT:</p> <p>The progress in relation to Leisure Services be noted by Members.</p>	
45.	<p><u>FACILITIES SERVICES UPDATE</u></p> <p>The Committee gave consideration to the report (at pages 128 - 130) as delivered and summarised by the Director of Services / Monitoring Officer which should be read together with these minutes as a composite document.</p> <p>The Director of Services / Monitoring Officer added that:</p> <ul style="list-style-type: none"> (i) The cost of fitting new coin mechanisms to existing car park ticket machines was reported to be £500 and was to be met from the current car park budget; and (ii) The new bench/bin for the area outside the HSBC bank on The Parade, Oadby was on order and due to be installed by February together with new pavement. <p>Councillor J W Boyce moved the recommendation as set out at paragraph 2 of the report (at page 128).</p> <p>The Chair seconded the recommendation.</p> <p>Councillor Mrs L M Broadley advocated the uniform introduction of car parking charges and time restrictions across all car parks in the Borough, including the introduction of the same at Kirkdale Road and Countesthorpe Road, South Wigston.</p> <p>Councillor L A Bentley commended the progress made at Ervins Lock Footbridge however expressed reservations as to the lengthy-protraction of the project and the potential dissipation and inadequacy of the contributions secured under the section 106 Agreement to fully realise the costs thereof. He emphasised that a means of crossing the waterway was urgently needed. The Member raised a concern as to the works recently undertaken to 21 trees sited at Wigston Cemetery. He further requested information regarding the car parks in South Wigston to ascertain the problems perceived before application of the same restrictions were considered.</p> <p>The Chair requested a full viability study to be commissioned across all car parks in the Borough to explore the feasibility and suitability of parking</p>	MHo

	<p>regulations and restrictions <i>vis-a-vis</i> the parking requirements between the three town centres.</p> <p>The Chair further noted the impact of Leicestershire County Council's plans to charge for on-street parking provision across Leicestershire in the near future.</p> <p>Councillor K J Loydall suggested that the viability study should form part of the ongoing Strategic Asset Management work being undertaken by the Chief Finance Officer under the remit of the Change Management Committee.</p> <p>Councillors A R Bond and R E Fahey supported the introduction of uniform car parking charges and time restrictions across all car parks in the Borough.</p> <p>Councillor J W Boyce requested that a separate report be brought back to a subsequent meeting of this Committee in respect of the car parks at Kirkdale Road and Countesthorpe Road, South Wigston. It was said that this report was then to be subsequently fed into the Strategic Asset Management Plan.</p> <p>RESOLVED THAT:</p> <p>The information in the report be noted by Members.</p> <p>Votes For 12 Votes Against 0 Abstentions 1</p>	MS
46.	<p><u>OPERATIONS SERVICES UPDATE</u></p> <p>The Committee gave consideration to the report (at pages 131 - 132) as delivered and summarised by the Director of Services / Monitoring Officer which should be read together with these minutes as a composite document.</p> <p>The Chair moved the recommendation as set out at paragraph 2 of the report (at page 131).</p> <p>The Vice-Chair seconded the recommendation.</p> <p>Councillor Ms K M Chalk left the Chamber at 8.48 pm.</p> <p>The Chair commended this Council's performance in being recognised as the seventh lowest household waste-generating authority (281.2 kg/pp) in the country for 2015/16 and being in the top-performing quartile in respect of the reuse, recycling and composting of household waste (48.84%) across all the Leicestershire District and Borough Councils for 2014/15.</p> <p>UNANIMOUSLY RESOLVED THAT:</p> <p>The information provided within the report be noted by Members.</p>	
47.	<p><u>CUSTOMER SERVICES TRANSFORMATION UPDATE</u></p> <p>The Committee gave consideration to the report and appendix (at pages</p>	

	<p>133 - 135) as delivered and summarised by the Director of Services / Monitoring Officer which should be read together with these minutes as a composite document.</p> <p>Councillor J W Boyce moved the recommendation as set out at paragraph 2 of the report (at page 133).</p> <p>The Chair seconded the recommendation.</p> <p>UNANIMOUSLY RESOLVED THAT:</p> <p>The information provided within the report be noted by Members.</p>	
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THE MEETING CLOSED AT 8.52 PM



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CHAIR
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TUESDAY, 21 MARCH 2017
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Agenda Item 15n

**MINUTES OF A MEETING OF THE CHILDREN AND YOUNG PEOPLES' FORUM HELD AT
THE COUNCIL OFFICES, STATION ROAD, WIGSTON ON WEDNESDAY, 25 JANUARY
2017 COMMENCING AT 7.00 PM**

<p><u>IN ATTENDANCE:</u> Chair - Councillor R E R Morris</p> <p>COUNCILLORS (2): L A Bentley Mrs S B Morris</p> <p>OFFICERS IN ATTENDANCE (1): M Smith</p> <p>OTHERS IN ATTENDANCE (5): PCSO 6518 N Ikram (Leicestershire Police), D Eckert (Oadby & Wigston Youth Council) D Cliffe (Voluntary Action LeicesterShire) A Hill (Step Out Youth Group) C Walters (Step Out Youth Group)</p>

Min Ref.	Narrative	Officer Resp.
19.	<u>APOLOGIES FOR ABSENCE</u> Cllr Ms A R Bond, Cllr Ms K Chalk, Cllr Miss M V Chamberlain, G White (Youth Offending Service - IMPACT Team)	
20.	<u>MINUTES OF THE PREVIOUS MEETING HELD ON 1 SEPTEMBER 2016</u> The Minutes of the Forum held on 1 September 2016 be taken as read, confirmed and signed.	
21.	<u>STEP OUT YOUTH GROUP UPDATE</u> The group is growing well and the trend is continuing following the Christmas break. Scheduled activities have been unable to take place this week however due to a spate of break-ins around the South Wigston area which, unfortunately, included the St Thomas' Church hall where the group is based. Due to the number of young people attending it has now been necessary to split the groups by age over the two nights Step Out is open; the older age range now meet on a Monday, with the younger members meeting on a Tuesday. Young people from as far away as the city, Countesthorpe and Oadby are attending sessions. Plans for additional activities are in the pipeline but may incur a cost of £1 per person; there has been a positive response to this suggestion. This small charge would also make the group sustainable alongside additional funding streams which are available. Ideally the group would also benefit from having more space in which sessions can be run. Step Out started with an offer of Boxercise and Streetdance sessions; 53	

	<p>young people engaged with these sessions from their opening week. Step Out has gone from an idea to a success, based on these figures, in 6 months and is a much needed provision for South Wigston.</p> <p>The equipment available to Step Out has also improved with the group now owning games consoles for young people to use. An approach to Apple has also been made as they are keen to support 'deprived areas' through donations of ex-display stock, such as iPads.</p> <p>Young Leicestershire are "singing Step Out's praises" due to their success, and promoting the group as a good model to follow in terms of community lead projects.</p>	
<p>22.</p>	<p><u>POLICE UPDATE</u></p> <p>PCSO Ikram provided the forum with an update concerning the ongoing anti-social behaviour (ASB) around the Wigston town centre area. It was confirmed that, at present, the number of incidents reported from around McDonald's are reducing; this is likely linked to McDonald's no longer allowing any under 16s access to the restaurant after 4:30pm.</p> <p>Some complaints, mostly from young people and parents have been received in response to this ban. The Oadby & Wigston Youth Council have already stated that it's unfair for McDonald's to be discriminating against all young people based on the actions of a few. The ban also fails to compliment the work that Oadby & Wigston Borough Council, and partners, are undertaking in the background to solve the ongoing ASB issues.</p> <p>It is likely that the issues around McDonald's will return as the restaurant does not appear to have a policy in place to solve them. The Police wish to meet with McDonald's senior management to solve this issue. A request was made the McDonald's management are invited to meet with the Oadby & Wigston Youth Council and/or the Children and Young People's Forum regarding this issue. It seems apparent that McDonald's require direction to assist with the ongoing issues.</p> <p>The group of young people currently on acceptable behaviour contracts (ABCs) in relation to the Wigston ASB have begun migrating to Oadby, with an incident of trespassing and criminal damage having taken place at Parklands Leisure Centre. No other incidents have occurred at this time.</p> <p>South Wigston does not at present have any youth related ASB issues being reported.</p>	
<p>23.</p>	<p><u>IMPACT TEAM UPDATE</u></p> <p>G White, Senior IMPACT Worker, provided the below update to the forum via email:</p> <p>"IMPACT workers Ajit and Louisa are now delivering two street based evenings a week in Wigston. One evening they are supporting the Something to Do Boxing Boot Camp sessions at the Horsewell Lane Club delivering informal education around ASB & consequences with the young people who take part in these sessions.</p> <p>There other street based session will be working in key ASB hotspot areas that have been identified by the police and partners to engage with young</p>	

	<p>people to continue to divert away from ASB and reinforce messages around consequences, ABC conditions etc. as well as reassurance visits with local businesses and victims of ASB.</p> <p>IMPACT Sports Workers Si and Zubair have begun delivering Friday night football sessions as part of the Something to Do programme. It is hope that these sessions with divert a significant number of young people in to more positive activities.</p> <p>I have also been working in conjunction with PC Carl Sutherley to deliver Knife Crime & Consequences Assemblies at South Wigston High School this week and last. Each year group throughout the school will have the assembly delivered to them. This is a hard hitting message covering the consequences, the law and sentencing regarding knives and weapons. This intervention was put together after the school had approached the local neighbourhood team following a number of students being found to have made adapted knives using pencil sharpener blades and pens. Following on from this piece of work will we be looking to deliver sessions in conjunction with the police across the district to other schools and education providers. In addition to knife crime these sessions can also cover ASB & Consequences, the realities of custody, substances, and internet safety for example.”</p> <p>A Hill stated that she has had personal experience with the Knife Crime assembly and that she believes it is “Excellent.” M Smith will feed this comment back to G White.</p>	<p>MS</p>
<p>24.</p>	<p><u>WIGSTON ANTI-SOCIAL BEHAVIOUR</u></p> <p>M Smith provided the forum with an update on the work of the Council in relation to the ongoing ASB around the Wigston Town Centre. This update built upon those already provided by PCSO Ikram and G White.</p> <p>Referring back to McDonald’s having banned all under 16s from after 4:30pm, M Smith stated that this is likely to do with McDonald’s taking one of the conditions on the ABCs presented to 8 young people to the extreme. As part of the ongoing ABC process M Smith will be meeting with these 8 young people, in addition to 2 more who are set to be presented with an ABC, on the Monday and Tuesday following this forum meeting; at this meeting he will be presenting the 10 young people with a banning notice issued by McDonalds. It is hoped that this will draw a line under the ASB the restaurant has been experiencing, and allow young people who have not been involved in the ASB to access it again, by clarifying that those identified as being involved with the ASB are no longer welcome on McDonald’s property at any time.</p> <p>M Smith also updated the forum on the diversionary activities available for young people to participate in under the ‘Something to DO!’ project operated by Oadby & Wigston Borough Council. These include Football, Dodgeball, Basketball, and a ‘Boxing Bootcamp’, on week nights from 6pm. All sessions, which started on 17 January, are open to any young person, free of charge, with the Police and IMPACT Team signposting young people to the sessions during street based work. Additional sessions, including non-sporting provision, will be added to the ‘Something to DO!’ project in the near future.</p> <p>M Smith took time to explain to the forum about longer term plans, with</p>	

	<p>partner support, to counter the ongoing youth related ASB in the area should reports rise to unacceptable levels again. The main option being considered is a Public Spaces Protection Order (PSPO) similar to the one implemented by Blaby District Council in Countesthorpe last year. The PSPO, if implemented by the Council, would give the Police the power to disperse any young people under the age of 18 found in a group of 4 or more in non-permitted public spaces (i.e. car parks, shopping areas); young people would only be able to gather in larger groups on parks, at bus stops or at established youth provision in the area between set times. This was used to great effect in Countesthorpe when similar ASB issues were occurring. Members indicated an initial level of support for the PSPO should such a measure be required.</p> <p>Members enquired as to whether alcohol, specifically alcohol acquired from the new off licence on Little Hill, has contributed to any of the reported ASB in the area. M Smith stated the neither he nor the Police are aware of any direct link between the Wigston ASB and alcohol, especially where young people are concerned.</p>	
<p>25.</p>	<p><u>YOUTH COUNCIL UPDATE</u></p> <p>D Eckert, Chair of the Oadby & Wigston Youth Council, spoke with members about the planned work of the Youth Council in 2017. The main focus of the Youth Council at present is recruitment following several older members departing for university last September; links are being forged with local schools via Youth Council members to facilitate recruitment from their student councils.</p> <p>The Youth Council will also be supporting, and promoting, the UK Youth Parliament's 'Curriculum for Life' and 'Votes at 16' campaigns. The Curriculum for Life campaign looks at improving the content of the established PSHE lessons in schools to better prepare young people for life in the 'real world'; this will be accomplished by teaching young people relevant life skills as part of these lessons. The campaign wishes to see the National Curriculum altered to incorporate this proposal. Under the Curriculum for Life campaign young people also wish to see teachers recruited who specialise in PSHE; an example was given in support of this where a graphics teacher was tasked with teaching about healthy living with no interest in the subject. With the teacher being disinterested the pupils in the lesson soon lost focus; specialist teachers passionate about the PSHE subject would not be affected by this.</p> <p>Under the Curriculum for Life campaign the Youth Council have already written to Sir Edward Garnier MP, as the constituency MP, seeking his support in altering the National Curriculum as per the desires of the UK Youth Parliament. A similar letter has also been sent to Nicky Morgan MP as Secretary of State for Education.</p> <p>In addition to the above the Youth Council's Arriva campaign, looking at improving access to public transport in the Borough for young people, will be continuing.</p> <p>Promotion of the Youth Council is continuing with its own website up and running. The Youth Council also manages Twitter, Facebook and Instagram accounts in order to reach more young people. All accounts, whilst contributed to by Youth Council members, are overseen by M Smith, R Morris and J McCormick.</p>	

	<p>As part of the promotion process R Morris, M Smith, the Mayor and Mayoress, and the Chief Executive of Oadby & Wigston Borough Council will be meeting with Wigston Academy's student council on Wednesday, 1 February. It is hoped that this meeting, proposed by Wigston Academy to allow their students to put questions to Oadby & Wigston Borough Council about youth issues, will be a first step in gaining additional Youth Council members from the school.</p> <p>It was proposed that the Youth Council also looks to start engaging with pupils at primary schools in the Borough. Whilst pupils would not be able to participate in meetings, by engaging them early on they would be more likely to progress to regularly attending meetings at an older age. Specifically year 6 pupils would be engaged with; it was suggested that by having the support of Councillors this approach may have greater results.</p>	
26.	<p><u>ANY OTHER BUSINESS</u></p> <p>The Chair reminded members that we will shortly be circulating nomination forms for Young Citizen of the Year 2017. The Young Citizen Award will be present at the Council's AGM in May.</p>	MS

THE MEETING CLOSED AT 8.04 PM



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CHAIR

WEDNESDAY, 29 MARCH 2017

**MINUTES OF A PANEL HEARING OF THE LICENSING SUB-COMMITTEE HELD AT THE
COUNCIL OFFICES, STATION ROAD, WIGSTON ON TUESDAY, 31 JANUARY 2017
COMMENCING AT 10.00 AM**

<u>IN ATTENDANCE:</u>		
Chair - Councillor G A Boulter		
COUNCILLORS (2):		
Mrs L M Broadley	R F Eaton	
OFFICERS IN ATTENDANCE (6):		
Mrs T Aldwinckle	D Gill	J Mortell
S J Ball	Lane	Samuels
OTHERS IN ATTENDANCE (1):		
G S Atwal		

Min Ref.	Narrative	Officer Resp.
1.	<p><u>ELECTION OF CHAIR</u></p> <p>RESOLVED THAT:</p> <p>Councillor G A Boulter assume the Chair for the Panel Hearing.</p>	
2.	<p><u>APOLOGIES FOR ABSENCE</u></p> <p>An apology for absence was received from Councillor Miss A R Bond.</p>	
3.	<p><u>APPOINTMENT OF SUBSTITUTES</u></p> <p>Councillor R F Eaton substituted for Councillor Miss A R Bond.</p>	
4.	<p><u>DECLARATIONS OF INTEREST</u></p> <p>None.</p>	
5.	<p><u>MINUTES OF THE PREVIOUS LICENSING SUB-COMMITTEE PANEL HEARING HELD ON WEDNESDAY, 14 DECEMBER 2016</u></p> <p>RESOLVED THAT:</p> <p>The Minutes of the previous Panel Hearing of the Sub-Committee held on 14 December 2016 be taken as read, confirmed and signed.</p>	
6.	<p><u>EXCLUSION OF PRESS AND PUBLIC</u></p> <p>RESOLVED THAT:</p> <p>The press and public be excluded from the remainder of the hearing in accordance with section 100(A)(4) of the Local Government Act 1972 (Exempt Information) during consideration of the application below on the grounds that it involved the likely disclosure of exempt information as</p>	

	defined in the respective paragraph(s) 1, 3 and 7 of Part 1 of Schedule 12A of the Act and that, in all the circumstances, the public interest in maintaining the exemption outweighed the public interest in disclosing the information.	
7.	<p><u>APPLICATION FOR A COMBINED HACKNEY CARRIAGE / PRIVATE HIRE DRIVERS LICENCE</u></p> <p>The Panel Hearing was conducted <i>in camera</i>.</p>	
8.	<p><u>DECISION OF THE SUB-COMMITTEE</u></p> <p>In reaching the decision, the Panel had carefully considered the contents of the report(s) and the presentation given by the Licensing Enforcement Officer.</p> <p>The Panel also had regard to the written representation submitted by the applicant in advance of the hearing and his representation and character witness statements submitted.</p> <p>The Panel had regard to all the circumstances of the case and in particular the following matters:</p> <p>(a) The objectives of the licensing regime (as detailed in section 5.5 of the report) "which were plainly intended to ensure that those licensed to drive vehicles were safe drivers with good driver records and adequate experience, sober, mentally and physically fit, honest and were not persons who would take advantage of their employment to abuse or assault passengers" as stated by Lord Bingham LCJ in the case of <i>McCool -v- Rushcliffe BC 1998</i>;</p> <p>(b) The test of fitness and propriety of a person to be licensed as a private hire driver (as detailed in paragraph 5.6 of the report); and</p> <p>(c) The applicant's demeanour, appearance and behaviour when appearing before the Sub-Committee.</p> <p>The Panel carefully considered the various witness statements contained within the agenda pack which make a number of allegations about the applicant's character and the general tenor of those statements were that the applicant was/is not a fit and proper person to be granted a private hire driver's licence.</p> <p>The Panel were of the view that they preferred the statements of the witnesses who appeared to have no vested interest in making the statements particularly as the applicant presented no cogent rebuttal to Panel as to why those statements were made.</p> <p>The Panel was required to decide the issue of whether the applicant was/is a fit and proper person to hold a taxi drivers' licence on the balance of probabilities and in making that decision the Panel's one and only duty as Members of the Licensing Authority was/is to ensure the safety of the public.</p> <p>On balance and after considering all of the information presented to the Panel (including the applicant's representations) the Panel was not satisfied that the applicant was/is a fit and proper person in light of the fact that the applicant had not been able to dispel the concerns raised about his</p>	

	character in the witness statements. On that basis the application was REFUSED .	
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THE MEETING CLOSED AT 12.41 PM



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CHAIR
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WEDNESDAY, 01 FEBRUARY 2017
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