



### TO COUNCILLOR:

E R Barr  
L A Bentley  
Miss A R Bond  
G A Boulter  
J W Boyce  
Mrs L M Bradley  
F S Broadley  
D M Carter (Deputy Mayor)  
Mrs K M Chalk

Miss M V Chamberlain  
M H Charlesworth  
M L Darr  
B Dave  
R F Eaton  
Mrs L Eaton JP  
R E Fahey  
D A Gamble  
Mrs S Z Haq (Mayor)

J Kaufman  
Mrs L Kaufman  
Dr T K Khong  
Mrs H E Loydall  
K J Loydall JP  
Mrs S B Morris  
R E R Morris  
R H Thakor

Dear Sir or Madam

I hereby **SUMMON** you to attend a meeting of the **FULL COUNCIL** to be held at the **COUNCIL OFFICES, STATION ROAD, WIGSTON** on **THURSDAY, 22 FEBRUARY 2018** at **7.00 PM** for the transaction of the business set out in the Agenda below.

Yours faithfully

Council Offices  
Wigston  
**14 February 2018**

**Mrs Anne E Court**  
Chief Executive (Interim)

<u>ITEM NO.</u>	<u>AGENDA</u>	<u>PAGE NO'S</u>
<b>1.</b>	<b>Calling to Order of the Meeting</b>	
	The meeting of the Council will be called to order to receive Her Worship The Mayor and Deputy Mayor.	
<b>2.</b>	<b>Apologies for Absence</b>	
<b>3.</b>	<b>Declarations of Interest</b>	
	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'.	
<b>4.</b>	<b>Reading, Confirmation and Signing of Minutes</b>	<b>1 - 12</b>
	To read, confirm and sign the minutes of the previous meeting of the Council held on Tuesday, 05 December 2017 in accordance with Rule 17 of Part 4 of the Constitution.	
<b>5.</b>	<b>Action List</b>	<b>13</b>



To read, confirm and note the Action List arising from the previous meeting of the Council held on Tuesday, 05 December 2017.

## **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 by the Public or Members in accordance with Rules 10 and 11 of Part 4 of the Constitution respectively.

## **8. Mayor's Announcements**

**a) List of Official Mayoral/Deputy Mayoral Engagements** **14 - 18**

## **9. Leader's Statement**

**10. Medium Term Financial Strategy 2018/19 and 2019/20** **19 - 41**

Report of the Director of Finance & Transformation / Section 151 Officer

**11. Council Tax Setting 2018/19** **42 - 46**

Report of the Director of Finance & Transformation / Section 151 Officer

**12. Capital Programme 2018/19** **47 - 51**

Report of the Head of Finance, Revenues and Benefits

**13. Pay Policy Statement 2018/19** **52 - 63**

Report of the Head of People & Performance

**14. Business Rates: Discretionary Relief Further to Revaluation (2nd Year)** **64 - 66**

Report of the Head of Finance, Revenues and Benefits

**15. Business Rates: Write-Offs of Uncollectable Debts Over £10,000** **67 - 69**

Report of the Head of Finance, Revenues and Benefits

**16. Review of Political Balance, Proportionality and Reappointment of Seats to Council Bodies** **70 - 80**

Report of the Head of Law & Governance / Monitoring Officer

**17. Draft Articles and Terms of Reference for the Oadby, Wigston and South Wigston Residents' Forums** **81 - 87**

Report of the Head of Law & Governance / Monitoring Officer

**18. Proposed Public Space Protection Order (Regulation of Dogs in the Borough)** **88 - 117**

Report of the Head of Law & Governance / Monitoring Officer

**19. Proposed Appointment of Interview Sub-Panel for the Vacancy of Chief Executive** **118 - 119**

Report of the Head of People & Performance

## 20. Receiving of Minutes for Information

The Council will receive the minutes from the meetings of the below-mentioned Committees, Boards, Panels, 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 Meeting of the Oadby Residents' Forum held on Wednesday, 15 November 2017	120 - 124
b) Minutes of the Meeting of the Development Control Committee held on Thursday, 16 November 2017	125 - 130
c) Minutes of the Meeting of the Wigston Residents' Forum held on Wednesday, 29 November 2017	131 - 137
d) Minutes of the Meeting of the Community Safety Partnership held on Monday, 11 December 2017	138 - 143
e) Minutes of the Meeting of the Development Control Committee held on Thursday, 14 December 2017	144 - 146
f) Notes of the Meeting of the Bushloe Developments Partnership Board held on Tuesday, 19 December 2017	147 - 149
g) Minutes of the Meeting of the Change Management Committee held on Wednesday, 17 January 2018	150 - 152
h) Minutes of the Meeting of the Development Control Committee held on Thursday, 18 January 2018	153 - 155
i) Minutes of the Meeting of the Policy, Finance and Development Committee (Extraordinary) held on Tuesday, 23 January 2018	156 - 157
j) Minutes of the Meeting of the Service Delivery Committee held on Tuesday, 23 January 2018	158 - 165
k) Minutes of the Meeting of the Health and Wellbeing Board held on Wednesday, 24 January 2018	166 - 172
l) Minutes of the Meeting of the Place Shaping Working Group held on Wednesday, 24 January 2018	173 - 176
m) Minutes of the Meeting of the Licensing and Regulatory Committee held on Thursday, 25 January 2018	177 - 180
n) Minutes of the Meeting of the Children and Young Peoples' Forum held on Wednesday, 31 January 2018	181 - 184

**For more information, please contact:**

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**MINUTES OF THE MEETING OF THE FULL COUNCIL HELD AT THE COUNCIL OFFICES,  
STATION ROAD, WIGSTON ON TUESDAY, 5 DECEMBER 2017 COMMENCING AT 7.05 PM**

**PRESENT**

Councillor Mrs Samia Z Haq (Mayor)  
Councillor David M Carter (Deputy Mayor)

**COUNCILLORS**

E R Barr  
L A Bentley  
G A Boulter  
J W Boyce (Leader of the Council)  
Mrs L M Broadley  
F S Broadley  
Mrs K M Chalk  
Miss M V Chamberlain  
M H Charlesworth (Deputy Leader of the Council)  
M L Darr Left at 9:05 pm  
B Dave (Leader of the Opposition)  
R E Fahey  
J Kaufman  
Mrs L Kaufman  
Dr T K Khong  
Mrs H E Loydall  
K J Loydall JP  
Mrs S B Morris  
R E R Morris

**OFFICERS IN ATTENDANCE**

S J Ball (Senior Democratic Services Officer / Legal Officer)  
Mrs A E Court (Interim Chief Executive)  
D M Gill (Head of Law & Governance / Monitoring Officer)  
S Hinds (Director of Finance & Transformation / Section 151 Officer)  
M Hone (Interim Director of Services)  
Raymakers (Head of Finance, Revenues and Benefits)  
A Thorpe (Head of Planning, Development and Regeneration)

**OTHERS IN ATTENDANCE**

B Couth (Consultant, SLR Consulting Limited)  
K Patapatiou (Consultant, SLR Consulting Limited)

**73. CALLING TO ORDER OF THE MEETING**

The meeting of the Council was called to order to receive Her Worship The Mayor and Deputy Mayor.

**74. APOLOGIES FOR ABSENCE**

An apology for absence was received from Councillors Miss A R Bond, Mrs L Eaton, R F Eaton, D A Gamble and R H Thakor.

**75. DECLARATIONS OF INTEREST**

The following interests were declared in respect of the following agenda items:

**Agenda Item 6a** It was declared that all Members to some extent had a pecuniary or non-pecuniary interest insofar as either being a woman herself, being married to a woman or having a close female family relative who was born in the 1950's and therefore who was directly affected by the changes made to the State Pension Age.

**Agenda Item 16** The Mayor declared a non-pecuniary interest insofar as she was one of the two proposed nominative Trustees to the Oadby Village Hall Trust ("the Trust").

The Deputy Mayor declared a non-pecuniary interest insofar as he was a current Trustee of the Trust and that he attended the meeting with an open-mind.

Councillor Mrs S B Morris declared a non-pecuniary interest insofar as both of the proposed nominative Trustees to the Trust were close acquaintances of hers.

**Agenda Item 19** The Leader of the Council declared a pecuniary interest insofar as being the beneficiary of the proposed additional payment as recommended by the Independent Remuneration Panel.

**76. READING, CONFIRMATION AND SIGNING OF MINUTES**

**76a. MINUTES OF THE MEETING OF THE COUNCIL HELD ON TUESDAY, 05 SEPTEMBER 2017**

**RESOLVED THAT:**

**The minutes of the meeting of the Council held on Tuesday, 05 September 2017 to be taken as read, confirmed and signed.**

**76b. MINUTES OF THE EXTRAORDINARY MEETING OF THE COUNCIL HELD ON TUESDAY, 31 OCTOBER 2017**

**RESOLVED THAT:**

**The minutes of the first extraordinary meeting of the Council held on Tuesday, 31 October 2017 to be taken as read, confirmed and signed.**

**76c. MINUTES OF THE EXTRAORDINARY MEETING OF THE COUNCIL HELD ON TUESDAY, 31 OCTOBER 2017**

**RESOLVED THAT:**

**The minutes of the second extraordinary meeting of the Council held on Tuesday, 31 October 2017 to be taken as read, confirmed and signed.**

**77. ACTION LIST**

**RESOLVED THAT:**

**The Action List arising from the meeting of the Council held on Tuesday, 05 September 2017 be noted by Members.**

**78. MOTIONS ON NOTICE**

**78a. MAKE FAIR TRANSITIONAL STATE PENSION ARRANGEMENTS FOR 1950'S WOMEN**

The Council gave consideration to the Motion on Notice (at page 16) which should be read together with these minutes as a composite document.

Councillor Mrs L M Broadley called for cross-party support endorsing the 'Women Against State Pension Inequality' (WASPI) campaign which, the Council heard, sought to promote and address the injustices faced by many women born in the 1950's, including the Member herself, as a result of a lack of appropriate notification about changes made to the State Pension Age. It was said that the Motion endorsing the WASPI campaign had been debated and approved by 137 other councils, including authorities across the political spectrum within the East Midlands Region.

A debate thereon was had whereby Members fully acknowledged the hardships faced by those women affected and, in denouncing the changes brought forward by the government and its subsequent mishandling of the same which had led to the current situation, the Council fully supported the changes being campaigned for.

It was moved by Councillor Mrs L M Broadley, seconded by Councillors Mrs S B Morris and

**UNANIMOUSLY RESOLVED THAT:**

**The Council calls upon the Government to reconsider making transitional state pension arrangements and compensation available for all women born in the 1950's affected by the changes to the State Pension Age (SPA) who have unfairly borne the burden of the increase to the SPA with the lack of appropriate notification.**

**78b. FULL-TIME STREET LIGHTING IN OADBY**

The Council gave consideration to the Motion on Notice (at page 17) which should be read together with these minutes as a composite document.

Councillor J Kaufman informed the Council that following several community meetings in Oadby, there was a general sentiment of fear and unease amongst residents regarding a return to part-time street lighting provision after January 2018. It was stated that, despite a petition gaining the support for 5,000+ signatories, earlier motions tabled at various meetings at Leicestershire County Council ("the County Council") to ensure full-time street lighting and, or, the replacement of street lights with more cost-effective LED bulbs had been previously defeated.

A debate thereon was had whereby, although Members acknowledged that decisions in terms of street lighting had been taken by the County Council in order to achieve efficiency savings, the safety and wellbeing of all residents across all parts of the Borough and the need to overcome residents' perceived fear of crime on an apolitical footing were also equally important considerations in finding an acceptable middle-ground. It was also said that, following comments made by the local MP who too was understood to be in support of full-time street lighting, the installation of CCTV was not considered to be a welcome, feasible nor evidence-based solution.

It was moved by the Leader of the Council, seconded by Councillor K J Loydall and

**UNANIMOUSLY RESOLVED THAT:**

**The Motion be amended to cover the entire Borough of Oadby and Wigston.**

It was moved by Councillor J Kaufman, seconded by Councillor M L Darr and

**UNANIMOUSLY RESOLVED THAT:**

- (i) **This Council welcomes the restoration of full-time street lighting in the Borough of Oadby and Wigston;**
- (ii) **This Council supports the unanimous resolution of the Oadby Residents' Forum at its meeting on 15 November 2017 that street lighting should continue to be full-time in the Borough of Oadby and Wigston after the January 2018 deadline set by Leicestershire County Council as Highways Authority for the reason that people feel a lot safer with the street lights remaining on; and**
- (iii) **This Council resolves that the Interim Chief Executive forward this resolution to the Highway Authority for their consideration.**

**79. PETITIONS, DEPUTATIONS AND QUESTIONS**

**79a. QUESTION FROM MR ROY J LIVINGSTONE TO COUNCILLOR G A BOULTER**

**Response from Councillor G A Boulter (Chair of the Service Delivery Committee):**

"The provision of leisure services within the Borough is a discretionary service. Following a competitive tendering process, the contract to run both the Parklands Leisure Centre in Oadby and the Pool and Fitness Centre in Wigston was awarded to Sports and Leisure Management (SLM) Limited known as "Everyone Active". SLM are responsible for the day-to-day management of the two leisure centres.

SLM occupy the premises under the terms of a lease and deliver services on a strictly contractual basis. The leisure centres' staff are employed and supervised directly by SLM. As such, neither the services provided nor the staff employed by SLM are therefore subject to the Council's own complaints procedure. The Council does, however, monitor SLM's performance for the provision of leisure services through regular audits of the contract which ensure that the terms of the lease and the contract itself are being complied with."

**80. MAYOR'S ANNOUNCEMENTS**

The Mayor wished to remind those in attendance of the Black Tie Charity Fundraiser Dinner taking place on 10 February 2018 at Parkland Leisure Centre, Oadby in aid of her chosen nominated charity, the Leicester Hospitals Charity (LHC) and, in particular, to raise funds towards the building of the Leicester Children's Hospital.

**80a. LIST OF OFFICIAL MAYORAL/DEPUTY MAYORAL ENGAGEMENTS**

**RESOLVED THAT:**

**The list of Official Engagements attended by The Mayor and, or, Deputy Mayor be noted by Members.**

## **81. LEADER'S STATEMENT**

The Leader noted that due to the omission of local government finance from the Queen's Speech and the Autumn Budget, there was little certainty, except an assumption that the existing four-year settlement would continue, upon which the Council could plan its finances beyond 2019/20. Although this cliff-edge was said to inhibit local authorities' ability to deal with the unknown, it served to strengthened this Council's resolve to have a balanced financial position as soon as possible.

In the context of the Council's own emerging Local Plan, the Leader also spoke about the significance of the Strategic Growth Plan for Leicester and Leicestershire ("the Plan"). A long-term planning framework for growth across the City and the County, in the proper places and during an appropriate timeframe was said to be essential and that any disagreement amongst any one of the ten partner organisations, whilst not necessarily or particularly affecting this Borough, could upset the overall balance.

In light of the recent controversy surrounding allegations of misconduct by MPs in Westminster, on the subject of Members' own behaviour being subject to standards, the Leader wished to reiterate that it was the equal responsibility of the respective political parties to take prompt and robust action against any of its own Members as soon as an allegation of wrongdoing went beyond proof of any reasonable doubt.

## **82. MEDIUM TERM FINANCIAL STRATEGY (MTFS) UPDATE**

The Council gave consideration to the report (at pages 23 - 32) and presentation as delivered and summarised by the Director of Finance & Transformation / Section 151 Officer which should be read together with these minutes as a composite document.

A debate thereon was had whereby Members acknowledged that, despite the uncertain economic and political circumstances preoccupying central government and the austere fiscal climate faced by local government resulting in service cuts, the Council did have a sound financial footing to meet the challenges ahead with clear and identifiable scope to continue to improve and save. To achieve this, Members accorded particular significance to continuing the review of its buildings and other assets to ensure that they were fit for purpose, providing value for money and to ascertain how the Council could utilise such assets to generate additional income.

The implementation of Universal Credit (UC) was also identified as an area of particular concern to Members given a potential increase in demand to deliver homelessness provision within ever-decreasing budgets as a result of the adverse implications UC were deemed to be having on benefits recipients' cash flow and living conditions.

The Council was advised that, whilst it was necessary to continue to make progress within the identified budget options looking at service review and redesign in order to primarily bridge the funding gaps faced, and whilst it was also necessary to continue to review staff numbers, a decision to systemically and arbitrarily reduce personnel levels across service-areas by a given percentage was not considered to be a realistic way forward and could possible result in service failure. It was also reported that any decisions made to utilise the Council's reserve funds have been, and would continue to be, taken on an "invest-to-save" basis.

### **RESOLVED THAT:**

**That the contents of the report be noted by Members.**



### **83. BUDGET OPTIONS 2018/19 AND 2019/20**

#### **83a. REVIEW OF REFUSE, RECYCLING AND GREEN WASTE SERVICES**

The Council gave consideration to the report and appendix (at pages 33 - 87) as jointly-delivered and summarised by the Interim Director of Services and the consultants in attendance at the meeting, representing SLR Consulting Limited, which should be read together with these minutes as a composite document.

#### **Green Waste**

A debate thereon was had whereby most Members agreed that, acting upon the feedback received from the consultation, an annual charge of £35 for the collection of household garden waste represented good value when compared to neighbouring authorities and, more importantly, would enable the continuation of a high-quality, sustainable garden waste collection service for residents who required it.

Members also requested that the same charge be levied irrespective of customers' preferred payment method and that an appropriate hardship scheme should be devised to take in account those residents of low-income/means, details of which were to be provided in a report to be brought to the next meeting of the Council.

The Council was advised that the estimated annual income of £300k+ was to be additional income generated on top of delivering the service and inclusive of capital expenditure and that the £35 annual charge was for a single 240L wheeled bin (or number of bins equivalent thereto) with a £20 surcharge for each and every additional 240L bin (or equivalent thereto) requested. If the proposals were agreed, it was reported that work would begin immediately to realise the service from 1 April 2018 and concerted efforts made to exceed the anticipated 40% participation rate.

It was moved by the Leader of the Council, seconded by Councillor K J Loydall and

#### **RESOLVED THAT:**

- (i) The consultant's recommendation that charging for green waste commence in April 2018 be approved; and**
- (ii) Officers' recommendations that the regional average of £35 charge per first bin per household per annum, with a scale of fees for additional bins, be approved.**

<b>Votes For</b>	14
<b>Votes Against</b>	4
<b>Abstentions</b>	3

#### **Residual Waste and Recycling**

The meeting was adjourned at 8:40 pm and reconvened at 9:00 pm.

Members agreed that any decision(s) to be taken in regard to residual waste and recycling collection should be deferred whilst the Council consults with residents with regard to any changes to existing service provision, and during which time the Council should continue with the "business as usual" approach to collections.

It was moved by the Leader of the Council, seconded by Councillor G A Boulter and

**UNANIMOUSLY RESOLVED THAT:**

- (i) The item of business be deferred until the next meeting of the Council on 22 February 2018; and**
- (ii) A Project Board be set up to oversee any changes to residual waste and recycling collection services.**

Councillor M L Darr left the Chamber at 9:05 pm.

**83b. PROPOSED FUTURE OF THE BUILDING CONTROL SERVICE**

The Council gave consideration to the report (at pages 88 - 93) as delivered and summarised by the Head of Planning, Development and Regeneration which should be read together with these minutes as a composite document.

Members were hopeful that any shared service arrangement would strengthen the Council's position to better regulate and make private-sector building control more safe and accountable, particularly in instances where intervention was required by local authorities to rectify substandard work carried out by independent contractors.

It was moved by the Deputy Leader of the Council, seconded by Councillor L A Bentley and

**UNANIMOUSLY RESOLVED THAT:**

- (i) It be approved that the Borough Council enters into a formal Building Control Shared Service arrangement operated and managed by Blaby District Council and including Harborough District Council with effect from 1st January 2018 in order to revitalise the service that the Borough Council provides and to create greater resilience; and**
- (ii) Matters relating to the agreement of the detailed procedural and operational arrangements, including the agreement and signing of an inter-authority agreement relating the Shared Service arrangement be delegated to the Director of Finance & Transformation / Section 151 Officer.**

**83c. OFF-STREET PARKING AND COUNCIL-OWNED CAR PARKS**

The Council gave consideration to the report and appendices (at pages 94 - 110) as delivered and summarised by the Head of Planning, Development and Regeneration which should be read together with these minutes as a composite document.

Members agreed that any decision(s) to be taken in regard to off-street parking and Council-owned car parks should be deferred until further investigation has been carried out in relation to the miscellaneous schemes referred to in the report.

It was moved by the Leader of the Council, seconded by Councillor Mrs H E Loydall and

**UNANIMOUSLY RESOLVED THAT:**

**The item of business be deferred until the next meeting of the Council on 22 February 2018.**

**83d. REVIEW OF PUBLIC CONVENIENCES WITHIN THE BOROUGH**

The Council gave consideration to the report (at pages 111 - 121) as delivered and summarised by the Head of Planning, Development and Regeneration which should be read together with these minutes as a composite document.

Members agreed that any decision(s) to be taken in regard to closure of public conveniences within the Borough should be deferred until further investigation has been carried out in relation to the Community Toilet Scheme referred to in the report.

It was moved by Councillor G A Boulter, seconded by the Deputy Leader of the Council and

**RESOLVED THAT:**

**The item of business be deferred until the next meeting of the Council on 22 February 2018.**

<b>Votes For</b>	19
<b>Votes Against</b>	1
<b>Abstentions</b>	0

**84. DRAFT STRATEGIC GROWTH PLAN FOR LEICESTER AND LEICESTERSHIRE**

The Council gave consideration to the report and appendix (at pages 122 - 150) as delivered and summarised by the Head of Planning, Development and Regeneration which should be read together with these minutes as a composite document.

Members emphasised that in order to gauge a meaningful response, alternative means to participate in the consultation other than online-based methods should be promoted including, but not limited to, leaflets being issued alongside council tax bills.

It was moved by the Leader of the Council, seconded by the Deputy Leader of the Council and

**UNANIMOUSLY RESOLVED THAT:**

- (i) Council notes and endorses the process which has been undertaken in the preparation of a Draft Strategic Growth Plan (SGP) for Leicester and Leicestershire;**
- (ii) Council notes that the Consultation Draft Plan has been endorsed by the Members' Advisory Group which oversees the preparation of the SGP;**
- (iii) Council approves the consultation process and timetable; and**
- (iv) A further report is brought back to Council to consider the consultation responses and approve the final version of the SGP.**

**85. LEICESTER AND LEICESTERSHIRE AUTHORITIES JOINT STATEMENT OF CO-OPERATION**

The Council gave consideration to the report and appendix (at pages 151 - 159) as delivered and summarised by the Head of Planning, Development and Regeneration which should be read together with these minutes as a composite document.

It was moved by the Leader of the Council, seconded by the Deputy Leader of the Council and

**RESOLVED THAT:**

**It be approved for the Borough Council to sign the Leicester and Leicestershire Authorities Joint Statement of Co-operation relating to Objectively Assessed Need for Housing as set out at in the Appendix in support of Local Plans that are being prepared in Leicester and Leicestershire.**

**Votes For**                    19  
**Votes Against**            0  
**Abstentions**                1

**86. UPDATE TO COUNCIL'S CONTRACT PROCEDURE RULES**

The Council gave consideration to the report and appendix (at pages 160 - 189) as delivered and summarised by the Director of Finance & Transformation / Section 151 Officer which should be read together with these minutes as a composite document.

It was moved by Councillor Mrs H E Loydall, seconded by Councillor Mrs S B Morris and

**UNANIMOUSLY RESOLVED THAT:**

- (i) The updated Contract Procedure Rules (CPR's) as set out in the Appendix be approved and adopted;**
- (ii) Council notes the key aspects of the CPR's as set out in the report.**

**87. PROPOSED PUBLIC SPACE PROTECTION ORDER (REGULATION OF DOGS)**

The Council gave consideration to the report and appendices (at pages 160 - 189) as delivered and summarised by the Head of Law & Governance / Monitoring Officer which should be read together with these minutes as a composite document.

The Council was advised that, following comments being received by Members outside of the meeting as to the proposed regulatory controls in relation to the keeping of dogs on leads, it would be appropriate for the Public Space Protection Order to be referred back to the Licensing and Regulatory Committee for further consideration.

It was moved by Councillor G A Boulter, seconded by Councillor Mrs H E Loydall and

**UNANIMOUSLY RESOLVED THAT:**

**The Public Space Protection Order be referred back to the Licensing and Regulatory Committee for further consideration.**

**88. APPOINTMENT OF NOMINATIVE TRUSTEES TO OADBY VILLAGE HALL TRUST**

Having declared a non-pecuniary interest, the Mayor and Councillor Mrs S B Morris left the Chamber and took no part in the debate on the item of business and voting thereon.

The Council gave consideration to the report and appendices (at pages 232 - 237) as delivered and summarised by the Head of Law & Governance / Monitoring Officer which should be read together with these minutes as a composite document.

**RESOLVED THAT:**

**Councillor Mrs Samia Z Haq be appointed as a nominative Trustee of the Oadby Village Hall Trust to serve a term of four years with effect from 5 December 2017.**

<b>Votes for Councillor Mrs Samia Z Haq</b>	10
<b>Votes for Mrs Kay F Relf</b>	5
<b>Abstentions</b>	3

The Mayor and Councillor Mrs S B Morris returned to the Chamber.

**89. REVIEW OF THE OADBY, WIGSTON AND SOUTH WIGSTON RESIDENTS' FORUMS**

The Council gave consideration to the report (at pages 238 - 243) as delivered and summarised by the Interim Chief Executive which should be read together with these minutes as a composite document.

It was moved by Councillor L A Bentley, seconded by the Deputy Leader of the Council and

**RESOLVED THAT:**

- (i) Council notes the information in the report;**
- (ii) The Interim Director of Services and the Monitoring Officer draft revised Terms of Reference for the Forums from the proposals within the report of 5 September 2017, taking into account the feedback received from Members and residents, and the draft Terms of Reference to be brought to the next meeting of the Council on 22 February 2018 for approval with further consultation on the draft at the Forums in February/March 2018; and**
- (iii) Council considers the feedback from residents on how to increase participation from local residents' and give any further policy guidance as may be necessary.**

<b>Votes For</b>	18
<b>Votes Against</b>	0
<b>Abstentions</b>	2

**90. THIRD SECTOR AND COMMUNITY SUPPORT FUNDING**

The Council gave consideration to the report and appendices (at pages 244 - 274) as delivered and summarised by the Director of Finance & Transformation / Section 151 Officer which should be read together with these minutes as a composite document.

Whilst Members welcomed the fortunate position the Council currently enjoyed in being able to grant third-sector funding, and were that hopeful this position would continue, it was said that such budget allocations were finite and therefore would need to be kept under review.

It was moved by the Leader of the Council, seconded by Councillor L A Bentley and

**UNANIMOUSLY RESOLVED THAT:**

**Council approves the structure, monitoring and governance arrangements of the 'Third Sector and Community Support' area as set out in the report and appendices.**

**91. RECOMMENDATIONS OF THE INDEPENDENT REMUNERATION PANEL**

Having declared a pecuniary interest, the Leader of the Council left the Chamber and took no part in the debate on the item of business and voting thereon.

The Council gave consideration to the report (at pages 275 - 276) as delivered and summarised by the Interim Chief Executive which should be read together with these minutes as a composite document.

It was moved by the Deputy Leader of the Council, seconded by Councillor Mrs S B Morris and

**RESOLVED THAT:**

**No additional payment be made to the Leader of the Council.**

<b>Votes For</b>	17
<b>Votes Against</b>	2
<b>Abstentions</b>	0

The Leader of the Council returned to the Chamber.

**92. REVIEW OF THE VACANCY OF THE CHIEF EXECUTIVE**

The Council gave consideration to the report in the agenda update (at pages 1 - 2) as delivered and summarised by the Chair of the Change Management Committee, Councillor M H Charlesworth, which should be read together with these minutes as a composite document.

It was moved by Deputy Leader of the Council, seconded by Councillor Mrs L M Broadley and

**RESOLVED THAT:**

- (i) Council approves an external recruitment exercise to be carried out in respect of the vacancy of the Chief Executive and that a job advertisement be placed in the appropriate media early in January 2018; and**
- (ii) Council approves to seek assistance from East Midlands Council to carry out the recruitment process.**

<b>Votes For</b>	18
<b>Votes Against</b>	2
<b>Abstentions</b>	0

**93. RECEIVING OF MINUTES OF MEETINGS FOR INFORMATION**

**RESOLVED THAT:**

**The minutes as set out at agenda item numbers 20(a)-(s) (at pages 277 - 374) from the meetings of the below-mentioned Committees, Forums, Working Groups and Outside Bodies for the purposes of information be received by the Council.**

- (a) Minutes of the Meeting of the Health and Wellbeing Board held on Tuesday, 15 August 2017;**
- (b) Minutes of the Meeting of the Development Control Committee held on Thursday, 24 August 2017;**

- (c) Minutes of the Meeting of the Armed Forces Working Group held on Thursday, 07 September 2017;
- (d) Minutes of the Meeting of the Wigston Residents' Forum held on Monday, 11 September 2017;
- (e) Minutes of the Meeting of the South Wigston Residents' Forum held on Wednesday, 13 September 2017;
- (f) Minutes of the Meeting of the Place Shaping Working Group held on Thursday, 14 September 2017;
- (g) Minutes of the Meeting of the Oadby Residents' Forum held on Wednesday, 20 September 2017;
- (h) Minutes of the Meeting of the Development Control Committee held on Thursday, 28 September 2017;
- (i) Minutes of the Meeting of the Licensing Sub-Committee held on Friday, 06 October 2017;
- (j) Minutes of the Meeting of the Service Delivery Committee held on Tuesday, 10 October 2017;
- (k) Minutes of the Meeting of the Policy, Finance and Development Committee (Extraordinary) held on Tuesday, 10 October 2017;
- (l) Minutes of the Meeting of the Health and Wellbeing Board held on Wednesday, 11 October 2017;
- (m) Minutes of the Meeting of the Licensing and Regulatory Committee held on Thursday, 12 October 2017;
- (n) Minutes of the Meeting of the Community Safety Partnership held on Monday, 16 October 2017;
- (o) Minutes of the Meeting of the Children and Young Peoples' Forum held on Tuesday, 17 October 2017;
- (p) Minutes of the Meeting of the Development Control Committee held on Thursday, 19 October 2017;
- (q) Minutes of the Meeting of the Policy, Finance and Development Committee held on Tuesday, 31 October 2017;
- (r) Minutes of the Meeting of the South Wigston Residents' Forum held on Wednesday, 08 November 2017; and
- (s) Minutes of the Meeting of the Assessment Sub-Committee held on Friday, 10 November 2017

**THE MEETING CLOSED AT 9.48 PM**



.....  
**Mayor**  
 .....

.....  
**Thursday, 22 February 2018**  
 .....

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COUNCIL

**ACTION LIST**

Arising from the Meeting held on Tuesday, 05 December 2017

<b>Min. Ref.</b>	<b>Item of Business</b>	<b>*Details of Action <i>Action Due Date</i></b>	<b>Responsible Officer(s)' Initials</b>	<b>Status / Update</b>
<b>83a.</b>	<b>Review of Refuse, Recycling and Green Waste Services</b>	An appropriate hardship scheme be devised in relation to garden waste collection services to take in to account low-income/means.  <b><i>Due by Feb-18</i></b>	<b>MH SH</b>	Complete (Verbal Update)
<b>83c.</b>	<b>Off-Street Parking and Council-Owned Car Parks</b>	Further investigation be carried out in relation to the miscellaneous schemes referred to in the report.  <b><i>Due by Apr-18</i></b>	<b>AT MS</b>	On Target to Complete
<b>83d.</b>	<b>Review of Public Conveniences Within The Borough</b>	Further investigation be carried out in relation to the Community Toilet Scheme referred to in the report.  <b><i>Due by Apr-18</i></b>	<b>AT MS</b>	On Target to Complete
<b>84.</b>	<b>Draft Strategic Growth Plan for Leicester and Leicestershire</b>	Alternative means to participate in the consultation other than online-based methods be promoted (i.e. Council Tax bills).  <b><i>Due by Dec-17</i></b>	<b>AT JC</b>	Complete (Verbal Update)

\* | All actions listed are those which are informally raised by Members during the course of debate upon a given item of business which do not form part of - but may be additional, incidental or ancillary to - any motion(s) carried. These actions are for the attention of the responsible Officer(s).



**Mayoral/Deputy Mayoral Engagements Attended (May 2017 - January 2018)****Mayor****May 17**

25	The Big Ideas Company	The Unremembered Event
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**June 17**

04	Brocks Hill	Garden Party
06	Brocks Hill	Volunteering Fair
10	The Rt Revd Martyn & Dr Lynn Snow	Summer Garden Party
11	O&W Lions Club	Lets Celebrate Concert
12	O&W Lions Club	Award Evening
16	Cedar Court Care Home	Hc-One Big Lunch
17	Royal Tigers Association	Plaque Unveiling Old Glen Parva Barracks
18	Lord Mayor's Civic Service	Lord Mayor
24	Tim Webster	Armed Forces Day, Service And Parade
28	Leicester Community Concert Band	Summer Concert
30	Menphys	40th Anniversary Celebration
30	School Games Summer Championships	Leicester & Rutland Sport

**July 17**

04	Leicester Racecourse	Ladies Day Window Campaign
05	Wigston College	Summer Showcase
11	Warning Zone Ltd	Osprey & Wildlife Cruise, Rutland Water
12	University Of Leicester	Summer Degree Congregations
13	Muslim School Oadby	Exam Results Day

15	University Of Leicester	Summer Garden Party
27	Chairman Leicester County Council	Summer Evening Buffet Reception
28	Age UK Oadby & Wigston	Opening Memory Cafe
31	Dean Of Leicester	Commemorate The Centenary Of Battle Of Passchendaele

### August 17

02	OWBC	Pride Of The Borough - Meet The Judges
05	Aylestone Lane Allotment Association	Aylestone Lane Allotment Day

### September 17

6	ABF	A Beating Retreat
9	Wigston Framework Knitters Museum	Sock Day
9	David Cawthorne	Grand Wigston Show Opening
10	Mayor of Charnwood BC	Civic Service
12	Mayor of Hinckley & Bosworth	Charity Curry Night
16	Helping Hands	20 Year Anniversary
30	Mayor of Charnwood BC	Black Tie Dinner

### October 17

1	Lady Gretton, Chairman LCC	County Service For Leicestershire
5	Surinder Sharma	Kuku Connect 1st Birthday
7	Oadby & Wigston Lions	Charity Swim
8	LCHC	Chairman's Lunch
14	Mayor Hinckley BC	Charity Brass Band Concert
15	South Wigston Methodist Church	50 Years Exhibition
24	Leicestershire & Rutland Branch Executive	Annual Event - Magistrates Association

25	Anand Group	Diwali Celebration
29	Oadby & Wigston Lions	Presidents Charter Lunch
30	Pride Of The Borough	Annual Awards Evening

## November 17

2	North Warwickshire & South Leicestershire College	Celebration Of Achievement
4	British Red Cross	Oadby Community Centre Event
7	Leicestershire Police	Inter Cultural Evening
10	Leicester Islamic Academy Primary School	School Visit
11	Leicester Festival Of Music & Drama	Dramatic Art Festival
11	OWBC	Remembrance Service
11	Oadby Town Centre Association (Chris Swan)	Oadby Festive Lights Switch On
12	OWBC	Remembrance Sunday Parade
12	Cllr Bond	Oadby British Legion Remembrance Parade
12	Resham Singh Sandu	Multi Faith Remembrance Service
14	Bishop of Leicester	Welcome Service In Cathedral
15	Bishop of Leicester	The Archbishop In Conversation
17	Mayor of Melton BC	Civic Dinner
18	St Paul's Church, Oadby	Christmas Fair
19	SSAFA	President's Luncheon
25	Brocks Hill	Christmas Craft Fair
25	Oadby & Wigston Lions Club	Lights Switch On
26	Marie Curie Fundraising Group	Light To Remember
29	South Leicestershire Foodbank	Music For Food

**December 17**

2	Carl Walter	Christmas Capers Light Switch On
7	Lord Mayor	Christmas Concert
8	Menphys	Catholic School Carol Concert
9	University of Leicester	Vice-Chancellor's Christmas Drinks Reception
9	Minhaj-Ui-Quaran Womans League Leicester	Community & Cultural Event
10	St Pauls Church	Presentation Service
13	OWBC	Carol Service
14	Mayor of Melton BC	Carols by Candlelight
16	Carl Walter	Over 60's Christmas Dinner
17	NW Leicestershire Council	Community & Civic Carol Service
20	Chairman Charnwood BC	Carol Service

**January 18**

28	Lord Mayor	Holocaust Memorial Day
29	OWBC	Holocaust Memorial Day

**Deputy Mayor****June 17**

11	28th Leicester Scouts	Fete
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**July 17**

05	OWBC	Pride Of The Borough - Meet The Judges
09	Blaby Chairman	Civic Service
14	The Lawns Care Home	Diamonds & Pearls Evening

**September 17**

9	Oadby Baptist Church	Induction For New Minister
10	Knitters Framework	Annual Service At St Peters Church, Oadby
16	Rainbows	Annual Open Day

**October 17**

12	ABF Soldier's Charity	Band Concert
26	Rural Community Council	RCC Rural Achievements Awards Dinner

**November 17**

12	St Thomas The Apostle Church	Remembrance Sunday Service
20	Leicester University	Annual Lecture

**December 17**

2	Chaplin to Bishop of Leicester	Service of Welcome
2	O&W Scout & Guide Band	One Festive Night
12	Senior Citizens Action Group	Senior Citizens Concert
13	Blaby Carol Concert	Carol Service
16	Salvation Army	Christmas Spectacular Event

**January 18**

25	DICE	To be at Home : Identity
29	Wigston Royal Air Force Cadets	Annual Presentation Evening



- 3.4. It is also in this context that this report updates the Council on changes to the medium term financial position since July 2017 as further information, particularly around funding that has become available and as savings proposals have been further tested and refined.
- 3.5. Council in February 2017 approved a budget for 2017/18, and identified a potential funding gap for 2018/19 and 2019/20. Further papers to Council and Policy, Finance and Development Committee in the summer outlined options for budget savings that would go some way to address this gap. This report includes the financial impacts of those options already agreed, but does not include the options that have yet to be tabled or any final decision to be taken on.

#### **4. Objectives of the Medium Term Financial Strategy**

- 4.1. The MTFS has the following objectives:
- Show how resources support the Corporate Plan over the next 2 years;
  - Provide a platform to support the decision-making framework;
  - Enable the Council to be a proactive organisation;
  - To be an enabler, giving indication to the need to revisit and revise priorities;
  - Ensure sustainable services and reserves are at sufficient levels;
  - Enable development and improvements to our customers experiences;
  - Hold a working balance to help manage unexpected occurrences;
  - To be responsive and able to manage changing risks and needs;
  - Support the Council's service and strategies; and
  - Provide indications of future local taxation levels.

#### **Central Government Funding Settlement**

- 4.2. In December 2015, the Government announced an offer to local authorities of a four year provisional settlement for 2016/17 through to 2019/20. We are currently halfway through this settlement. Pressure continues to increase on local authorities to find further savings in their expenditure on service provision and to look for alternative sources of income as funding from central government continues to reduce.
- 4.3. As part of the four year settlement, the following funding streams were included:
- Revenue Support Grant;
  - Business Rates tariff and top up payments;
  - Rural Services Delivery Grant; and
  - Transition Grant.
- 4.4. The table below sets out the settlement, as it was announced. Overall, this has resulted in an £0.59m or 30% reduction in funding over the period of the settlement. The provisional settlement indicates that 2018/19 will be the final year that the Council receives core Revenue Support Grant from the Government.

*(Continued overleaf)*

Year	Grant	Baseline £m	£m	%
2016/17	0.72	1.41		
2017/18	0.36	1.44	0.330	(15%)
2018/19	0.14	1.49	0.170	(9%)
2019/20	0	1.54	0.090	(6%)
Totals	1.22	5.88	0.590	(30%)

4.5. The Government has assumed that local authorities will increase their Band D Council Tax by the maximum amount possible. For 2017/18, this increase was 3%, and for the figures in this report, these are based upon the maximum increase also.

## 5. New Homes Bonus Scheme

5.1. In addition to the aforementioned funding, we also see a continuation of the New Homes Bonus (NHB) Scheme. This is a non-ring-fenced grant which is based on the number and type of housing properties brought on to the ratings list each year. The amount of NHB's generated is split in two tier areas on an 80/20 basis in the favour of Borough Councils.

5.2. The continuing reduction in NHB's saw the amount receivable to the Council during 2017/18 reduce by £0.038m compared to the previous year. The figures for 2018/19 show a decrease of around £0.069m.

5.3. There were a number of key changes made to the NHB's scheme in 2016 which were highlighted in the MTFs report to Council in February 2017. There have been no amendments to the scheme at the time of writing the report.

5.4. Due to the urban nature of the Borough, the opportunity to develop large scale housing that would increase our NHB funding is severely limited, with the Council receiving one of the lowest levels of funding in the country.

## 6. Business Rates Retention

6.1. The Business Rates Retention Scheme (BRR) came into effect from the 1 April 2013 and now forms a principal element of local government funding. This provides local authorities with a direct financial benefit from economic growth, coupled with exposure to financial risks should there be a lack of growth or even contraction. As highlighted earlier in the report, the financial settlement from government provides a combination of funding schemes, with the baseline funding for the BRR scheme being £1.480m for 2018/19.

6.2. Although local authorities are not able to set business rate levels, the amounts collected are a key element of the scheme. Income that is above or below anticipated levels will impact on the income retained locally. To mitigate somewhat against this, a safety net was built so that no local authority's income would fall below a pre-determined level. This level is £1.38m for Oadby and Wigston Borough Council. Equally, should there be any excessive growth above this level, a levy is payable of 50% of the additional growth, and this is paid to the Leicester and Leicestershire Enterprise Partnership (LLEP).

6.3. It is the intention of the Government that the main revenue support grant is removed and moved to a 100% retained business rates system. This was initially



mooted in 2015/16, with the planned phasing to be over the life of that parliament and to come into effect in 2019/20 or 2020/21. However, a snap general election was called in June 2017, and work on this scheme was not in the Queen's Speech, meaning there is an element of uncertainty around this.

It should be noted that as part of the Settlement Statement issued in December 2017, Government has indicated that, whilst it is still looking to move to 100% business rate retention, they are planning to implement 75% rate retention by 2020/21.

- 6.4. As previously reported in December 2017, Central Government is looking to expand its 100% business rates pilots across the country to test how such a scheme would work. The Authority, alongside the other Boroughs and Districts in Leicestershire, the City Council and the County Council applied to be a pilot scheme during 2018/19 (Business Rate Retention Paper, PFD Committee, October 2017). Unfortunately, our bid was unsuccessful and we are awaiting detailed feedback as to why this was the case – therefore as detailed in October's report, the existing pooling arrangement remains.

## 7. Revenue Budget

- 7.1. The General Fund Budget for the financial years 2018/19 and 2019/20 are summarised in the table below. Further details to changes to individual services' budgets will be found in the annual budget book and the MTFS report issued in February 2018. The budget takes into account key assumptions that are set out later in the report.

Budget Summary	2017/18	2017/18 Revised	2018/19	2019/20
	£'000	£'001	£'000	£'000
Total Revenue Budget	6,601	6,631	6,399	6,700
Central Government Grant	(360)	(360)	(140)	0
Other Government Grants	(544)	(512)	(605)	(575)
Retained Business Rates	(1,440)	(1,440)	(1,480)	(1,540)
Council Tax Surplus	(28)	(28)	(10)	(30)
NNDR Surplus	(40)	(40)	139	140
New Homes Bonus	(408)	(408)	(339)	(352)
<b>Net Revenue Budget</b>	<b>3,781</b>	<b>3,843</b>	<b>3,964</b>	<b>4,343</b>
Transfers to/from Reserves	(150)	(212)	(202)	0
Savings schemes	0	0	0	(410)
<b>Council Tax</b>	<b>(3,631)</b>	<b>(3,631)</b>	<b>(3,762)</b>	<b>(3,933)</b>
<b>Funding Gap</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

- 7.2. The budget shows that the authority is able to produce a balanced budget for both 2018/19 and 2019/20. However, whilst the budget is balanced for 2019/20, this incorporates a savings target of over £400k for 2019/20. As referenced later in paragraphs 8.6 & 8.7, the Council meeting in June will seek final approval of the 2019/20 budget given the savings options for 2019/20 will have been finalised.
- 7.3. The Council published its efficiency plan in October 2016 which established the Authority's approach to delivering the savings that are required to meet these unprecedented funding reductions. The key features of the efficiency plan included:

- Active asset management;
- Service review and redesign;
- 'Invest to save' schemes - these include capital spending that achieves continuous savings in revenue costs or increased income;
- The Council will not adopt any scheme, project or services that are not first demonstrated to be at least cost neutral; and
- Commitment to build more housing.

7.4. The budget delivered for 2017/18 illustrated significant savings from these efficiency plans. It is imperative that the Council continues to work in this manner to ensure services are delivered and our finances are sound.

7.5. The overall revised outturn for the Council is showing an increase in use of reserves of £62k. The principal reasons for this are.

<b>Major Variations in 2017/18</b>	<b>£'000</b>
<b>Increases in Cost</b>	
Cleaning Contract	15
Water Costs	11
Savings plans deferred to future years	100
<b>Decrease in Income</b>	
Recycling Sales	60
<b>Savings Made</b>	
Structural Maintenance	(9)
Salaries Provision	(102)
<b>Increase in Income</b>	
Planning Fees	(20)

For a higher level of analysis, please refer to the Revenue Out-turn papers for Service Delivery Committee and Policy, Finance and Development Committee.

7.6. As part of this continuation, the Council needs to conduct a full review of its buildings and other assets to ensure that they are fit for purpose, providing value for money and identifying how the organisation can sweat such assets to generate income. It is recommended that this work commences in early 2018. Due to the changing shape of the Council and its services, a review of the governance framework should be carried out to ensure that it is maximising both effectiveness and efficiency.

## **8. Changes to Budgets 2018/19 Onwards**

8.1. The Council's overarching objectives are at the forefront in setting the Authority's budget for the next two years. It is clear that, in these financially prohibitive times, growth has been constrained, but these themes have been at the forefront in developing services and delivering savings.

- The Council's Vision "A Stronger Borough Together":
- An Inclusive and Engaged Borough;
- Effective Service Provision;
- Balanced Economic Development;
- Green and Safe Places; and

- Wellbeing for All.

## Revenue Pressures

- 8.2. In the current climate, revenue growth budgets have been restricted to areas considered unavoidable, such as changes in legislation. The table below highlights the areas of significant growth that have materialised since the last MTFS was set and updated in December 2017 (£30k and above).

Committee	Description	£'000
Service Delivery	Cleaning Contract	30
All	Increase in superannuation charge	33
All	Correction in previously assumed savings provisions	120
Service Delivery	Increase pressure on Homelessness Service	30
All	Reduction in New Homes Bonus	69

The budget also takes into account services pressures that the Council needs to address, and these include:

- Implementing appropriate Antisocial Behaviour provision (ASB);
- Implementing project management tools and expertise to assist with the Council's ongoing transformation programme; and
- Ensuring adequate (at minimum) procurement skills on a corporate-wide level to ensure best value is achieved by the authority, whilst meeting legislative requirements.

## Revenue Savings

- 8.3. As reported in previous MTFS reports, the scale of funding cuts and the increased pressures on local authorities meant that significant financial savings are required. It should be recognised that significant work had been carried out by Officers to ensure that these pressures were mitigated as far as possible; however, further significant work still needs to be undertaken to ensure the Authority has a balanced budget. Over those years, the focus has been on protecting front-line services, and so this remains as a key driver.
- 8.4. The aim of the Authority is to provide improved levels of service, whilst reducing the costs and this is recognised in the savings already allocated to 2018/19 and assisting in achieving a balanced budget. The table below lists all of the significant savings the Council has in place, or increased levels of income, that affect the 2018/19 budget. It should be noted that approximately 14 FTEs have been removed from the draft establishment list, compared to the prior year.
- 8.5. The table below lists the significant savings (£30k and above) that have enabled the authority to produce a balanced budget for 2018/19, and reduced the known pressures for 2019/20.

Changes agreed and implemented		
Brocks Hill	Agreed as part of the savings menu in 2017.	Built into the MTFS report in December 2017. Saving of approximately £100k.

Closure of MRF	Agreed as part of the savings menu in 2017.	Built into the MTFS report in December 2017. Saving of approximately £100k.
Charging for Green Waste	Agreed by Council in December 2017.	Built into the MTFS as part of this paper. Full year estimated net income generated of £325k.
<b>Other changes to be implemented by 31 March 2018</b>		
Efficiencies through Customer Services initiatives and improvements	Through various streamlining of work through Customer Services Centre (CSC), this has enabled cashable benefits to be realised now the services have bedded in.	Built into the MTFS as part of this paper. Savings total £85k.
Grounds Maintenance Review	Agreed as part of the savings menu in 2017.	Built into the MTFS as part of this paper. Savings total £70k.
Review of Facilities Maintenance	Agreed as part of the savings menu in 2017.	Built into the MTFS as part of this paper. Savings total £30k.
Efficient Investments through active treasury management	Implementation of active treasury management.	Built into the MTFS as part of this paper. Savings total £30k.

8.6. As mentioned earlier in the report, whilst the 2019/20 budget has been balanced, this has been achieved by identifying various schemes that can be implemented and be fully operational by April 2019. These schemes have been costed out to varying degrees, with some needing significant work to gather assurance as to their viability and efficiencies gained.

8.7. Therefore, at the Council meeting in June 2018, final decisions on the 2019/20 budget will need to be agreed to meet our current savings target and any further financial issues that have arisen in the intervening months. The list of items currently in the savings plan are identified below. It should be noted that whilst this list is estimated to provide efficiencies, savings and additional income in totality in excess of the known savings requirement, each scheme's benefits have not, in all cases, been finalised and no scheme has been ruled in or ruled out definitively.

The 2019/20 Savings Programme includes:

- Refuse and Recycling Provision;
- Council Grants and Donations;
- Structured Management Review;
- % Cut of Service Budgets;
- Further efficiencies through Channel Shift and Customer Services; and
- Implementation of Community Toilet Scheme (if not already in place).

### **2020 and beyond**

8.8. The Council is continuing to look beyond the period of this settlement in order to not only improve the services we deliver, but to look at how we can generate further income to mitigate against any unquantifiable risks or issues that are currently

unknown. Whilst 2020 may be a couple of years away, work is currently at various stages in progressing to achieving income goals after 2020. These schemes include:

- Bushloe Developments Ltd;
- The Strategic Asset Review;
- Parishes; and
- Retail Business Models

All of which will be reported to the various Committees at their inception (or in the case of Bushloe Developments Ltd, currently reporting to the Company Board).

## 9. Assumptions

There are a number of key assumptions that were made in drafting the Medium Term Financial Strategy, and these were:

- Council Tax increase of 3% at Band D;
- Council Tax base increase of 0.6% for 2018/19 and 1.5% for 2019/20;
- Pay award of 2%
- Inflation - Contractual 3.6%, General 0%;
- Interest Rates - reflect the recent increase in Bank of England Base Rates;
- Staffing vacancy factor of 3%;
- Formula funding as per settlement agreement - 2018/19- 2019/20;
- A 98.5% Council Tax Collection Rate; and
- Fees and charges as agreed at Policy, Finance and Development Committee in October 2017.

## 10. Risk Assessment and Management

10.1. Oadby and Wigston Borough Council has a commitment to managing risk and its exposure to the various risks it faces. Key to the management of this risk is identifying operational risk when we are developing our service plans, as well as taking a holistic and strategic view when considering the risks at a corporate level. The Council has a strong record of financial management, but further improvements were recommended by both our Internal and External Auditors to continue in this manner, and to reduce the impact of financial risks to the Authority. Therefore, changes have been made to the budget setting process (including regular and detailed updates throughout the year) but also changes need to be made as to how we monitor and manage risks.

10.2. The more fundamental financial risks over the next two years have been highlighted below and have been ranked (**Red / Amber / Green**) according to their likelihood of occurrence and the potential scale of their impact.

### 10.3. **Formula Central Government Funding**

Whilst the provisional funding settlement provided some certainty with respect to local government funding, it still remains unclear as to exactly how funding will work from 2020/21 and beyond. The snap General Election in 2017 further greyed the situation.

### 10.4. **New Homes Bonus**

The continuing changes to the delivery of funding regarding the New Homes Bonus scheme can provide troublesome forecasting. However, due to the Authority's size and nature of its geography, the limited amount of development eases the ability to

forecast. However, the inability to deliver significant numbers of new homes reduces our income generation ability with regards to this. As this report highlights, the Authority received a lesser amount than last year, but also a lesser amount than our most likely scenario had planned for. Therefore the Authority is taking a prudent approach to forecasting future NHB income.

#### 10.5. **Business Rate Retention Scheme**

The Authority is exposed to an element of risk of reduced income levels if the amount of business rates contracts. There are also a number of other risks associated with this scheme. Firstly the ability to generate new income - as with NHB, the geography of the Borough means that the ability to generate new business rate income is limited, but work within economic regeneration and local plans is going some way to address this. Another significant risk relates to the factors that can impact on the amount of business rates collected. For example, mandatory relief that can be back dated. Business rates revaluation came into effect from April this year, and a centrally held reserve held by the LLEP is set aside to help mitigate any risks arising from this.

In addition to this element of the risk, the government has announced that they are looking to move to a 75% retention scheme by 2020/21 (as opposed to the 100% retention scheme initially indicated). However, there has been no detail as to how such as scheme would operate, but consensus across local authority treasurers is that District Councils would be no better off than in the current scheme.

#### 10.6. **Income Generation**

The Authority currently has limited streams of income generation. Work is being carried out to identify ways of maximising our income streams - ranging from the potential for charging for discretionary services to generating new business streams to supplement income. Local authorities need to become more commercial in their thinking and operating as the creation of income will enable service protection and improvement.

There are current significant risks pertaining to existing income generating programmes such as Bushloe Developments and the new Garden Waste Scheme. Whilst there are no "red flags" currently, the authority must manage these schemes carefully to mitigate any obstacles to their success.

#### 10.7. **Pension Fund**

There is expected to be a broad 2% increase in the superannuation rate in both 2018/19 and 2019/20.

#### 10.8. **Self-Funding Pay Awards**

Earlier this year, the Government removed the 1% public sector pay rise cap. Whilst this is a relief to workers within the public sector, whose salaries remained static for many years and in many cases decreased in real terms, the burden of coping with any pay rises has to be borne out by the organisation itself, with no additional funding forthcoming from the Government. The budget has built in the anticipated 2% pay award, but if inflation increases, it could add greater pressure to increase salaries further.

#### 10.9. **Homelessness**

The increase in the homeless population across the country has put an increasing pressure on local authorities and their resources given the changes in legislation over the previous years. The Authority is actively managing the issue, and is in receipt of minor government grants to assist with this. The Authority has ring-fenced reserves specifically to support this issue, and has allocated additional revenue funding to the 2018/19 budget to continue to support this area and manage this increasing pressure.

Work is also beginning to address the housing issue relating to homelessness, however, this work will take a number of years to come to fruition and the Authority cannot rest on its laurels in the meantime.

#### 10.10. **Brexit**

In the eighteen months since Brexit was confirmed, the country has seen various changes. Whilst exports have increased sharply due to the devaluation of the pound, issues linked to the economy are still to be addressed. These issues range from the long term implications on pension funds to capital funding resources that were available from Europe as members of the European Union (EU).

#### 10.11. **Local Council Tax Support**

There is no change to the current scheme for 2018/19. However, it should be noted that the funding distributed by Leicestershire County Council to support the Discretionary Council Tax Support Scheme has ended. The Council will, however, continue to run the scheme and fund it itself.

#### 10.12. **Interest Rate Movements**

Interest rates have recently risen due to the expected increase in inflation that is above the Bank of England's expectations. However, at the time of writing this report, the latest inflation figures were below that. To that regard, the Authority takes a prudent approach when setting interest budgets.

#### 10.13. **Universal Credit**

This was originally going to move to full service in March 2018. However, the Government have recently announced that this date has been deferred until July 2018. Indications from authorities who currently operate the full service are that they have experienced significant reductions in income that would normally have been passported through benefit payments.

### 11. **Reserves**

11.1. The Local Government Act 2003 requires the Council's Section 151 Officer to report on the robustness and sustainability of the estimates included in the budget and the adequacy of the reserves for which the budget provides. The Council's policy is to carry out an annual review of all reserves as part of the budget-setting process. This review includes identifying the reserves purpose and advising the appropriate level for each reserve.

11.2. Additionally, the Section 151 Officer has reviewed the level of General Fund Balances. The Council has used approximately £300k of the general fund balances to address any budget gaps, leaving reserves at around £697k (10% of annual net expenditure). Previous reports have stated both that general fund balances would be

between 5% and 10% of net expenditure, that the reserves are used to cushion financial pressures, reserves are used to stimulate growth and reserves should not be utilised to plug budget shortfalls. Clear direction is needed with regards to reserves.

11.3. It is the opinion of the Section 151 Officer that General Fund Reserves should:

- Not drop below 10% of net expenditure;
- Not be used to plug budget gaps; and
- To be used to mitigate against unforeseen risks.

	<b>General Fund Reserves</b>	<b>Earmarked Reserves</b>
	<b>£'000</b>	<b>£'000</b>
Estimated Opening Balance 2018/19	615	1806
Estimated use during the year 2018/19	0	(484)
Estimated Closing Balance 2018/19	615	1,341
Estimated use during the year 2019/20	0	0
Estimated Closing Balance 2019/20	615	1,341

Members will note that it is best practice to only use reserves in support of one-off revenue items and to support capital expenditure. Reserves are not used to support ongoing revenue expenditure.

## **12. Housing Revenue Account**

12.1. The Council is about to enter the fifth year of the financial regime which the government introduced in 2013/14 which was intended to give Authorities more control over their housing stock and its associated finances.

12.2. However, since 2013 the government has made a number of changes to the financial framework which impacts directly on this authority's finances. These changes announced in July 2015 have been diluted slightly in recent months but the main thrust of the changes remains the same and once again rents on dwellings will be reduced by 1% for 2018/19.

### **12.3. HRA Operational Budget**

*(Continued overleaf)*



	2016/17 Actual £	2017/18 Budget £	2017/18 Budget £	2018/19 Proposed Budget £
<b>EXPENDITURE</b>				
Management	1,668	1,536	1,530	1,543
Repairs and maintenance	1,236	1,381	1,396	1,414
Council Tax	19	9	9	9
Debt Management	10	10	10	10
Depreciation (MRA cont.)	1,212	1,245	1,245	1,273
Provision for Bad Debts	7	119	119	109
<b>Gross Expenditure</b>	<b>4,152</b>	<b>4,300</b>	<b>4,309</b>	<b>4,358</b>
<b>INCOME</b>				
Rents - Dwelling	(4,867)	(4,783)	(4,783)	(4,699)
Rents - Non Dwellings	(74)	(87)	(87)	(87)
Charges for Services and Facilities	(186)	(190)	(190)	(198)
<b>Gross Income</b>	<b>(5,127)</b>	<b>(5,060)</b>	<b>(5,060)</b>	<b>(4,984)</b>
Interest payable	539	547	564	579
Interest Receivable	(7)	(7)	(5)	(5)
Revenue Contribution to Capital	1,356	0	133	0
Transfers to/(from) Reserves	0	220	192	52
Total Capital Charges and Appropriations	1,888	760	884	626
(Surplus)/Deficit for the Year	913	0	133	0
<b>Opening Balances</b>				
Housing Revenue Account	▼ (1,346)	(433) ▲	(433)	(300)
Major Repairs Reserve	▼ 0	0	0	0
Regeneration Reserve	▼ (361)	(361) ▲	(361)	(351)
Housing Levy	0	0	0	(192)
Bad Debt Provision	▼ (152)	(159) ▲	(159)	(278)
<b>Closing Balances</b>				
Housing Revenue Account	(433)	(433)	(300)	(300)
Major Repairs Reserve	▼ 0	0	0	0
Regeneration Reserve	▼ (361)	(361)	(351)	(351)
Housing Levy	0	(220)	(192)	(244)
Bad Debt Provision	(159)	(278)	(278)	(387)

### Rent Levels 2018/19

- 12.4. As stated, rent levels will decrease for 2018/19. Currently a 1% decrease in all households rent will move the average rent for a property from £77.08 to £76.31 which equates to a drop in annual rental income of around £50,000. It is important to remind Members that this is a year-on-year decrease which will continue for this and a further two years. The range covered by the new rent levels are listed below:

	Weekly Rent 2017/18	Weekly Rent 2018/19	Decrease per week	Change	Property Type
	£	£	£	%	
<b>Highest Rent</b>	96.13	95.17	0.96	-1%	3 Bedroom House
<b>Lowest</b>	57.33	56.76	0.57	-1%	Bedsit

<b>Rent</b>					
<b>Average Rent</b>	77.08	76.31	0.77	-1%	

### Service Charges and Garage Rents

- 12.5. Non dwelling rents are not subject to the rent reduction reflected in paragraph 12.3 of this report and as a result it is recommended that they are increased by RPI in line with other Council's charging policies.
- 12.6. It is recommended that charges are increased by 3.8% which is the CPI +1% rate of inflation for September 2017.

	£	£
<b>Garage Spaces</b>		
48 Week Basis	3.78	3.92
52 Week Basis	3.49	3.62
<b>Lock up Garages</b>		
48 Week Basis	6.98	7.25
52 Week Basis	6.45	6.69
<b>Caretaking Charge (Lower Rate)</b>		
48 Week Basis	2.96	3.08
52 Week Basis	2.74	2.84
<b>Caretaking Charge (Higher Rate)</b>		
48 Week Basis	6.04	6.27
52 Week Basis	5.58	5.79
<b>Charges in Sheltered Schemes</b>		
	Increase for 2017/18 %	for 2018/19 %
Chartwell House, Oadby	2.5	3.8
Marriott House, Oadby	2.5	3.8
William Peardon Court, Oadby	2.5	3.8
Mobility Scooter Garaging	2.5	NIL

### Background Documents:

Report to Full Council (Extraordinary) on 6 July 2017  
 Reports to the Policy, Finance and Development Committee on 10 and 31 October 2017  
 Reports to Full Council on 5 December 2017  
 2017/18 Outturn - Service Delivery Committee January 2018 & Policy, Finance and Development Committee February 2018.

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**Tel:** (0116) 257 2681

<b>Implications</b>   Medium Term Financial Strategy 2018/19 and 2019/20	
<b>Finance</b> <b>Stephen Hinds</b> (Director of Finance & Transformation / Section 151 Officer)	The financial implications feature throughout this report.
<b>Legal</b> <b>Dave Gill</b> (Head of Law & Governance / Monitoring Officer)	Whilst this report is for noting, it should be remembered that the Section 151 Officer has a statutory duty under s 151 of the Local Government Act 1972 and s 73 of the Local Government Act 1985 to ensure that there are proper financial arrangements in place to administer the Council's financial affairs. The Council is also required by the Local Government Finance Act 1992 to produce a "balanced budget".
<b>Corporate Risk(s) (CR)</b> <b>Stephen Hinds</b> (Director of Finance & Transformation / Section 151 Officer)	<input checked="" type="checkbox"/> <b>Decreasing Financial Resources (CR1)</b> This report highlights the reducing central government funding to local authorities and highlights the funding gap needed to be found by the Council over the next two years. <input checked="" type="checkbox"/> <b>Effective Utilisation of Assets/Buildings (CR5)</b> Whilst only mentioned in dispatches, the review of the Council's asset base is recommended to be undertaken urgently. <input checked="" type="checkbox"/> <b>Regulatory Governance (CR6)</b> This report is aimed to improve the level of information received by Members to ensure statutory regulations are met. <input checked="" type="checkbox"/> <b>Organisational/Transformational Change (CR8)</b> The financial issues raised in this report encourage the Council to continue its transformation programme to ensure improved and efficient use of resources.
<b>Corporate Priorities (CP)</b> <b>Stephen Hinds</b> (Director of Finance & Transformation / Section 151 Officer)	<input checked="" type="checkbox"/> <b>An Inclusive and Engaged Borough (CP1)</b> <input checked="" type="checkbox"/> <b>Effective Service Provision (CP2)</b> <input checked="" type="checkbox"/> <b>Balanced Economic Development (CP3)</b> <input checked="" type="checkbox"/> <b>Green &amp; Safe Places (CP4)</b> <input checked="" type="checkbox"/> <b>Wellbeing for All (CP5)</b> <input checked="" type="checkbox"/> <b>Not Applicable</b>
<b>Vision &amp; Values (V)</b> <b>Stephen Hinds</b> (Director of Finance & Transformation / Section 151 Officer)	<input checked="" type="checkbox"/> <b>"A Strong Borough Together" (Vision)</b> <input checked="" type="checkbox"/> <b>Accountability (V1)</b> <input checked="" type="checkbox"/> <b>Respect (V2)</b> <input checked="" type="checkbox"/> <b>Teamwork (V3)</b> <input checked="" type="checkbox"/> <b>Innovation (V4)</b> <input checked="" type="checkbox"/> <b>Customer Focus (V5)</b>

<b>Equalities &amp; Equality Assessment(s) (EA)</b>	There are no equalities implications arising from this report.
<b>Stephen Hinds</b> (Director of Finance & Transformation / Section 151 Officer)	<input checked="" type="checkbox"/> <b>Not Applicable (EA)</b>

## Appendix A: Housing Revenue Account 2018/19

### HOUSING REVENUE ACCOUNT

#### **1. SUMMARY**

The Housing Revenue Account includes income 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.

	<b>2016/17</b>	<b>2017/18</b>	<b>2017/18</b>	<b>2018/19</b>
	<b>Actual</b>	<b>Budget</b>	<b>Budget</b>	<b>Proposed</b>
	£	£	£	£
<b>EXPENDITURE</b>				
Management	1,668	1,536	1,530	1,543
Repairs and maintenance	1,236	1,381	1,396	1,414
Council Tax	19	9	9	9
Debt Management	10	10	10	10
Depreciation (MRA cont.)	1,212	1,245	1,245	1,273
Provision for Bad Debts	7	119	119	109
<b>Gross Expenditure</b>	4,152	4,300	4,309	4,358
<b>INCOME</b>				
Rents - Dwelling	(4,867)	(4,783)	(4,783)	(4,699)
Rents - Non Dwellings	(74)	(87)	(87)	(87)
Charges for Services and Facilities	(186)	(190)	(190)	(198)
<b>Gross Income</b>	(5,127)	(5,060)	(5,060)	(4,984)
Interest payable	539	547	564	579
Interest Receivable	(7)	(7)	(5)	(5)
Revenue Contribution to Capital	1,356	0	133	0
Transfers to/(from) Reserves	0	220	192	52
Total Capital Charges and Appropriations	1,888	760	884	626
(Surplus)/Deficit for the Year	913	0	133	0
<b>Opening Balances</b>				
Housing Revenue Account	▼ (1,346)	(433) ▲	(433)	(300)
Major Repairs Reserve	▼ 0	0	0	0
Regeneration Reserve	▼ (361)	(361) ▲	(361)	(351)
Housing Levy	0	0	0	(192)
Bad Debt Provision	▼ (152)	(159) ▲	(159)	(278)
<b>Closing Balances</b>				
Housing Revenue Account	(433)	(433)	(300)	(300)
Major Repairs Reserve	▼ 0	0	0	0
Regeneration Reserve	▼ (361)	(361)	(351)	(351)
Housing Levy	0	(220)	(192)	(244)
Bad Debt Provision	(159)	(278)	(278)	(387)

## **Service Statistics**

### Service Statistics

	<u>2015/16</u>	<u>2016/17</u>	<u>2017/18</u>	<u>2018/19</u>	<u>2019/20</u>	<u>2020/21</u>
Average Number of Dwellings	1,238	1,230	1,220	1,210	1,200	1,190
Housing Rent						
Rent per dwelling	78.65	77.86	77.08	76.31	75.55	77.44
Unpooled Service Charge	1.37	1.39	1.42	1.47	1.51	1.55
Total Rent	80.02	79.25	78.50	77.78	77.06	78.98

## **2. 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 3.8% which is in line with the CPI+1% for September 2017

	<b>2017/18 Current Charge £</b>	<b>2018/19 Proposed Charge £</b>
<b><u>Garage Spaces</u></b>		
48 Week Basis	3.78	3.92
52 Week Basis	3.49	3.62
<b><u>Lock up Garages</u></b>		
48 Week Basis	6.98	7.25
52 Week Basis	6.45	6.70
<b><u>Caretaking Charge (Lower Rate)</u></b>		
48 Week Basis	2.96	3.07
52 Week Basis	2.74	2.84
<b><u>Caretaking Charge (Higher Rate)</u></b>		
48 Week Basis	6.04	6.27
52 Week Basis	5.58	5.79
<b><u>Heating and Hot Water Charges in Sheltered Schemes</u></b>		
		Increase for 2018/19 %
Chartwell House, Oadby		3.8
Marriott House, Oadby		3.8
William Peardon Court, Oadby		3.8
Mobility Scooter Garaging		NIL

### **3. CAPITAL PROGRAMME**

The Council's housing capital programme covers improvements to housing stock and works to meet the 'Decent Homes' target. A full list of programmed schemes for 2018/19 is contained in the table below. At present it is expected that the 2017/18 capital programme will be largely completed in this year.

<b>Scheme Description</b>	<b>Programmed Schemes 2018/19 £'000</b>	<b>Narrative Comment</b>
'Decent Homes' past refusals / missed	100,000	Based on 5 majors at an average cost of £20k
Central Heating and Boiler Replacements	100,000	Based on 50 boilers reactive / planned (about 4% of the Councils stock)
Major Adaptations	150,000	Dependant on referrals (assumes no building extensions)
Front and rear doors	20,000	Based on 40 standard doors
Car Hardstanding	20,000	Based on providing around 10 new facilities
William Peardon Court : Communal Heating System - Replacement	229,000	To be carried out in the summer of 2018 after being deferred from 17/18 programme.
Marriot House: Fire Safety Work + sprinkler system	200,000	Originally part of the 2017/18 programme, currently out to tender and deferred to 2018/19
Junction Road (convert maisonette to 2 homes)	100,000	Long term void that required gutting to shell and redesign. Will add one new property to the stock
Kitchen Replacement Programme	330,000	Estimated 60 kitchens subject to condition surveys currently being carried out. Works costs estimated at £5,500 each including all structural work
External Wall Insulation	45,000	4 further properties identified
Replace standard composite doors with fire doors in a similar style.	35,000	On walkways and in open stairwells, following fire safety reviews (where walked past to exit in the event of a fire). Phase 1 x 34 doors (all at Chartwell / Churchill CI blocks)
Efficiency Savings to be found within programme	(56,000)	To be found in either 2017/18 programme or during 2018/19
<b>Total Capital spend for year</b>	<b>1,273,000</b>	

There is still a lack of clarity surrounding the changes in government legislation announced in particular the 'Void Sales Levy'. This has created pressure and doubt regarding the Council's ability to fund large programmes. Although there have been suggestions of a relaxation on the upper limit of borrowing, it is unlikely that the Council would be able to take advantage of this due to increased interest payments. It is recommended that the programme for 2018/19 should be able to be financed solely from the Council's in year Major Repairs Allowance which will be around £1.27million.

The programme will continue to promote decent homes and include major works at the Council's sheltered housing schemes. Work will also be done to convert a long term void at Junction Road into two properties which, if successful, could be repeated at similar properties on the same site. This would make those dwellings more desirable while increasing the Council's stock and rent base.

## **4. 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

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

The revenue budget for 2018/19 sets out the costs of delivering current levels of service while taking into account the effect of current government legislation 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 2% pay award will be implemented for 2018 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 £77.08 to £76.31 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 year. From 2020/21 onwards, rents will resume increasing by CPI +1%.

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

	<b>Current Weekly Rent</b>	<b>New Rent per week</b>	<b>Change Rent per week</b>	<b>Change</b>	<b>Property Type</b>
	£	£	£	%	
Highest Rent	96.13	95.17	- 0.96	-1%	3 Bed House
Lowest Rent	57.33	56.76	- 0.57	-1%	Bedsit
Average Rent	77.08	76.31	- 0.77	-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 past two years. Further changes to government policy through the Housing and Planning Bill also threaten stock levels.

The Government has collected information from Councils relating to the open market value of its stock and the time each property remains void. This is likely to form the basis of the charge that the Government will make on Councils. It is not possible 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. Since the original announcement in 2015 the levy has been deferred and will not come into force until 2019/20 at the earliest

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. Since then the Council has borrowed £1.1m with a further £1m needed to fund subsequent capital projects including the 2017/18 programme leaving a further £1.5m of borrowing headroom. It is not planned to make any further borrowing to fund capital in 2018/19.

When taking out financing, the Council needs to factor the cost of borrowing into its revenue budget. The UK has recently seen an unprecedented period of low interest rates, however rates have risen slightly in the last quarter of 2017 and recent announcements from the Bank of England suggest that further rises will take place in the first half of 2018. Interest rate risk is fully borne by the Council and to mitigate this risk the vast majority of the HRA's borrowing is for a fixed term at a fixed rate.

The original 30 year business plan provides the repayment of HRA debt over its life. In the first five years of the plan resources were required to fund the demands of the asset management strategy, therefore repayment was structured to begin from 2020 onwards. However, due to changes in Government Policy described in section 3 above, 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 wholly from the major repairs allowance. 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 2018/19.

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. It is assumed that this arrangement will continue throughout the life of the business plan.

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. The 2018/19 programme will see the original cycle of repairs coming to an end at which point a new a 30 year Asset Management Strategy will be drawn up. Work on collecting the data for the plan is now concluding with the plan being available to assist in drawing up the 2019/20 programme and beyond. The cycle of works identified in the plan will be funded by the MRA and the Regeneration Reserve. Careful planning of the capital programme will be needed, bearing in mind the uncertainty of Government Policy, to ensure that it not only meets the needs of tenants but is also affordable and sustainable.

## 6. Other Budget Considerations

### Provision for Uncollectible Debts and Collection Costs

The provision for uncollectable debts at 31 March 2017 was £159,000. A provision for bad debts is made in respect of both former tenant arrears and current tenants. The Council included £119,000 in the 2017/18 budget and included £109,000 in 2018/19 for further provision against write-offs of bad debt. This is considered to be a prudent measure against a backdrop of the Government's policy of Welfare Reform with Universal Credit going to 'full service' in June 2018.

### General Fund Recharges

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

### Service Charges

Tenant's service charges for 2018/19 have been increased by 3.8%, 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, a full update of which will be brought to Council once the '30 Year Asset Management Plan' is complete and full the impact of current changes to Government Policy are known.

## Appendix B: Budget by Service Department 2018/19

Original 2017/18 Net Expenditure	Service Department	Original 2018/19 Net Expenditure
£'000		£'000
1,204	Finance, Revenues & Benefits	1,577
0	Customer Services & Transformation	0
108	Corporate Resources	103
583	Community	224
1,688	Operational Services & Street Scene	1,471
787	Legal & Regulatory	1,157
324	Health & Leisure Services	153
1,169	Planning, Regeneration & Development	1,296
795	Capital Financing	853
(57)	Contributions from Reserves	(435)
0	Less Capital Charges	0
0	Capital Expenditure Charged to Revenue Account	0
6,601	<b>GENERAL FUND TOTAL</b>	6,399
(150)	Use of Revenue Balances	(202)
6,451	General Fund Budget Requirement	6,197
(887)	Council Housing	0
5,564	<b>BOROUGH TOTAL</b>	6,197

**Appendix C: Estimated Council Reserves**

<b>Description</b>	<b>Estimated Balance at 1/4/18</b>	<b>Estimated Balance at 1/4/19</b>	<b>Description</b>
<b>General Fund Balance</b>			
General Fund ReReserve Balance	615,938	615,938	General Fund Balance
<b>General Fund Earmarked Reserves</b>			
Contributions Unapplied	30,000	30,000	Grants received for specific purposes that have not yet been used.
Service Improvement	12,134	12,134	Used to fund improvements in Council Services to improve performance
Forum Funding	160,520	130,520	Funding to be used to fund the improvement of areas which are specific Council priorities in areas where developments take place. Initial recommendations via Resident Forums
Welfare Reform	72,000	72,000	Monies set aside to cover additional costs associated with the Local Council Tax Benefit Scheme and Universal Credit
Income Profiling	46,374	6,374	Protection against fluctuations in service income
Disabled Facilities	15,934	25,934	Monies put aside specifically to fund additional DFG works
European Regional Development Fund	27,693	27,693	Monies set aside to provide match funding for ERDF Schemes.
Greening the Borough	120,550	120,550	Resources available to improve the environment of the Borough and well-being of residents
Active Asset Management	150,000	150,000	Funding for Asset Development within the Borough, in order to generate additional income.
Budget Equilibrium	200,952	40,000	To safeguard against changes in Council funding.
Land Valuation	16,563	16,563	To safeguard against changes in Council funding.
Land Charges	22,679	22,679	To support improvements in the Land Charges service
Borough Events	6,507	6,507	To support Borough Events
Revenue Reserve	473,855	268,655	To support Council development and safeguard Council services
Planning Delivery Grant Reserve	115,604	115,604	Funding for future housing and planning projects
Grounds Maintenance	334,474	296,074	A commuted lump sum to fund the maintenance of a specific green space.
	<b>1,805,839</b>	<b>1,341,287</b>	
<b>Section 106 Reserves</b>			
Section 106 Reserve	884,222	884,222	S106 balances received for expenditure on parks and public open spaces
Section 106 Interest	227,231	227,231	Interest received on S106 balances, now used with respective conditions
Other Capital Grants Receive in Advance	27,788	27,788	Grants received for specific purposes that have not yet been used
	<b>1,139,241</b>	<b>1,139,241</b>	
<b>Capital Receipts Reserve</b>			
Useable Capital Receipts	1,230,231	1,230,231	Receipts from sale of assets that can be used on capital projects only
<b>Housing Revenue Account</b>			
Housing Revenue Balance	300,000	300,000	HRA Balance
Regeneration Reserve	351,443	351,443	For regeneration of Housing Stock and supporting business plans for housing needs.
<b>Total Reserves (Excluding General Fund Balance)</b>	<b>4,826,753</b>	<b>4,362,201</b>	

# Agenda Item 11



<b>Full Council</b>	<b>Thursday, 22 February 2018</b>	<b>Matter for Information and Decision</b>
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**Title:** **Council Tax Setting 2018/19**

**Author(s):** **Stephen Hinds (Director of Finance & Transformation / Section 151 Officer)**

## 1. Introduction

- 1.1. 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.
- 1.2. Approval is sought for Oadby & Wigston Borough Council's net budget requirement of £6,398,924 and an associated Band D Council Tax for 2018/19 of £217.97.

## 2. Recommendation(s)

- 2.1. That it be noted that under powers delegated to the Chief Financial Officer, the Council has calculated the amount of 17,257.00 as its Council Tax base for the financial year 2018/19 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 2018/19 is £3,761,508.
- 2.3. The following amounts be calculated by the Council for the year 2018/19 in accordance with sections 30 to 306 (as amended) of the Local Government Finance Act 1992:
  - 2.3.a. £18,604,195 being the aggregate of the amounts which the Council estimates for the items set out in section 31A(2) of the Act.
  - 2.3.b. £14,842,687 being the aggregate of the amounts which the Council estimates for the items set out in section 31A(3) of the Act.
  - 2.3.c. £3,761,508 being the amount by which the aggregate at 2.3.a. above exceeds the aggregate at 2.3.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. £217.97 being the amount at 2.3.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
£	£	£	£	£	£	£	£
145.31	169.53	193.75	<b>217.97</b>	266.41	314.85	363.28	435.94

Being the amounts given by multiplying the amount at 2.3.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 2018/19, 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 21 February 2018.

#### Precepting Authorities - Valuation Bands

<b>Leicestershire County Council</b>							
A	B	C	D	E	F	G	H
£	£	£	£	£	£	£	£
828.40	966.47	1104.53	1242.60	1518.74	1794.87	2071.00	2485.20
<b>Police and Crime Commissioner for Leicestershire and Leicester</b>							
A	B	C	D	E	F	G	H
£	£	£	£	£	£	£	£
132.82	154.96	177.09	199.23	243.50	287.78	332.05	398.46
<b>Leicestershire and Rutland Combined Fire Authority</b>							
A	B	C	D	E	F	G	H
£	£	£	£	£	£	£	£
43.14	50.33	57.52	64.71	79.09	93.47	107.85	129.42

- 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 2018/19 each of the categories of dwellings shown below'.

#### Valuation Bands

A	B	C	D	E	F	G	H
£	£	£	£	£	£	£	£
1,149.67	1,341.29	1,532.89	1,724.51	2,107.74	2,490.97	2,874.18	3,449.02

### 3. Information

- 3.1. 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 2018/19. Leicestershire County Council is due to agree its increase on 21 February.
- 3.2. The increases (including the indicative increase for Leicestershire County Council) are as follows:

<b>Preceptor</b>	<b>% - Age Increase</b>
Leicestershire County Council (Provisional)	5.99%
Police and Crime Commissioner for Leicestershire and Leicester	6.41%
Leicestershire and Rutland Combined Fire Authority	2.98%

- 3.3. The Secretary of State for Communities and Local Government has made an offer to adult social care authorities. "Adult social care authorities" are local authorities which have functions under Part 1 of the Care Act 2014, namely County Councils in England, District Councils for an area in England for which there is no County Council, London Borough Councils, the Common Council of the City of London and the Council of the Isles of Scilly. The offer is the option of an adult social care authority being able to charge an additional "precept" on its Council tax for financial years from the financial year beginning in 2016 without holding a referendum, to assist the authority in meeting expenditure on adult social care. Subject to the annual approval of the Commons, the Secretary of State intends to offer the option of charging this "precept" at an appropriate level in each financial year up to and including the financial year 2019-20.
- 3.4. Leicestershire County Council has provisionally set a 3% adult social care levy in 2018/19. Their final decision will be reported to Council verbally by the to the Chief Financial Officer before Members are asked to vote on the recommendations above.
- 3.5. In total, the average Council Tax (Band D) for 2018/19 (assuming that Leicestershire County Council confirms its proposed precepts) will be 5.53%, comprising:

<b>Preceptor</b>	<b>Band D Council Tax</b>	<b>% - Age Increase</b>
Leicestershire County Council	£1,242.60	5.99%
Police and Crime Commissioner for Leicestershire and Leicester	£199.23	6.41%
Leicestershire and Rutland Combined Fire Authority	£64.71	2.98%
Oadby & Wigston Borough Council	£217.97	2.99%
<b>TOTAL</b>	<b>£1,724.51</b>	<b>5.53%</b>

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

*(Continued overleaf)*

	<b>11/12</b>		<b>12/13</b>		<b>13/14</b>		<b>14/15</b>	
	£	%	£	%	£	%	£	%
<b>L.C.C</b>	1,063.00	71.4	1,063.00	71.2	1,063.00	71.0	1,063.00	70.8
<b>L.P.P.C</b>	169.63	11.4	173.87	11.6	173.87	11.6	176.48	11.8
<b>L.F.A</b>	53.38	3.6	53.38	3.6	58.38	3.9	59.25	3.9
<b>OWBC</b>	202.60	13.6	202.60	13.6	202.60	13.5	202.60	13.5
<b>Total</b>	<b>1,488.61</b>		<b>1,492.85</b>		<b>1,497.85</b>		<b>1,501.33</b>	
	<b>15/16</b>		<b>16/17</b>		<b>17/18</b>		<b>18/19</b>	
	£	%	£	%	£	%	£	%
<b>L.C.C</b>	1,084.15	71.0	1,127.40	71.4	1,172.38	71.7	1,242.60	72.1
<b>L.P.P.C.</b>	180.00	11.8	183.58	11.6	187.23	11.5	199.23	11.6
<b>L.F.A</b>	60.43	4.0	61.62	3.9	62.84	3.8	64.71	3.8
<b>OWBC</b>	202.60	13.3	206.63	13.1	211.63	13.0	217.97	12.6
<b>Total</b>	<b>1,527.18</b>		<b>1,579.23</b>		<b>1,634.08</b>		<b>1,724.51</b>	

- 3.7. 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 2018/19.
- 3.8. 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 2018/19. Any feedback arising will be reported to the Council meeting.
- 3.9. 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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<b>Implications</b>   Council Tax Setting 2018/2019	
<b>Finance</b>	The financial implications are as set out in the report.
<b>Stephen Hinds</b> (Director of Finance & Transformation / Section 151 Officer)	
<b>Legal</b>	This report is satisfactory.
<b>David Gill</b> (Head of Law & Governance / Monitoring Officer)	
<b>Corporate Risk(s) (CR)</b>	<input checked="" type="checkbox"/> <b>Decreasing Financial Resources (CR1)</b> <input checked="" type="checkbox"/> <b>Reputation Damage (CR4)</b> <input checked="" type="checkbox"/> <b>Regulatory Governance (CR6)</b>
<b>Stephen Hinds</b> (Director of Finance & Transformation / Section 151 Officer)	
<b>Corporate Priorities (CP)</b>	<input checked="" type="checkbox"/> <b>An Inclusive and Engaged Borough (CP1)</b> <input checked="" type="checkbox"/> <b>Effective Service Provision (CP2)</b>
<b>Stephen Hinds</b> (Director of Finance & Transformation / Section 151 Officer)	
<b>Vision &amp; Values (V)</b>	<input checked="" type="checkbox"/> <b>"A Strong Borough Together" (Vision)</b> <input checked="" type="checkbox"/> <b>Accountability (V1)</b> <input checked="" type="checkbox"/> <b>Customer Focus (V5)</b>
<b>Stephen Hinds</b> (Director of Finance & Transformation / Section 151 Officer)	
<b>Equalities &amp; Equality Assessment(s) (EA)</b>	There are no equalities implications arising from this report.
<b>Stephen Hinds</b> (Director of Finance & Transformation / Section 151 Officer)	<input checked="" type="checkbox"/> <b>Not Applicable (EA)</b>



<b>Full Council</b>	<b>Thursday, 22 February 2018</b>	<b>Matter for Information and Decision</b>
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**Title:** **Capital Programme 2018/19**

**Author(s):** **Chris Raymakers (Head of Finance Revenues and Benefits)**

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## 1. Introduction

This report sets out Oadby and Wigston Borough Council’s Capital Programme for the financial year 2018/19 together with any relevant explanations.

## 2. Recommendation(s)

- 2.1. That Council considers and approves the Capital Programme for 2018/19 funding.
- 2.2. That Council notes that, whilst indicative funding is outlined, capital schemes that have not yet been approved by the relevant Committee are identified and will be subject to Committee approval before spend can commence.
- 2.3. That Council notes that the projects which form the Capital Programme for 2018/19 are monitored via the Project Management Board, and will be reported to Committee on a quarterly basis, following industry best practice.

## 3. Information

- 3.1. The Council’s capital bidding process sets out how the Council agrees its annual programme of capital projects. At the Policy, Finance and Development Committee on 6 February 2018 an indicative programme was tabled before Members.
- 3.2. In total, 13 individual schemes were included in the bidding process. Each scheme support one or more of the Council’s corporate priorities, which are the delivery of:
  - An Inclusive and Engaged Borough (IEB)
  - Effective Service Provision (ESP)
  - Balanced Economic Development (BED)
  - Green and Safe Places (GSP)
  - Wellbeing for All (WA)

All of the 2018/19 project bids are listed below, together with the capital cost and a brief narrative explanation of the scheme, highlighting which Council priorities they support and any ongoing revenue implications.

Schemes that have already been approved by the relevant Committee are highlighted in Green, and those that are due to go to Committee are highlighted in Amber.

## 4. General Fund Schemes 2018/19

### 4.1. **Refurbishment of Crow Mills Picnic Area - £6,000 (GSP)** ■

The picnic shelter was re-furbished in 2016 to include a new roof and installation of two picnic benches. It suffered an arson attack in July 2017. Refurbishment will

include stripping back the fire damaged roof and rafters to its basic metal structure, installing replacement rafters and a replacement roof covering. One picnic bench also requires replacement.

4.2. **Dog Walk Shelter, Blaby Road Park - £3,300 (GSP) (WA)** 

Purchase and installation of dog walk shelter at Blaby Road Park dog walk area to include hardstanding. To be placed at the Southern end of the park. Funded by S106 grants. (Ongoing revenue costs - £100 per annum).

4.3. **Ervins Lock Pedestrian Footbridge - £135,000 (GSP) (WA)** 

Installation of footbridge across the Grand Union Canal at Ervins Lock. This project has been ongoing for some years after a developer contribution was made for the project. A total of £55,000 from S106 funds was identified of which £4,300 has been spent on a design. A further £83,300 is requested to bring this project to fruition. The scheme will encourage walking as there will be easier access to the towpath/footpath network while residents of Pochins Bridge estate will gain safe access to the canal towpath and not cross via the lock gate. (Ongoing revenue costs - - £950 per annum).

4.4. **Incorporating ex Scout Hut Land into Oadby Cemetery - £25,000 (ESP)** 

The Council owns a parcel of unused land on the opposite side of St Peter's Path to Oadby Cemetery. Due to its proximity to the cemetery it is proposed to prepare this land for burials and incorporate it into the cemetery thus increasing the lifespan of Oadby Cemetery by around 7 to 10 years at the current burial rate. (Creation of around 60 to 80 burial plots plus service paths).

This bid takes into account clearing and levelling the land (it is believed the scout hut foundations are still in place), removal of trees, planning application fees, groundwater and environmental tests, repairs to surrounding wall, installation of gate, laying of paths and access road, preparing and laying out of grave spaces, provision of water to site. (Net Ongoing Revenue Income - £3,230).

4.5. **Extension of the Garden of Remembrance at Oadby Cemetery - £5,600 (ESP)** 

The Garden of Remembrance at Oadby Cemetery has 31 casket plots remaining which, as at October 2017, gives provision to around Oct 2019. There is space to prepare a further 50 plots for use and install two service paths which would extend the lifespan of the Garden of Remembrance to around 2022. (Net Ongoing Revenue Income - £4,000).

4.6. **Extension to Garden of Remembrance, Wigston Cemetery - £14,000 (ESP)** 

The Garden of Remembrance at Wigston Cemetery has 59 casket plots remaining which, at October 2017, gives provision to around Oct 2018. There is space to prepare a further 150 plots for use and install four service paths which would extend the lifespan of the Garden of Remembrance to around October 2021. Lifespans are approximate and based on current trends which could change. (Net Ongoing Revenue Income - £16,500 per annum).


4.7. **RCV 7.5 Tonne Vehicle - £65,000 (ESP) (GSP)** 

A direct replacement for the Isuzu NPR7 RCV Compactor which is now 7 years old and coming to the end of its useful life. Costs for repairs will now see a sharp increase

over the next few years and the Council will risk considerable downtime should this vehicle not be replaced. This vehicle is an important part of the Public Cleansing/refuse and recycling fleet and service continuity would be put at risk if it is not replaced. (Revenue implications are approximately £5,000 running costs which are already provided for in the current transport budget plus £14,000 capital costs)

4.8. **Rolling Programme of Grounds Maintenance Equipment - £10,000 (ESP) (GSP)** 

The Grounds Maintenance service has a large number of items of small/medium sized plant which are gradually coming to the end of their useful life. A rolling programme of replacement is required to make sure that a robust sustainable service is maintained. (Ongoing revenue costs - – Negligible)

4.9. **Refurbishment of Bus Shelters (Rolling Programme) - £12,000 (ESP)** 

This is part of the refurbishment project across the whole Borough which is now coming to completion. There are twenty bus shelters which still require refurbishment at a cost of between £500-£600 each. (Ongoing revenue costs - are contained within the current budget provision).

4.10 **New ICT Server for the Orchard Housing Management System - £7,500 (ESP)** 

The existing server used to deliver the Orchard system to support the Housing function is reaching the end of its life and needs to be replaced. Failure to replace puts the housing service at risk in the medium-term. (Ongoing revenue costs - - £1,500 per annum).

4.11 **Citrix and its supported infrastructure - £27,000 (ESP)** 

Citrix is used to access the majority of business systems run by the Council for day to day operations. The infrastructure supporting Citrix will reach the end of its useful life during 2018 and becomes unsupported. Without the upgrade, desktop services will be put at risk as they will be on an unsupported version and this could affect compatibility with business systems. (Ongoing revenue costs - - £1,000 per annum).

4.12 **Server/Network hardware Replacement – £14,500 (ESP)** 

The existing server used to provide local services at OWBC data centre will reach its end of life and be ineligible for support and maintenance in 2018/19. As such, a replacement will need to be procured together with upgraded MS server licences in order to allow ongoing support and maintenance and legislative upgrades to be supported.

In addition, several switches within the estate will reach end of life in the period 2018/19 and will no longer receive security or software updates from the hardware vendor. It is advisory that end of life switches should be replaced at the earliest opportunity and any management interfaces set up on the switches should be isolated to maintain the integrity of the LICTP network and hosted data; as such a rolling replacement programme will need to be initiated of £5,000 in each of the next three years. (Ongoing revenue costs - £750 per annum).

4.13 **ICT Replacement Programme - £20,000 (ESP)** 

This is a continuation of the annual replacement programme for desktop and local devices. Each year a proportion of desktop devices come to the end of their useful life.

By having a rolling programme of replacement the Council's PC network remains up to date and functioning at any given time. (On-going Revenue Costs are negligible).

## **5. HRA Capital Programme 2018/19**

### **Capital Repairs Schemes - £1,273,000 (ESP) (IEP) (GSP) (WA)**

The Housing Repairs Capital programme is a continuation of the work the Council has been carrying out to meet the 'Decent Homes Target' as well as continuing the ongoing rolling programme of replacement. It will include major works at the Council's sheltered housing schemes, replacement of a further 60 kitchens and the continuation of the provision of disabled facilities within the Council's stock. A full breakdown of the total sum is included in the Appendix to the Medium Term Financial Strategy contained elsewhere on the agenda.

## **6. Funding of the 2018/19 Programme**

The indicative funding of these projects are as follows:

<b>Type of Funding</b>	<b>£</b>
Borrowing	286,600
S106 Grants	58,300
Major Repairs Reserve	1,273,000
<b>Total</b>	<b>1,617,900</b>

## **7. Carry Forward to from 2017/18 to 2018/19**

At present it is too early to assess which schemes will need to be carried forward. A further report will be brought before Members at the end of the financial year in order to deal with this.

### **Background Documents:**

Reports to Service Delivery Committee on 23 January 2018

Report to Policy, Finance and Development Committee on 06 February 2018

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<b>Implications</b>   Capital Programme 2018/19	
<b>Finance</b>	The financial implications are as set out in the report.
<b>Chris Raymakers</b> (Head of Finance, Revenues and Benefits)	
<b>Legal</b>	There are no significant legal implications. The report is satisfactory.
<b>David Gill</b> (Head of Law & Governance / Monitoring Officer)	
<b>Corporate Risk(s) (CR)</b>	<input checked="" type="checkbox"/> <b>Decreasing Financial Resources (CR1)</b> Capital programmes have to be built to be affordable within the current financial pressures the Council is under. <input checked="" type="checkbox"/> <b>Reputation Damage (CR4)</b> Failing to complete the programme can lead to reputational damage. <input checked="" type="checkbox"/> <b>Effective Utilisation of Assets/Buildings (CR5)</b> Continuous appropriate expenditure is required on Council assets to make the effective use of them. <input checked="" type="checkbox"/> <b>Organisational/Transformational Change (CR8)</b> Capital expenditure is required as part of the current programme of service redesign.
<b>Chris Raymakers</b> (Head of Finance, Revenues and Benefits)	
<b>Corporate Priorities (CP)</b>	<input checked="" type="checkbox"/> <b>Effective Service Provision (CP2)</b> Continuous capital investment is required to keep services efficient and effective. <input checked="" type="checkbox"/> <b>Green &amp; Safe Places (CP4)</b> Will provide a greener safer Borough. <input checked="" type="checkbox"/> <b>Wellbeing for All (CP5)</b> This programme will increase the sporting and recreational offer to the public.
<b>Chris Raymakers</b> (Head of Finance, Revenues and Benefits)	
<b>Vision &amp; Values (V)</b>	<input checked="" type="checkbox"/> <b>Not Applicable</b>
<b>Chris Raymakers</b> (Head of Finance, Revenues and Benefits)	
<b>Equalities &amp; Equality Assessment(s) (EA)</b>	There are no equalities implications arising from the report.
<b>Chris Raymakers</b> (Head of Finance, Revenues and Benefits)	<input checked="" type="checkbox"/> <b>Not Applicable (EA)</b>

# Agenda Item 13



<b>Full Council</b>	<b>Thursday, 22 February 2018</b>	<b>Matter for Information and Decision</b>
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**Title:** **Pay Policy Statement 2018/2019**

**Author(s):** **Karen Pollard (Head of People & Performance)**

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## **1. Introduction**

The Localism Act 2011 requires every local authority to produce and publish a Pay Policy Statement for each financial year from 2012/13. This report sets out the Council's draft Pay Policy Statement for the coming financial year 2018/19.

## **2. Recommendation(s)**

- 2.1. That Council approves the Pay Policy Statement for 2018/19 (as set out at Appendix A).
- 2.2. That Council approves the continued application of the Real Living Wage rate.

## **3. Information**

- 3.1. The Council is committed to transparency and fairness in its pay and remuneration of all its employees. The Localism Act 2011 ("the 2011 Act") requires the Council to produce an annual policy statement that covers a number of matters concerning the pay of the Council's staff, namely its Chief Officers and the authority's lowest paid employees.
- 3.2. This Statement meets the requirements of the 2011 Act taking into account guidance issued by the Secretary of State for Housing, Communities and Local Government "Openness and accountability in local pay: Guidance under s40 of the Localism Act".
- 3.3. The Pay Policy Statement ("the Statement") for 2018/2019 is attached at **Appendix A**. The Council's current salary pay grades are attached at **Appendix B**. At the time of writing, the pay award for 2018/19 had not yet been agreed so all figures will be subject to the annual pay increase: therefore the 2017/18 pay scales are attached.
- 3.4. The Statement sets out those 9 employees who may be affected by the new rates for the Real Living Wage. The Council has budgeted for this annual increase, but due to this year's increase being higher than in previous years, the Council has allocated funding accordingly to apply the Real Living Wage.
- 3.5. 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. These will also be published at the end of July 2018 as part of the Council's final accounts.
- 3.6. If approved by Council, the Statement shall take immediate effect, superseding the 2017/18 Statement, and will be subject to review in accordance with the relevant legislation prevailing at that time (which is currently annually).
- 3.7. 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:**

The Localism Act 2011

"Openness and accountability in local pay: guidance under section 40 of the Localism Act" Guidance (available at [www.gov.uk/government/publications/openness-and-accountability-in-local-pay-guidance](http://www.gov.uk/government/publications/openness-and-accountability-in-local-pay-guidance))

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<b>Implications   Pay Policy Statement 2018/2019</b>	
<b>Finance</b>	The financial implications of the Pay Policy Statement are incorporated within the Council's revenue budgets.
<b>Chris Raymakers</b> (Head of Finance, Revenues and Benefits)	
<b>Legal</b>	Adherence to pertaining legislation and polices as set out in the report will prevent challenge to the Council. The report is satisfactory.
<b>David Gill</b> (Head of Law & Governance / Monitoring Officer)	
<b>Corporate Risk(s) (CR)</b>	<input checked="" type="checkbox"/> <b>Decreasing Financial Resources (CR1)</b> <input checked="" type="checkbox"/> <b>Reputation Damage (CR4)</b> <input checked="" type="checkbox"/> <b>Regulatory Governance (CR6)</b> <input checked="" type="checkbox"/> <b>Organisational/Transformational Change (CR8)</b> <input checked="" type="checkbox"/> <b>Other Corporate Risk(s)</b>
<b>Karen Pollard</b> (Head of People & Performance)	
<b>Corporate Priorities (CP)</b>	<input checked="" type="checkbox"/> <b>Not Applicable</b>
<b>Karen Pollard</b> (Head of People & Performance)	
<b>Vision &amp; Values (V)</b>	<input checked="" type="checkbox"/> <b>Accountability (V1)</b>
<b>Karen Pollard</b> (Head of People & Performance)	
<b>Equalities &amp; Equality Assessment(s) (EA)</b>	There are no equalities implications arising from this report.
<b>Karen Pollard</b> (Head of People & Performance)	<input checked="" type="checkbox"/> <b>Not Applicable (EA)</b>

**OADBY AND WIGSTON BOROUGH COUNCIL****Pay Policy Statement 2018/2019****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 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, the Director of Finance and Transformation/151 Officer and the Director of Services.

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

Chief Executive (1)  
Directors (2)

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 Services and Director of Finance and Transformation**

- (a) The Director posts have been evaluated externally and independently under the HAY Job Evaluation Scheme and the pay grade for both posts 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 posts 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:-

- (b) Salary is subject to annual cost of living increases agreed by the National Joint Committee (NJC) for Local Authority Services.

#### 4.8 **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 National Living Wage to be paid from 1<sup>st</sup> April 2018 is £7.83 per hour for over 25's. The National Minimum Wage to be paid from 1<sup>st</sup> April 2018 is £7.38 per hour for 21 to 24 year olds and £5.90 for 18 to 20 year olds. There are different rates that apply for those employees classed as an apprentice. It is compulsory that employers pay the National Living Wage and National Minimum Wage to employees.
- 5.2 However on 15<sup>th</sup> March 2013, Councillors resolved to implement the Real Living Wage. The Real Living Wage is distinct from the National Living Wage and National Minimum Wage and is calculated by the Centre for Research in Social Policy which is an independent 3<sup>rd</sup> party. The Centre for Research in Social Policy 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. Any increase to the Real Living Wage is announced on an annual basis within the first week of November. In November 2017 the Real Living Wage rate was set at £8.75 per hour, this is an increase of 3.5% compared to the Real Living Wage rate set in November 2016 which was £8.45 per hour.
- 5.3 The lowest pay band within the council is Band 1 Scale Points 6 -10, currently paid £16,300 as a full time salary. This full time salary is based on the Real Living Wage rate set in November 2016 of £8.45 per hour. The Council does not currently employ any staff on Band 1.
- 5.4 The Council does currently employ staff on Band 2 Scale Points 11 -15, of this band the Real Living Wage applies to scale points 11 – 12 based on the rate set in November 2016. If the Real Living Wage rate set in November 2017 was approved this would also incorporate scale point 13. There are 9 employees on this band that would receive the new Real Living Wage rate if approved. This figure may change subject to the local annual pay award and individual increments which are paid from 1<sup>st</sup> April 2018.
- 5.5 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 a 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, Directors 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 those of the Chief Executive and Directors 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. The Local Conventions used in the Job Evaluation will be reviewed by the Human Resources Team and the Trade Unions during 2018.
- 6.3 Job evaluation has been carried out in partnership with Trade Unions and in consultation with employees at all levels 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 subsequent 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 6<sup>th</sup> 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, unless they exercise the opt-out clause. They will automatically be enrolled onto the "main scheme", where they meet the qualifying criteria.
- 7.3 The level 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:-

<b>EMPLOYEE CONTRIBUTIONS</b>		
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 the Human Resources Team.
- 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 the Human Resources Team. 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 on 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 1<sup>st</sup> April 2018, the Chief Executive post, which is the top paid post at the Council, will be paid £89,414 per annum. This is 3.95 times the average earnings in the Council (which is £22,658 based on the 2017/18 salary budget and is subject to the pay award). The Chief Executive's pay is 5.30 times the lowest earner, which is £16,880 per annum (including the supplemental payment in respect of the Real Living Wage).

8.3 At the time of writing, the pay award for 2018/19 has not been agreed. Subject to that award, the ratios reported above will change. The lowest earnings for the employees at the Council are calculated incorporating the Real Living Wage. If Members do not approve the Real Living Wage, then the National Living Wage and National Minimum Wage will apply, and accordingly, new ratios will also apply.

## **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 two 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;

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 are published 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. The roles of employees who earn more than £58,200 will be published as part of the Council's final accounts at the end of July each year.

The posts are as follows:-

Chief Executive  
Director of Services  
Director of Finance and Transformation/S151 Officer

## **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 in monitoring remuneration across the Council and provide a fair system which avoids discrimination.

For further information please contact:-  
Karen Pollard, Head of People & Performance  
Telephone: (0116) 257 2727  
E-mail: karen.pollard@oadby-wigston.gov.uk



## 2017/18 SALARY PAY GRADES

	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	<b>Band 1</b>	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
	<b>Band 2</b>	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
	<b>Band 3</b>	15	17,072	8.85
		16	17,419	9.03
		17	17,772	9.21
		18	18,070	9.37
	<b>Band 4</b>	18	18,070	9.37
		19	18,746	9.72
		20	19,430	10.07
		21	20,138	10.44
	<b>Band 5</b>	22	20,661	10.71
		23	21,268	11.02
		24	21,962	11.38
		25	22,658	11.74
	<b>Band 6</b>	26	23,398	12.13
		27	24,174	12.53
		28	24,964	12.94
		29	25,951	13.45
	<b>Band 7</b>	30	26,822	13.90
		31	27,668	14.34
		32	28,485	14.76
		33	29,323	15.20
	<b>Band 8</b>	34	30,153	15.63
		35	30,785	15.96
		36	31,601	16.38
		37	32,486	16.84
	<b>Band 9</b>	38	33,437	17.33
		39	34,538	17.90
		40	35,444	18.37

<b>n B o o k )</b>		41	36,379	18.86
	<b>Band 10</b>	42	37,306	19.34
		43	38,237	19.82
		44	39,177	20.31
		45	40,057	20.76
		46	41,025	21.26
<b>Locally agreed Mgt Grades</b>	<b>Band 11</b>	47	41,967	21.75
		48	42,899	22.24
		49	43,821	22.71
<b>Locally agreed Mgt Grades</b>	<b>Management Level 1</b>	Level A	48,380	25.08
		Level B	49,367	25.59
		Level C	50,354	26.10
		Level D	51,343	26.61
<b>Locally agreed Mgt Grades</b>	<b>Management Level 2</b>	Level 2	57,340	29.72
	<b>Management Level 3</b>	Level 3	62,552	32.42
<b>Locally agreed Mgt Grades</b>	<b>Management Level 4</b>	Level 4	67,765	35.12
<b>Hay salary grades</b>	<b>Director D4-6</b>	D4	76,474	39.64
		D5	78,721	40.80
		D6	80,969	41.97
<b>Hay salary grades</b>	<b>Chief Executive</b>	C1	89,414	46.35
		C2	93,305	48.36
		C3	98,406	51.01

# Agenda Item 14



<b>Full Council</b>	<b>Thursday, 22 February 2018</b>	<b>Matter for Information and Decision</b>
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**Title:** **Business Rates: Discretionary Relief Further to Revaluation (2nd Year)**

**Author(s):** **Chris Raymakers (Head of Finance, Revenues & Benefits)**

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## 1. Introduction

- 1.1 In the Spring Budget held on 8 March 2017, the Chancellor announced that the Government would make available a discretionary fund of £300 million over four years from 2017/18 to support those businesses that face the steepest increases in their business rates bills as a result of the revaluation effective from 1 April 2017.
- 1.2 The Government stated that "local government is best placed to determine how this fund should be targeted and administered to support those businesses and locations within their area that are in the greatest need".
- 1.3 The Scheme for the 2017/18 year for Oadby and Wigston was decided by Council on 5 September 2017. This report sets out the proposed Scheme for the 2018/19 year.

## 2. Recommendation(s)

- 2.1. That Council approves the Scheme (as set out in the report).
- 2.2 That Council delegates authority to the Director of Finance & Transformation Section 151 Officer to make minor changes to the Scheme to maximise any surplus of the fund available after the initial distribution.

## 3. Information

- 3.1. All billing authorities have been allocated a proportion of this fund, and the total "pot" available to Oadby & Wigston ratepayers is as follows:

<b>Year</b>	<b>(£)</b>
For 2017/18	120,000
For 2018/19	58,000
For 2019/20	24,000
For 2020/21	3,000
<b>Total</b>	<b>205,000</b>

- 3.2. For 2017/18, the Scheme adopted was to use the funding as follows:

*Compare net liability for 2016/17 year with net liability (i.e., reduced by transitional relief) for 2017/18 year*

<b>"Small" properties</b>	Rateable Value (RV) up to	Increase limited to total of 3%	£22,700 award
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	£20,000		
<b>"Medium" properties</b>	RV £20,001 to £100,000	Increase limited to total of 5%	£75,500 award
<b>"Large" properties</b>	RV £100,001 and above	Increase limited to total of 35%	£16,200 award
		<b>Total awarded</b>	£114,400

This would leave a contingency to cover changes in liabilities and RVs.

- 3.3. After the initial awards, it was apparent that only approximately half of the grant had been used. This is due to many national and multinational businesses not claiming the potential relief to which they would be eligible as they would exceed the De Minimis threshold of how much State Aid which they could receive under EU law (200,000 EUR in a three year period). Many other local authorities experienced a similar situation.
- 3.4. The Government have confirmed that any unused grant cannot be transferred forward to next year and must be returned if not used.
- 3.5. The figures were looked at again and, discounting those businesses mentioned above who have not claimed this relief, there was sufficient funding to ensure all eligible ratepayers with a rateable value of up to £100,000 could have additional relief which would mean they faced no increase at all for the 2017/18 year. This would use all of the funding and this change to the original scheme was adopted by delegated authority which had been given to the Section 151 Officer in consultation with the Chair of Policy, Finance and Development Committee.
- 3.6. The funding provided by the Government for the 2018/19 year is approximately half of that which was provided for the 2017/18 year. It is therefore proposed that awards are made for 2018/19 to ratepayers at the rate of half of the amount which they received for 2017/18.
- 3.7. The Council's original 2017/18 scheme precluded new occupiers of properties from a date after 1 April 2017 from qualifying for this relief, on the basis that they would have been expected to have considered the level of rates before taking on a new property. The proposed 2018/19 scheme will therefore continue to help those ratepayers who experienced the increase in charges as a result of the revaluation on 1 April 2017.

#### **Background Documents:**

Report to Council 05 September 2017

**E-mail:** david.coe@oadby-wigston.gov.uk

**Tel:** (0116) 257 2634

<b>Implications</b>   Business Rates: Discretionary Relief Further to Revaluation (2nd Year)	
<b>Finance</b>	The financial implications are as set out in the report.
<b>Chris Raymakers</b> (Head of Finance, Revenues and Benefits)	
<b>Legal</b>	The report is satisfactory.
<b>David Gill</b> (Head of Law & Governance / Monitoring Officer)	
<b>Corporate Risk(s) (CR)</b>	<input checked="" type="checkbox"/> <b>Reputation Damage (CR4)</b> Not distributing this grant effectively would cause potential reputational damage to the authority. <input checked="" type="checkbox"/> <b>Economy/Regeneration (CR9)</b> This grant will assist businesses during the transition period and sustain the local economy.
<b>Chris Raymakers</b> (Head of Finance, Revenues and Benefits)	
<b>Corporate Priorities (CP)</b>	<input checked="" type="checkbox"/> <b>Balanced Economic Development (CP3)</b> This grant will assist businesses during the transition period and sustain the local economy.
<b>Chris Raymakers</b> (Head of Finance, Revenues and Benefits)	
<b>Vision &amp; Values (V)</b>	<input checked="" type="checkbox"/> <b>Customer Focus (V5)</b> Prompt delivery of the grant is good for local business.
<b>Chris Raymakers</b> (Head of Finance, Revenues and Benefits)	
<b>Equalities &amp; Equality Assessment(s) (EA)</b>	There are no equalities implications arising from this report.
<b>Chris Raymakers</b> (Head of Finance, Revenues and Benefits)	<input checked="" type="checkbox"/> <b>Not Applicable (EA)</b>



<b>Full Council</b>	<b>Thursday, 22 February 2018</b>	<b>Matter for Information and Decision</b>
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**Title:** **Business Rates: Write-Offs of Uncollectable Debts Over £10,000**

**Author(s):** **Chris Raymakers (Head of Finance, Revenues and Benefits)**

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## 1. Introduction

This report details uncollectable debts in relation to Business Rate in excess of £10,000 submitted for write-off and that, in lieu of the Policy, Finance & Development Committee, such write-off requests requires prior approval by Full Council.

## 2. Recommendation(s)

That Council approve the write-off of the Business Rates debts in excess of £10,000 details of which are provided at paragraph 3.2 of the report.

## 3. Information

3.1 The Council's current Financial Regulations state that delegated authority to write-off debts owed to the Council is as follows:

- (a) Debts of less than £5,000 with the approval of the Chief Financial Officer (Section 151 Officer) or their appointed nominee;
- (b) Debts of between £5,001 to £10,001 with the approval of the Chief Financial Officer (Section 151 Officer) or their appointed nominee and the Chair of the Policy, Finance and Development Committee; and
- (c) **Debts of £10,001 or more with the approval of the Policy, Finance and Development Committee (emphasis added).**

For the purposes of these Regulations the value of debts shall be determined by reference to the debtor as opposed to individual debts. Where the value of several debts for one individual or organisation exceeds £10,001 the approval of the Policy, Finance and Development Committee shall be obtained.

3.2. With reference to (c) above, although approval under the Financial Regulations would ordinarily be sought from the Policy, Finance and Development (PFD) Committee, given the need to write-off those debts before the end of the current financial year, it is permissible for Council to discharge this function on behalf of the PFD Committee.

3.3. The following debts have been identified as irrecoverable. All attempts to collect have failed and in each case the debtor is insolvent with no prospect of payment being made.

Name	Address	Balance (£)	Liable Dates
Oadby Town Developments Ltd - Dissolved Company	47 London Road Oadby Leicester LE2 5DN	10,231.41	21/05/2012 - 31/10/2014
Eva Designs Ltd -	35 Kenilworth Drive Page 67	15,116.04	01/03/2011 -

Dissolved Company	Oadby Leicester LE2 5LT		01/05/2013
Team Rage Ltd - Dissolved Company	10 Iliffe Avenue Oadby Leicester LE2 5LH	21,218.22	01/03/2015 - 01/01/2017
David Andrew Snow - In Bankruptcy	Horse & Trumpet Bull Head Street Wigston Leicestershire LE18 1PB	34,718.07	01/04/2013 - 23/03/2015
Cafe Asia Trading Ltd - Dissolved Company	47 London Road Oadby Leicester LE2 5DN	24,230.70	01/04/2015 - 31/08/2017
Grabal Alok (UK) Ltd - In Liquidation (t/a Store Twenty One)	12/16 Leicester Road Wigston Leicestershire LE18 1DR	40,227.73	01/04/2015 - 10/07/2017
	<b>TOTAL</b>	<b>145,742.17</b>	

- 3.4. Under the current Business Rates Retention Scheme, the cost to the Council of writing-off such debts is 20 per cent of the amount (i.e. £29,148.43)

**Background Documents:**

Council's Financial Regulations  
Council's Business Rates Retention Scheme

**E-mail:** david.coe@oadby-wigston.gov.uk

**Tel:** (0116) 257 2634

<b>Implications</b>   Business Rates: Write-Offs of Uncollectable Debts Over £10,000	
<b>Finance</b>	The financial implications are as set out in the report.
<b>Chris Raymakers</b> (Head of Finance, Revenues and Benefits)	
<b>Legal</b>	Under section 101(4) of Local Government Act 1972, the discharge of any functions by a committee shall not prevent the authority by whom the arrangements are made from exercising those functions itself. The report is satisfactory.
<b>David Gill</b> (Head Law & Governance / Monitoring Officer)	
<b>Corporate Risk(s) (CR)</b>	<input checked="" type="checkbox"/> <b>Decreasing Financial Resources (CR1)</b> Non collection of debt puts pressure on the financial resources of the authority. <input checked="" type="checkbox"/> <b>Economy/Regeneration (CR9)</b> A number of local business have liquidation so reducing the local economy.
<b>Chris Raymakers</b> (Head of Finance, Revenues and Benefits)	
<b>Corporate Priorities (CP)</b>	<input checked="" type="checkbox"/> <b>Effective Service Provision (CP2)</b> It is important to have a responsible write off policy
<b>Chris Raymakers</b> (Head of Finance, Revenues and Benefits)	
<b>Vision &amp; Values (V)</b>	<input checked="" type="checkbox"/> <b>Not Applicable</b>
<b>Chris Raymakers</b> (Head of Finance, Revenues and Benefits)	
<b>Equalities &amp; Equality Assessment(s) (EA)</b>	There are no equalities implications arising from this report.
<b>Chris Raymakers</b> (Head of Finance, Revenues and Benefits)	<input checked="" type="checkbox"/> <b>Not Applicable (EA)</b>



# Agenda Item 16



<b>Full Council</b>	<b>Thursday, 22 February 2018</b>	<b>Matter for Information and Decision</b>
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**Title:** **Review of Political Balance, Proportionality and Reappointment of Seats to Council Bodies**

**Author(s):** **David Gill (Head of Law & Governance / Monitoring Officer)**

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## **1. Introduction**

To agree the changes to proportionality following the resignation of Councillor Miss A R Bond from the Conservative group and the subsequent constitution of a new political group, and to reappoint to offices and those seats affected on Committees, Boards, Panels, Forums and Working Groups (collectively hereafter as "Council bodies").

## **2. Recommendation(s)**

- 2.1. In accordance with the revised political balance of the Council, that the changes to its proportionality arrangements, as set out at **Appendices A** and **B**, be approved; and
- 2.2. In accordance with those proportionality arrangements, the necessary reappointments and amendments be made to those offices and the memberships of those affected Council bodies, and the Members to serve thereon, as set out at in **Appendix C**.

## **3. Information**

- 3.1. Following the resignation of Councillor Miss Anne R Bond from the Conservative Group in January 2018, Notice under section 15 of the Local Government and Housing Act 1989 ("the 1989 Act") was received by the Proper Officer (being the Chief Executive) on 7 February 2018 that Councillor Miss A R Bond and Councillor Dr Teck K Khong were to be henceforth treated as a political group for decision-making purposes on the Council to be known as 'The Oadby-Wigston Independent Group' ("OWIG").
- 3.2. In accordance with the section 15 Notice, Councillor Khong was appointed as Leader of the OWIG and Councillor Bond was appointed as Deputy Leader of the OWIG.
- 3.3. As a result of the above at paragraph 3.1, the political balance of the Council has shifted, as set out at **Appendix A**, which consequently has impacted upon the eligible representation of Members by political group on the various decision-making (and other bodies) of the Council, as set out at **Appendix B**. This shift in political balance exclusively affects the Conservative Group and the newly-constituted OWIG Group.
- 3.4. The requirements as to political proportionality in the membership of Council bodies are embodied in the Local Government (Committees and Political Groups) Regulations 1990 ("the 1990 Regulations") made under sections 15, 16 and 17 of the 1989 Act.
- 3.5. It is a statutory requirement that, where a relevant authority has a membership divided into different political groups, then the decision-making bodies on the Council at least must be proportional to its overall composition. The Monitoring Officer has a statutory responsibility for ensuring the Council implements proportionality correctly.
- 3.6. In implementing proportionality correctly, due consideration must be given to the

following four principles as far as is reasonably practicable:

- i.** all the seats are not allocated to the same political group;
  - ii.** the majority of the seats go to the political group in the majority on the Council;
  - iii.** subject to the above two principles, the total number of seats on the ordinary Committees of the authority are allocated to each political group in the same proportion as the group's representation on the Council; and
  - iv.** subject to the above three principles, the number of seats on each body are allocated to each political group in the same proportion as the group's representation on the Council.
- 3.7. Having received nominations from the concerned groups', the proposed reappointments and amendments to be made to the offices and memberships of those affected Council bodies, and the Members to serve thereon, are set out at **Appendix C**.
- 3.8. With particular reference to Appendix C, no nominations were received from the OWIG for their eligible seat allocations on both the Interview Panel and the Licensing and Regulatory Committee. It is therefore recommended that, under section 15 of the 1990 Regulations, those seats be treated as having been "vacated" by that group.

**Background Documents:**

Local Government and Housing Act 1989  
Local Government (Committees and Political Groups) Regulations 1990  
Notice under Section 15 of the Local Government and Housing Act 1989  
The Constitution of the Council

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<b>Implications</b>   Review of Political Balance, Proportionality and Reappointment of Seats (...)	
<b>Finance</b>	There is a total allocation of £2,500 per annum for Leaders of Opposition Political Groups as a Special Responsibility Allowance under the Members' Allowance Scheme 2017/18. This allocation would need to be prorated accordingly based on the total membership of political groups where applicable.
<b>Stephen Hinds</b> (Director of Finance & Transformation / Section 151 Officer)	
<b>Legal</b>	Failure to review the proportionality arrangements and appoint to the Council's bodies accordingly will see the Council failing in its duties as set out in the the Local Government (Committees and Political Groups) Regulations 1990 and Local Government and Housing Act 1989.
<b>David Gill</b> (Head of Law & Governance / Monitoring Officer)	
<b>Corporate Risk(s) (CR)</b>	<input checked="" type="checkbox"/> <b>Political Dynamics (CR3)</b>
<b>David Gill</b> (Head of Law & Governance / Monitoring Officer)	As set out in the report and appendices. <input checked="" type="checkbox"/> <b>Regulatory Governance (CR6)</b> As set out in the report and appendices.
<b>Corporate Priorities (CP)</b>	<input checked="" type="checkbox"/> <b>Not Applicable</b>
<b>David Gill</b> (Head of Law & Governance / Monitoring Officer)	
<b>Vision &amp; Values (V)</b>	<input checked="" type="checkbox"/> <b>Not Applicable</b>
<b>David Gill</b> (Head of Law & Governance / Monitoring Officer)	
<b>Equalities &amp; Equality Assessment(s) (EA)</b>	There are no equalities implications arising from this report.
<b>David Gill</b> (Head of Law & Governance / Monitoring Officer)	<input checked="" type="checkbox"/> <b>Not Applicable (EA)</b>

**Eligible Representation of Members by Political Group as of February 2018<sup>1</sup>**

<b>Committee Size</b>		<b>Liberal Democrat</b> (20/26) = 77%		<b>Conservative</b> (4/26) = 15%		<b>O-W Ind. Group</b> (2/26) = 8%	
		<b>Members</b>	<b>≈</b>	<b>Members</b>	<b>≈</b>	<b>Members</b>	<b>≈</b>
	<b>26</b>	20.02	<b>20</b>	3.90	<b>4</b>	2.08	<b>2</b>
	<b>25</b>	19.25	<b>19</b>	3.75	<b>4</b>	2.00	<b>2</b>
	<b>24</b>	18.48	<b>18</b>	3.60	<b>4</b>	1.92	<b>2</b>
	<b>23</b>	17.71	<b>18</b>	3.45	<b>3</b>	1.84	<b>2</b>
	<b>22</b>	16.94	<b>17</b>	3.30	<b>3</b>	1.76	<b>2</b>
	<b>21</b>	16.17	<b>16</b>	3.15	<b>3</b>	1.68	<b>2</b>
≈	<b>20</b>	15.40	<b>15</b>	3.00	<b>3</b>	1.60	<b>2</b>
	<b>19</b>	14.63	<b>15</b>	2.85	<b>3</b>	1.52	<b>2</b>
	<b>18</b>	13.86	<b>14</b>	2.70	<b>3</b>	1.44	<b>1</b>
	<b>17</b>	13.09	<b>13</b>	2.55	<b>3</b>	1.36	<b>1</b>
≈	<b>16</b>	12.32	<b>12</b>	2.40	<b>2</b>	1.28	<b>1</b>
	<b>15</b>	11.55	<b>12</b>	2.25	<b>2</b>	1.20	<b>1</b>
	<b>14</b>	10.78	<b>11</b>	2.10	<b>2</b>	1.12	<b>1</b>
	<b>13</b>	10.01	<b>10</b>	1.95	<b>2</b>	1.04	<b>1</b>
	<b>12</b>	9.24	<b>9</b>	1.80	<b>2</b>	0.96	<b>1</b>
≈	<b>11</b>	8.47	<b>8</b>	1.65	<b>2</b>	0.88	<b>1</b>
	<b>10</b>	7.70	<b>8</b>	1.50	<b>2</b>	0.80	<b>1</b>
	<b>9</b>	6.93	<b>7</b>	1.35	<b>1</b>	0.72	<b>1</b>
	<b>8</b>	6.16	<b>6</b>	1.20	<b>1</b>	0.64	<b>1</b>
	<b>7</b>	5.39	<b>5</b>	1.05	<b>1</b>	0.56	<b>1</b>
	<b>6</b>	4.62	<b>5</b>	0.90	<b>1</b>	0.48	<b>0</b>
	<b>5</b>	3.85	<b>4</b>	0.75	<b>1</b>	0.40	<b>0</b>
	<b>4</b>	3.08	<b>3</b>	0.60	<b>1</b>	0.32	<b>0</b>
≈	<b>3</b>	2.31	<b>2</b>	0.45	<b>0</b>	0.24	<b>0</b>
	<b>2</b>	1.54	<b>2</b>	0.30	<b>0</b>	0.16	<b>0</b>
	<b>1</b>	0.77	<b>1</b>	0.15	<b>0</b>	0.08	<b>0</b>

<sup>1</sup> Local Government and Housing Act 1989, ss. 15-17 and The Local Government (Committees and Political Groups) Regulations 1990

≈ Figure equivalent to the nearest approximate whole number.

**Allocation of Seats to Political Groups on Decision-Making and Other Bodies  
of the Council as of February 2018 (including Variation)<sup>1</sup>**

Committee	Size	<i>Liberal Democrat</i> (20/26) = 77%		<i>Conservative</i> (4/26) = 15%		<i>OWIG</i> (2/26) = 8%	
		Members	+/-	Members	+/-	Members	+/-
Appeals Panel	17	13	N/C	3	N/C	1	+1
Policy, Finance and Development Committee	14	11	N/C	2	-1	1	+1
Service Delivery Committee	14	11	N/C	2	-1	1	+1
Development Control Committee	13	10	N/C	2	N/C	1	+1
Interview Panel	12	9	N/C	2	N/C	1	+1
Licensing and Regulatory Committee	11	8	N/C	2	N/C	1	+1
- Licensing Sub-Committee	(3)	N/A	N/A	N/A	N/A	N/A	N/A
Place Shaping Working Group	9	7	N/C	1	-1	1	+1
Armed Forces Working Group	9	7	N/C	1	-1	1	+1
Change Management Committee	8	6	N/C	1	-1	1	+1
Health and Wellbeing Board	5	4	N/C	1	N/C	0	N/A
Children and Young Peoples' Forum	5	4	N/C	1	N/C	0	N/A
Community Engagement Forum	2	2	N/C	0	-1	0	N/A

*OWIG = The Oadby-Wigston Independent Group*

*N/C = No change*

*N/A = Not applicable*

<sup>1</sup> Local Government and Housing Act 1989, ss. 15-17 and The Local Government (Committees and Political Groups) Regulations 1990

### Appointment of Office Holders, Committees & Membership as of February 2018

The below-mentioned Office Holders are those elected or appointed in accordance with Article(s) 2.07 of Part 2 of The Constitution of Oadby and Wigston Borough Council.

<b><sup>1</sup> Mayor:</b>	Mrs Samia Z Haq
<b><sup>2</sup> Deputy Mayor:</b>	David M Carter
<b><sup>3</sup> Leader of the Council:</b>	John W Boyce
<b><sup>4</sup> Deputy Leader of the Council:</b>	Michael H Charlesworth
<b><sup>5</sup> Leader of the Conservative Opposition:</b>	Bhupendra Dave
<b><sup>6</sup> Leader of the OWIG Opposition:</b>	Dr Teck K Khong

*OWIG = The Oadby-Wigston Independent Group*

The below-mentioned Committees, Boards, Panels, Forums and Working Groups are those that fall under the direct control of Oadby and Wigston Borough Council.

<b><sup>5</sup> Appeals Panel (17) <sup>7</sup></b>		
<b><i>Liberal Democrat (13)</i></b>	<b><i>Conservative (3)</i></b>	<b><i>OWIG (1)</i></b>
G A Boulter	E R Barr	Dr T K Khong
J W Boyce	B Dave	
Mrs L M Broadley	R E Fahey	
D M Carter		
M H Charlesworth		
M L Darr		
Mrs L Eaton		
R F Eaton		
D A Gamble		
Mrs S Z Haq		
J Kaufman		
Mrs L Kaufman		
Mrs S B Morris		

<b><sup>5</sup> Policy, Finance and Development Committee (14)</b>		
<b><i>Liberal Democrat (11)</i></b>	<b><i>Conservative (2)</i></b>	<b><i>OWIG (1)</i></b>

<sup>1</sup> Article 2.07.1 of Part 2, *The Constitution of Oadby and Wigston Borough Council, Terms of Reference of the Development Control Committee* (Oct 2015 edn), pgs 172-173

<sup>2</sup> Article 2.07.1 of Part 2, *ibid* at 1

<sup>3</sup> Article 2.07.2 of Part 2, *ibid* at 1

<sup>4</sup> Article 2.07.3 of Part 2, *ibid* at 1

<sup>5</sup> Article 2.07.4 of Part 2, *ibid* at 1

<sup>6</sup> Article 2.07.4 of Part 2, *ibid* at 1

<sup>7</sup> 'No Member may sit on this Panel until he or she has undergone basic training on the law and procedure relating to the functions of the Panel', *The Constitution of Oadby and Wigston Borough Council, Terms of Reference of the Appeals Panel* (Oct 2015 edn), pg 28 Page 75

L A Bentley	E R Barr	Dr T K Khong
G A Boulter	B Dave	
J W Boyce		
Mrs K M Chalk		
M L Darr		
R F Eaton		
D A Gamble (Vice-Chair)		
J Kaufman		
Mrs L Kaufman		
R E R Morris		
Mrs S B Morris (Chair)		

<b><sup>s</sup> Service Delivery Committee (14)</b>		
<b><i>Liberal Democrat (11)</i></b>	<b><i>Conservative (2)</i></b>	<b><i>OWIG (1)</i></b>
L A Bentley	E R Barr	Miss A R Bond
G A Boulter (Chair)	R H Thakor	
J W Boyce		
F S Broadley (Vice-Chair)		
Mrs L M Broadley		
D M Carter		
Miss M V Chamberlain		
R F Eaton		
Mrs L Eaton		
Mrs S Z Haq		
K J Loydall		

<b><sup>NS</sup> Development Control Committee (13)<sup>8</sup></b>		
<b><i>Liberal Democrat (10)</i></b>	<b><i>Conservative (2)</i></b>	<b><i>OWIG (1)</i></b>
L A Bentley (Chair)	B Dave	Dr T K Khong
G A Boulter	R H Thakor	
F S Broadley		
Mrs L M Broadley (Vice-Chair)		
D M Carter		
D A Gamble		
J Kaufman		
Mrs L Kaufman		

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<sup>8</sup> 'No Member may sit on this Committee until he or she has undergone basic training on the law and procedure relating to the functions of the Committee', *The Constitution of Oadby and Wigston Borough Council, Terms of Reference of the Development Control Committee* (Oct 2015 26n), pg 204

Mrs H E Loydall
R E R Morris

<b>5 Interview Panel (12)</b>		
<b><i>Liberal Democrat (9)</i></b>	<b><i>Conservative (2)</i></b>	<b><i>OWIG (1)</i></b>
J W Boyce	B Dave	Vacant (No Nomination)
Mrs L M Broadley	R E Fahey	
D M Carter		
M H Charlesworth		
D A Gamble		
Mrs S Z Haq		
J Kaufman		
Mrs H E Loydall		
Mrs S B Morris		

<b>NS Licensing and Regulatory Committee (11)<sup>9</sup></b>		
<b><i>Liberal Democrat (8)</i></b>	<b><i>Conservative (2)</i></b>	<b><i>OWIG (1)</i></b>
G A Boulter	E R Barr	Vacant (No Nomination)
Mrs L M Broadley (Chair)	R H Thakor	
Ms K Chalk		
Miss M V Chamberlain (Vice-Chair)		
M H Charlesworth		
R F Eaton		
Mrs H E Loydall		
J Kaufman		

<b>NS Licensing Sub-Committee (3)<sup>10</sup></b>
Three Members to be appointed as and when needed in rotation (wherever practical) from the membership of the Licensing and Regulatory Committee.

<b>5 Place Shaping Working Group (9)</b>		
<b><i>Liberal Democrat (7)</i></b>	<b><i>Conservative (1)</i></b>	<b><i>OWIG (1)</i></b>
L A Bentley	B Dave	Miss A R Bond
G A Boulter		
J W Boyce (Chair)		

<sup>9</sup> 'No Member may sit on this Committee [or] the Licensing Sub-Committee until he or she has undergone basic training on the law and procedure relating to the functions of those Committees', *The Constitution of Oadby and Wigston Borough Council, Terms of Reference of the Development Control Committee* (Oct 2015 edn), pg 208

<sup>10</sup> 'Three Members to be appointed as and when needed in rotation (wherever practical) from the Licensing and Regulatory Committee', *The Constitution of Oadby and Wigston Borough Council, Terms of Reference of the Development Control Committee* (Oct 2015 edn), pg 208



M L Darr
Mrs H E Loydall
K J Loydall
Mrs S B Morris

<b>§ Armed Forces Working Group (9)</b>		
<b><i>Liberal Democrat (7)</i></b>	<b><i>Conservative (1)</i></b>	<b><i>OWIG (1)</i></b>
G A Boulter (Chair)	E R Barr	Miss A R Bond
J W Boyce		
D M Carter		
Mrs L Eaton		
R F Eaton		
Mrs S Z Haq		
Mrs S B Morris		

<b>§ Change Management Committee (8)</b>		
<b><i>Liberal Democrat (6)</i></b>	<b><i>Conservative (1)</i></b>	<b><i>OWIG (1)</i></b>
Mrs L M Broadley	B Dave	Miss A R Bond
M H Charlesworth (Chair)		
M L Darr		
J Kaufman		
K J Loydall		
Mrs S B Morris		

<b>§ Health and Wellbeing Board (5)</b>	
<b><i>Liberal Democrat (4)</i></b>	<b><i>Conservative (1)</i></b>
G A Boulter	B Dave
J W Boyce	
Mrs H E Loydall	
J Kaufman (Chair)	

<b>§ Children and Young Peoples' Forum (5)</b>	
<b><i>Liberal Democrat (4)</i></b>	<b><i>Conservative (1)</i></b>
Miss M V Chamberlain	R H Thakor
Mrs S Z Haq	
R E R Morris (Chair)	
Mrs S B Morris	

<b>§ Community Engagement Forum (2)</b>
<b><i>Liberal Democrat (2)</i></b>

J W Boyce
J Kaufman (Chair)

<b>Residents' Forums (3)</b>	
Chair of the Oadby Residents' Forum	M L Darr
Chair of the Wigston Residents' Forum	G A Boulter
Chair of the South Wigston Residents' Forum	Vacant

**S** | Substitute Members shall be permitted to attend any meeting of those Committees, Boards, Panels, Forums and Working Groups marked with **(S)** and vote on behalf of the Member(s) they are substituting for.<sup>11</sup>

**NS** | No Substitute Members shall not be permitted to attend meetings of those Committees marked with **(NS)**.

**The below-mentioned Forums and Working Groups are those that fall outside the direct control of Oadby and Wigston Borough Council.**

<b>Community Safety Partnership (1)</b>
<b><i>Liberal Democrat (1)</i></b>
K J Loydall

**Other appointments to Outside Bodies:**

Local Government Association (LGA)	J W Boyce
LGA General Assembly	J W Boyce
District Council Network	J W Boyce
East Midlands Councils	J W Boyce
Police & Crime Commissioner's Panel	J W Boyce

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<sup>11</sup> In accordance with Rule(s) 4 of Part 4, *The Constitution of Oadby and Wigston Borough Council, Council Rules, Council and Committee Procedure Rules* (Oct 2015 edn), pgs 237-238

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<b>Full Council</b>	<b>Thursday, 22 February 2018</b>	<b>Matter for Information and Decision</b>
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**Title:** **Draft Articles and Terms of Reference of the Oadby, Wigston and South Wigston Residents’ Forums**

**Author(s):** **David Gill (Head of Law & Governance / Monitoring Officer)**

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## 1. Introduction

At its meeting on 5 December 2017, and following consultation with the three Residents’ Forums regarding the workings of the same and the community support grant application process, Council resolved that a report on redrafting the Terms of Reference of the three Residents Forums was to be prepared by the Head of Law & Governance / Monitoring Officer and the Interim Director of Services.

## 2. Recommendation(s)

That Council notes the draft Articles (as set out at Part II of Appendix 1) and draft Terms of Reference (as set out at Appendix 2) for the Residents’ Forums and approve the same for consultation in the next quarterly-cycle of meetings in February/March.

## 3. Information

- 3.1. The Council’s current constitution has been amended on a piece-meal basis since it was first adopted on 28 April 2002.
- 3.2. The newly-appointed Head of Law & Governance has been tasked with reviewing the Constitution in its entirety to ensure that it is up-to-date and fit-for-purpose. As the Constitution is fundamental to the operation of the organisation and can only be approved by Full Council, the Head of Law & Governance was of the opinion that it would be worthwhile for Members to be engaged at an early stage of the review.
- 3.3. A 5-Member cross-party Working Group was established by the Change Management Committee on 17 January to provide input into the review process before Full Council is requested to comment on and approve any suggested amendments.
- 3.4. The first matter that the Head of Law & Governance and the Interim Director of Services was requested to address was the lack of any formal or substantive Terms of Reference for the three Residents Forums established under the Constitution.
- 3.5. It should be noted that the Residents’ Forums are referenced both in the Articles at the beginning of the Constitution and again in Section 3, ‘Responsibility for Functions’. A summary of these references are reproduced at **Part I of Appendix 1** to this report.
- 3.6. It is the view of the Head of Law & Governance that, whilst there is no reason why the Residents Forums’ should not be referenced in the Articles, which provide a general view of the manner in which the Council conducts its business, they should not appear in Section 3 as they are not properly constituted “Committees” of the Council and, in any event, have no delegated decision-making powers: to be clear, the Residents’ Forums merely have a power to recommend a course of action to the Policy, Finance and Development Committee who, ultimately, is the appropriate decision-making body.

- 3.7. In addition, the reference in the Articles also lacks any substantive detail as it references the exercise of “delegated functions”, as set out in Section 3, which in reality contains no “functions” whatsoever in the proper and true sense of the word.
- 3.8. In order to clarify the purpose of the Residents’ Forums and to provide a properly-defined structure within which to operate, the following steps are proposed:
- (i) Article 7 is renamed as ‘Public Engagement Forums’ and will (subject to further work on the Constitutional review) reference the Residents’ Forums, Children and Young Peoples’ Forum and the Community Engagement Forum;
  - (ii) Formal and substantive Terms of Reference are provided to the Forum’s to support the refocus of their role within the Borough. The draft Terms of Reference are set out at **Appendix 2** to this report; and
  - (iii) The reference to the Residents’ Forums at Section 3 of the Constitution (Responsibility for Functions) is deleted and replaced with the proposed wording in the Articles as reproduced at **Part II** of **Appendix 1** to this report.

**Background Documents:**

Report to Full Council on 5 December 2017  
The Constitution of the Council

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<b>Implications</b>   Draft Articles and Terms of Reference of the Oadby, Wigston and South Wigston Residents' Forums	
<b>Finance</b>	There are no financial implications arising from this report.
<b>Chris Raymakers</b> (Head of Finance, Revenues and Benefits)	
<b>Legal</b>	The legal implications are as set out in the report. The report is satisfactory.
<b>David Gill</b> (Head of Law & Governance / Monitoring Officer)	
<b>Corporate Risk(s) (CR)</b>	<input checked="" type="checkbox"/> <b>Regulatory Governance (CR6)</b>
<b>David Gill</b> (Head of Law & Governance / Monitoring Officer)	<input checked="" type="checkbox"/> <b>Organisational/Transformational Change (CR8)</b>
<b>Corporate Priorities (CP)</b>	<input checked="" type="checkbox"/> <b>An Inclusive and Engaged Borough (CP1)</b>
<b>David Gill</b> (Head of Law & Governance / Monitoring Officer)	<input checked="" type="checkbox"/> <b>Effective Service Provision (CP2)</b>
<b>Vision &amp; Values (V)</b>	<input checked="" type="checkbox"/> <b>"A Strong Borough Together" (Vision)</b>
<b>David Gill</b> (Head of Law & Governance / Monitoring Officer)	<input checked="" type="checkbox"/> <b>Accountability (V1)</b>
	<input checked="" type="checkbox"/> <b>Teamwork (V3)</b>
	<input checked="" type="checkbox"/> <b>Customer Focus (V5)</b>
<b>Equalities &amp; Equality Assessment(s) (EA)</b>	There are no equalities implications arising from this report.
<b>David Gill</b> (Head of Law & Governance / Monitoring Officer)	<input checked="" type="checkbox"/> <b>Not Applicable (EA)</b>

**PART I****Article 7 – Residents Forums****Current wording**

In order to give local residents a greater say in Council affairs it has appointed a forum for each of the towns within the Borough, Oadby, South Wigston and Wigston.

**7.01 General role of the Residents Forums**

The Resident Forums will discharge the functions delegated to them by Council as set out in Part 3 of this Constitution.

**7.01.1 Finances**

Residents forums will have budgets delegated by Council to enable local groups, organisations and individuals to apply to their local forum for funding of projects that seek to improve the quality of life for people who live or work in the Borough. Prior approval for the spending of each Resident Forum budget is subject to the approval of the Policy Finance and Development Committee

**Part 3 - Responsibility for Functions****RESIDENTS FORUMS  
GENERAL TERMS OF REFERENCE FOR ALL FORUMS**

- To increase public involvement in public services
- To help shape the Council's policies for public services
- To challenge and give feedback on the performance of public services
- To promote community cohesion
- To report to the relevant committees

**PART II****Proposed Wording**

In order to give the local community a greater say in Council affairs, it has appointed a Forum for each of the towns within the Borough: Oadby, Wigston and South Wigston.

**7.1. General Role of the Residents' Forums**

The Residents' Forums will undertake the role as set out below.

**1. Purpose**

The Residents' Forums facilitate and enable a constructive relationship between the Council and the residents of the Borough. They provide an opportunity for the

Council to consult the public on its policy decisions, service planning and Council consultations on areas of work that have the potential to impact on residents.

The Residents' Forums ensure that issues important to residents are brought to the attention of the Council and vice versa, always acknowledging that a diversity of views may exist and always promoting better community cohesion.

## **2. Key Aims**

- 2.1 To provide a space for residents to come together and receive updates on current agendas and influence Council policy and decision-makers.
- 2.2 To provide residents with the opportunity to meet and inform elected-Members about issues of concern.
- 2.3 To ensure consultation and engagement on the Council's policies and provide constructive challenge and give feedback on the Council's performance.
- 2.4 To advise and comment on grant applications submitted to the Forums for their specific consideration before final submission to the Policy, Finance and Development Committee.
- 2.5 To act as a key channel for distributing information, engaging with the community and answering questions.

## **7.2 Finances**

The Policy, Finance and Development Committee will have budgets delegated to it by Full Council to enable local groups, organisations and individuals to apply to their local Forum for funding of projects that seek to improve the quality of life for people who live or work in the Borough.

Residents' Forums may make recommendations to the Policy, Finance and Development Committee about the benefits of such grants: however the final approval for the awarding of the grant(s) is a decision to be taken by the Policy, Finance and Development Committee.



**Appendix 2 – Draft Terms of Reference****RESIDENTS' FORUMS****1. PURPOSE**

The Residents' Forums are part of Oadby and Wigston Borough Council's ("the Council") governance arrangements that exist to provide assurance that there are robust structures, processes and accountabilities in place for engagement with local people around the decisions and decision-making processes of the Council.

**2. TERMS OF REFERENCE**

The Terms of Reference of the Residents' Forums are as follows:

- 2.1. To enable local residents to oversee, scrutinise and hold the Council to account regarding its decisions and decision-making.
- 2.2. To provide a conduit between the Council and the local community.
- 2.3. To ensure that positive engagement with the wider community is undertaken to gather information and views and inform decisions.
- 2.4. To offer practical advice and support to new projects where community engagement is required.
- 2.5. To highlight areas of concern raised by the wider community and enable potential need for change, where appropriate.
- 2.6. To listen to, discuss and suggest new proposals and changes that are required.
- 2.7. To ensure that any proposals and/or decisions regarding Council services, service change or redevelopment etc. have had appropriate community involvement.
- 2.8. To support the Council's arrangements for compliance with equality and diversity requirements in all engagement activities.

**3. MEMBERSHIP & PARTICIPATION**

- 3.1. Membership of the Forum is open to residents and people who work within the geographical area that the Forum represents.
- 3.2. The Forum will be an open and accessible platform for community participation and the opportunity for all Forum members to present and share their views.
- 3.3. To achieve the broadest possible levels of participation, the Council will make best use of its various communication channels to promote the Forum meetings.

**4. THE CHAIR, MEETING FORMAT & VOTING**

- 4.1. The Residents' Forums will be chaired by an elected-Member appointed by the Council at its Annual General Meeting for each ensuing municipal year.

- 4.2. The Forum meetings will take the format of an informal discussion led by and through the Chair.
- 4.3. Where an item requires approval by way of a vote, that vote will be by a show of hands.
- 4.4. Any vote will be determined by a simple majority of those Forum members present and entitled to vote.
- 4.5. Decisions of the Forums will be advisory only and not binding on the Council.

**5. STANDARDS OF CONDUCT & CONFLICTS OF INTEREST**

- 5.1. Where any member of the Forum believes that he or she has a conflict of interest in relation to one or more agenda items, he or she must declare this at the meeting and in advance of the agenda item being discussed.
- 5.2. It will be responsibility of the Chair to decide in his or her ultimate discretion how to manage the conflict and decide upon an appropriate course of action.

**6. FREQUENCY, DURATION & VENUE OF MEETINGS**

- 6.1. The Residents' Forums will meet quarterly.
- 6.3. Forum meetings will last for no longer than two hours each.
- 6.2. The dates, times and venues for Forum meetings will be planned for the municipal year ahead and will endeavour to be as accommodating as reasonably possible to maximise the opportunity for participation for all.

**7. AGENDA-SETTING, MINUTES & REPORTING ARRANGEMENTS**

- 7.1. The Community Engagement Officer will provide administrative support to the Forums and be responsible for the preparation and circulation of meeting agendas, minutes and any other resources as necessary.
- 7.2. The items of the agenda will be determined by the Chair having due regard to any specific requests made by members of the Forum raised at or before meetings.
- 7.3. The minutes will contain a brief summary of the discussions held at Forum meetings and a record of any action points raised and the outcome of any vote taken.
- 7.4. The consideration of the minutes of previous Forum meetings will be limited to points of any factual or typographical inaccuracies within the text as written only.
- 7.5. The minutes of the Residents' Forums will be reported to the next meeting of the Policy, Finance and Development Committee for information.

# Agenda Item 18



<b>Licensing and Regulatory Committee</b>	<b>Thursday, 25 January 2018</b>	<b>Matter for Information and Decision</b>
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**Title:** **Proposed Public Space Protection Order  
(Regulation of Dogs in the Borough of Oadby and Wigston)**

**Author(s):** **Dave Gill (Head of Law & Governance / Monitoring Officer)**

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## **1. Introduction**

It is proposed that the Borough and Oadby and Wigston's Dogs (Fouling of Land) Act Designation Order 2004 ("the 2004 Order") and its various Byelaws for the Regulation of Dogs (1995) ("the 1995 Byelaws") be superseded by the enactment of a Public Space Protection Order (PSPO) for the Regulations of Dogs made under sections 59-75 of the Anti-Social Behaviour, Crime and Police Act 2014 as set out below.

## **2. Recommendation(s)**

- 2.1. To note the contents of the report; and
- 2.2. To approve the Public Space Protection Order (Regulation of Dogs in the Borough of Oadby and Wigston) for enactment (as set out at Appendix 1).

## **3. Information**

- 3.1. A Public Space Protection Order (PSPO) is a new provision created by the Anti-Social Behaviour, Crime and Policing Act 2014 which is intended to deal with any particular given nuisance or problem in any defined area that is detrimental to the local community's quality of life by imposing conditions on the use(s) of that area.
- 3.2. The proposed enactment of the PSPO will effectively replace the 2004 Order made under the Dogs (Fouling of Land) Act 1996 and the 1995 Byelaws made under the Public Health Act 1875 and the Open Spaces Act 1906 relating to dog regulation. A copy of the final revised draft of the PSPO is attached at **Appendix 1** to the report.
- 3.3. The Council undertook a review of the existing 2004 Order and 1995 Byelaws with the Head of Operations Services and Street Scene and the Facilities and Administration Team Leader which identified a clear evidence base concerning spatial areas where issues had arisen in relation to dogs and the clearance of dog faeces.
- 3.4. The Council undertook extensive consultation with the residents of the Borough through a 'survey monkey' online questionnaire, hard copies of which were also made available at the Customer Service Centre. Concerned groups such as the Kennel Club and the Dogs Trust were also consulted. The consultation on the PSPO was subject to a media action plan and featured on the Council's website, Facebook, Twitter and press releases through which individuals could access draft proposals on the PSPO.
- 3.5. In summary, the results of the PSPO consultation demonstrated support for the continued use of dog regulation controls, with the five main objectives being:

- i. Fouling** - meaning it shall be an offence if a dog defecates at any time on land to which the public has access to, without it being removed;

- ii. **Dogs on leads by direction** - meaning it shall be an offence to fail to comply with a direction given by an Officer of the Council to place a dog on a lead;
- iii. **Keeping of dogs in leads** – meaning it shall be an offence to not keep a dog on a lead in certain designated areas (primarily in public open spaces);
- iv. **Exclusion of dogs** – it shall be an offence to allow a dog to enter or remain on certain designated areas (primarily enclosed play or sports areas); and
- v. **Means to pick up** – it shall be an offence if a person in control of a dog does not have the suitable means to be able to clean up after it.

A summary of the consultation results is provided at **Appendix 2** to this report.

- 3.6. The Police were formally consulted through the Commander for the South Leicester Neighbourhood Policing Area who addressed the issue with the Chief Constable for Police and the Police and Crime Commissioner for Leicestershire. No adverse comments were received back on the Council’s PSPO draft proposals in this respect.

#### **4. Previous Considerations of the PSPO by Council and Committee**

- 4.1. The proposed PSPO was brought to the meeting of the Full Council on 5 December 2017. However, following comments being received by Members outside of that meeting as to the proposed regulatory controls in relation to the keeping of dogs on leads, it was resolved that it would be appropriate for the PSPO to be referred back to the Licensing and Regulatory Committee for further consideration on 25 January.
- 4.2. The amendments requested were to the proposed Schedule 2 of the PSPO which required dogs to be kept on leads at all times within designated public open spaces. The amended proposals were that dogs are required to be kept on leads in churchyards, cemeteries and allotments only. These are reflected in **Appendix 1**.
- 4.3. With the abovementioned amendments made, the revised PSPO was duly considered by the Licensing and Regulatory Committee at its meeting on 25 January where it was unanimously resolved that it be now recommended to Full Council for enactment.

#### **5. Enforcement**

- 5.1. The Council will be required to put signage at all areas designated in the PSPO and to enforce the Order through actions by Authorised Officers. The Street Wardens are to be utilised in addition to Environmental Health Officers/Technicians and the Council’s Dog Warden, the latter of whom currently undertake parks assessments as part of his duties. Body cameras and CCTV may also be required to efficiently enforce the PSPO.
- 5.2. Where it established that an offence has taken place, the PSPO will be enforced through the provision of a Fixed Penalty Notices (FPN) issued by Authorised Officers of £100.00 to be paid within 14 days reduced to £70.00 if paid within 7 days.

#### **Background Documents:**

Report to Full Council held on 05 December 2017

Report to the Licensing and Regulatory Committee held on 25 January 2018

Appendix 1 – Public Space Protection Order (Regulation of Dogs) (Final Revised)

Appendix 2 – PSPO (Regulation of Dogs) Consultation Results

Appendix 3 – Equality Assessment (Initial Screening)

**E-mail:** tony.cawthorne@oadby-wigston.gov.uk  
samuel.ball@oadby-wigston.gov.uk

**Tel:** (0116) 257 2670  
(0116) 257 2643

<b>Implications</b>   Proposed Public Space Protection Order (Regulation of Dogs...)	
<b>Finance</b>	There are no significant financial implications.
<b>Chris Raymakers</b> (Head of Finance, Revenues and Benefits)	
<b>Legal</b>	The new PSPO will replace the existing 2004 Order and 1995 Byelaws. The report is satisfactory.
<b>David Gill</b> (Head of Law & Governance / Monitoring Officer)	
<b>Corporate Risk(s) (CR)</b>	<input checked="" type="checkbox"/> <b>Regulatory Governance (CR6)</b> Ensuring the Council adopts a coherent and transparent enforcement strategy across the Borough and all tenures in accordance with the 2014 Act.  <input checked="" type="checkbox"/> <b>Other Corporate Risk(s)</b> Failure to implement the PSPO will leave the Council in a position of being unable to defend actions taken by enforcement officers in pursuance of their duties.
<b>David Gill</b> (Head of Law & Governance / Monitoring Officer)	
<b>Corporate Priorities (CP)</b>	<input checked="" type="checkbox"/> <b>An Inclusive and Engaged Borough (CP1)</b> The entire Borough will be covered by an all encompassing PSPO.  <input checked="" type="checkbox"/> <b>Effective Service Provision (CP2)</b> Provides direction and focus for enforcement decisions.  <input checked="" type="checkbox"/> <b>Green &amp; Safe Places (CP4)</b> Promotes safety and wellbeing in designated areas.
<b>David Gill</b> (Head of Law & Governance / Monitoring Officer)	
<b>Vision &amp; Values (V)</b>	
<b>David Gill</b> (Head of Law & Governance / Monitoring Officer)	<input checked="" type="checkbox"/> <b>Accountability (V1)</b> The PSPO makes all authorised officers responsible for their actions and promotes responsible dog ownership.  <input checked="" type="checkbox"/> <b>Respect (V2)</b> All persons that will meet authorised offices will be provided with a respectful and transparent approach to dealing with the issues and suspected offences at hand.  <input checked="" type="checkbox"/> <b>Teamwork (V3)</b> Cross service methodology building teamwork within.
<b>Equalities &amp; Equality Assessment(s) (EA)</b>	An Initial EA Screening has been completed.
<b>David Gill</b> (Head of Law & Governance / Monitoring Officer)	<input checked="" type="checkbox"/> <b>Initial EA Screening</b> (Appendix 2)

## **The Anti-Social Behaviour, Crime and Policing Act 2014 ss. 59-75**

### **Public Space Protection Order** **(Regulation of Dogs in the Borough of Oadby and Wigston)**

The Borough Council of Oadby and Wigston (hereafter "the Authority") hereby makes the following Public Space Protection Order (hereafter "the Order") under ss. 59-75 of the Anti-Social Behaviour, Crime and Police Act 2014 (hereafter "the Act").

This Order may be cited as 'The Public Space Protection Order (Regulation of Dogs in the Borough of Oadby and Wigston)' and shall come into force on the [ ] day of [ ] 20[ ] and remain in force for a period of three years.

#### **1. Dog fouling of land**

If within the administrative area of the Authority as detailed in Schedule 1 below, a dog defecates at any time on land which the public or any section of the public has access, on payment or otherwise, as of right or by virtue of express or implied permission and a person who is in charge of the dog at the time fails to remove the faeces from the land forthwith, that person shall be guilty of an offence unless:

- (a) that person has reasonable excuse for failing to do so;  
or
- (b) the owner, occupier or other person or authority having control of the land has consented (generally or specifically) to his failing to do so.

#### **2. Dogs on leads by direction**

2.1. A person in charge of a dog shall be guilty of an offence if, at any time, within the administrative area of the Authority as detailed in Schedule 1 below, that person does not comply with a direction given to him by an authorised officer of the Authority to put and keep the dog on a lead unless:

- (a) that person has reasonable excuse for failing to do so;  
or
- (b) The owner, occupier or other person or authority having control of the land has consented (generally or specifically) to his failing to do so.

2.2. An authorised officer may only give a direction under this Order if such restraint is reasonably necessary to prevent a nuisance or behaviour by the dog that is likely to cause annoyance or disturbance to any other person, or to a bird or another animal.

#### **3. Keeping of dogs on leads**

A person in charge of a dog shall be guilty of an offence if, at any time, on land detailed in Schedule 2 below, that person does not keep the dog on a lead unless:

- (a) that person has reasonable excuse for failing to do so;  
or
- (b) The owner, occupier or other person or authority having control of the land has consented (generally or specifically) to his failing to do so.

#### **4. Exclusion of dogs**

A person in charge of a dog shall be guilty of an offence if, at any time, that person takes the dog onto, or permits the dog to enter or to remain on, any land detailed in Schedule 3 below unless:

- (a) that person has reasonable excuse for failing to do so;  
or
- (b) The owner, occupier or other person or authority having control of the land has consented (generally or specifically) to his failing to do so.

#### **5. Means to pick up**

5.1. A person in charge of a dog shall be guilty of an offence if, at any time, within the administrative area of the Authority as detailed in Schedule 1 below, that person does not have with him an appropriate means to pick up dog faeces deposited by that dog unless:

- (a) that person has reasonable excuse for failing to do so;  
or
- (b) The owner, occupier or other person or authority having control of the land has consented (generally or specifically) to his failing to do so.

5.2. The obligation is complied with if, after a request from an authorised officer, the person in charge of the dog produces an appropriate means to pick up the dog faeces.

#### **6. Exemptions**

Nothing in this order shall apply to a person who:

- (a) is registered as a blind person in a register compiled under section 29 of the National Assistance Act 1948, or "severely sight impaired", or "sight impaired" under the Care Act 2014;  
or
- (b) has a disability which affects his mobility, manual dexterity, physical coordination, or ability to lift, carry, or otherwise move everyday objects, in respect of a dog trained by a "prescribed charity" and upon which he relies for assistance.

#### **7. General Points**

For the purpose of this Order:

- (a) A person who habitually has a dog in his possession shall be taken to be in charge of the dog at any time unless at that time some other person is in charge of the dog;
- (b) Placing the faeces in a receptacle on the land which is provided for the purpose, or for the disposal of waste, shall be sufficient removal from the land;
- (c) Being unaware of the defecation whether by reason of not being in the vicinity or otherwise or not having a device for or other suitable means of removing the faeces shall not be a reasonable excuse for failing to remove the faeces;



(d) "An authorised officer of the Authority" means an employee, partnership agency or contractor of Oadby and Wigston Borough Council who is authorised in writing by the Authority for the purposes of giving directions under the Order.

(e) Each of the following is a "prescribed charity" –

- (i) Dogs for the Disabled (registered charity number 700454)
- (ii) Support Dogs Limited (registered charity number 1088281)
- (iii) Canine Partners for Independence (registered charity number 803680)
- (iv) Hearing Dogs for Deaf People (registered charity number 293358)
- (v) The Guide Dogs for the Blind Association (registered charity number 209617)

## **7. Penalty**

7.1. A person who is guilty of an offence under this Order shall be liable on summary conviction to a fine not exceeding level 3 on the standard scale.

7.2. A Fixed Penalty Notice of £100.00 will be issued to offenders to be paid within 14 days (reduced to £70.00 if paid within 7 days) which would discharge any liability to conviction for an offence under section 67(1) of the Act.

**The above Order was adopted by the Council  
at a meeting held on the 22nd day of February 2018.**

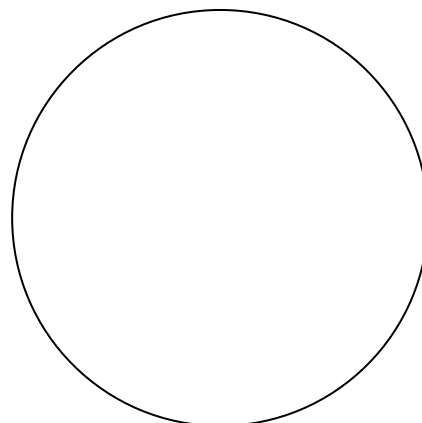
**In witness thereof the Common Seal of the Borough Council of  
Oadby and Wigston was hereunto affixed on  
the [ ] day of [ ] 20[ ].**

### **Mayor**

Her Worship Councillor Mrs Samia Z Haq

### **Chief Executive (Interim)**

Mrs Anne E Court

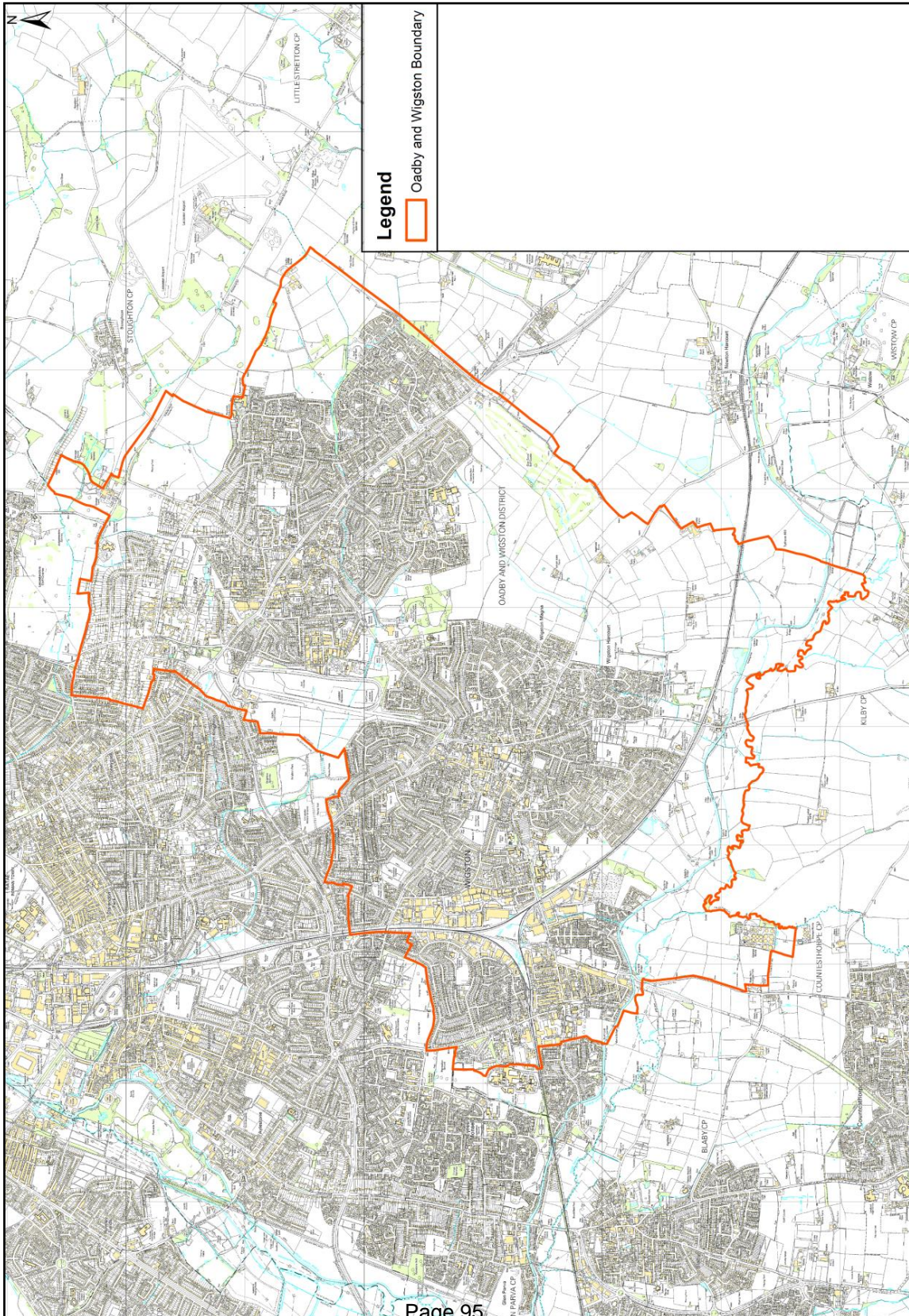


# Schedule One

## **Dog fouling of land Dogs on leads by direction Means to pick up**

This Order applies to the administrative area of the Authority edged-red below:

**Map No. 1**



## Schedule Two

### Keeping of dogs on leads

This Order applies to all the land described below:

<b>Map No.</b>	<b>Location</b>	<b>Area</b>	<b>Description of Land</b>
2	St Peter's Churchyard, Wigston Road, LE2 5QE	Oadby	Churchyard
3	5 - 15 London Road	Oadby	Blind Garden
4	Oadby Cemetery, Wigston Road, LE2 5QB	Oadby	Cemetery
5	Wigston Road Allotments, Wigston Road, LE2 5JE	Oadby	Allotments
6	Brabazon Road Allotments, Brabazon Road	Oadby	Allotments
7	Brocks Hill Country Park, Natural Play Area, Washbrook Lane, LE2 5JJ	Oadby	Park
8	All Saints Churchyard, Moat Stre LE18 2GD	Wigston	Churchyard
9	St Wistan Church, Church Nook, LE18 3RA	Wigston	Churchyard
10	Wigston Cemetery, Welford Road, LE18 3SN	Wigston	Cemetery
11	Aylestone Lane Allotments, Aylestone Lane	Wigston	Allotments
12	Manchester Gardens Allotments, Blunts Lane, LE18 2HA	Wigston	Allotments

### **Schedule Three**

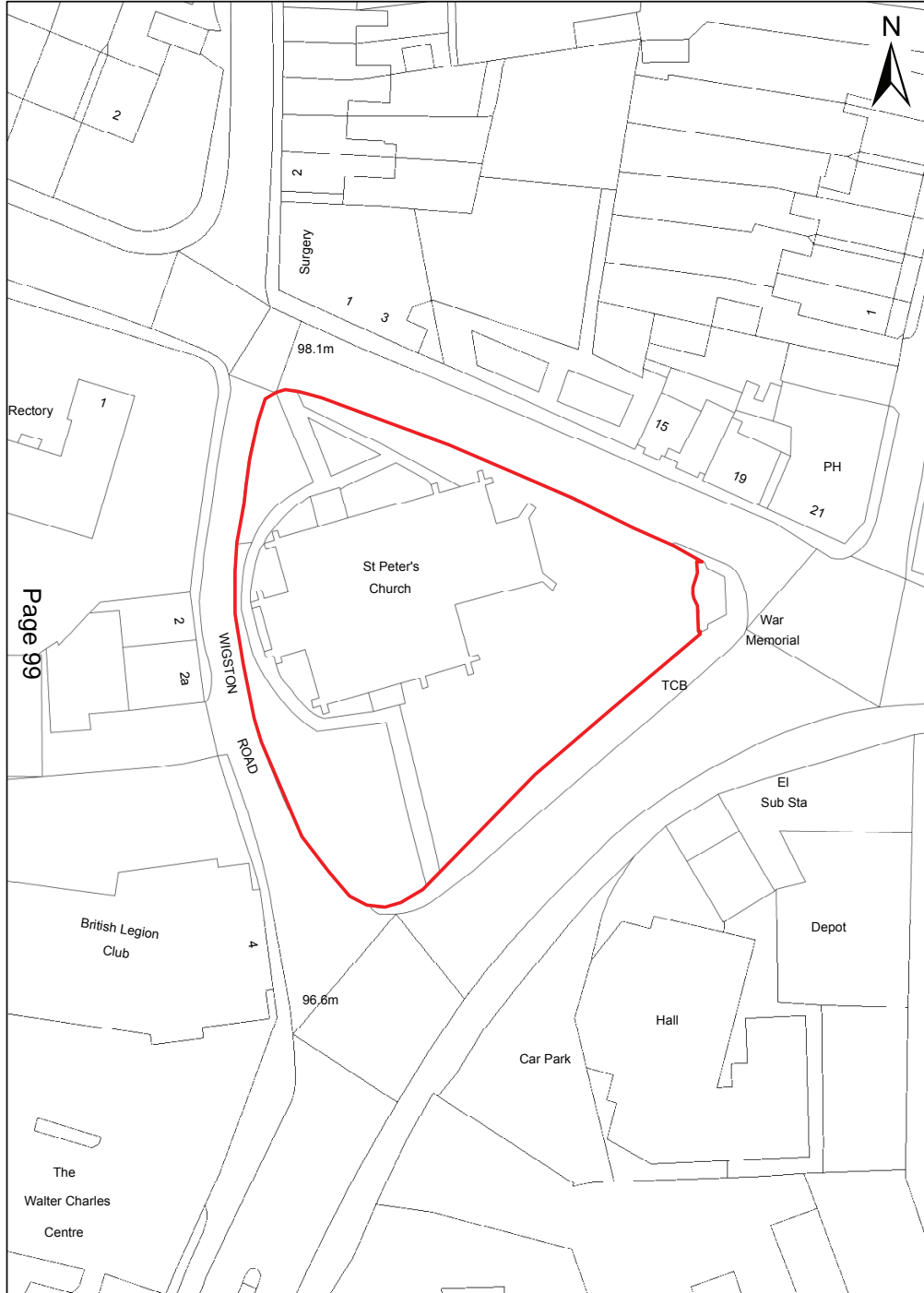
#### **Exclusion of dogs**

This Order applies to all the land described below:

<b>Map No.</b>	<b>Location</b>	<b>Area</b>	<b>Description of Land</b>
7	Brocks Hill Country Park Small Play Area and Amphitheatre, Washbrook Lane, LE2 5JJ	Oadby	Play Area
13	Ellis Park Bowls Green, Ellis Park, Brabazon Road	Oadby	Bowls Green
13	Tennis Courts, Ellis Park, Brabazon Road	Oadby	Tennis Courts
13	Play Area, Ellis Park, Brabazon Road	Oadby	Play area
14	Illife Avenue Park	Oadby	Play area
15	Moorwood Play Area, London Road,	Oadby	Play area
16	Rosemead Park, Rosemead Road	Oadby	Play area
17	Uplands Playing Field Uplands Road, LE2 4	Oadby	Play area
18	Coombe Park, Coombe Rise, LE2 5TT	Oadby	Play area
19	Fox Hollow, LE2 4QY	Oadby	Play area
20	Hill Field park, Robert Wragg Way, LE2 4UU	Oadby	Play area
21	Blaby Road Park	South Wigston	Play area
22	South Wigston Bowls Green, Blaby Road Park	South Wigston	Bowls Green

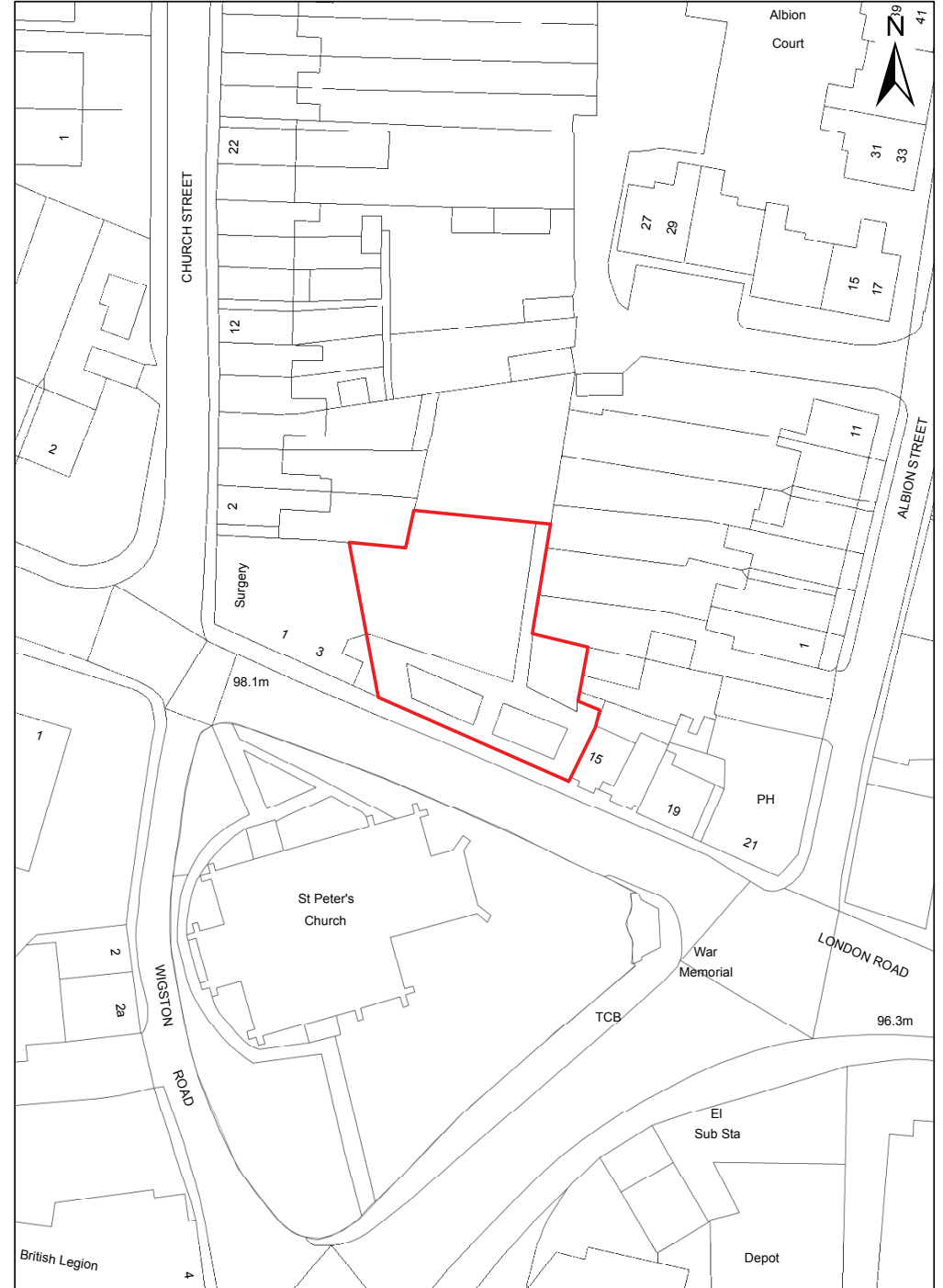
22	Multi use games area, Blaby Road Park	South Wigston	Multi use games area
22	Skate Park Blaby Road Park	South Wigston	Skate Park
23	William Gunning Park, Gloucester Crescent	South Wigston	Play area
24	Wigston Bowls Green Peace Memorial Park, Long Street	Wigston	Bowls Green
25	Tennis Courts, Peace Memorial Park, Long Street	Wigston	Tennis Court
26	Tennis Courts, Willow Park, Aylestone Lane.	Wigston	Tennis Court
26	Skate Park, Willow Park, Aylestone Lane	Wigston	Skate Park
26	Willow Park, Aylestone Lane.	Wigston	Play area
27	Meadows Park, Meadow Way, LE18	Wigston	Play area
28	Wigston Fields Community Centre, Carlton Drive, LE18 1DE	Wigston	Play area
29	Hayes Park, Thirlmere Road, LE18 3RS	Wigston	Play area
30	Attenborough Close, LE18 3PR	Wigston	Play area
31	Two Steeples Square, LE18 1DL	Wigston	Play area
32	Horsewell Lane Park, Horsewell Lane, LE18 2HR	Wigston	Play area

Map 2 St Peters Churchyard, Wigston Road, Oadby



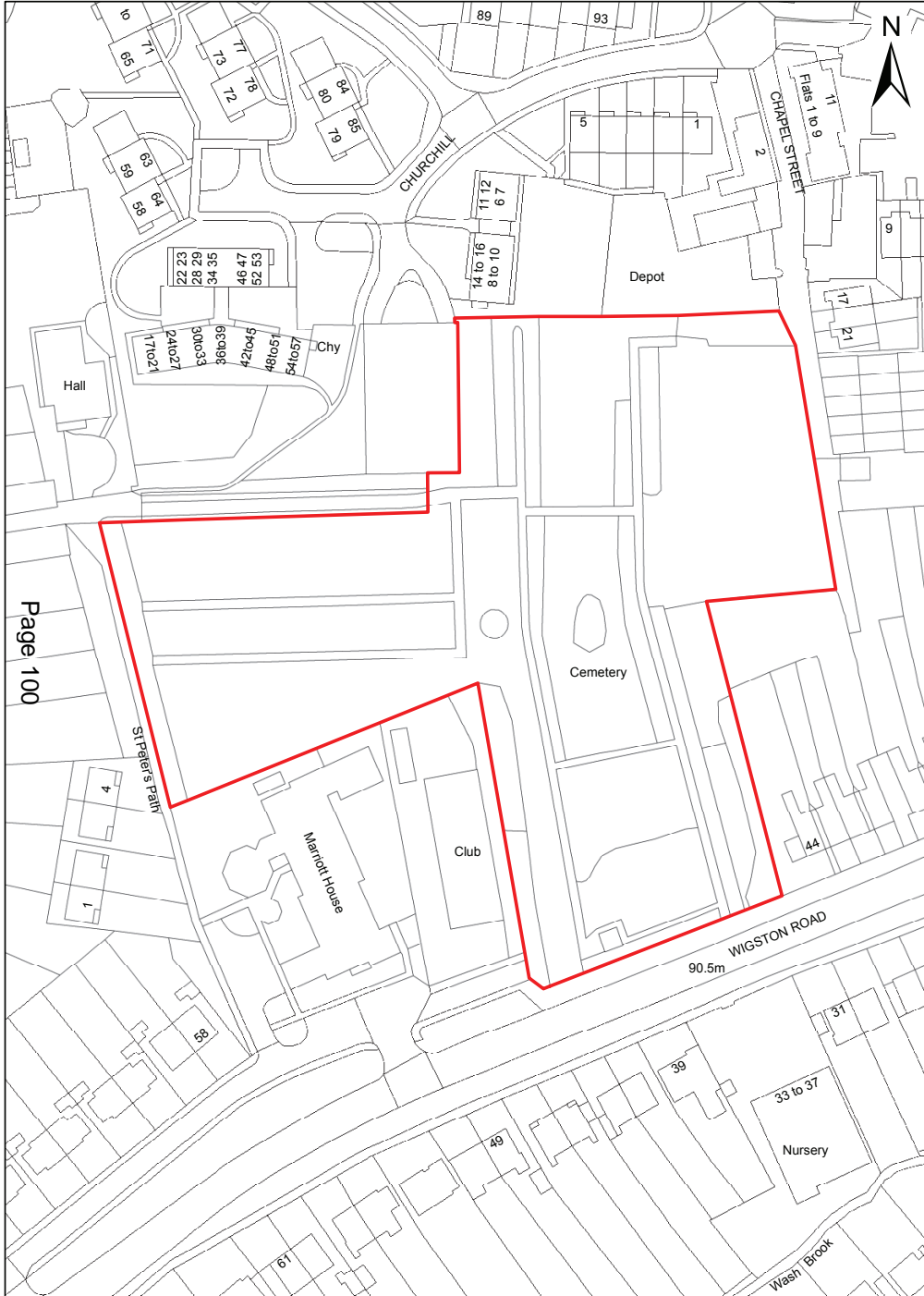
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Map 3 5 to 15 London Road, Oadby



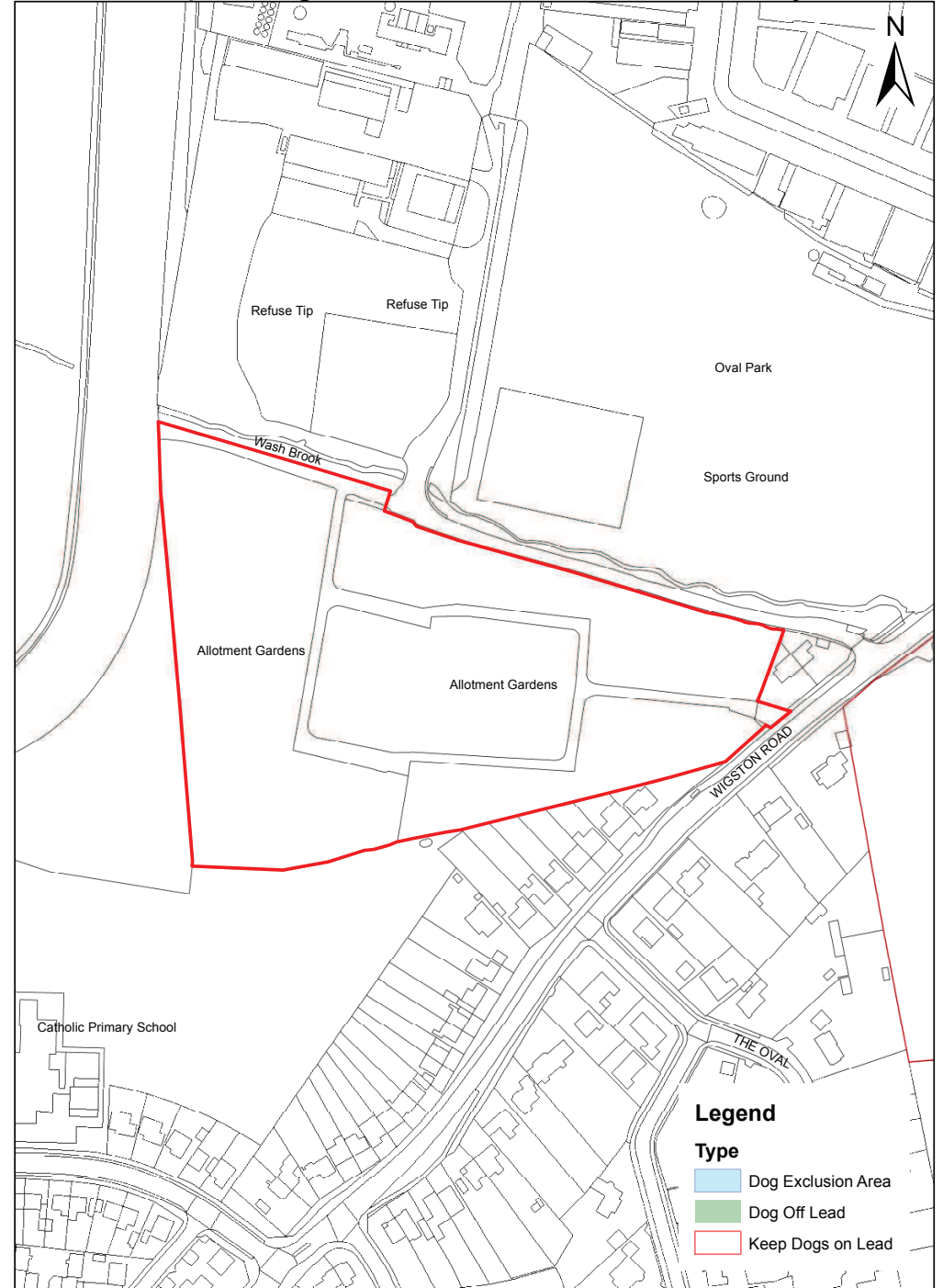
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Map 4 Oadby Cemetery, Wigston Road, Oadby



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Map 5 Wigston Road Allotments, Oadby



1:2,000

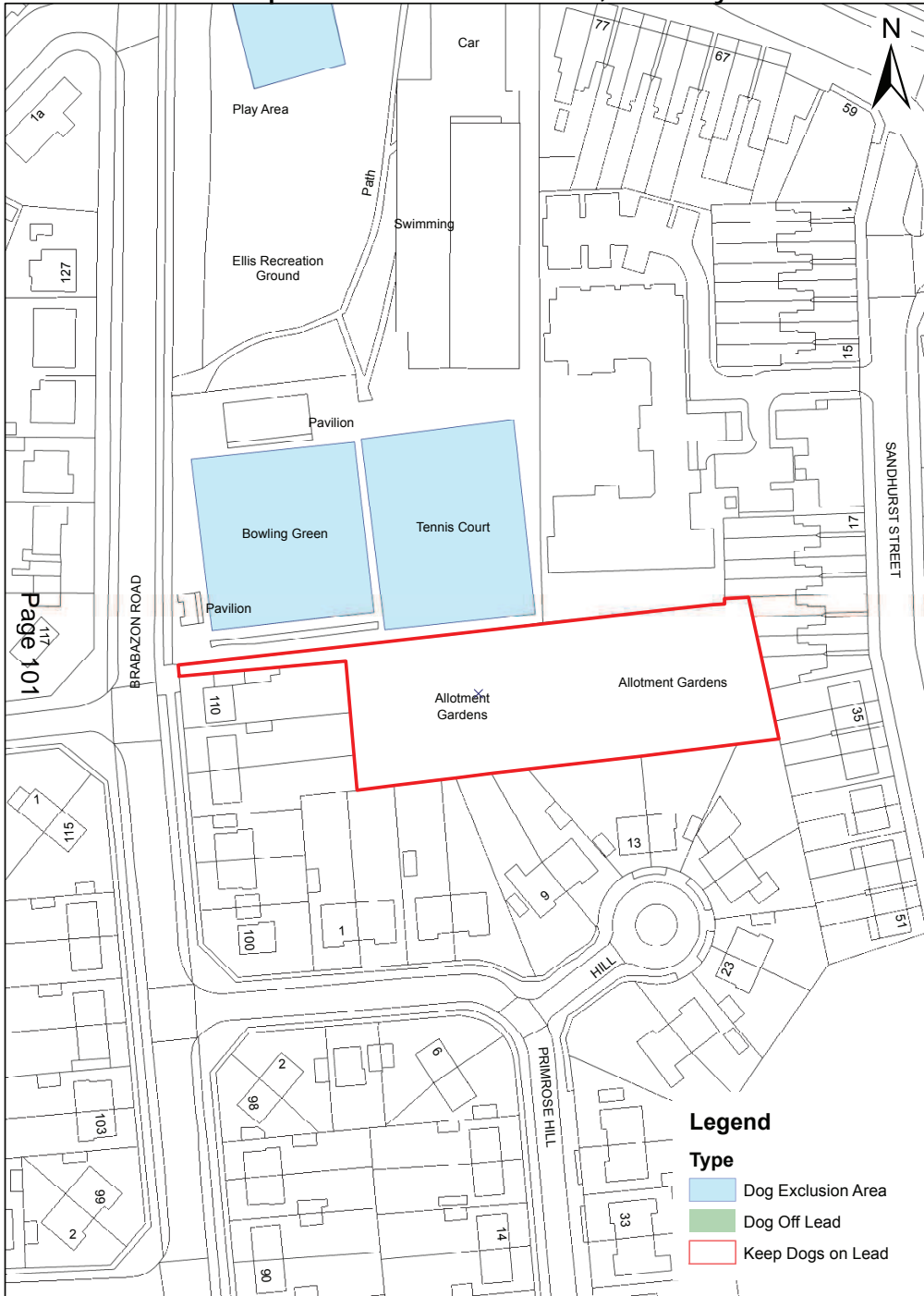
**Legend**

**Type**

- Dog Exclusion Area
- Dog Off Lead
- Keep Dogs on Lead

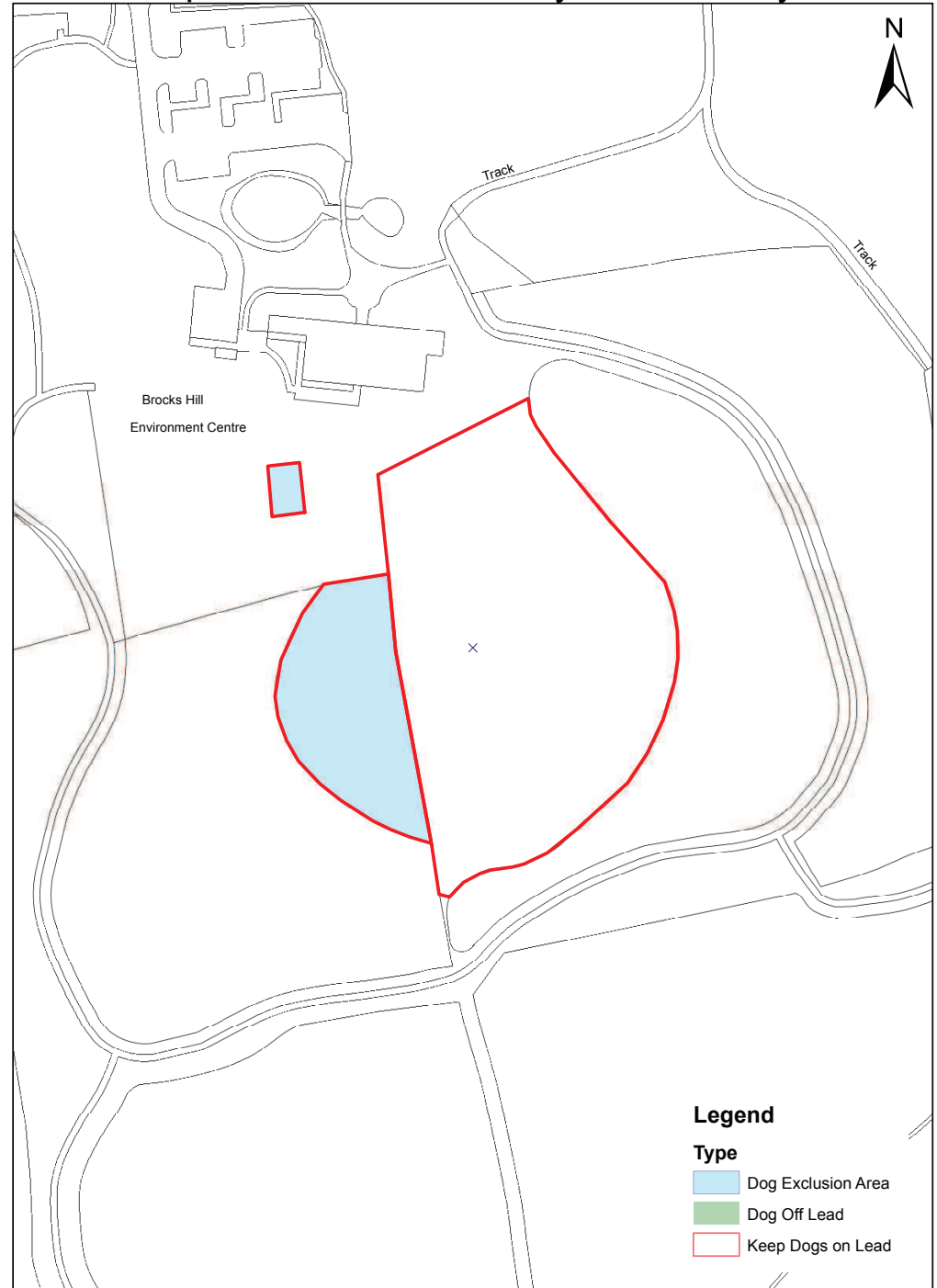
Page 100

# Map 6 Brabazon Road, Oadby



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# Map 7 Brocks Hill Country Park, Oadby



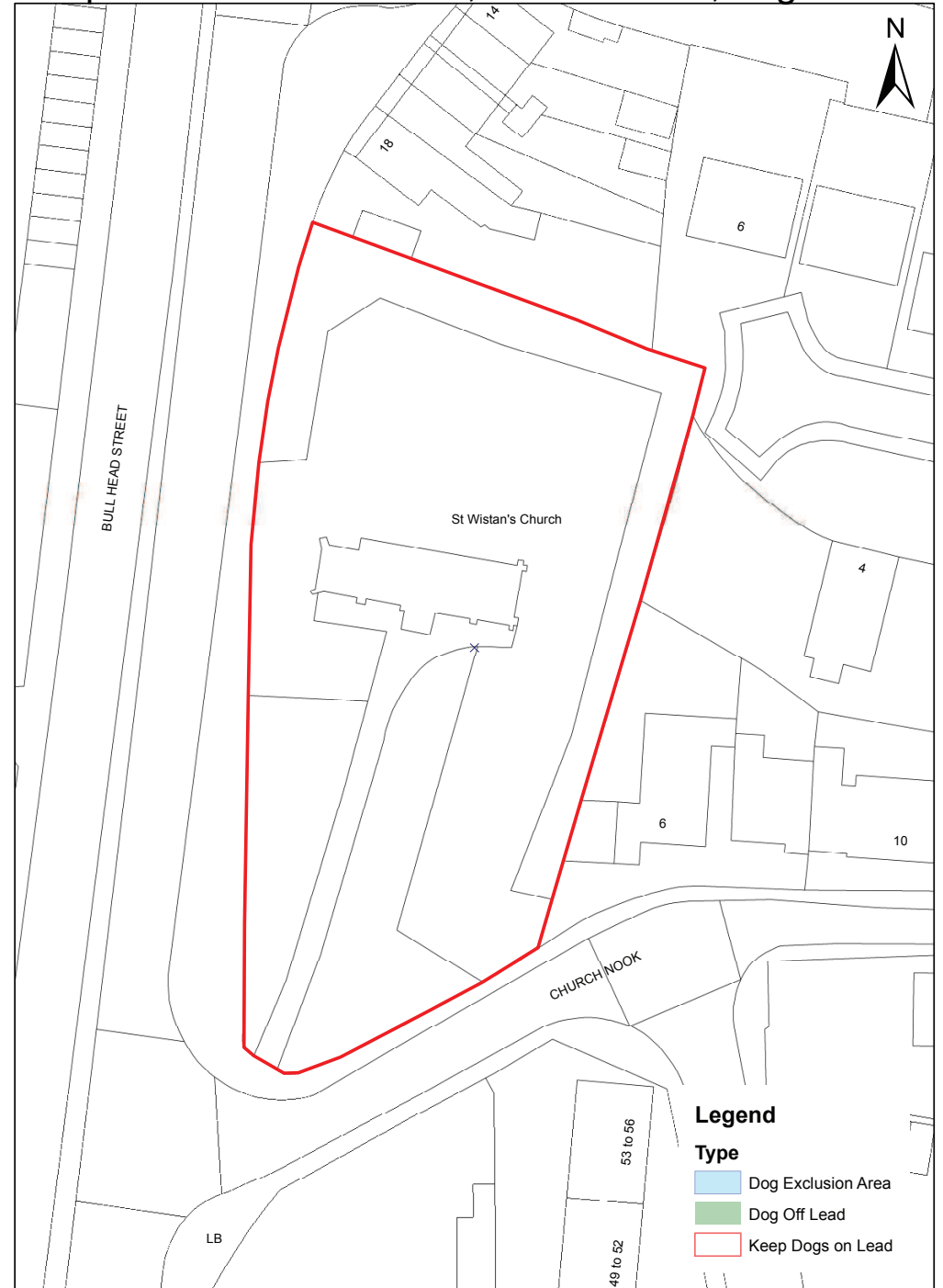
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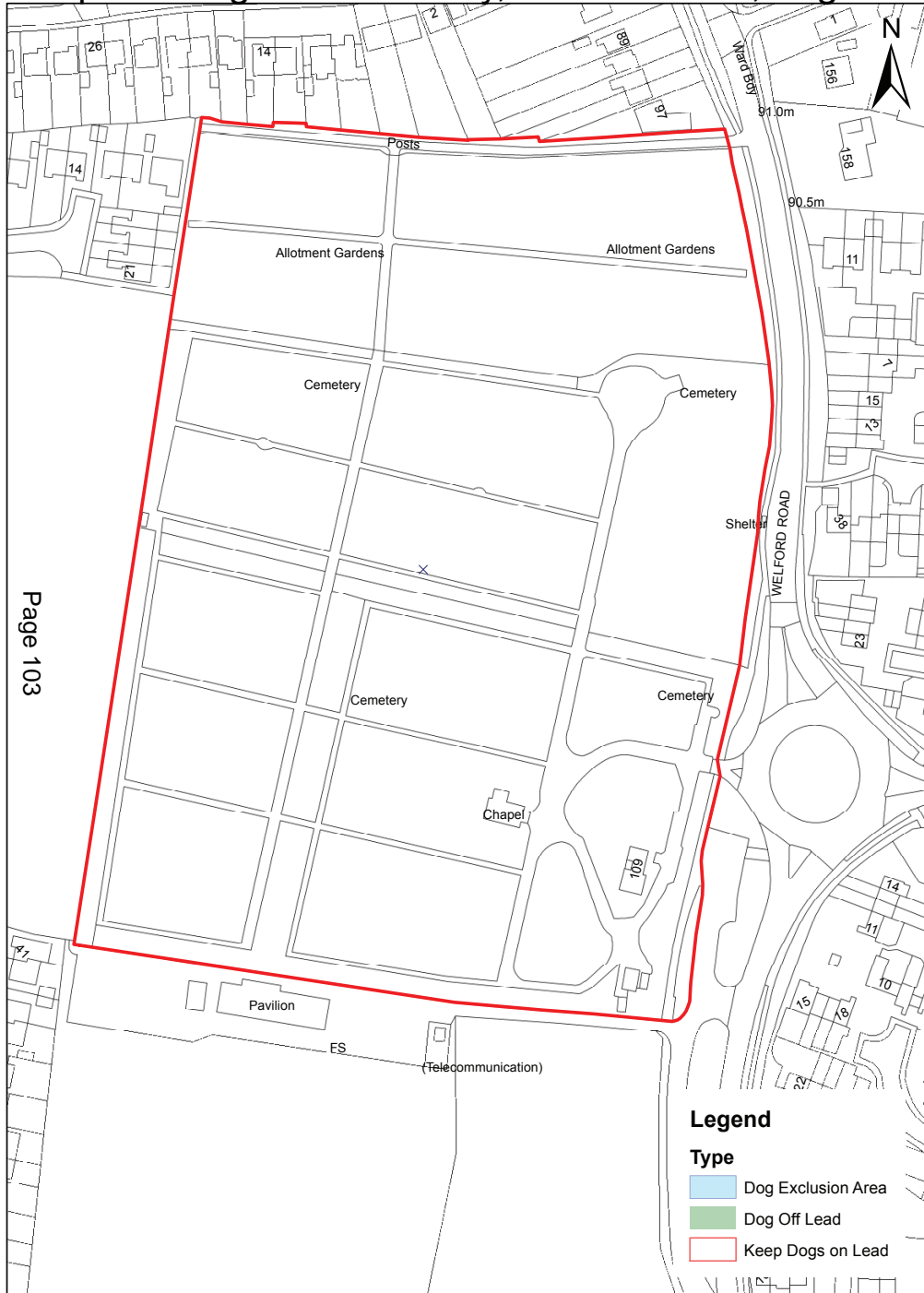
Map 8 All Saints Church Yard, Moat Street, Wigston



Map 9 St Wistan Church, Church Nook, Wigston

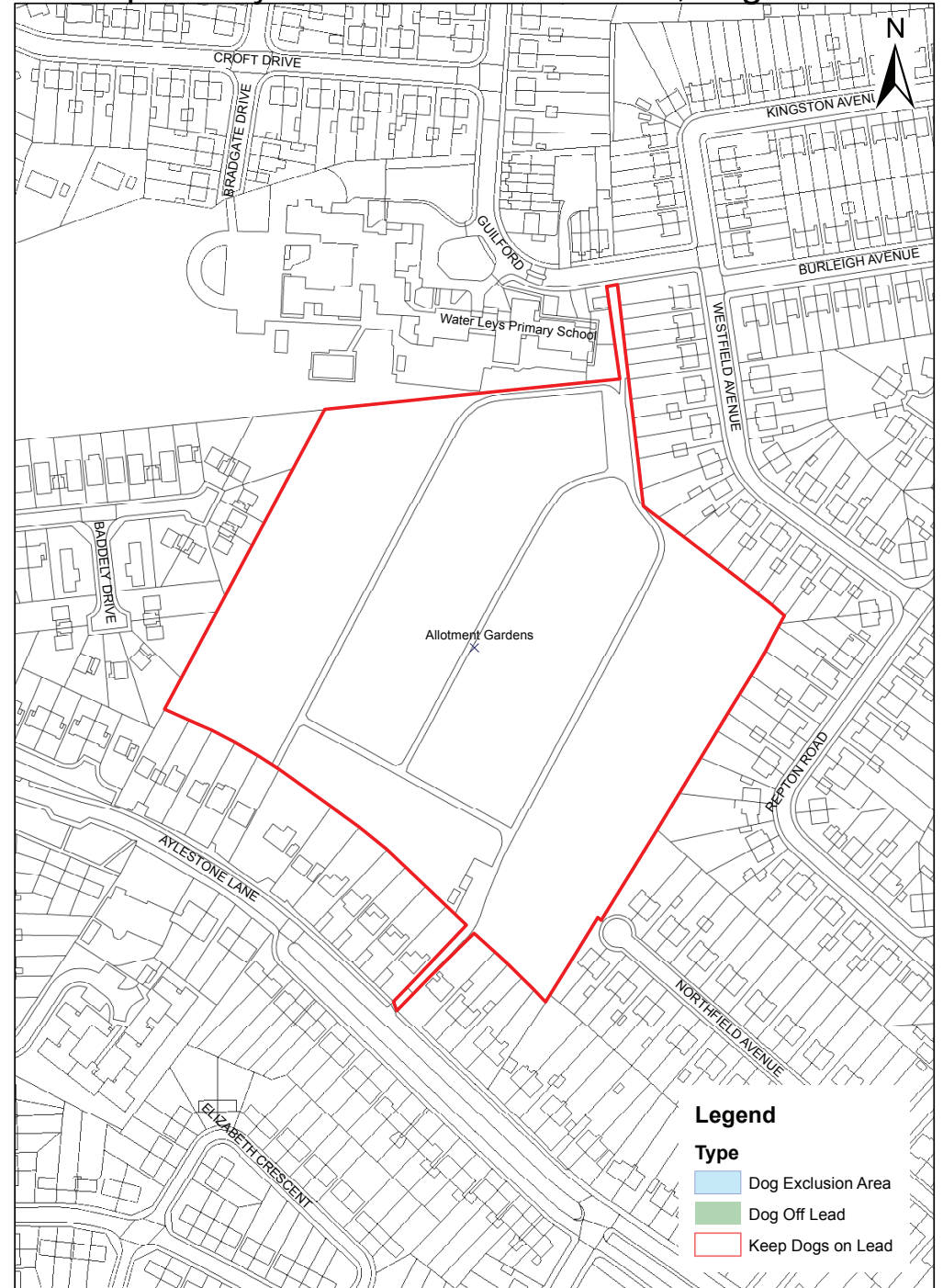


Map 10 Wigston Cemetery, Welford Road, Wigston

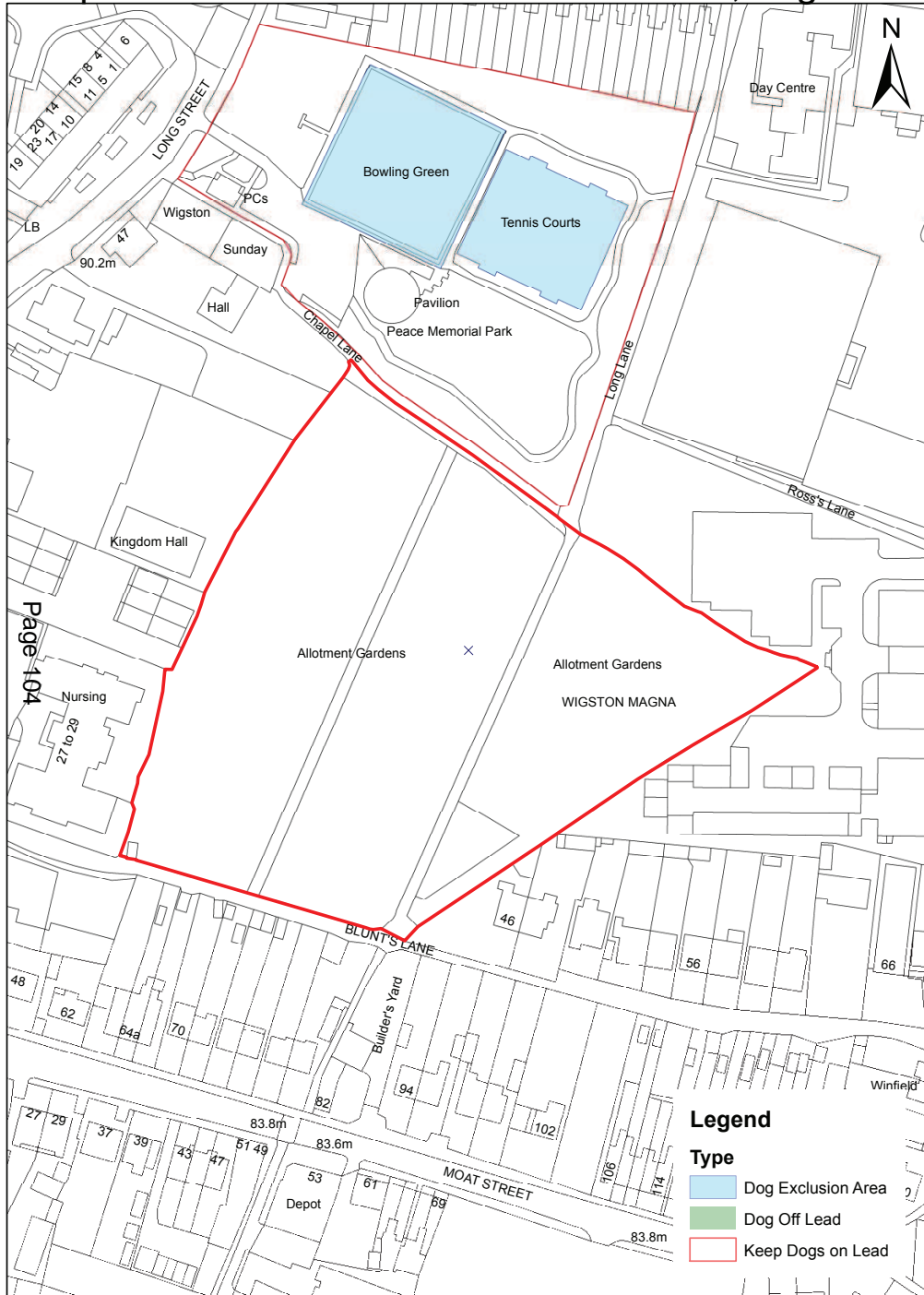


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Map 11 Aylestone Lane Allotments, Wigston

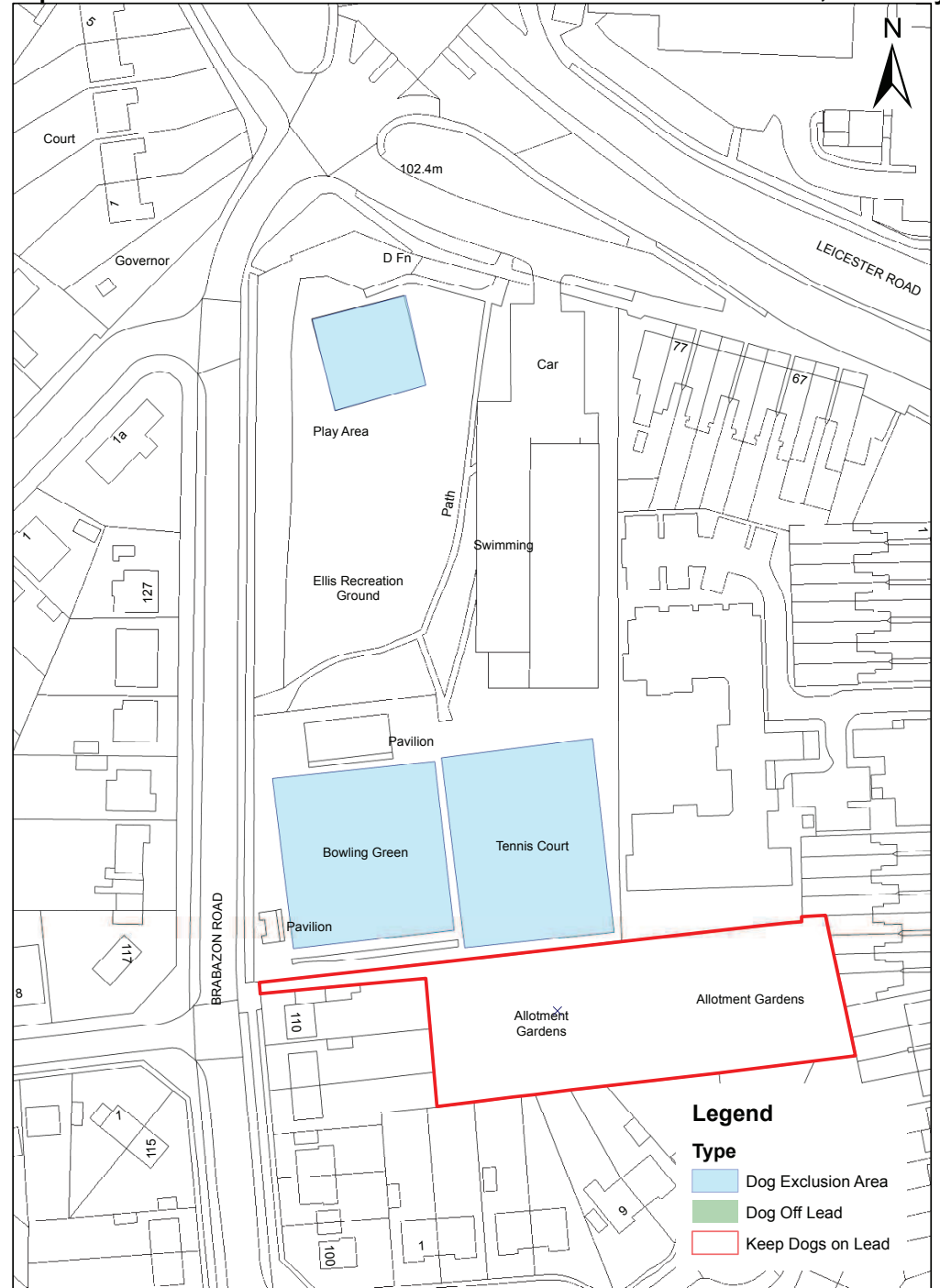


Map 12 Manchester Gardens Allotments, Wigston



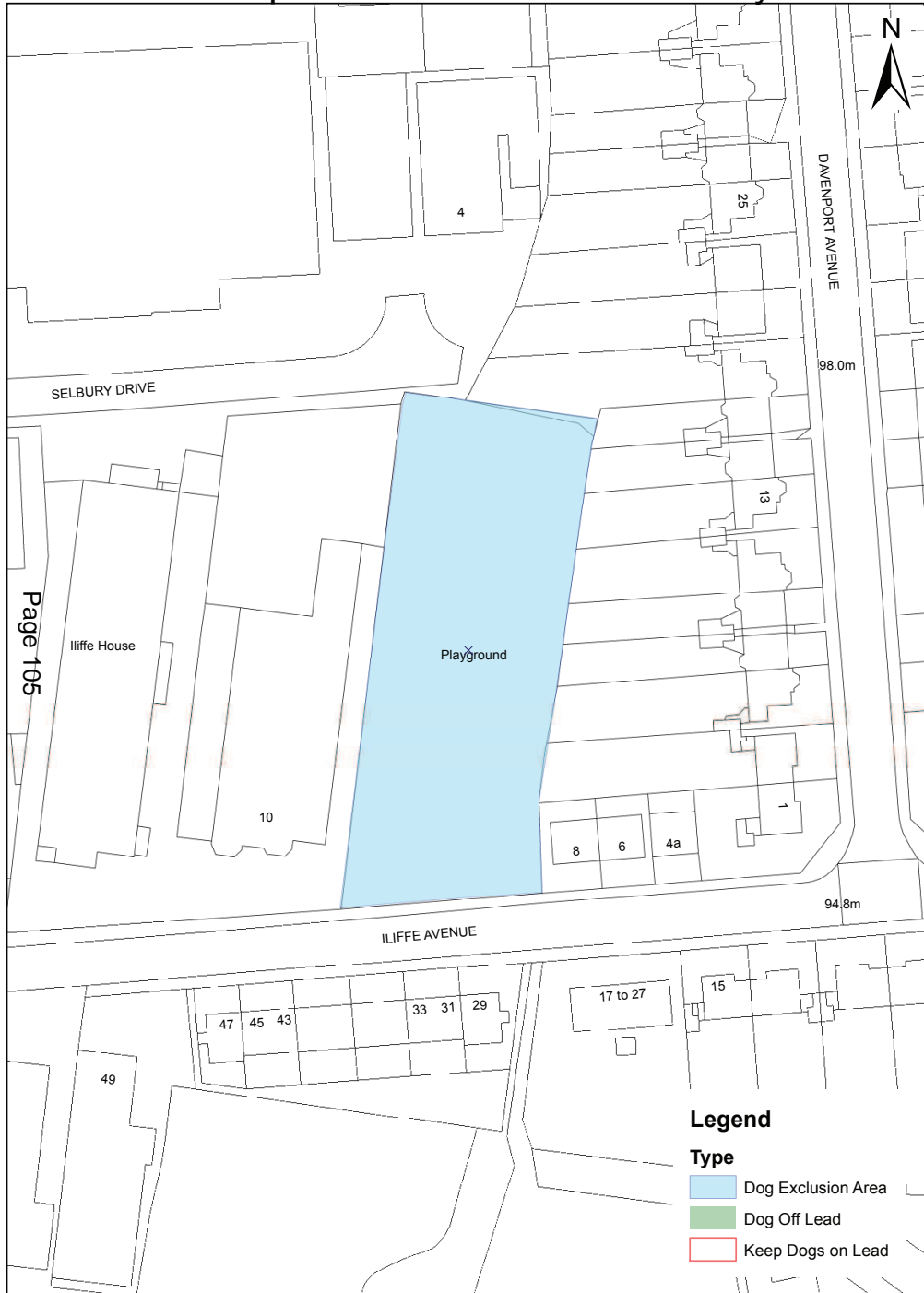
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Map 13 Ellis Park Bowls Green and Tennis Court, Oadby

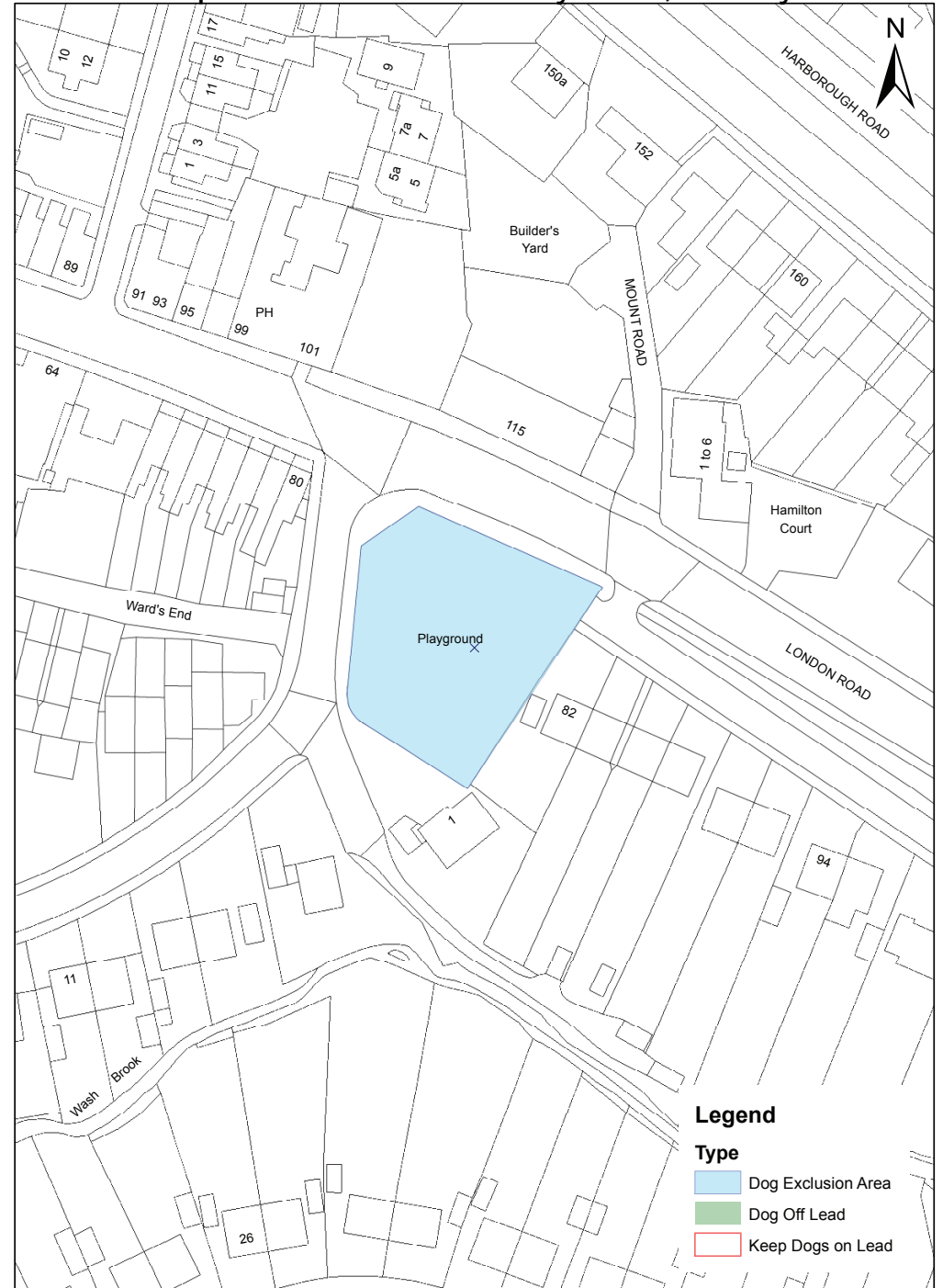


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# Map 14 Illife Avenue Park Oadby



# Map 15 Moorwoods Play Area, Oadby

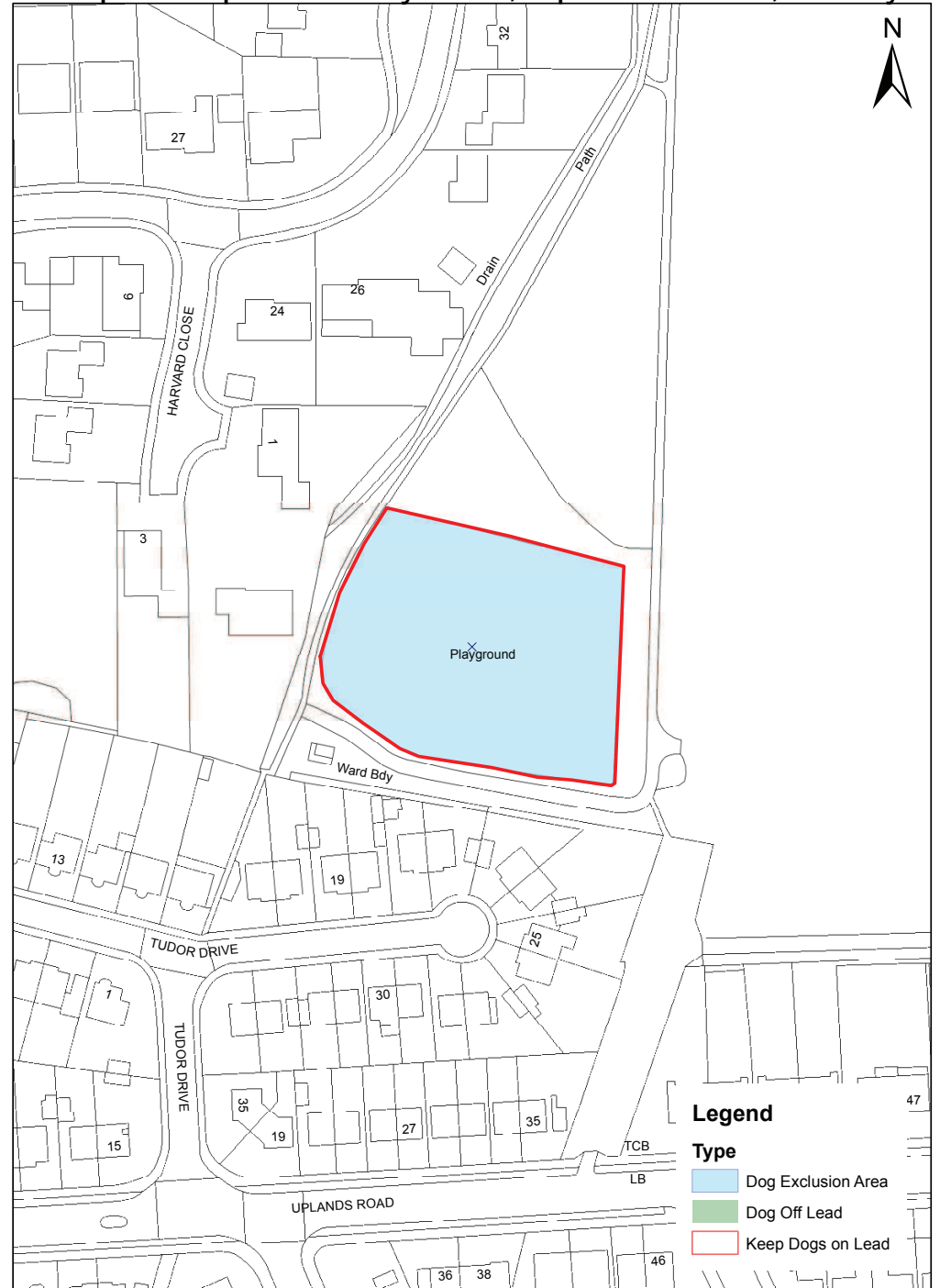


Map 16 Rosemead Park, Rosemead Road, Oadby



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Map 17 Uplands Play Area, Uplands Road, Oadby



1:1,000

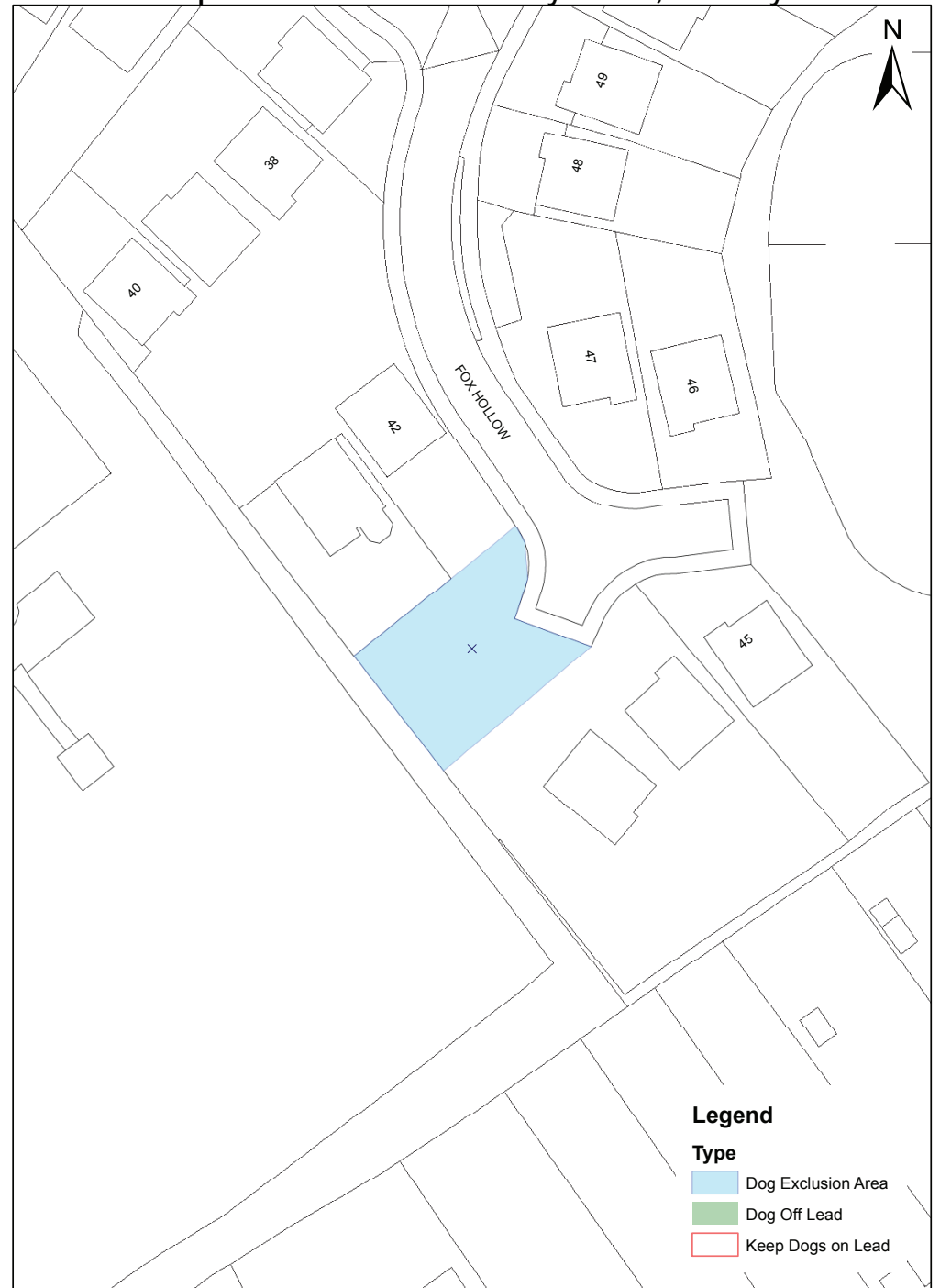
# Map 18 Coombe Park, Coombe Rise, Oadby



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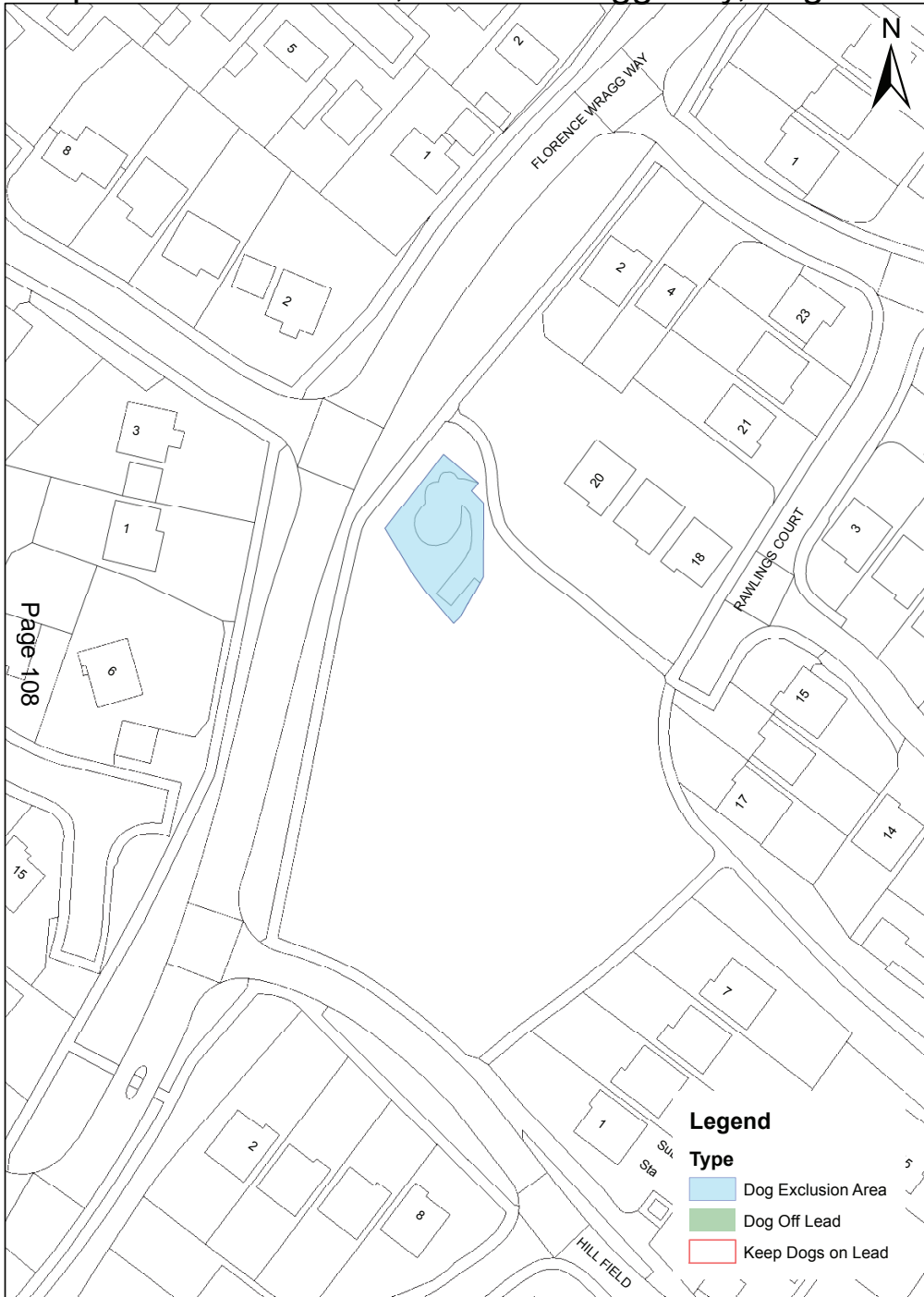
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# Map 19 Fox Hollow Play Area, Oadby



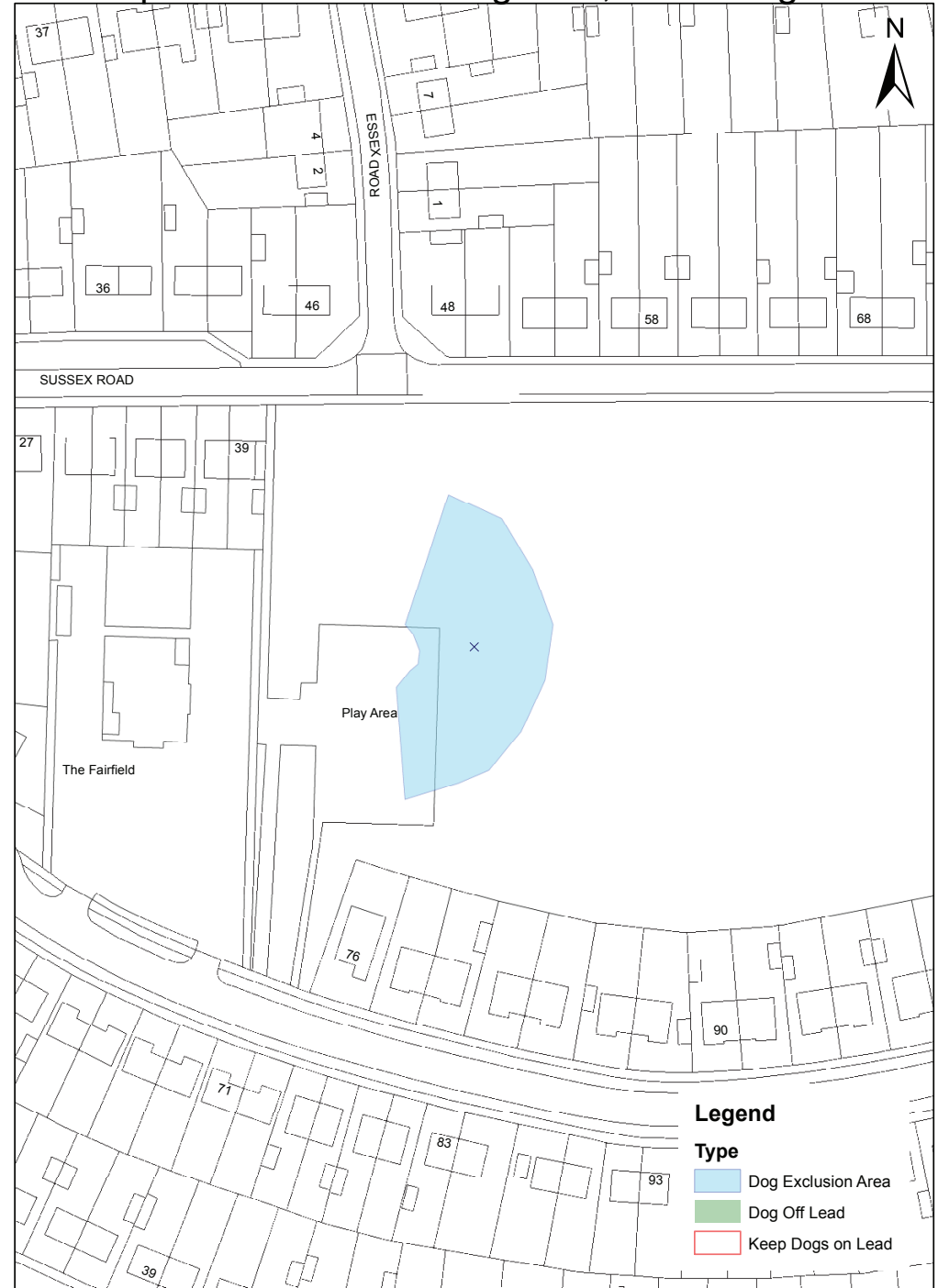
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Map 20 Hill Field Park, Robert Wragg Way, Wigston



1:750

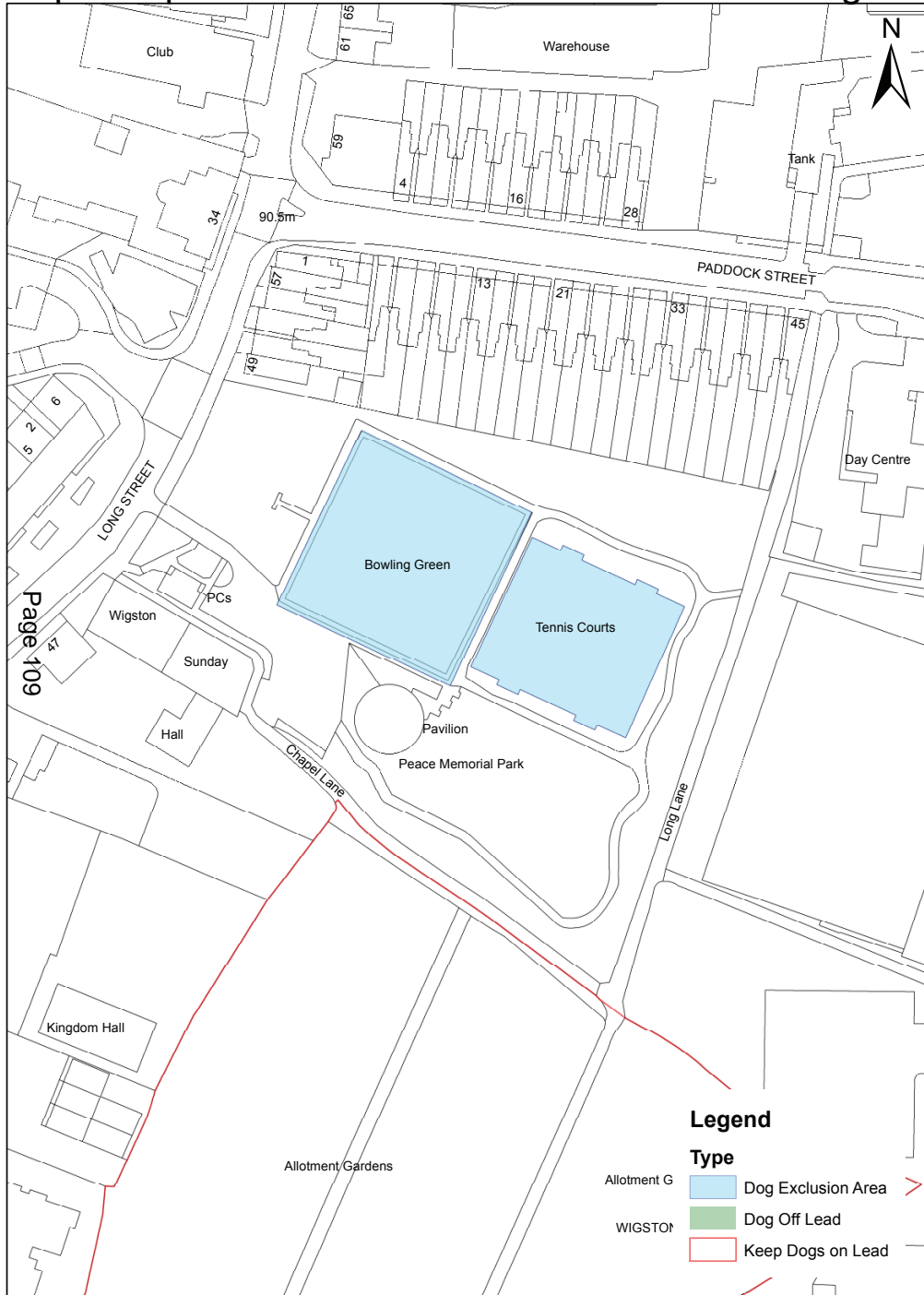
Map 23 William Gunning Park, South Wigston



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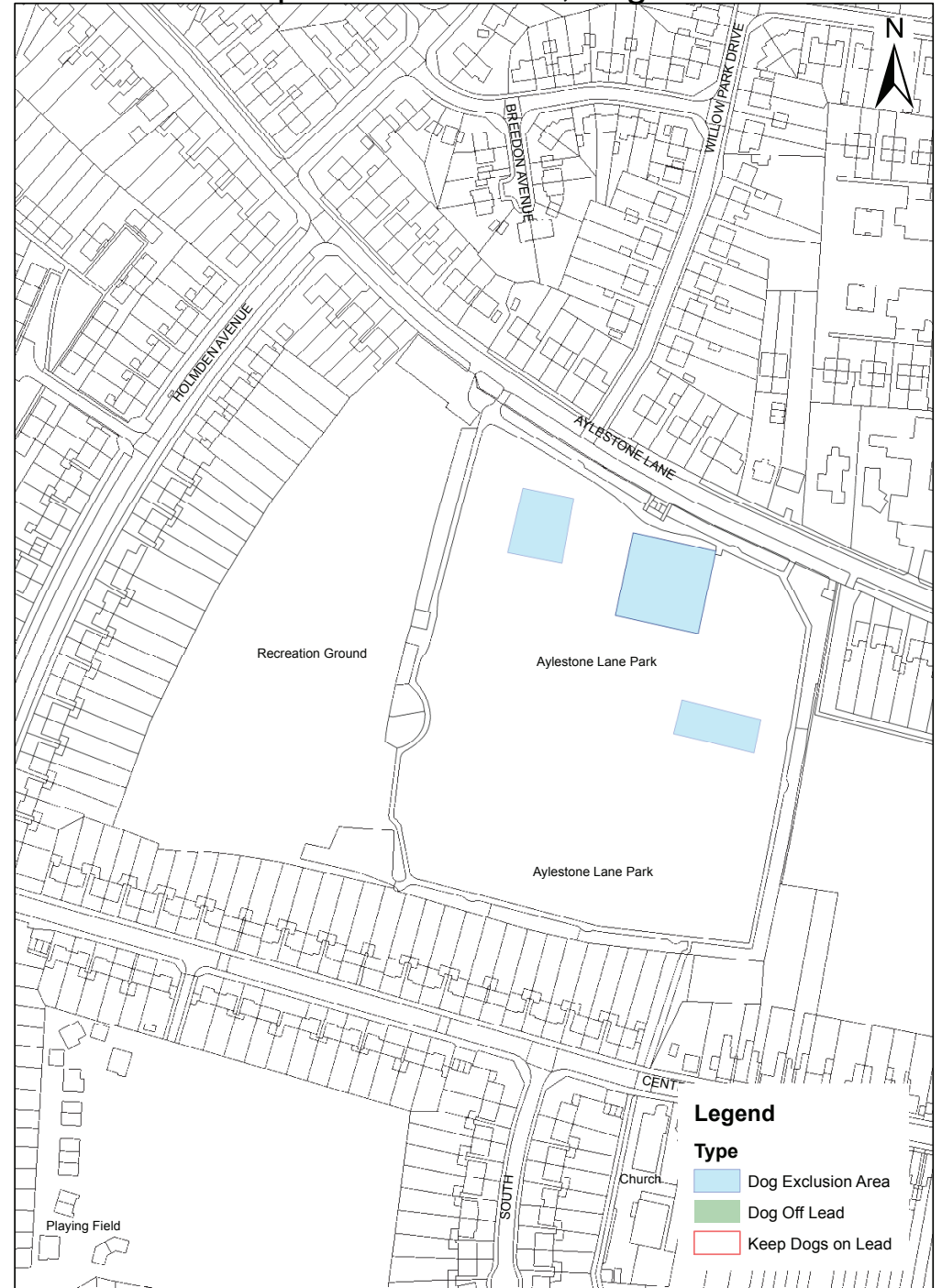
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# Map 24 Sports Facilities Peace Memorial Park Wigston



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# Map 26 Willow Park, Wigston



1:2,000



# Map 27 Meadows Play Area, Wigston

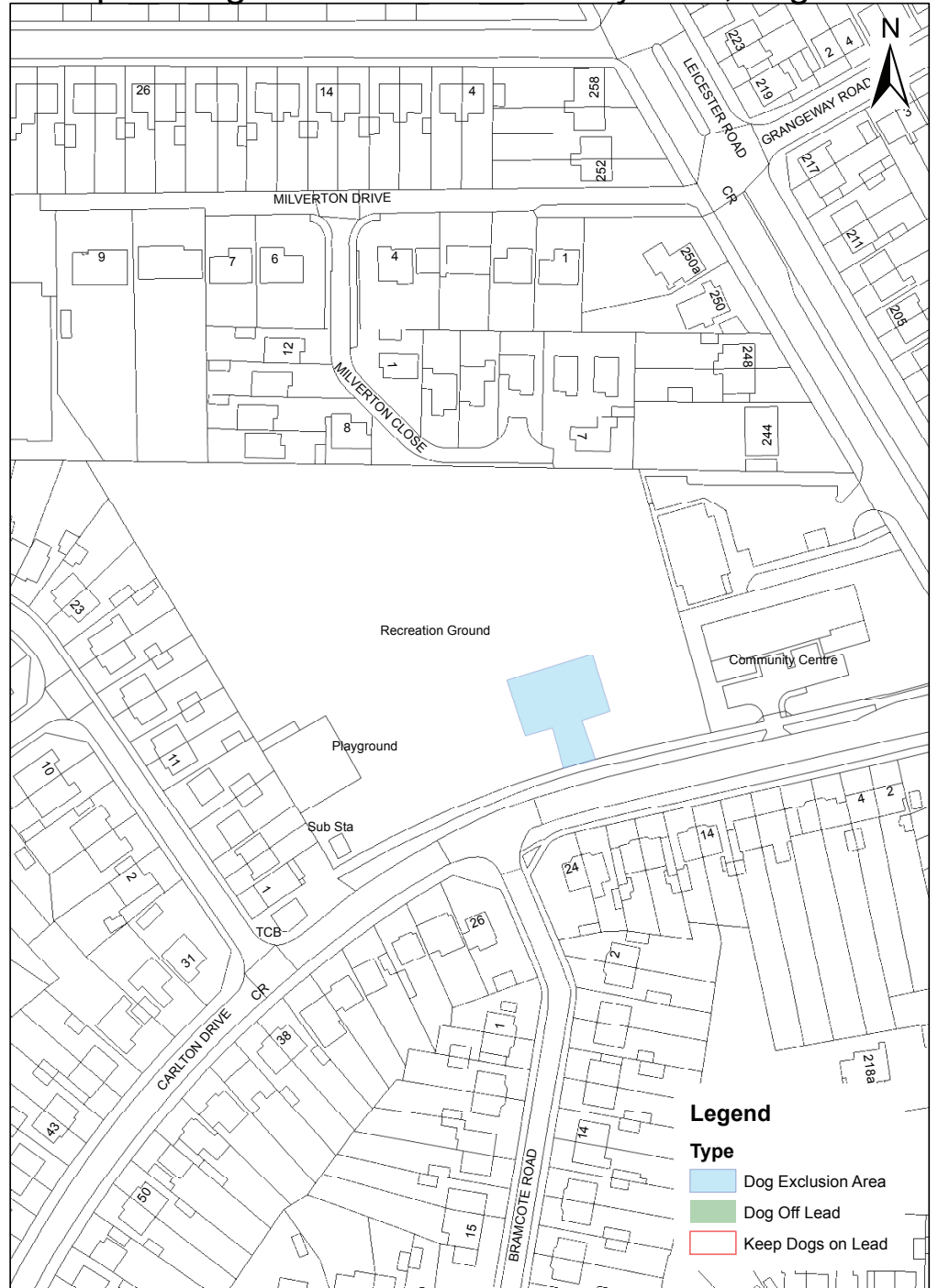


- Legend**
- Type**
- Dog Exclusion Area
  - Dog Off Lead
  - Keep Dogs on Lead

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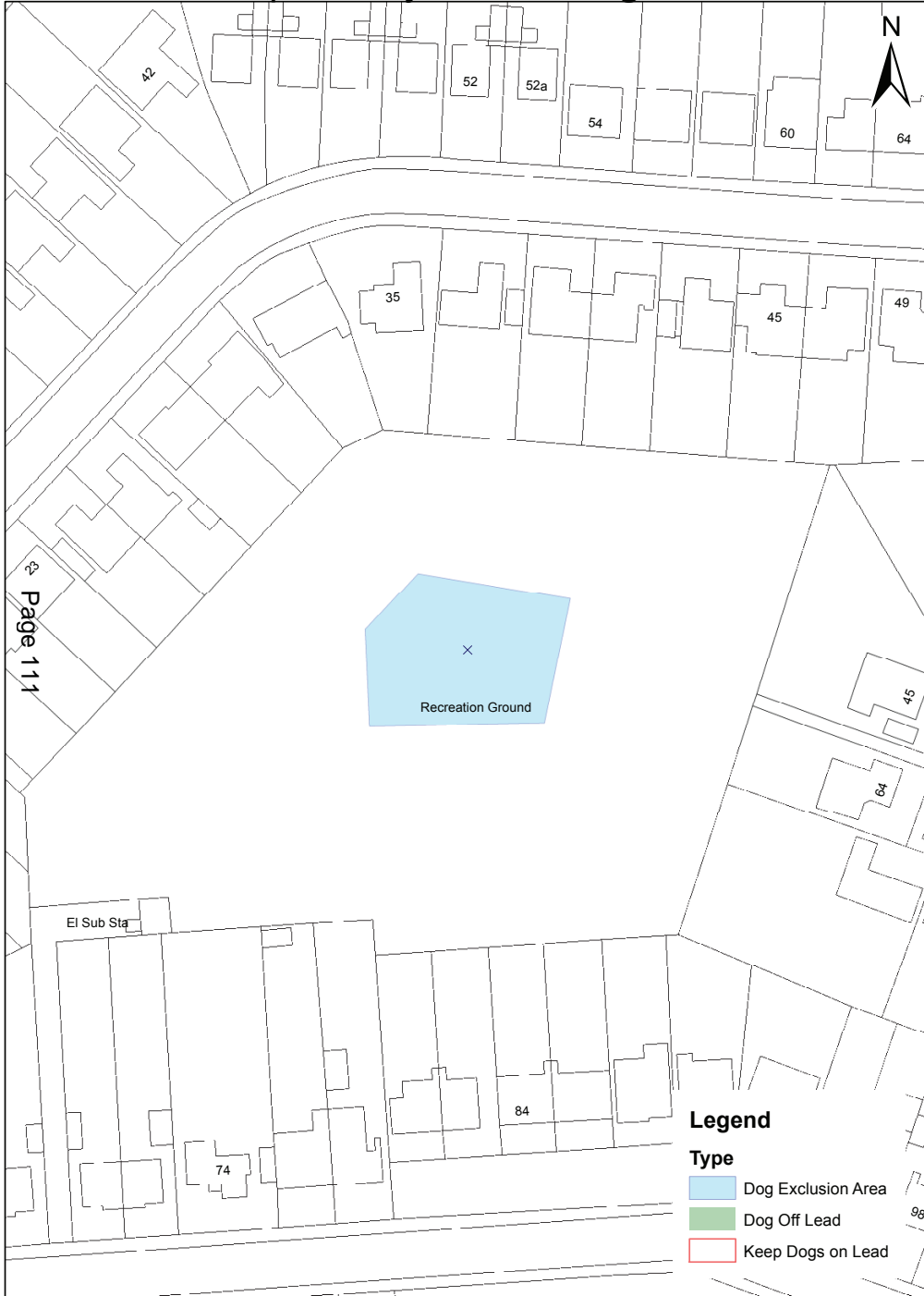
# Map 28 Wigston Fields Community Park, Wigston



- Legend**
- Type**
- Dog Exclusion Area
  - Dog Off Lead
  - Keep Dogs on Lead

1:1,250

Map 29 Hayes Park, Wigston



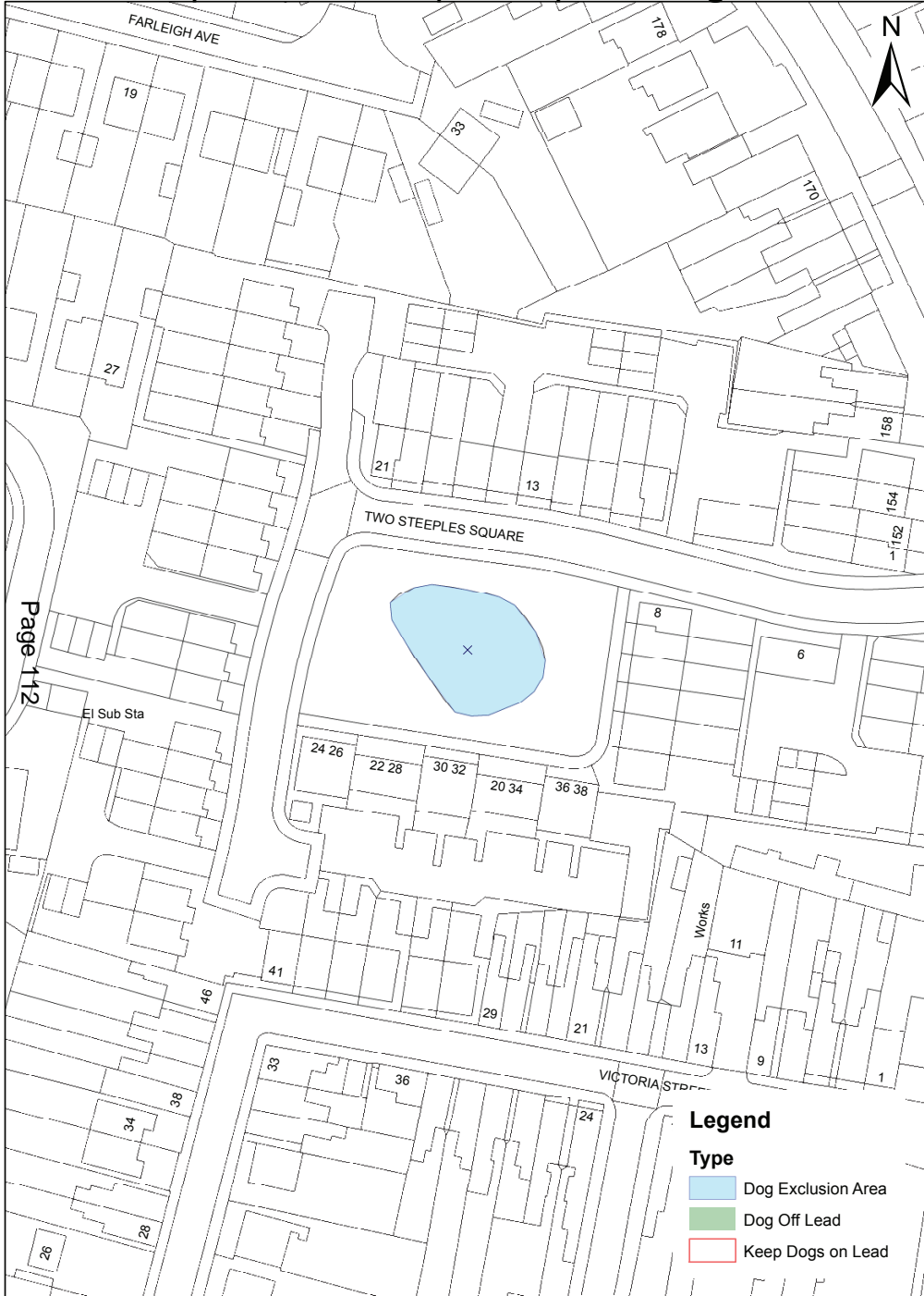
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Map 30 Attenborough Close, Wigston



1:600

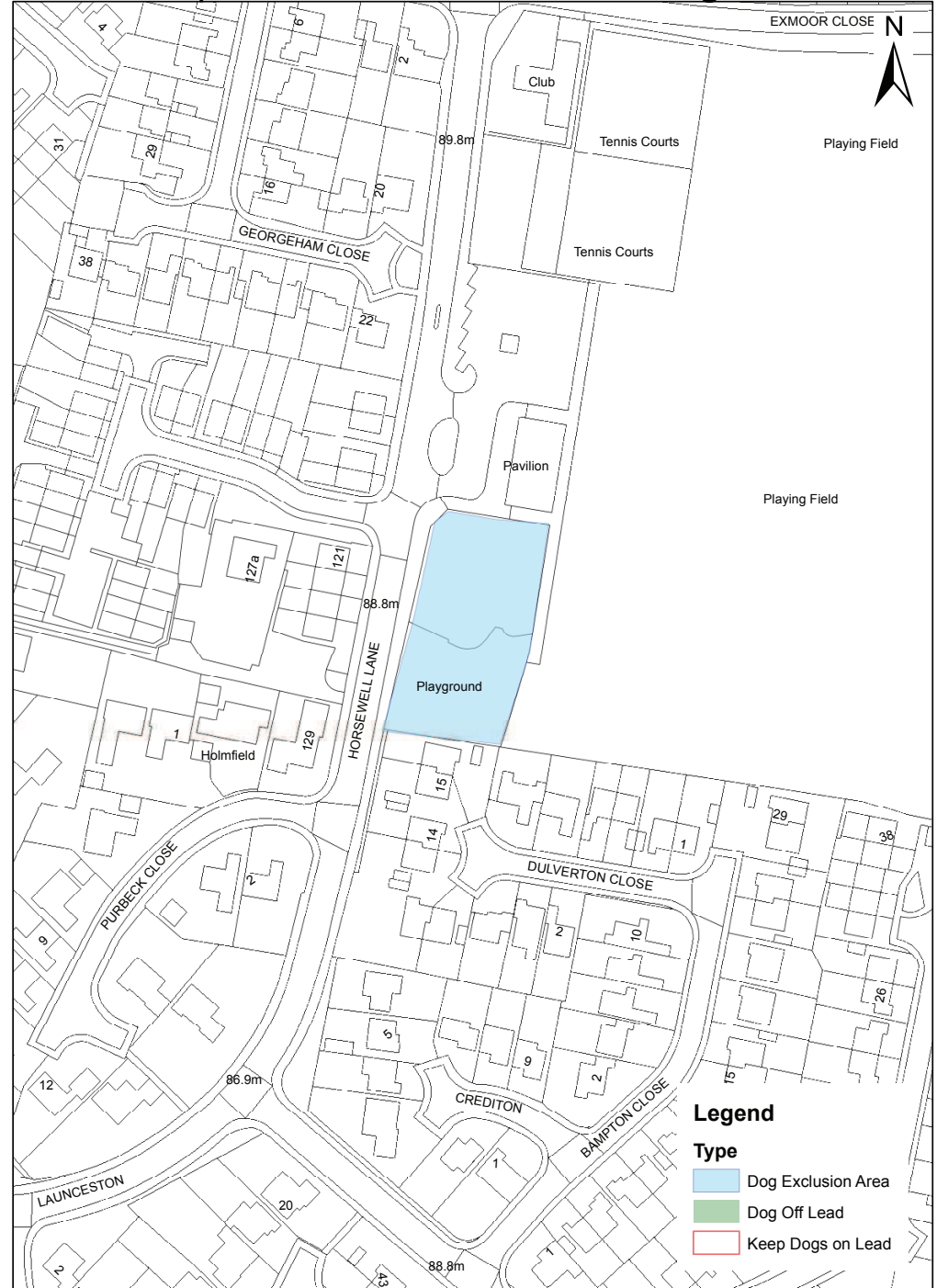
# Map 31 Two Steeples Square, Wigston



### Legend

- Type**
- Dog Exclusion Area
  - Dog Off Lead
  - Keep Dogs on Lead

# Map 32 Horsewell Lane Park, Wigston



### Legend

- Type**
- Dog Exclusion Area
  - Dog Off Lead
  - Keep Dogs on Lead

**Results of Public Space Protection Order (Regulation of Dogs) Consultation**

- i.** 138 responses via the survey monkey, 9 responses by hard copy.
- ii.** % supporting continuing enforcement powers in: Parks 40%, Recreation Grounds 52%, Open Spaces 31%.
- iii.** Enforce keeping dogs out of enclosed play areas, 68%.
- iv.** Enforce having means to pick up, 84%.
- v.** Enforce dogs on leads in designated areas, 57%.
- vi.** 87 expressed an opinion on the areas to be included in the PSPO but no further areas would be added from the draft PSPO. However, 21 requested dogs be kept on leads at all times within the Borough being added.
- vii.** Sanctions to be imposed for failing to pick up after a dog - FPN 92%, Education 66%, Community Payback 51%.
- viii.** Sanction to be imposed for means of picking up after a dog – FPN 62%, Education 50%, Community Payback 33%.
- ix.** Sanctions for allowing dogs in excluded areas - FPN 50%, Education 32%, Community Payback 28%.
- x.** Sanctions for dogs on leads in designated areas – FPN 56%, Education 35%, Community Payback 33%.



**Oadby & Wigston**  
BOROUGH COUNCIL

## **EQUALITY ASSESSMENT**

### **PART 1 - INITIAL SCREENING**

<b>Name of Policy/Function:</b>  Proposed Public Space Protection Order (Regulation of Dogs in the Borough of Oadby and Wigston)	<input checked="" type="checkbox"/>	This is <b>new</b> policy or function.
	<input type="checkbox"/>	This is a <b>change</b> to an existing policy or function.
	<input type="checkbox"/>	This is an <b>existing</b> policy or function, not previously assessed.
	<input type="checkbox"/>	This is an existing policy or function for <b>review</b> .

<b>Date of screening</b>	10 October 2017
--------------------------	-----------------

#### **1. Briefly describe its aims & objectives**

To identify the effects on the community on the uses of public spaces within the Borough following the proposed introduction of Public Space Protection Order (PSPO) to supersede the Council's Dogs (Fouling of Land) Act Designation Order 2004 and its various Byelaws for the Regulation of Dogs (1995).

#### **2. Are there external considerations?**

*e.g. legislation/government directive etc.*

The Anti-Social Behaviour, Crime and Policing Act 2014 and statutory guidance for frontline professionals. Animal Welfare Act 2006

#### **3. Who are the stakeholders and what are their interests?**

Oadby and Wigston Borough Council ownership of Parks and public open spaces, sports facilities and memorial gardens. Church Cemeteries and grounds. The general rate paying public who pay for and expect access to a dog mess free public service. Dog owners who want to use the resources and not be fined, or want to contribute to a cleaner environment.

#### 4. What outcomes do we want to achieve and for whom?

PSPO are intended to deal with a particular nuisance or problem in a particular area that is detrimental to the local community quality of life, by imposing conditions on the use of that area which apply to everyone. They are designed to ensure law-abiding majority can use and enjoy public spaces, safe from anti-social behaviour.

#### 5. Has any consultation/research been carried out?

Yes - Meetings with the Head of Operations Services and Street Scene and the Facilities and Administration Team Leader to establish the evidence base and requirement for the PSPO within the Borough. Full public consultation via survey monkey questionnaire, hard copies available through CSC, media action plan including the Council's website, Facebook, Twitter and press releases etc. Consultation with the Leicestershire police has also been undertaken.

#### 6. Are there any concerns at this stage which indicate the possibility of inequalities/negative impacts?

*Consider and identify any evidence you have -equality data relating to usage and satisfaction levels, complaints, comments, research, outcomes of review, issues raised at previous consultations, known inequalities) If so please provide details.*

PSPO would need to accommodate access to land without restriction under the Animal Welfare Act 2006. Excluded from the PSPO would also be:

- (a) is registered as a blind person in a register compiled under section 29 of the National Assistance Act 1948, or "severely sight impaired", or "sight impaired" under the Care Act 2014; or
- (b) has a disability which affects his mobility, manual dexterity, physical coordination, or ability to lift, carry, or otherwise move everyday objects, in respect of a dog trained by a "prescribed charity" and upon which he relies for assistance.

#### 7. Could a particular group be affected differently in either a negative or positive way?

**Positive** – *It could benefit*

**Negative** – *It could disadvantage*

**Neutral** – *Neither positive nor negative impact or not sure.*

	Type of impact, reason & any evidence
Disability	Positive impact if dog is registered under one of the exceptions under section 6 of the PSPO.

Race (including Gypsy & Traveller)	Neutral
Age	Neutral
Gender Reassignment	Neutral
Sex	Neutral
Sexual Orientation	Neutral
Religion/Belief	Neutral
Marriage and Civil Partnership	Neutral
Pregnancy and Maternity	Neutral

**8. Could other socio-economic groups be affected?**

*e.g. carers, ex-offenders, low incomes, homeless?*

Yes - those on low incomes for being issued a £100 Fixed Penalty Notice or being taken to court and receiving a fine of up to £1000 for persistent behaviour.

**9. Are there any human rights implications?**

Derogation from the Human rights legislation due to the proportionate use of the legislation and interests of public safety.

**10. Is there an opportunity to promote equality and/or good community relations?**

The change can result in a positive impact on the residents and wider population in supporting a cleaner healthier environment to live, work and rest in and lead to a better quality of life. This would also promote responsible dog ownership.

**11. If you have indicated a negative impact for any group is that impact legal?**

*i.e. not discriminatory under anti-discrimination legislation*

The impact would be legal and non discriminatory.

**12. Is any part of this policy/service to be carried out wholly or partly by contractors?**

"An authorised officer of the Authority" can include any employee, partnership agency or contractor of Oadby and Wigston Borough Council who is authorised in writing by the Authority for the purposes of giving directions under the PSPO.

**13. Is a Part 2 full Equality Assessment required?**

No.

**14. Date by which a Part 2 full Equality Assessment is to be completed with actions.**

Not applicable.

**Please note that you should proceed to a Part 2, the full Equality Impact Assessment if you have identified actual, or the potential to cause, adverse impact or discrimination against different groups in the community.**

We are satisfied that an initial screening has been carried out and a full equality assessment **is not required\*** (please delete as appropriate).

Completed by Tony Cawthorne Date 10/10/2017  
(Policy/Function/Report written)

Countersigned by Stephen Glazebrook Date 10/10/2017  
(*Head of Service*)

Please forward an electronic copy to: [veronika.quintyne@oadby-wigston.gov.uk](mailto:veronika.quintyne@oadby-wigston.gov.uk)  
(*Community Engagement Officer*)

Equality Assessments shall be published on the Council website with the relevant and appropriate document upon which the equality assessment has been undertaken.



# Agenda Item 19



<b>Full Council</b>	<b>Thursday, 22 February 2018</b>	<b>Matter for Information and Decision</b>
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**Title:** **Proposed Appointment of Interview Sub-Panel  
for the Vacancy of Chief Executive**

**Author(s):** **Karen Pollard (Head of People & Performance)**

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## **1. Introduction**

Following the resignation of the previous incumbent, the Council has determined to appoint a new Chief Executive. The purpose of this report addresses the appointment and Terms of Reference of a proposed three-Member Interview Sub-Panel.

## **2. Recommendation(s)**

That Council appoints a 3 Member Interview Sub-Panel from the existing 11-Member Interview Panel to interview candidates for the vacant post of Chief Executive.

## **3. Information**

- 3.1 At its Annual General Meeting on 16 May 2017, the Council reappointed an Interview Panel comprising of 11 Members ("the 11-Member Panel"): however the Council's Constitution is silent as to the Terms of Reference or remit of that 11-Member Panel.
- 3.2. In the absence of any such detail, it is assumed that the remit of that 11-Member Panel is to be involved in the interviewing of Chief Officers (including the Chief Executive) and to make recommendations to Council on appointments of suitable candidates for those pertaining vacancies as of when they arise.
- 3.3. Members will also be aware that the East Midlands Councils (EMC) organisation is currently supporting the Leader of the Council with the ongoing recruitment process to appoint a new Chief Executive. On the advice of the EMC, the Council has been advised that an 11-Member Panel is likely to be unwieldy, and that any Panel of such or a similar a size may adversely impact on the recruitment process.
- 3.4. It is therefore proposed that a three-Member Interview Sub-Panel be appointed from the membership of the 11-Member Panel to interview candidates for the vacant post of Chief Executive and to recommend to Council the appointment of a suitably qualified candidate(s).

### **Background Documents:**

Report to Full Council on 05 December 2017  
Report to Full Council (AGM) on 16 May 2017

**E-mail:** karen.pollard@oadby-wigston.gov.uk

**Tel:** (0116) 257 2727

<b>Implications</b>   Proposed Appointment of Interview Sub-Panel (...)	
<b>Finance</b>	There are no financial implications arising from this report.
<b>Christ Raymakers</b> (Head of Finance, Revenues and Benefits)	
<b>Legal</b>	The legal implications are as set out in the report. The report is satisfactory.
<b>David Gill</b> (Head of Law & Governance / Monitoring Officer)	
<b>Corporate Risk(s) (CR)</b>	<input checked="" type="checkbox"/> <b>Other Corporate Risk(s)</b>
<b>Karen Pollard</b> (Head of People & Performance)	If the Council fails to attract quality staff to this role, service delivery will be affected.
<b>Corporate Priorities (CP)</b>	<input checked="" type="checkbox"/> <b>Effective Service Provision (CP2)</b>
<b>Karen Pollard</b> (Head of People & Performance)	The appointment and retention of key staff leads to an effective service provision.
<b>Vision &amp; Values (V)</b>	<input checked="" type="checkbox"/> <b>"A Strong Borough Together" (Vision)</b>
<b>Karen Pollard</b> (Head of People & Performance)	The Council will not meet its Vision without the appointment and retention of key staff. The leadership role of the Chief Executive is essential to the success of the organisation.
<b>Equalities &amp; Equality Assessment(s) (EA)</b>	There are no equalities implications arising from this report.
<b>Karen Pollard</b> (Head of People & Performance)	<input checked="" type="checkbox"/> <b>Not Applicable (EA)</b>

# Agenda Item 20a

## **MINUTES OF THE MEETING OF THE OADBY RESIDENTS' FORUM HELD AT THE WALTER CHARLES DAY CENTRE, WIGSTON ROAD, OADBY, LEICESTER, LE2 5QE ON WEDNESDAY, 15 NOVEMBER 2017 COMMENCING AT 6.30 PM**

### **PRESENT**

Councillor M L Darr (Chair)

### **COUNCILLORS**

Miss A R Bond  
D M Carter  
R E Fahey  
J Kaufman

### **OFFICERS IN ATTENDANCE**

Ms V Quintyne (Community Engagement Officer)

### **OTHERS IN ATTENDANCE**

1 Police Representative  
18 Residents

### **22. APOLOGIES FOR ABSENCE**

Apologies were received from James Naylor, SLM – Everyone Active.

### **23. LOCAL POLICING ISSUES**

PCSO Len Brown presented the crime statistics for Oadby and took questions.

There had been a spate of burglaries in Oadby, particularly during October.

Two types of Police operations were carried out in Oadby. This has led to arrests locally and wider afield. Since 5 October no further burglaries have occurred.

November's statistics should show what has been happening over the last few years.

The Council helped with petitioning to get the lights switched on until January 2018.

There is an operation to promote Neighbourhood Watch. Copies of the Neighbourhood Watch guidebooks were left for residents to take away.

Neighbourhood Watch is mainly done online. On 23 November 2017 a meeting is to take place at Woodland Grange School at 7pm. The meeting is to promote Neighbourhood Watch in the area.

The Police reported that there has been a trend in robberies focussed on Asian households. This trend relates to targeting homes where gold use is linked to the celebrating of various religious ceremonies this time of year.

The Police are promoting strategies to protect property at this time of the year from theft.

### **24. MINUTES OF THE PREVIOUS MEETING HELD ON 20 SEPTEMBER 2017**

The draft minutes of the meeting held Wednesday 20 September 2017 were agreed as a

true and accurate record subject to the following amendment.

The minutes are to record that at the previous meeting held on 20 September 2017, The Oadby Traders requested £2,800 for the hire of a stage, with lighting and insurance cover. The request was agreed without abstention or objection by residents and taken to Finance. Under a moratorium sustained by Finance this proposal and others previously agreed were not taken to the PFD (Policy, Finance, and Development) Committee. The Traders funding request was refused on the basis that it was revenue not capital. As a sum over £2,000 it had not been proposed using an application process format that could create a clear trail for audit and monitoring purposes, nor sustain Council Finance accountability.

Through a process of delegated authority held by the Interim Chief Executive a full listing of schemes which had been taken to Finance, including the Traders proposal for funding, were approved and all now agreed. As from 15 November 2017 the account of the Oadby Traders will be credited with the sum of £2,800.

Going forwards, awards for Resident Forum funding will be required to be for capital items only and be completed using a simplified system.

## **25. CHAIR'S UPDATES AND QUESTIONS**

### **THE COUNCILS ALLOTMENTS POLICY**

Following a query from residents, the Street Furniture Officer provided an update on how the Council allocates its allotments.

Allotments and the way they are administered are governed by the Allotment Acts and therefore the information below can be communicated to the Residents Forum for information but it may be there is not room for changing policy if this is the intention of discussions at the Forum.

There is a waiting list for allotments. Only residents of the Borough can apply for an allotment and be added to the waiting list. When plots become vacant they are offered to the person at the top of the waiting list in strict order. Occasionally there are reasons why the person at the top of the list cannot take on a plot at a particular time and so once they have been offered plots on three occasions and not taken a plot up then they are removed from the list.

If an existing plot holder wants to take on an additional plot then they have to go on the waiting list in order to get another one. They are then eligible for an additional plot once they have reached the top of the list.

Co-workers can be registered against a plot – once they have been a co-worker for three consecutive years on the same plot they are eligible to take over that plot once the tenant vacates, should they wish to (and assuming they live within the Borough).

### **GIANT POPPIES DISPLAYED ON LAMPOSTS**

The question was raised as to why giant poppies were not seen on Oadby lamp posts. Central British Legion supply these giant poppies. Councillor Miss A R Bond stated she would enquire about the poppies. Councillor D M Carter informed residents that poppies placed on Borough Council lampposts are deemed to be fly posting and would require County Council permission to be attached.

## **PARKLANDS AND SOFT PLAY EQUIPMENT**

Work is to begin, mid 2018 on the Soft Play Equipment at Parklands. James Naylor, the representative for SLM is to circulate this information.

### **26. LOCAL PLAN UPDATE**

The Local Plan contains planning policies that drive, as well as shape sustainable development in the Borough throughout the Plan period up to 2031. The Plan will also protect and enhance the Borough's historic heritage and green open spaces.

So far, the Council has undertaken the two stages of public consultation, the first taking place between October and November 2015, the second between November and December 2016. Those periods of consultation sought to focus upon the Key Challenges and the Preferred Options for the Borough's Local Plan.

The comments and the responses from those previous consultation periods have been taken into account by Officers whilst producing this Pre-Submission draft document that is now to be consulted upon. The latest draft of the Local Plan contains the Council's preferred approach to tackling the key challenges and delivering sustainable development for the Plan period. The document is currently being publicly consulted on for a six week period which commenced on Monday, 6 November through to 5pm on Monday, 18 December 2017. The Pre-Submission Draft Local Plan and its supporting evidence based documents are available to view online on the Council's website, or in the Council's Customer Services Centre in Bell Street, Wigston; Wigston Library; Oadby Library; and, South Wigston Library.

Once adopted, the new Local Plan will supersede the Saved Local Plan, the Core Strategy and the Town Centres Area Action Plan. The Borough Council will adopt the new Local Plan in Summer 2018.

No questions were raised on the contents of the Local Plan Update.

### **27. COUNCIL'S CAPITAL PROGRAMME - BROCKS HILL, WASTE AND RECYCLING**

The Council is addressing the issue of recycling and bin collections. Following the survey carried out on waste management, it was noted that residents wanted weekly bin collections. This is the Council's preferred option. There will need to be brought in wheelie bins for recycling and general rubbish.

New trucks will be required to take the weekly rubbish so the Council may have to outsource the recycling collections. The options are to be brought for public consultation next year. It was suggested that to stop foxes and birds destroying bags of litter left out the night before, residents could try buying a black bin to place the rubbish in to stop vermin tearing the bags. It was commented that most houses have six to seven bin bags and therefore bins would not hold all of the bags.

So far, the Council has undertaken the two stages of public consultation; the first taking place between October and November 2015, the second between November and December 2016. Those periods of consultation sought to focus upon the key challenges and the preferred options for the Borough's Local Plan.

### **28. OADBY TRADERS' UPDATES**

An Update was provided by the Oadby Traders representative.

The festive light switch on was a very successful, well organised event which supported community cohesion. The acts were co-ordinated by Chris Swann and consisted of diverse acts. Sarah from Knightsbridge Estate Agents co-ordinated all the retailers. Thanks were extended to them both.

Feedback was requested from any residents who attended the event. If anyone wishes to volunteer their help for next year please let Sam from Epic Accessories know.

The lights require checking. Someone climbed up a tree and vandalised them.

Planning will need to be organised for next year's event and co-ordinated with the Council Town Centre Manager. Residents will need to be asked what they wish to see at next year's event.

The Traders Chair was congratulated by the residents for organising the event which was enjoyed by a record number of people.

A plea for big double bins for the event was requested. Some of the current bins are not working. Council workers had to empty them on Sunday morning. It was commented that food sellers could be asked to provide big drum bins.

The overall consensus of residents was that the event was a brilliant success.

Takings to the event went up due to the increased trade. Residents were reminded that spending money in local shops goes back into the local economy.

## **29. PRIDE OF THE BOROUGH**

Saturday 18 November 2017 and the third Saturday of the month in December are dates organised for Town litter picking. The times are 10am until 12 noon. Other people litter pick midweek. Refreshments will be provided. Pride of the Borough will send out an email. The email goes out monthly to inform residents of the meeting points for litter picking.

The meeting point is outside the Walter Charles Centre on Wigston Road, Oadby. An appeal was made for residents to come along and help.

Pride of the Borough will supply additional litter pickers, with equipment as long as they report occasionally and collect more bags. Where there is a lot of debris the Council will do a special pick up.

It was stated that a house on Primrose Hill had a load of cardboard dumped before it. Pride of the Borough goes and does such pickups when residents miss the bin collections.

Pride of the Borough placed a request for spare unused green bags. Should any residents have some, please contact Pride of the Borough and they will collect them. The Council then collects this debris.

Pride of the Borough cards have now run out. 750 have been ordered. Various shops give different amounts of discount. This ranges from ten to fifty percent. Members holding a valid card before the end of February 2018 will be placed into a prize draw. The prize is a three month membership of Parklands and a ticket from the Race Course for a family of four for the 24 May 2018.

New cards will be issued on 1 December 2017 for 2018. New cards can be purchased from Brocks Hill Cafe, Libraries in Oadby, Wigston and South Wigston. An application form will also be available in the Letterbox magazine.

**30. SPORTS AND LEISURE MANAGEMENT (SLM) / EVERYONE ACTIVE UPDATE**

The SLM – Everyone Active representative, James Naylor, gave apologies for his non attendance at the meeting. The representative is to attend the next Residents Forum meeting due to be held on 28 February 2018.

**31. DATE OF THE NEXT MEETING**

Wednesday 28 February 2018.

**THE MEETING CLOSED AT 8.00 PM**



.....  
**Chair**  
.....

**Wednesday, 28 February 2018**  
.....

*Printed and published by Democratic Services, Oadby and Wigston Borough Council  
Council Offices, Station Road, Wigston, Leicestershire, LE18 2DR*

**MINUTES OF THE MEETING OF THE DEVELOPMENT CONTROL COMMITTEE HELD AT THE COUNCIL OFFICES, STATION ROAD, WIGSTON ON THURSDAY, 16 NOVEMBER 2017 COMMENCING AT 7.00 PM**

**PRESENT**

Councillor L A Bentley (Chair)  
Councillor Mrs L M Broadley (Vice Chair)

**COUNCILLORS**

G A Boulter  
D M Carter  
D A Gamble  
J Kaufman  
Mrs L Kaufman  
Mrs H E Loydall  
R E R Morris

**OFFICERS IN ATTENDANCE**

S J Ball (Senior Democratic Services Officer / Legal Officer)  
D M Gill (Deputy Monitoring Officer)  
Ms S Lane (Democratic Services Officer / Compliance Officer)  
R Redford (Planning Control Team Leader)

**OTHERS IN ATTENDANCE**

Cllr Mrs S Z Haq (Ward Councillor, Speaker)  
Dr A Rahman (Applicant, Speaker)  
S Moore (Public Speaker)

**34. APOLOGIES FOR ABSENCE**

An apology for absence was received from Councillors F S Broadley and Dr T K Khong.

**35. DECLARATIONS OF INTEREST**

In respect of planning application number 17/00375/FUL:

- (i) Councillor Mrs H E Loydall declared a non-pecuniary interest insofar as she is the Chair of a Senior Citizens Forum who occasionally used the facilities of The Elms Ex-Services and Social Club; and
- (ii) Councillor L A Bentley declared a non-pecuniary interest insofar as he is a Governor of the Birkett House School, Wigston: however, he wished it to be minuted that the school fell outside of the application site as misrepresented on the plan.

Both Members confirmed that they attended the meeting without prejudice and with an open-mind.

**36. READING, CONFIRMATION AND SIGNING OF MINUTES**

**36a. MINUTES OF THE PREVIOUS MEETING HELD ON 28 SEPTEMBER 2017**

**RESOLVED THAT:**



**The minutes of the previous meeting of the Committee held on 28 September 2017 be taken as read, confirmed and signed.**

**36b. MINUTES OF THE PREVIOUS MEETING HELD ON 19 OCTOBER 2017**

The Chair enquired if there was any indication in the minutes that the meeting held on 19 October had not been conducted in a proper and orderly manner to which the Committee was advised that the meeting had been conducted in full accordance with the Council Constitution and the Committee Procedure Rules contained therein.

**RESOLVED THAT:**

**The minutes of the previous meetings of the Committee held on 19 October 2017 be taken as read, confirmed and signed.**

**37. ACTION LIST ARISING FROM THE MEETING HELD ON 29 SEPTEMBER 2017**

The Committee gave consideration to an update as tabled and summarised by the Head of Planning, Development and Regeneration in relation to the Action List arising from the meeting held on 29 September.

A copy of the update is filed together with these minutes at Annex A.

The Committee reiterated its concerns regarding the conversion of family dwelling-houses into multiple dwelling-flats with inadequate levels of living-space and amenity. It was also said that the update contained no up-to-date information on the number of flats within the Borough as present figures related to the 2011 Census.

The Head of Planning, Development and Regeneration advised the Committee that he knew of no other way of obtaining a more contemporaneous record.

**RESOLVED THAT:**

**The Action List be noted by Members.**

**38. PETITIONS AND DEPUTATIONS**

None.

**39. REPORT OF THE PLANNING CONTROL TEAM LEADER**

**39a. APPLICATION NO. 17/00360/FUL - 26-28 STATION ROAD, WIGSTON, LEICESTERSHIRE LE18 2DH**

The Committee gave consideration to the application (at pages 12 – 22) as delivered and summarised by the Planning Control Team Leader, which should be read together with these minutes as a composite document, who confirmed that the application related solely to address known as 28 Station Road, Wigston.

A debate thereon was had whereby Members expressed their dissatisfaction in having no alternative but to accept the studio flat even though the size fell below the National Technical Housing Standards ("the Standards") as the Council had yet to formally adopt the same. Concerns were also raised in regards to the possibility of setting a precedent in situating the bin store on the frontage of the application site.

The Chair advised the Committee that the formal adoption of the Standards (forming part of the Local Plan) should be in place by April 2018 and, in relation to the bin store, it was being located on the frontage to prevent vehicles parking. All future applications were said to be considered on their individual merits.

It was moved by the Chair, seconded by the Vice Chair and

**RESOLVED THAT:**

- (i) The application be GRANTED planning permission in accordance with the submitted documents and plans and subject to the prescribed conditions; and**
- (ii) A further condition be added stipulating that, notwithstanding the site address as detailed on the approved application forms, that the permission relates solely to the address known as 28 Station Road, Wigston.**

<b>Votes For</b>	7
<b>Votes Against</b>	1
<b>Abstentions</b>	1

**39b. APPLICATION NO. 17/00368/FUL - 39 HALF MOON CRESCENT, OADBY, LEICESTER LE2 4HD**

Dr A Rahman, applicant, spoke upon the application. He stated that he had bought the sizeable plot to replace the existing bungalow with a large family dwelling-house in an effort to future-proof it for his family's requirements and minimise disruption to neighbours. He opined that, although other properties nearby were of differing sizes and designs, if neighbours chose to undertake a loft conversion, the overall property sizes would be comparable to that proposed. He said that the adjacent neighbours had no concerns with the amended plans which had reduced the size of the building.

Councillor Mrs Samia Z Haq, Ward Councillor for the Oadby Uplands Ward, spoke upon the application. She stated that the overall size of the proposed dwelling-house was in ratio to the plot size and that all privacy issues had been addressed. The proposed design was said to be modern, would enhance the character of the surrounding area and, in her opinion, complied with the Planning Policy Framework.

The Committee gave consideration to the application (at pages 23 – 29) as delivered and summarised by the Planning Control Team Leader which should be read together with these minutes as a composite document.

A debate thereon was had whereby the majority of Members felt that the proposed dwelling-house was far too wide and high within the plot's footprint and was out of character, specifically the porch, within the street scene despite the existing bungalow itself being out of keeping and very tired in appearance. A further number of issues were also raised most notably that there should not be an additional side entrance and associated stair case and, if steel was to be used, that the building could exceed the height of that contained in the submitted plans. On the basis of these concerns, Members felt that a deferral of the application for further negotiations with applicant would be appropriate.

In reaching a decision, the Committee was advised that in relation to a similar property on Welford Road, Wigston the proposed dwelling-house was comparable from the front but that the rear of the latter had much more scale and bulk.

It was moved by the Chair, seconded by the Vice Chair and

**UNANIMOUSLY DEFEATED THAT:**

The application be granted planning permission.

It was moved by Councillor G A Boulter, seconded by Councillor D A Gamble and

**RESOLVED THAT:**

**The application be deferred pending further negotiations with the applicant.**

<b>Votes For</b>	5
<b>Votes Against</b>	4
<b>Abstentions</b>	0

**39c. APPLICATION NO. 17/00375/FUL - THE ELMS, BUSHLOE END, WIGSTON, LEICESTERSHIRE LE18 2BA**

Mr S Moore spoke upon the application on behalf of the applicant. He stated that the addition of the proposed section 106 agreement, as resolved at the previous meeting, was improper and unnecessary. He reassured Members that the Club's Committee fully intended for the proceeds of sale to be used in renovating the premises but that, ultimately, funding decisions should be taken in their discretion.

The Committee gave consideration to the application (at pages 30 - 38) and the agenda update (at pages 1 - 4) as delivered and summarised by the Planning Control Team Leader which should be read together with these minutes as a composite document. He advised that Officers had also received email communication from the applicant stating that the proceeds of sale would be spent on improvement works. It was reported that if the application was to be approved without the section 106 agreement, the applicant would withdraw their appeal to the Planning Inspectorate.

The Chair addressed the Committee stating that there had been an honest misunderstanding as Members did not previously object to the application nor did it want to see the Club close. It was said that the decision to grant planning permission subject to a section 106 agreement at the previous meeting was taken in good faith upon the representations made by the applicant's agent at the time: however, in view applicant's more recent representations and given the circumstances, it was agreed that a section 106 agreement was no longer considered necessary.

It was moved by the Chair, seconded by the Vice Chair and

**UNANIMOUSLY RESOLVED THAT:**

- (i) The application be GRANTED planning permission in accordance with the submitted documents and plans and subject to the prescribed conditions; and**
- (ii) The planning permission granted not be subject to a section 106 Agreement under the Town and Country Planning Act 1990**

**39d. APPLICATION NO. 17/00445/LBC - BUSHLOE HOUSE, STATION ROAD, WIGSTON, LEICESTERSHIRE LE18 2DR**

The Committee gave consideration to the application (at pages 39 - 42) as delivered and

summarised by the Planning Control Team Leader which should be read together with these minutes as a composite document.

The Committee was advised that the proposed window installations were at ground level and, consequently, would not compromise the privacy of adjoining neighbours.

It was moved by the Chair, seconded by the Vice Chair and

**RESOLVED THAT:**

**The application be GRANTED planning permission in accordance with the submitted documents and plans and subject to the prescribed conditions.**

<b>Votes For</b>	8
<b>Votes Against</b>	0
<b>Abstentions</b>	1

**THE MEETING CLOSED AT 8.42 PM**



.....  
**Chair**  
.....

**Thursday, 14 December 2017**  
.....

*Printed and published by Democratic Services, Oadby and Wigston Borough Council  
Council Offices, Station Road, Wigston, Leicestershire, LE18 2DR*

**Action List Arising from the Meeting Held on 29 September 2017****Update of the Head of Planning, Development and Regeneration**

The information below has been taken from the Leicester and Leicestershire Housing and Economic Development Needs Assessment (HEDNA) which was published in January 2017.

It shows the size and tenure of properties in the whole of the Housing Market Area (HMA) i.e. Leicester and Leicestershire and in the Borough itself.

**Table 48: Estimated Profile of Dwellings in 2011 by Size and Tenure – HMA**

Size of housing	Market		Affordable		Total	
	Number	%	Number	%	Number	%
1 bedroom	17,512	5.3%	19,049	32.1%	36,561	9.4%
2 bedrooms	77,136	23.3%	18,066	30.5%	95,202	24.4%
3 bedrooms	157,040	47.4%	19,749	33.3%	176,789	45.2%
4+ bedrooms	79,939	24.1%	2,419	4.1%	82,358	21.1%
<b>Total</b>	<b>331,627</b>	<b>100.0%</b>	<b>59,283</b>	<b>100.0%</b>	<b>390,910</b>	<b>100.0%</b>
% in tenure	84.8%		15.2%		100.0%	

Source: Derived from 2011 Census

**Table 177: Estimated Profile of Dwellings in 2011 by Size and Tenure – Oadby & Wigston**

Size of housing	Market		Affordable		Total	
	Number	%	Number	%	Number	%
1 bedroom	575	2.9%	467	29.0%	1,042	4.9%
2 bedrooms	4,704	23.9%	533	33.1%	5,237	24.6%
<b>3 bedrooms</b>	<b>9,699</b>	<b>49.3%</b>	<b>574</b>	<b>35.7%</b>	<b>10,273</b>	<b>48.3%</b>
<b>4+ bedrooms</b>	<b>4,700</b>	<b>23.9%</b>	<b>36</b>	<b>2.2%</b>	<b>4,736</b>	<b>22.2%</b>
<b>Total</b>	<b>19,678</b>	<b>100.0%</b>	<b>1,610</b>	<b>100.0%</b>	<b>21,288</b>	<b>100.0%</b>
% in tenure	92.4%		7.6%		100.0%	

Source: Derived from 2011 Census

**MINUTES OF THE MEETING OF THE WIGSTON RESIDENTS' FORUM HELD AT THE COUNCIL OFFICES, STATION ROAD, WIGSTON ON WEDNESDAY, 29 NOVEMBER 2017 COMMENCING AT 7.00 PM**

**PRESENT**

Councillor G A Boulter (Chair)

**COUNCILLORS**

Mrs L M Broadley  
F S Broadley  
M H Charlesworth  
R F Eaton  
Mrs L Eaton JP

**OFFICERS IN ATTENDANCE**

Ms V Quintyne (Community Engagement Officer) (Minutes)

**OTHERS IN ATTENDANCE**

1 Police Representative  
29 Residents

**20. LOCAL POLICING ISSUES**

The Police representative, PCSO 6118 Sarah Parnaby, updated residents on policing matters as follows:

- Regarding the Oadby street lights switch-on, Wigston residents were informed that the street lights will be temporarily switched on until the end of January 2018.
- The Police agreed to the switch-on, due to the spike in burglaries in Oadby. The Broadway and the area generally are being patrolled by the Police. The Police will see if this temporary lights switch-on makes a difference to the level of burglaries.
- The traffic usage on Bradgate Drive is reported to be excessive. There is nowhere to park in the evenings. At times, neighbours have been forced to park in each other's drives.
- It was reported that a neighbour with three cars has the back of one of them hanging out beyond the drive and into the roadway. This was reported as causing an inconvenience to his neighbours. The Police are aware of this. This resident, it was stated, moving. The Police can only issue a ticket on the vehicle if it is not on the drive. It was stated that people are being forced to go onto the road as the back end of the car is hanging out onto the pavement, the front wheels are on the drive.
- The Police suggested residents install H Markings. If an inconvenience is still being caused, on reporting the police can take action.
- Parking outside of schools was reported as an issue. A camera car is to be purchased by the Council to stop drivers parking outside of schools.

A white van was reported as parked on Council land. It was suggested that it creates a blind spot. The Police suggested that when this is occurring residents should ring in to get the Police out to deal with the vehicle. An officer was seen on Cedar Avenue placing tickets.

- The Chair confirmed new coins are being accepted in Paddock Street for parking and the new parking orders have all been altered.

**21. MINUTES OF THE PREVIOUS MEETING HELD ON 11 SEPTEMBER 2017 AND MATTERS ARISING**

- The minutes of 11 September 2017 were checked for accuracy and then agreed as a true record.
- Page 1 - Residents are to note the gazebos mentioned in the minutes belong to the Friends of Peace Park and are merely on loan to the Lions Group.
- Page 2 - Review of the Residents Fora Consultation.
- On the matter of the residents Fora consultation update feedback, it was observed that Colin Towell's submission was the longest of the five submitted for Wigston. A request was made for the full content of it to be shared with residents at this evening's meeting. The content of the other four were also shared. The submissions raised concerns about resident forum money being granted with greater accountability and follow up on issues such as the timescales for getting feedback and action taken on requests made to the Council. The submissions along with those made by Oadby and South Wigston Residents Fora have all been received by the Council and will form part of the meeting the Council is to hold on Tuesday 5 December 2017. It is to cover issues such as funding and best value.
- A five member panel has been formed to deal with grants and grant making. Following this meeting a new policy on funding through the Council will have been created.
- It was agreed this topic is to form an agenda item for the next residents forum meeting and include information on how funding is to be awarded with a built in accountability trail on spend, how emergency funding can be awarded and project delivery and closure.
- The Chair asked residents present if there was anyone who wished the current meeting venue to change. There were no residents who voiced a wish to change the current meeting venue. No alternative venue was put forward.
- Residents enquired as to what action plan was in place for the forum and if it along with major planning applications and the Council budget and savings could be brought to the next forum meetings as agenda items.
- The Forum meetings are currently advertised on the Council's webpage, Facebook, Twitter, on electronic notice boards, in libraries, in Customer Services at Bell Street, by post to residents who do not have an email address but request notification, on notice boards across the town and in the Letterbox magazine. In 2018 advertising will be extended to some businesses and local meeting places.
- Page 3 - Pride of the Borough and the Chair's update are both on the agenda for discussion.
- Page 3 - The Council Budget Options 2019 to 2020 is on the agenda for discussion.
- Page 3 - Capital Projects Update.
- Sainsbury store in Bell Street has agreed to the defibrillator once purchased to be fixed to the external wall of the store.
- The two bins for Meadow Way and Stanhope Road have been installed.

- The Community First Responders award has been paid.
- The funds for payment of the Girl Guides shed has been cleared, but the shed is yet to be installed.
- The new cooker for Peace Park Pavilion is shortly to be installed.
- Page 3 - The Wigston Residents Forum currently has £51,310 of funds remaining.
- Page 4 - Wigston Pinfold furniture proposal and the first application for drawdown of funding. £385 to cover planning application has been requested.
- Page 4 - A proposal by the Lions Group to customise gazebos, supported by an award from the Forum of £200 has been processed.
- Page 4 - The spend for the laurel bushes has been approved. The project is still awaiting the repairs which are to be completed by the landlord. Once the repairs have been made the laurel bushes will be purchased and planted.
- Page 5 - On the matter of the Old Crown Public House application to build two houses these were refused.
- Page 5 - Messy fences on Little Hill Estate.
- No complaints about messy fences on Little Hill have been received by the Depot Manager.
- A request from a resident to extend the Litter Picker Operative tidying route along the Leicester Road was submitted to the Depot Manager. The Depot Manager has stated that at this point in time the Operative's route cannot be extended.
- Page 5 - Horse and Trumpet application for decking. Decking installed by the Horse and Trumpet Public House received planning permission for installation. The footpath should have got diverted before the decking was completed. The Borough Council was asked to do it. This has gone to the County Council for the diversion to be endorsed. Residents were informed they are within their rights to submit an objection to the footpath.
- Planning permission was given for wooden decking and the wooden surface going over a tiled surface. The path can be diverted with the correct permission. Previously the decking was rejected. The application went back to County Council. The ramp is accessible for people who have disabilities.

## **22. CHANGES TO PARKLANDS AND BROCKS HILL**

- The Chair drew residents attention to a poster placed on all seats. The poster came from Sports and Leisure Management (SLM) representative James Naylor. It outlined partnership working between the Council and Parklands Leisure Centre for the future development of Parklands Leisure Centre on 18 February 2018.
- The poster outlined three areas of future development. The soft play zone for children of all ages, a tiered multi activity soft play structure featuring slides, foam ball shooters, trampolines, a fun climbing walls. Inclusive of colourful and dynamic interactive climbing walls, an introduction to climbing and an opportunity for fun parties and at Brocks Hill Visitor Centre, a new activity space with wooden sprung flooring, a refurbished cafe and a car park extension for Parklands and Brocks Hill.
- **SLM** will run Parklands and Brocks Hill. The central wall is coming out of Parklands to make space for the climbing wall. The deal will save the Council £100k per year. The Council has no wish to cut front line services. The building can be hired out to groups and for activities. Staff with the exception of the Ranger will be tuped over.



The Ranger's role at present will remain at the Depot and another new organisation is moving so room will be freed up. SLM changes will be ready by January 2018 and the Ranger's Office is to be kept on site, if possible.

- Eighty acres will continue to be managed by the Council. Money will be borrowed to make the alterations. The borrowing cost is about £1.3 million pounds which will be paid back but savings will still be made by making this investment. Improvements will be made to existing parking. There will be no application for change of use and it will have the exact same use. The pathway from the Meadows Estate is to be developed later. Access to the path and rights of way are to be dealt with. Potholes will be repaired and a footpath created from Oadby Road to Parklands (planning permission will be required).

## **23. BUDGET UPDATE**

- It was reported that Mere Walk from St Wistan's Church to Brocks Hill at the back gate, residents are seeing more rubble/rubbish being fly tipped. The resident was advised to report fly tipping issues to the Customer Service Centre. It was emphasised that Members have a system to follow when they are working with officers to progress issues. They have a certain number of days to deal with these issues.
- A resident questioned why the two sets of traffic lights on the big roundabouts in Wigston cannot be put on demand around 10pm at night. Moat Street lights also raised a cause for concern. It was agreed that the Chair would address the issue of the roundabout at Moat Street with the County Council. Where there are new housing developments, highways issues have to be addressed as part of the planning application.

### **Frame Knitters Museum**

- The Chair declared an interest as a Director of the museum. A loan was taken out fifteen years ago which paid on for refurbishing the Frame Knitters Museum. Interest on the loan is paid to the Council each year.

### **Green Waste Credits Budget Option**

- County Council has withdrawn the recycling credits. The contract for most of the recycling of waste in Leicestershire has gone to Casepak. Casepak does not take clothing or shoes. Cardboard and other items are separated Casepak items are mixed together.
- Green garden waste is a discretionary service and therefore collection of green waste is an option service. From 1 April 2018 it is to be recommended that the Council charge one sum a year for collection.
- There is to be a weekly refuse collection and black bags collected fortnightly. There is to be a mix of variables to choose from.
- The public toilets are to be looked at with the view to savings. £30,000 is spent on toilets annually to maintain them.
- Parking for three hours or more may incur a charge. Residents will be consulted on budget saving suggestions before any decisions are made.

- By 2020 Central Government will no longer provide the revenue support grant but new homes will encourage building and will help with retaining business rates.

### **OTHER MATTERS**

- It was also emphasised that there will only be one bollard left in Bell Street should the current one be damaged and could it have reflective tape on it. A resident supported Bell Street being cycle free.
- A resident complained about motorists speeding on Boulter Crescent and suggested street calming should be introduced before someone is seriously hurt. Councillor Boulter stated he would raise this with the County Council.
- A complaint was made that the piece of grass by the bungalows by Torrington Cross is neglected. It was stated that some of the areas were not adopted. Councillor Charlesworth stated he will look into this matter to see if the grass can be accessed by the working party.

### **24. LOCAL PLAN UPDATE**

- The Local Plan contains planning policies that drive, as well as shape sustainable development in the Borough throughout the Plan period up to 2031. The Plan will also protect and enhance the Borough's historic heritage and green open spaces.
- So far, the Council has undertaken the two stages of public consultation; the first taking place between October and November 2015, the second between November and December 2016. Those periods of consultation sought to focus upon the key challenges and the preferred options for the Borough's Local Plan.
- The comments and the responses from those previous consultation periods have been taken into account by officers whilst producing this pre-submission draft document that is now to be consulted upon. The latest draft of the Local Plan contains the Council's preferred approach to tackling the key challenges and delivering sustainable development for the Plan period. The document is currently being publicly consulted on for a six week period which commenced on Monday 6 November through to 5pm on Monday 18 December 2017. The Pre-Submission Draft Local Plan and its supporting evidence based documents are available to view online on the Council's website, or in the Council's Customer Services Centre in Bell Street, Wigston; Wigston Library; Oadby Library; and, South Wigston Library.
- Once adopted, the new Local Plan will supersede the Saved Local Plan, the Core Strategy and the Town Centres Area Action Plan. The Borough Council will adopt the new Local Plan in Summer 2018.
- There is a requirement to build some 950 houses. The Government will send a directive for building if the Council does not identify areas. The Council will be able to build affordable Council Houses.
- Bushloe Developments the Councils house building company is, to build housing. People will not have a right to buy. Money from rent will come directly into the Council. Most of the three bed houses being sold are under the right to buy scheme. There are currently 12 people in emergency accommodation in the borough. Universal Credit is being paid to people five weeks in areas to pay rent. This may encourage debt.

- Residents were requested to make a comment on the Local Plan which is out for consultation on the Council's website.

## **25. PRIDE OF THE BOROUGH**

- The Pride of the Borough membership card goes on sale on 1 December 2017. It can be purchased from Brocks Hill Visitors Centre and Oadby Library. Retailers in the scheme now number forty two.
- On the 28 February 2018 all card holders will be entered into a prize draw. Parklands are to give a family of four the chance of winning a three month family membership.
- For the fifth consecutive year, Britain in Bloom awarded the Borough, a silver gilt award.
- Tidying up the community was said to be appreciated by lots of local people.
- The Take Pride campaign has been now going for two years. Church groups and others have taken part in joint working parties, including along Aylestone Lane, in litter picking. An appeal was made for the submission of names to Colin Robertson of anyone known who litter pick and on which street. This is so an updated database can be built and maintained to recognise the volunteering residents are doing in keeping litter to a minimum and the area clean.

## **26. PINFOLD PROJECT**

The Pinfold development is being developed by a range of community groups making contributions to the funding and the design. The funding committed is as follows:

- Pride of the Borough - £1,500
- Greater Wigston Historical Society - £100
- Wigston Civic Society - £50
- Donation received from Wigston and Knighton Floral Society - £100 (towards planting and maintenance of the trough)

Supplementary funding request to the Wigston Residents Forum for £872.70.

## **27. ITEMS RAISED BY RESIDENTS AND SUGGESTIONS FOR FUTURE ITEMS**

### **Wigston Library**

A resident brought a copy of a County Council pilot proposal being trialled for Syston and noted how it could potentially be the model for a local library opening in the town. This is about the future use of local public libraries. The resident wanted residents to understand the potential risks to cuts in library services and the move to self servicing. Further points she raised are as follows:

- The lack of facilities for young people to do homework.
- Less staff. Shorter opening hours. Lone working. Putting staff at risk and vandalism. Families put at risk with less secure libraries. This includes Wigston and well as South Wigston.
- Limitations of future services to all residents.
- Printers and copiers running out of ink and paper with no one to help. Misuse of car parks. Three hour working hours for staff, which may be inadequate.

- Users locked out of computers.
- The risk of having libraries opening for only 30 hours a week similar to the pilot running with Syston library, which could lead to a totally diminished library service.

**Holmden Avenue Trees**

A resident asked what progress had been made on finding funding for the planting of trees on Holmden Avenue. The Chair stated a report is to come to the Council about tree maintenance, types and planting.

**William Gunning Park**

On the William Gunning Park a water issue reported. This is to be checked with Severn Trent Water Authority.

The Chair in closing the meeting thanked everyone for their attendance.

**28. DATE OF THE NEXT MEETING**

The date of the next meeting is 14 March 2018 at 7pm.

**THE MEETING CLOSED AT 8.44 PM**



.....  
**Chair**  
 .....

.....  
**Wednesday, 14 March 2018**  
 .....

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# Agenda Item 20d

## MINUTES OF THE MEETING OF THE COMMUNITY SAFETY PARTNERSHIP HELD AT THE COUNCIL OFFICES, STATION ROAD, WIGSTON ON MONDAY, 11 DECEMBER 2017 COMMENCING AT 2.00 PM

### **PRESENT**

Councillor K J Loydall JP (Chair)

### **OFFICERS IN ATTENDANCE**

M Smith (Community Safety & Youth Coordinator)

### **OTHERS IN ATTENDANCE**

Insp. M Cawley (Leicestershire Police)  
A Coulstock (Neighbourhood Watch)  
R Newing (Leicestershire County Council)  
C Woodward (Leicestershire Police)

### **42. APOLOGIES FOR ABSENCE**

W Gale (Leicestershire Fire and Rescue Service)  
S Glazebrook (Oadby & Wigston Borough Council)  
R Lobel (Leicestershire County Council)  
S Penny (Leicestershire County Council)

### **43. NEIGHBOURHOOD WATCH**

The Neighbourhood Watch executive committee reformed a year ago, and since then lots of changes have been coming through to the Neighbourhood Watch scheme. The committee now wants to see knowledge of Neighbourhood Watch spread across the County; and to see the scheme renewed from its current form.

South Leicestershire Police are now encouraging residents to sign up to the 'Neighbourhood Link' database that will connect them with the wider Neighbourhood Watch network. At present however there is no formal two-way process or conversation between the Police and Neighbourhood Watch.

The Partnership heard that there are several unofficial Neighbourhood Watch WhatsApp groups in existence, including in the Borough, but these are viewed as a closed link as information is not passed back to the official scheme.

The scheme in the Borough is a pilot for reviewing and renewing the older Neighbourhood Watch schemes in existence, and forms part of a phased redevelopment of the countywide Neighbourhood Watch scheme. It is anticipated that the recent spike in burglaries in the Oadby area will contribute to an increase in households registering with Neighbourhood Watch.

New signage has been developed for display around Neighbourhood Watch areas, including SelectaMark, Neighbourhood Watch, and 'Oadby & Wigston Lookouts' signage.

Neighbourhood Watch are currently circling a Memorandum of Understanding (MoU) which would commit to having a member of the Partnership sitting on the strategic board for the Neighbourhood Watch scheme; this is viewed as unnecessary and a caveat removing this requirement from Partnerships across the County will need to be incorporated. A representative of the Borough's Neighbourhood Watch scheme will attend Partnership

meetings however; this is expected to be Richard Clarke in the interim until a representative for the local schemes is identified.

Additional funding for Neighbourhood Watch schemes in the Borough may be made available through the Partnership's budget in the future.

At present lots of 'silo working' has been identified within the existing Neighbourhood Watch schemes; the renewal of these schemes will see best practice shared across the County.

**\*ACTIONS\*:** **CW** to send **KL** a copy of the Neighbourhood Watch's 5 year plan. **KL** to discuss the MoU with Anne Court for approval.

#### **44. MINUTES OF THE PREVIOUS MEETING HELD ON 16 OCTOBER 2017**

##### **RESOLVED THAT:**

The minutes of the meeting held on Monday, 16 October 2017 be taken as read and confirmed.

#### **45. FINANCIAL POSITION**

MS informed the Partnership that just 10 minutes before the start of this meeting he had received confirmation from the OPCC that the monitoring submission made to them, covering the first 6 months of the Partnership's work in 2017-18, had been approved, and that in light of this the budget provided by the OPCC for the work can now be drawn down.

MS then provided the Partnership with an overview of its current financial position; specifically the contingency funding allocated within the 2017-18 Delivery Plan. MS noted that since the SelectaDNA expenditure had been approved, there was only **£254.73** remaining in the contingency budget. This would rise to **£1,258.53** once the VAT on the SelectaDNA expenditure was reclaimed.

The Partnership then heard from MS a proposal to free up additional funding from within the Delivery Plan allocations to support existing tactical actions, as well as provide additional contingency funding. Specifically this would make use of the **£7,000.00** allocated to tactical action 2.7 (Legal Stage Contingency Fund) which has remained unutilised since its allocation in April 2017.

It was suggested that at least **£1,000.00** of this funding, if approved, could also be used to purchase personal alarms and other personal/property safety items to build up a stock of items for the next three years. This expenditure would fall in line with the approved expenditure on the SelectaDNA kits which will also last three years.

The Partnership approved the above proposal by MS.

**\*ACTIONS\*:** **MS** to make arrangements to draw down the Partnership's funding allocation from the OPCC.

#### **46. CCTV / CITY WATCH**

MC gave an overview to RN of the Partnership's current plan around the renewal of the redeployable CCTV cameras in the Borough; this included the Partnership's desire to see 35-40 lampposts in areas of interest fitted with brackets in advance of camera

deployment, drastically increasing the speed at which a camera can be relocated.

RN explained to the Partnership how any lamppost earmarked for a camera bracket will need to be structurally tested; this is to ensure that any additional items added to the lamppost can be adequately supported and won't cause the lamppost to collapse. Lampposts that pass a structural test will receive a guarantee period of between 12 months and three years depending upon the findings; any that fail will be replaced by Leicestershire County Council as the highways authority.

RN also noted that where a lamppost identified as a potential camera host is not structurally suitable, it may be possible for the Partnership, or OWBC, to purchase a purpose built column on which to situate the camera. There may be funding available through Leicestershire County Council to part fund this approach as a failed lamppost would still require replacement. Replacing a lamppost costs approximately **£1,000.00** to **£2,000.00**.

Leicestershire County Council subcontract all structural testing of lampposts, with 30-40 lampposts being able to be tested per day at roughly **£40.00** each. It would cost around **£1,600.00** for all lampposts identified as potential camera hosts to be tested; it was agreed that the Partnership would cover this cost if all identified lampposts could be tested in the same day, with a phased deployment then devised for the fitting of camera brackets then developed from the findings of the structural testing. Leicestershire County Council's existing lamppost testing plan starts in late January, early February 2018 and it is hoped that the identified lampposts within the Borough can be incorporated into this.

RN stressed that it is critical that the weight and the dimensions of the redeployable cameras, and their brackets, is known as part of the lamppost testing to ensure that the given guarantees are accurate. RN also noted that OWBC would be responsible for costs associated with the power consumption of the cameras from the lampposts, and that this arrangement would need to be made with the relevant power supplier.

**\*ACTIONS\*:** **RN** and **MC** to coordinate on the structural testing of the identified lampposts.

#### **47. ANTI-SOCIAL BEHAVIOUR OFFICER RECRUITMENT**

SG provided the Partnership with a brief update via email stating that he has submitted a report to OWBC senior management for approval of the ASB Officer post following the identification of funding to support the position.

A job description and person specification now need to be finalised for the post, and it will be required to go through a job evaluation process.

Subject to approval from senior management, it is hoped that the post will be advertised shortly after Christmas 2017.

#### **48. JAG UPDATE**

MC provided a short update on the Oadby & Wigston JAG where no issues were identified in the process.

MC also informed the Partnership that MS has now been granted administration rights for the Council's access to Sentinel, and will now be the first port of call for issues around access to the system.

A review on access to Sentinel is currently being undertaken across Leicestershire.

#### **49. LCC UPDATE**

SP provided the following update to the Partnership via email due to apologies received;

##### **ASB**

The de-duplication of records on Sentinel has begun and is nearly complete, as of 8 December 2017 the outstanding cases are as follows;

Leicestershire County Council	<b>0</b>
Blaby	<b>45</b>
Charnwood	<b>3</b>
Harborough	<b>0</b>
Hinckley & Bosworth	<b>0</b>
Melton	<b>32</b>
North West Leicestershire	<b>0</b>
Oadby & Wigston	<b>112</b>
Leicester City	<b>218</b>
Rutland	<b>0</b>
Police	<b>875</b>

Conversations are now being had with Vantage about the move to V3 in the New Year but the next steps cannot be taken until all of the de-duplication work is complete.

Two further ASB training sessions have been planned for 13 and 29 March 2018. An email will be sent to partners to invite them to book in the New Year.

After agreement by all LAs at the ASB Delivery Group, the 'Ask for Angela' campaign is being launched in each area across the county with an aim to do an official county wide launch around Valentine's Day 2018.

This campaign is intended to support individuals on dates in local pubs and clubs if they feel unsafe or the person they met isn't who they said they were etc. The idea is they go to the bar and ask for Angela, and the staff will be trained to know that the person may be at risk and would take them to a safe place and ask if they would like a friend/taxi calling. Where relevant/requested, the venue may ask the other person to leave the premises. The scheme has already launched successfully in Melton.

##### **Prevent**

The LLC Prevent post has now come to an end but Anita Chavda will be supporting with the management of any relevant work on behalf of the team moving forwards.

We are in the process of trying to arrange some more WRAP train the trainer sessions for partners in LAs.

##### **Hate**

An evaluation report is due to be drawn up for the 2018 Hate Awareness Campaign and will require input from all LLR partners and will be circulated once completed.

A workshop has been planned for 20 February with all partners to draw out key objectives and actions for the LLR hate Action Plan 2018-20. Key voluntary sector agencies will be



invited to help statutory partners focus on objective and actions, especially those linked to community cohesion/ community tension.

## **Domestic Abuse**

You can find all of the new campaign materials online at <http://lrsb.org.uk/awareness-campaign-resources>. This includes posters, web banners, and digital images for screens inside council offices etc.

There are also Christmas materials to be used on the run up to the festive period.

The LWA service for children affected by domestic abuse has been extended to September 2018, with hours increasing from 42 to 56 per week from 1 Nov 2018.

This service provides recovery activities for children aged 5-19 who have been affected by domestic abuse and require therapeutic intervention to manage trauma and increase resilience and improve outcomes. Recovery for children work is only suitable for where the parent has moved past crisis and into recovery/rebuilding phase themselves. It provides one to one therapeutic and resilience work with children who are not suitable for group work.

External referrals can be made to the LWA service for children affected by domestic abuse by completing a [request for service form](#), specifying the service required.

A recent change means that practitioners can access all domestic abuse courses delivered by UAVA. This is because Leicester City have opened up training previously held back for City workers. To find out more about the training on offer and how to book on visit the following link <http://www.uava.org.uk/professionals/training/>

## **IMPACT**

The IMPACT team continue to deliver work in the area.

### **50. UAVA / KIDVA UPDATE**

This item was deferred due to non-attendance.

### **51. SLF UPDATE**

This item was deferred due to apologies received.

### **52. LFRS UPDATE**

This item was deferred due to apologies received.

### **53. POLICE UPDATE**

MC provided the Partnership with the Borough's crime figures for the year to date, as well as comparing the current crime positioning to last year's figures. Crime is, on average, increasing in the Borough but this is in line with national trends.

October saw a large spike in burglaries in the Borough, particularly in the Oadby area, where the number of reported incidents was nearly double those from the same period in the previous year. This is unlikely to be a repeated trend, and was in part associated with Diwali moving months in 2017 resulted in an earlier spike.

MC also proposed that community contacts, possibly including community leaders from the Borough, are invited to attend future Partnership meetings. The Partnership agreed that they could see the value in these invitations and would look in to it at a future meeting.

**54. ANY OTHER BUSINESS**

None raised.

**55. DATES OF NEXT MEETINGS**

- Monday, 12 February 2018
- Monday, 16 April 2018

**THE MEETING CLOSED AT 4.15 PM**



.....  
**Chair**  
.....

**Monday, 12 February 2018**  
.....

*Printed and published by Democratic Services, Oadby and Wigston Borough Council,  
Council Offices, Station Road, Wigston, Leicestershire, LE18 2DR on behalf  
of the Oadby and Wigston Community Safety Partnership*

# Agenda Item 20e

**MINUTES OF THE MEETING OF THE DEVELOPMENT CONTROL COMMITTEE HELD AT THE COUNCIL OFFICES, STATION ROAD, WIGSTON ON THURSDAY, 14 DECEMBER 2017 COMMENCING AT 7.00 PM**

## **PRESENT**

Councillor L A Bentley (Chair)  
Councillor Mrs L M Broadley (Vice Chair)

## **COUNCILLORS**

G A Boulter  
F S Broadley  
D M Carter  
D A Gamble  
J Kaufman  
Mrs L Kaufman  
Mrs H E Loydall

## **OFFICERS IN ATTENDANCE**

S J Ball (Senior Democratic Services Officer / Legal Officer)  
R Redford (Planning Control Team Leader)

### **40. APOLOGIES FOR ABSENCE**

An apology for absence was received from Councillors B Dave and R E R Morris.

### **41. DECLARATIONS OF INTEREST**

It was declared that all Members had a non-pecuniary interest in application no. 17/00468/FUL insofar as the provision of leisure services at Parklands Leisure Centre, Oadby were delivered by the applicant for and on behalf of the Council. All Members confirmed that they attended the meeting without prejudice and with an open-mind.

### **42. MINUTES OF THE PREVIOUS MEETING HELD ON 16 NOVEMBER 2017**

#### **RESOLVED THAT:**

**The minutes of the previous meeting of the Committee held on 16 November 2017 be taken as read, confirmed and signed.**

### **43. PETITIONS AND DEPUTATIONS**

None.

### **44. REPORT OF THE PLANNING CONTROL TEAM LEADER**

#### **44a. APPLICATION NO. 17/00468/FUL - PARKLANDS LEISURE CENTRE, WASHBROOK LANE, OADBY, LEICESTER, LE2 5JJ**

The Committee gave consideration to the application (at pages 7 - 20) and the agenda update (at pages 1 - 3) as delivered and summarised by the Planning Control Team Leader which should be read together with these minutes as a composite document.

Since the publication of the agenda update, it was reported that a further representation had been received from a neighbouring resident citing the potential for noise nuisance if the existing main entrance/exit to the Parklands Leisure Centre ("Parklands") building, to which the development related, was not retained.

Members agreed that, as part of the proposed lighting scheme, effective screening and adequate lighting provision was necessary to preserve visual amenity, minimise lighting impacts and ensure users could safely navigate the car park at dusk: there was, however, a difference of opinion amongst Members regarding the lighting scheme's proposed hours of operation. It was also agreed that the proposed parking spaces should be suitably demarcated and be of an appropriate size, quantity and configuration to allow full use and access for all vehicle-types and users, including family and disabled-access vehicles.

In reaching a decision, the Committee was advised that the proposed car park was to be used as an overflow facility and, therefore, if Members were minded to amend or add further conditions, they ought to be mindful of this fact.

It was said that the operational hours of the lighting scheme should set clear obligations to avoid possible breaches of planning and other regulatory controls and, to that extent, be capable of being reasonably enforceable. It was further said that the use of subtle methods and materials to demarcate the proposed parking spaces would also be required in order to further protect the visual amenity of the designated Green Wedge.

It was moved by the Chair, seconded by Councillor J Kaufman and

**UNANIMOUSLY RESOLVED THAT:**

**Condition 2 as detailed in the main agenda report be amended to include the additional and amended documents as submitted by the applicant.**

It was moved by the Chair, seconded by Councillor J Kaufman and

**UNANIMOUSLY RESOLVED THAT:**

**The application be amended to include an additional condition relating to screening around the lights with details to be submitted prior to commencement and implemented in accordance with the approved details.**

It was moved by the Chair, seconded by Councillor J Kaufman and

**RESOLVED THAT:**

**The application be amended to include an additional condition requiring details of how the parking spaces will be demarcated to be submitted for approval then implemented in accordance with the approved details.**

<b>Votes For</b>	8
<b>Votes Against</b>	0
<b>Abstentions</b>	1

It was moved by the Chair, seconded by Councillor J Kaufman and

**RESOLVED THAT:**

**The application be amended to include an additional condition requiring the approved lighting to be used between the hours of dusk and 30 minutes after the building to which the development relates closes.**

**Votes For**                   6  
**Votes Against**           2  
**Abstentions**             1

It was moved by the Chair, seconded by Councillor J Kaufman and

**UNANIMOUSLY RESOLVED THAT:**

**The application be GRANTED planning permission in accordance with the submitted documents and plans and subject to the prescribed conditions as amended and added to as set out in the foregoing minutes.**

**THE MEETING CLOSED AT 7.50 PM**



.....  
**Chair**  
.....

**Thursday, 18 January 2018**  
.....

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Council Offices, Station Road, Wigston, Leicestershire, LE18 2DR*

## **OWBC/ Bushloe Developments Partnership Board**

Notes of Meeting held on 19 December 2017

Present: Councillors John Boyce, Linda Broadley, Dean Gamble

Officers Anne Court, Stephen Hinds Stephen Glazebrook, Chris Raymakers

Representation of the 2 parties is as follows:

OWBC: John Boyce, Linda Broadley, Dean Gamble, Stephen Hinds

Bushloe Developments: Stephen Glazebrook, Anne Court, Chris Raymakers

It was noted that the representation may change after the new Chief Executive has been appointed.

In terms of governance the Partnership Board will oversee the operation of Bushloe Developments but the Board does not have any decision making powers as far as the company is concerned. It is envisaged that the Board will meet on a quarterly basis and that notes of meetings will be reported to full Council.

It was noted that Bushloe Developments needs to appoint its own auditors and this is currently being pursued.

The Council has a statutory duty to develop a local housing strategy which will set out a clear vision for housing in the area for the next 5 years. This will cover housing supply and demand, regeneration, empty homes, land usage etc. Due to a possible conflict of interest with the Head of Communities having a dual role with Bushloe Developments it was decided that this should be resourced externally.

Some concern was expressed about the conversion of 3 bedroom houses into flats in the Borough. There is a shortage of flats particularly in the Oadby area but Bushloe Developments plans to build one and 2 bedroom apartments should help the overall situation and reduce the need for such conversions.

A highlight report on the operation of the Company so far was given as follows:

- All of the groundwork in setting up Bushloe Developments has been substantially completed. The Company has been registered at Companies House, Directors have been appointed, and the Partnership Board has been established. The Company's Bank Account has been set up and the initial £100K start up loan from the Council has been transferred in to the Company's account to cover running expenses before it starts to generate any income.
- The cost of the acquisition and development of properties would be financed by the Council borrowing the money from the Public Works Loan Board which would then be loaned to the Company at a commercial rate.
- 2 staff are undergoing ARLA training (Association of Registered Lettings Agents) and a service level agreement is being drawn up for marketing, lettings and management services for which the Council will receive a fee.

- The Company is in the process of acquiring up to 10 properties for sale on the private market. 3 purchases are currently in progress subject to contract 37 Owston Drive, 10 Dukes Close ,7 Yarwell Drive . Solicitors have been appointed Lawson West and Edward Hands and Lewis to handle the conveyancing. It is hoped that completions will happen early in the New Year and the marketing process will commence shortly after Christmas. So far only properties in the Borough have been considered for purchase but due to a dearth of suitable properties within budget the company would like the flexibility of acquiring properties over the border into Leicester and surrounding villages. Whilst there was some concern about this approach it was agreed that the Company should have this option if there are no suitable properties in the Borough and there is a business reason for doing so.
- Due to the cost of the privately purchased properties some may need to be let at market rents which will considerably above the Local Housing allowance e.g. LHA for a 3 bedroom house is £548 per month whereas the Company will need to charge between £750 - £800 per month. Consequently applicants will need to be in employment and have a good payment record so careful vetting will be necessary prior to any lettings. In order to maximise the letting potential The Company would also like the flexibility to accept people who do not qualify to go on the Council's Housing Register, for example there are people who live in the Borough who do not meet the 2 year residential qualification. The Company would also like the freedom to accept applicants from outside the Borough where there is no demand from local residents and this was agreed by the Board.
- The new build development in Bennett Way had been earmarked for development for some time but unfortunately due to a very deep storm water drain that runs across the middle of the site it is not economically viable to develop the site. The site is further constrained as building is not permitted within 5 metres of the storm drain. Unfortunately the drain was not on any of the drawings in the Council's possession but a valuable lesson was learnt in the process which is to identify any site constraints at the outset to avoid a lot of abortive work and costs.
- An alternative nearby site has been identified which is to develop the car park in Kirkdale Road which also serves the South Wigston Railway Station. Historically there were 8 terraced properties on the site and the Company is looking to replicate that scenario although the scheme is only at feasibility stage at the moment. The Bennett Way site would replace the Kirkdale Road car park and discussions are taking place with Waterloo Housing Association who own the adjacent site about putting an entrance into the Bennett Way site from Kirkdale Road . The Association have agreed to this in principle and the costs for doing this will be built in to the feasibility study.
- Paddock Street is the second scheme currently at feasibility stage which will produce either 69 or 77 one and 2 bedroom apartments depending on which option is selected. Maintaining the number of town centre car parking spaces is one of the main considerations and options how to achieve this are currently being investigated.
- The Oadby Pool site is key to the Company business plan but there is still a degree of uncertainty about the future of the site. Members have previously agreed that the site should be used for residential/community development but subsequently there have been other expressions of interest. Meetings have been held with the Oadby Doctors and the CCG about relocating the Oadby surgeries into one combined Health Centre on the site. However the site is not really big enough without impinging into the park itself which we

think would raise objections from the Oadby residents. The Council believes that the site in Sandhurst Street is a better option. The CCG is mediating with the Oadby Doctors in trying to reach consensus on the way forward and have promised to respond in January with their proposals. In the meantime vandalism to the old pool building is becoming an issue. It was hoped to incorporate the demolition into the redevelopment scheme but in view of the delays it is recommended that the Council goes ahead with the demolition ASAP. It is estimated that the costs would be in the region of £80 K - £100 K. It was agreed to look into how this could be funded in the short term and the Section 151 Officer was asked to look at the available options

- Preliminary discussions are taking place with 2 developers, Bloor Homes (Cottage Farm) and David Wilson Homes/ Barrett's (South Wigston/ Wigston Harcourt about the possibility of gifting a number of properties to Bushloe Developments as part of their Section 146 obligations.

A risk analysis of potential threats to the business have been identified in the progress report and steps are being taken to mitigate any risk:

- The Local Housing allowance will not sustain market rents so people in receipt of benefit would only be considered for an affordable property but even this is quite marginal due to the comparatively low level of the local housing allowance. However the Company is seeking advice as to whether it can apply for registered provider status which would mean that the LHA limits would not apply.
- In terms of the new build schemes if the construction costs are too high it might not be economic to build if the rental income does not sustain the cost of the loan but the feasibility study will highlight this.
- If the current level of car parking provision in Wigston Town Centre cannot be maintained this could potentially jeopardise the Paddock Street scheme but the feasibility study will seek to find an acceptable solution to the issue
- A decision not to develop the Oadby Pool site will seriously impact the Company's business plan. It was agreed that if the CCG do not respond by the end of January the Council will feel free to go ahead with its own proposals which will include all the options relating to the Pool site, East Street and Sandhurst Street .
- Any delay in the procurement of the IT system to manage the business could delay the "hard "go live date in April but it is confidently that this can be achieved in good time.
- Any delay in setting up the service level agreement could also affect the "hard" go live date but this is expected to be a problem.

It was agreed that due to the fluid situation at the moment and the anticipated decision from the CCG that a further meeting of the Partnership Board will be held in early February

Stephen Glazebrook 20 December 2017



# Agenda Item 20g

## **MINUTES OF THE MEETING OF THE CHANGE MANAGEMENT COMMITTEE HELD AT THE COUNCIL OFFICES, STATION ROAD, WIGSTON ON WEDNESDAY, 17 JANUARY 2018 COMMENCING AT 6.30 PM**

### **PRESENT**

Councillor M H Charlesworth (Chair)

### **COUNCILLORS**

G A Boulter (Substitute)

Mrs L M Broadley

M L Darr

B Dave

K J Loydall JP

### **OFFICERS IN ATTENDANCE**

S J Ball (Senior Democratic Services Officer / Legal Officer)

Mrs A E Court (Interim Chief Executive)

D M Gill (Head of Law & Governance / Monitoring Officer)

Hinds (Director of Finance & Transformation / Section 151 Officer)

M Hone (Interim Director of Services)

### **9. APOLOGIES FOR ABSENCE**

An apology for absence was received from Councillors E R Barr, J Kaufman and Mrs S B Morris.

### **10. APPOINTMENT OF SUBSTITUTES**

Councillor G A Boulter substituted for Councillor Mrs S B Morris.

### **11. DECLARATIONS OF INTEREST**

None.

### **12. MINUTES OF THE PREVIOUS MEETING HELD ON 26 JULY 2017**

#### **RESOLVED THAT:**

**The minutes of the meeting of the previous Committee held on 26 July 2017 be taken as read, confirmed and signed.**

### **13. ACTION LIST ARISING FROM THE MEETING HELD ON 26 JULY 2017**

#### **RESOLVED THAT:**

**The Action List be noted by Members.**

### **14. PETITIONS AND DEPUTATIONS**

None.

### **15. REVIEW OF THE COUNCIL'S CONSTITUTION**

The Committee gave consideration to the report (at pages 5 - 6) as delivered and summarised by the Head of Law & Governance / Monitoring Officer which should be read together with these minutes as a composite document.

The Committee was advised that the recommendation to appoint a new ad-hoc Constitutional Working Group ("the Working Group") was made as the former Constitutional Task Group ("the Task Group") had not been re-appointed for the past two successive municipal years at the Council's Annual General Meeting (AGM).

### **Residents' Forums Revised Terms of Reference**

The Committee heard that as part of the review of the Oadby, Wigston and South Wigston Residents' Forums, a priority item for consideration by the new Working Group was the revised Terms of Reference ("the revised Terms") for the Forums.

The purpose of the revised Terms was said to provide clarification as to a properly-defined role for the Forums, primarily as consultative as opposed to decision-making bodies, and a means for Forum meetings to be better managed and administered.

It was agreed by Members that, in principle, any revised Terms should apply consistently across the three Forums and that, in order to foster a more conducive interfacing role between Members and residents, that meetings should not be governed nor conducted in an overly-bureaucratic or highly-formalised manner.

The revised Terms were said to take into account the feedback received from Members and residents and were to be brought to Full Council on 22 February for approval, subject to further consultation at the Forums in February/March.

### **Committee Structure and Scheme of Delegation**

The Committee heard that a review of the Council's existing committee structure and, underneath which, the bringing forward of a more robust Scheme of Delegation to Officers ("the Scheme") also required the new Working Group's attention.

The purpose of this review and the bringing forward of the Scheme was said to primarily enable the Council to operate on a more streamline and business-like footing whereby relevant Officers would be duly empowered to take operational decisions promptly and effectively without recourse to the appropriate Committee.

It was anticipated that any changes to the Council's committee structure and the implementation of the Scheme were to be brought to Full Council on 24 April for approval and, if accepted, would take effect from the 15 May at the Council's AGM.

The long-term continuance of the roles, responsibilities and functions currently discharged by the Change Management Committee, whether by this or a newly-constituted committee, was also raised by Members as an item for consideration.

### **Other Constitutional Matters**

The Committee was advised that once the significant operational matters aforementioned were resolved, further consideration thereafter would then be given to the Council's Meeting Procedure Rules and its various Codes and Protocols.

By affirmation of the meeting, it was

**UNANIMOUSLY RESOLVED THAT:**

- (i) Members note the on-going review of the Constitution; and**
- (ii) A 5-Member cross-party Working Group be appointed to provide input, advice and support to the constitutional review process.**

The Committee requested that those Members appointed to the former Task Group be notified as to its disbandment and an all-Member invitation be circulated to gauge interest from Members wishing to be appointed to the new Working Group.

**16. INVESTORS IN PEOPLE: GENERATION SIX**

The Committee gave consideration to the report and appendix (at pages 7 - 20) as delivered and summarised by the Interim Director of Services which should be read together with these minutes as a composite document.

The Committee commended the Council's achievement of the new sixth generation Investors in People (IiP) standard as a testament to the hard work of its entire staff.

In consideration of the IiP Action Plan, Members emphasised that work to foster better and more effective communication between Officers and middle/top-level management should continue to strengthen an inclusive working environment.

Furthermore, and following the success of the recent intake of apprentices, Members also wished to see the Council consider the wider employment of people with learning disabilities so to further build capacity and promote equality opportunities.

By affirmation of the meeting, it was

**UNANIMOUSLY RESOLVED THAT:**

- (i) The outcome of the Investors in People Assessment be noted by Members; and**
- (ii) the Action Plan designed to ensure that the Council demonstrates continuous improvement is approved.**

The Committee requested that a copy of the resolved IiP Action Plan be circulated to all Members.

**THE MEETING CLOSED AT 7.12 PM**



.....  
**Chair**  
.....

**Wednesday, 04 April 2018**  
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**MINUTES OF THE MEETING OF THE DEVELOPMENT CONTROL COMMITTEE HELD AT THE COUNCIL OFFICES, STATION ROAD, WIGSTON ON THURSDAY, 18 JANUARY 2018 COMMENCING AT 7.00 PM**

**PRESENT**

Councillor L A Bentley (Chair)  
Councillor Mrs L M Broadley (Vice Chair)

**COUNCILLORS**

G A Boulter  
F S Broadley  
D M Carter  
B Dave  
Mrs H E Loydall  
R E R Morris

**OFFICERS IN ATTENDANCE**

S J Ball (Senior Democratic Services Officer / Legal Officer)  
T Boswell (Senior Planning Control Officer)  
D M Gill (Head of Law & Governance / Monitoring Officer)  
Ms S Lane (Democratic Services Officer / Compliance Officer)  
R Redford (Planning Control Team Leader)  
A Thorpe (Head of Planning, Development and Regeneration)

**OTHERS IN ATTENDANCE**

Mr M Creasey (Public Speaker)  
Mr M Drew (Applicant/Agent, Speaker)  
Cllr Miss S Z Haq (Ward Councillor, Speaker)  
Dr R Rahman (Applicant/Agent, Speaker)  
Mr C Reynolds (Public Speaker)

**45. APOLOGIES FOR ABSENCE**

An apology for absence was received from Councillors R E Fahey, J Kaufman, Mrs L Kaufman and Dr T K Khong.

**46. DECLARATIONS OF INTEREST**

None.

**47. MINUTES OF THE PREVIOUS MEETING HELD ON 14 DECEMBER 2017**

**RESOLVED THAT:**

**The minutes of the previous meeting of the Committee held on 14 December 2017 be taken as read, confirmed and signed.**

**48. PETITIONS AND DEPUTATIONS**

None.

**49. REPORT OF THE PLANNING CONTROL TEAM LEADER**

**49a. APPLICATION NO. 17/00368/FUL - 39 HALF MOON CRESCENT, OADBY, LEICESTER, LE2 4HD**

Dr A Rahman, applicant, spoke upon the application. Since the last meeting, he said several amendments had been made to the application including: a half-metre reduction to both sides, the removal of the side-entrance and side-stairs; a different front-porch design; and a reduction in development height by 15 cms. He stated that he had been in contact with a timber framework company who had since confirmed that the height on the plans would not be exceeded. He also said that no hedges would be removed. He opined that, although he was working with the Council, he did not consider a larger reduction in the proposed property size as acceptable.

Councillor Mrs Samia Z Haq, Ward Councillor for the Oadby Uplands Ward, spoke upon the application. She stated that she was unsure as to whether the recommendation to refuse was in fact substantiated. She said that the proposed property would sit on a large plot, that the applicant had made alterations and had been very cooperative with the Council. She urged Members to grant the application.

The Committee gave consideration to the application (at pages 5 - 12) as delivered and summarised by the Senior Planning Control Officer which should be read together with these minutes as a composite document.

A debate thereon was had whereby the majority of Members felt that, although the applicant had moved some way towards making alterations to render the application somewhat more acceptable, the proposed dwelling-house was still of such a large visual bulk and an assertive character that it would not be in keeping with the distinctive local area. It was also still considered that a number of features of the proposed development would have an adverse detrimental impact on amenity.

In particular, whilst Members' acknowledged that the additional side entrance and associated staircase had been removed, they expressed concern as there appeared to be a ground floor "cupboard" on the revised plans which, as Officers confirmed, could possibly accommodate the installation of an internal staircase in the future.

It was moved by the Chair, seconded by the Vice Chair and

**RESOLVED THAT:**

**The application be REFUSED planning permission for the reasons as set out in in the foregoing minutes.**

<b>Votes For</b>	7
<b>Votes Against</b>	0
<b>Abstentions</b>	1

**49b. APPLICATION NO. 17/00507/OUT - LAND NORTH OF DENBYDALE, WIGSTON, LEICESTERSHIRE**

Mr Miles Drew spoke upon the application on behalf of the applicant, Jelson Homes. He opined that the Council did not have an up-to-date housing target yet formally featuring in an emerging development plan document and that, according to the National Planning Policy Framework, where the development plan was out-of-date, the presumption in favour of sustainable development applied. He stated that, in the absence of any material harm to the Green Wedge, or any technical constraints to development, in Jelson's opinion, there were no adverse impacts that would significantly or demonstrably outweigh

the range of benefits of the development.

Mr Colin Reynolds spoke upon the application on behalf of those residents living on/nearby the estate adjacent to the application site as an objector. The main objections cited were: the loss of privacy as site was at a higher level than the existing estate; the site's access leading to a potential increase in traffic to/from the existing estate and; the site being built on was designated Green Wedge.

Mr Michael Creasey, local resident, spoke upon the application as an objector. He said he had lived on the estate for 48-years and regularly enjoyed walks with their family and dog/s across the fields and along the footpaths to/from Brocks Hill County Park, often meeting many other people doing the same thing. He stated that the Green Wedge area was of the utmost importance to his and others' quality of life.

The Committee gave consideration to the application (at pages 13 - 32) as delivered and summarised by the Planning Control Team Leader which should be read together with these minutes as a composite document.

A debate thereon was had whereby Members expressed concern at the potential and significant increase in traffic, if approved, and did not agree with the Highway Authorities' representations on the matter. There were also concerns in relation to the construction traffic having to enter/exit via the Meadows Estate and increasing encroachments into the Green Wedge. There was a further concern raised regarding the increase in primary-aged school children, as the two local schools were already at capacity with little or no room for expansion. Members also sought reassurance that, if refused and the applicant went to appeal, that the Council would have strong material planning grounds in relation to the land being designated Green Wedge.

The Committee was advised that the land in question was identified on both the adopted and emerging Local Plans as Green Wedge and therefore could see no reason as to why any Planning Inspector would overrule that. He also advised that the Council had a housing land supply in excess of the required 5-year period, plus 5% as defined in Housing and Economic Development Needs Assessment and, therefore, the development would be an inappropriate one in a non-designated area.

It was moved by the Chair, seconded by the Vice Chair and

**UNANIMOUSLY RESOLVED THAT:**

**The application be REFUSED planning permission for the reasons as set out in in the foregoing minutes.**

**THE MEETING CLOSED AT 8.14 PM**



.....  
**Chair**  
.....

**Thursday, 15 February 2018**  
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# Agenda Item 20i

## **MINUTES OF THE EXTRAORDINARY MEETING OF THE POLICY, FINANCE AND DEVELOPMENT COMMITTEE HELD AT THE COUNCIL OFFICES, STATION ROAD, WIGSTON ON TUESDAY, 23 JANUARY 2018 COMMENCING AT 6.30 PM**

### **PRESENT**

Councillor Mrs S B Morris (Chair)  
Councillor D A Gamble (Vice Chair)

### **COUNCILLORS**

L A Bentley  
G A Boulter  
J W Boyce  
M L Darr  
R F Eaton

### **OFFICERS IN ATTENDANCE**

S J Ball (Senior Democratic Services Officer / Legal Officer)  
D M Gill (Head of Law & Governance / Monitoring Officer)  
S Hinds (Director of Finance & Transformation / Section 151 Officer)  
A Thorpe (Head of Planning, Development & Regeneration)

### **46. APOLOGIES FOR ABSENCE**

An apology for absence was received from Councillors E R Barr, Mrs K M Chalk, J Kaufman, Mrs L Kaufman and R E R Morris.

### **47. APPOINTMENT OF SUBSTITUTES**

None.

### **48. DECLARATIONS OF INTEREST**

None.

### **49. SOUTH EAST LEICESTERSHIRE TRANSPORT STUDY JOINT POSITION STATEMENT**

The Committee gave consideration to the report and appendices (at pages 1 - 20) as delivered and summarised by the Head of Planning, Development and Regeneration which should be read together with these minutes as a composite document.

The Committee was advised that following the publication of the agenda, it had since been confirmed that Leicester City Council had agreed to be a signatory to the Joint Position Statement. In respect of the examination process, Members heard that, subject to the Planning Inspectorate's timescales, the initial process was anticipated to take between 14 - 16 weeks. This was said to include various hearing sessions that were expected to take place at the end of April or early May after which the Planning Inspectorate's report would be received shortly thereafter. It was therefore hoped that the Local Plan would be formally adopted in the autumn of this year.

In considering the wider context of the Council's emerging Local Plan, Councillor J W Boyce noted the importance of the Strategic Growth Plan for Leicester and Leicestershire at some point being formally acknowledged as part of the same.

It was moved by Councillor J W Boyce, seconded by Councillor M L Darr and

**UNANIMOUSLY RESOLVED THAT:**

**The South East Leicestershire Transport Study Joint Position Statement as the agreed highways approach to enabling the delivery of planned development within the Borough of Oadby and Wigston up to 2031 be approved.**

**THE MEETING CLOSED AT 6.36 PM**



.....  
**Chair**  
.....

.....  
**Tuesday, 06 February 2018**  
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# Agenda Item 20j

## **MINUTES OF THE MEETING OF THE SERVICE DELIVERY COMMITTEE HELD AT THE COUNCIL OFFICES, STATION ROAD, WIGSTON ON TUESDAY, 23 JANUARY 2018 COMMENCING AT 7.00 PM**

### **PRESENT**

Councillor G A Boulter (Chair)  
Councillor F S Broadley (Vice Chair)

### **COUNCILLORS**

L A Bentley  
Miss A R Bond  
J W Boyce  
Mrs L M Broadley  
D M Carter  
Miss M V Chamberlain  
R F Eaton  
Mrs L Eaton JP  
Mrs S Z Haq  
Dr T K Khong  
K J Loydall JP

### **OFFICERS IN ATTENDANCE**

S J Ball (Senior Democratic Services Officer / Legal Officer)  
D M Gill (Head of Law & Governance / Monitoring Officer)  
S Glazebrook (Interim Head of Community Services)  
M Hone (Interim Director of Services)  
C Raymakers (Head of Finance, Revenues and Benefits)

### **37. APOLOGIES FOR ABSENCE**

None.

### **38. APPOINTMENT OF SUBSTITUTES**

None.

### **39. DECLARATIONS OF INTEREST**

None.

### **40. MINUTES OF THE PREVIOUS MEETING HELD ON 10 OCTOBER 2017**

By affirmation of the meeting, it was

#### **UNANIMOUSLY RESOLVED THAT:**

**The minutes of the previous meeting of the Committee held on 10 October 2017 to be taken as read, confirmed and signed.**

### **41. ACTION LIST ARISING FROM THE MEETING HELD ON 10 OCTOBER 2017**

The Committee was advised that in respect of the action point marked 'Community Services Update' (min. ref. 10) regarding 114 Uplands Road in Oadby, although some

expense was incurred to the Council by boarding up the property at some point in the past, the likelihood of recovering these costs from the now deceased's estate was considered negligible and, therefore, not in the public interest to pursue.

By affirmation of the meeting, it was

**UNANIMOUSLY RESOLVED THAT:**

**The Action List be noted by Members.**

**42. PETITIONS AND DEPUTATIONS**

None.

**43. COMMITTEE BUDGET REVENUE AND CAPITAL REVIEW (APRIL - NOVEMBER 2017)**

The Committee gave consideration to the report and appendices (at pages 10 - 15) as delivered and summarised by the Head of Finance, Revenues and Benefits which should be read together with these minutes as a composite document.

It was raised by Members and accepted by Officers that the comment recorded against 'Horsewell Lane Pavilion' at Appendix B (at page 15) was inaccurate and, therefore, should be removed from the record insofar as the scheme had since received approval by Full Council at its extraordinary meeting on 31 October 2017.

The Committee noted its concern in respect of there being at present no clear mechanism by which the yet unspent allocation for Disabled Facility Grants (DFG's) for 2017/18 was to be carried forward. In this regard, the Committee was advised that that current reported spend was understated as the Lightbulb Project's quarterly financials were yet to be received. It was understood that this information would be presented at its Programme Board and Steering Group meeting on 26 January and, therefore, would subsequently be reported at the next Committee meeting.

The Committee also heard that approximately £900k of the £1.2m allocation had already been expended on a considerable amount of work underway to fully realise the refurbishment project at Brocks Hill in Oadby by mid-February. In respect of the replacement of the children's play equipment at Florence Wragg Way in Oadby, Officers undertook to provide Members with an update outside the meeting.

By affirmation of the meeting, it was

**UNANIMOUSLY RESOLVED THAT:**

**The contents of the report and the position be noted by Members.**

**44. CAPITAL PROGRAMME 2018/19**

The Committee gave consideration to the report (at pages 16 - 18) as delivered and summarised by the Head of Finance, Revenues and Benefits which should be read together with these minutes as a composite document.

It was raised by Members and accepted by Officers that, with reference to Appendix B of the previous report at agenda item 7, the £135k recorded against 'Ervin's Lock Pedestrian Footbridge' at paragraph 3.4 of the report (at page 17) represented the entire project

allocation, including the carry forwards from previous financial years.

The Committee also heard that the scheme marked 'New Refuse Truck 7.5 Tonne' at paragraph 3.4 of the report represented an allocation identified in the Medium Term Financial Strategy (MTFS) for the purchase of one of four new vehicles in 2018/19 in order to successfully deliver the new, all-year-round Garden Waste Service offering.

It was moved by Chair, seconded by Councillor J W Boyce and

**UNANIMOUSLY RESOLVED THAT:**

- (i) The Schemes put forward for 2018/19 (as outlined in paragraph 3.4 of the report) be considered and recommended to the Policy, Finance and Development Committee for approval; and**
- (ii) The Schemes to be carried forward from 2017/18 (as outlined in paragraph 3.5 of the report) be considered and recommended to the Policy, Finance and Development Committee for approval.**

**45. COMMUNITY SERVICES UPDATE**

The Committee gave consideration to the report and appendices (at pages 19 - 29) as delivered and summarised by the Interim Head of Community Services which should be read together with these minutes as a composite document.

The Committee was verbally updated regarding the latest financial statistics in respect of the ongoing commercialisation of the Pest Control Service. It was reported that currently the service was projected to lose £20k by the end of the financial year which represented a reduction of £4,000 on the original budget. However, it was said that, if the service was to be disbanded altogether, the savings would only amount to c. £15k as central overhead charges would have to be allocated elsewhere.

**37 Newton Lane, Wigston**

It was raised by the Committee and advised upon by Officers that should Members be minded to approve a Compulsory Purchase Order (CPO) in respect of the above property, the costs to be incurred to the Council amounted to Officers' time in preparing the CPO and the those arising from the sale of the property once the General Vesting Declaration had been made. The subsequent sale of the property by way of public auction was said to be the best method to establish the property's true market value, the proceeds from which would be ring-fenced for any resulting compensation claim. The possibility of a challenge thereto was also to be noted. In considering the number of stages involved, it was acknowledged that, if resolved, the threat of CPO action could encourage the owner in the fullness of time to re-consider a more realistic approach whilst, at the same time, providing the Council with an initial footing to move forward with compulsory acquisition if necessary.

**Private-Sector Empty Properties**

A further discussion took place regarding what work was being undertaken to identify other empty properties in the Borough and whereby further properties and dealings therewith were mentioned by Members. The Committee was advised that a working group of Officers continued to assess empty properties by information supplied by the Council Tax section with the aim of bringing these properties back into use. To this end, the Committee requested that bids should be submitted under the Homes and Communities Agency's Funding Programme to secure any available refurbishment allocations and that a

more detailed, stand-alone report be brought to a subsequent Committee meeting. Members also considered it necessary for an advice note to be prepared in respect of what was and was not legally permissible to discuss at meetings held in open session regarding the same, particularly in instances when prosecutions may be brought and thus subject to the sub-judice rule.

### **Pest Control Services**

In consideration of the report and the latest financials (as verbally reported) it was agreed that an up-to-date financial appraisal in respect of service should be brought back to the Committee after six-months so that a view could then be taken as to its commercial viability in terms of any significant capacity to generate additional income or to breakeven in the future. In taking such a view, some Members noted the importance of retaining in-house service provision wherever possible and, alternatively, suggested a 12-month review period in lieu in order to provide a more flexible and reasonable timeframe to explore the service's continued viability.

### **Other Community Services**

In respect of the Lightbulb Project and the administration of Disabled Facility Grants (DFG), the Committee again reiterated its concerns as mentioned in the foregoing minutes (at min. ref. 43) and, as such, requested that a report to be brought to the next Committee meeting confirming the legal position in respect of the statutory duties inherited and ring-fencing of allocations regarding the delivery of DFG's.

It was raised by Members and accepted by Officers that there had been a short delay in the commencement of work to the Council's own temporary homelessness accommodation facility at 134 Station Road in Wigston. This was said to be the result of undergoing certain processes in terms of planning and public consultation, the drawing-up of detailed specifications and the tendering-out of the works contract itself. It was reported that works were now underway and were progressing well.

It was moved the Chair, seconded by Councillor Mrs L M Broadley and

### **UNANIMOUSLY RESOLVED THAT:**

- (i) The contents of the report and appendices be noted by Members;**
- (ii) Authority is given to seek a Compulsory Purchase Order (CPO) in respect of 37 Newton Lane, Wigston; and**
- (iii) The draft Capital Programme for 2018/19 (as set out at Appendix B to the report) be approved.**

## **46. HOMELESSNESS WITHIN THE BOROUGH**

The Committee gave consideration to the report (at pages 30 - 33) as delivered and summarised by the Interim Head of Community Services which should be read together with these minutes as a composite document.

The Committee was verbally updated regarding the latest statistics in respect of the number of households in temporary accommodation since the publication of the report. This was reported to have increased from 14 to 21 households, of which included use of nine of the Council's own social-rented properties which, as a result, were now not available to let to applicants currently waiting on the Housing Register.

### **General Homelessness in the Borough**

The Committee acknowledged with notable concern the worsening situation and exposure to the risk of homelessness that an increasing number of individuals and households were finding themselves in through, more often than not, no fault of their own. Members equally expressed discomfort regarding the knock-on effects homelessness was having, and may continue to have, on the already stretched availability of suitable housing stock, the number of people waiting to be rehoused and the potential manipulation of the waiting list for Council-owned properties.

Officers advised that such concerns were to be managed and mitigated by carefully assessing applicants' needs and awarding the most suitable type of accommodation available. It was said that, although there was scope for some manipulation, the Housing Options section were able to competently evaluate whether or not individuals had made themselves intentionally homeless and, therefore, nullifying any entitlement to longer-term housing save for those deemed to be in priority need.

### **The Homelessness Reduction Act (HRA)**

The Committee shared Officers concerns regarding the additional workload at the point of contact, in assessments and administration etc. to be delivered within the finite resources made available once the HRA came into effect. Whilst Members found the proactive objective of the HRA to be laudable, it was considered that, in reality, the evitable response was to be more reactive in the short-to-medium term, resulting in the temporary accommodation of more people for longer periods of time.

Members were advised that more temporary accommodation units were being acquired, including the forthcoming provision of the Council's own facility on Station Road in Wigston and that, in the long term, all available options to address the root causes of homelessness were being scoped out. This was said to involve partnership work with registered social housing providers in securing full nomination rights and re-letting opportunities and the bringing-forward of development of social and affordable market-rent housing by the Council's Wholly Owned Housing Company.

In summary, Members and Officers were confident in being able to realise the Council's action plan to fulfil its new statutory duties under the HRA, part of which was to include a review of its Housing Strategy Statement for the period 2018-2023 due to be first considered at the Place Shaping Working Group meeting on 24 January. It was announced that a further information seminar for Members regarding the requirements and the impact of the HRA had been arranged for 30 January.

### **Other Homelessness Matters**

In respect of rough sleepers, it was confirmed that, in liaison with the local neighbourhood police team and Community Safety Partnership Board, the situation in the Borough was being monitored and all known affected individuals had been approached and signposted to the relevant help schemes accordingly.

By affirmation of the meeting, it was

### **UNANIMOUSLY RESOLVED THAT:**

**The contents of the report be noted by Members.**

## **47. LEISURE SERVICES UPDATE**

The Committee gave consideration to the report (at pages 34 - 39) as delivered and

summarised by the Interim Director of Services which should be read together with these minutes as a composite document.

The Committee heard that an oft-cited complaint received by Members from their constituents concerned longer than anticipated waiting times in being unable to see a doctor due to a general lack of available GP appointments in the Borough.

Whilst it was acknowledged that the provision of local healthcare services was beyond this Council's direct control, the Committee was advised that a proactive and open dialogue between the East Leicestershire and Rutland Clinical Commissioning Group (CCG) and the Council's Health and Wellbeing Board, its Members and Lead Officers was ongoing to explore ways and means to improve the situation.

By affirmation of the meeting, it was

**UNANIMOUSLY RESOLVED THAT:**

**The contents of the report be noted by Members and the range of opportunities available be endorsed and promoted to the wider audience.**

**48. FACILITIES SERVICES UPDATE**

The Committee gave consideration to the report (at pages 40 - 44) as delivered and summarised by the Interim Director of Services which should be read together with these minutes as a composite document.

The Committee reiterated that Ervins Lock Footbridge in South Wigston and the development at Horsewell Lane in Wigston both continued to be urgent priorities in view of the delays known to have beset both projects in recent months, even years.

In particular, the installation of the footbridge at Ervins Lock was said to be essential to enable public access, sooner rather than later, to one of the most significant leisure corridors in the Borough and to mitigate the inconvenience, danger and possible illegality posed by the current use of unauthorised means to crossing the waterway. In this respect, Members were advised that once the capital bid of £83k was approved by Full Council at its meeting on 22 February, the next steps would be undertaken imminently and in parallel thereafter and, as such, there was no foreseeable reason as to why the project could not progress through to completion.

The Committee was also advised that the refurbishment of the Borough's remaining entry signs was a rolling programme with the necessary budgetary provision in place.

It was moved by Councillor L A Bentley, seconded by Councillor D M Carter and

**UNANIMOUSLY RESOLVED THAT:**

- (i) The contents of the report be noted by Members;**
- (ii) Subject to the approval of the capital bid of £83,300 submitted for 2018/19 by Full Council at its meeting on 22 February, that the building of the Ervins Lock Footbridge over the canal proceed; and**
- (iii) William Saunders be retained to carry the project forward at Ervins Lock Footbridge as project managers.**

**49. GREENING OF THE BOROUGH AND OPERATIONAL SERVICES UPDATE**

The Committee gave consideration to the report (at pages 45 - 51) as delivered and summarised by the Interim Director of Services which should be read together with these minutes as a composite document.

The Committee commended the various project and initiatives outlined in the report and, in particular, warmly-recognised the vital contribution of volunteers and the role of the wider community in achieving their successful and respective outcomes.

### **Garden Waste Service Update**

The Committee was verbally updated regarding the initial uptake to the new Garden Waste Service to be effective from the 1 April. It was reported that between 22 January to date, 229 households had subscribed to the service totalling an income of £7,950.00 thus far of which included £880.00 from additional bin requests. It was also noted that a proportionally low amount of five complaints from disgruntled residents had been received relating to charging as opposed to the offering itself.

Although being welcomed as a promising start, concerted and continued efforts were said to be going in order to meet, and even exceed, the anticipated 40% participation rate in line with projections set out in the Council's Medium Term Financial Strategy and that, going forward, a monthly update would be circulated to all Members regarding the rolling uptake of subscriptions as the project progressed.

It was raised by the Committee and advised upon by Officers that tamper-proof, self-adhesive permits to be affixed to bins - displaying the customer's address, unique permit number and expiry date - would provide an added visual identification as to a valid service subscription and, in addition to quarterly audit checks, would act as a deterrent against theft and fraudulent activity: any proven abuse of the service was said to warrant an immediate and indefinite ban from future use by all guilty parties.

### **Other Borough Greening and Operational Matters**

The Committee was advised that, as part of the Council's strategy to meet the target set by the Waste Framework Directive (2008/98/EC) to recycle 50% of household waste by 2020, it was hoped the closure of the Council's own Materials Recycling Facility and, by direction of the County Council, the subsequent transfer of all recycling operations to Casepak from 1 April would improve recycling rates further.

In respect of the tree planting action plan for grass verges, Members were keen to insist that due consideration be given to protect highway and pedestrian safety when assessing suitable areas for tree planting along major routes across the Borough. Officers also undertook to monitor the situation regarding any increased risk of fly-tipping in the Borough that may result from charging for the Garden Waste Service.

By affirmation of the meeting, it was

### **UNANIMOUSLY RESOLVED THAT:**

**The contents of the report be noted by Members and the range of opportunities available be endorsed and promoted to the wider audience.**

## **50. CUSTOMER SERVICE AND TRANSFORMATION UPDATE**

The Committee gave consideration to the report (at pages 45 - 51) as delivered and summarised by the Interim Director of Services which should be read together with these

minutes as a composite document.

The Committee commended the work already undertaken and underway by the project team in respect of the implementation of the new Garden Waste Service and the improved quality of service and savings anticipated by its bringing forward.

Members furthermore requested that all future reports to Committee in terms of transformation specifically identify the improvements made by each project in terms of its savings and service-delivery in addition to noting the change(s) effected.

By affirmation of the meeting, it was

**UNANIMOUSLY RESOLVED THAT:**

**The contents of the report be noted by Members.**

**THE MEETING CLOSED AT 8.38 PM**



**Chair**

**Tuesday, 20 March 2018**

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# Agenda Item 20k

## **MINUTES OF THE MEETING OF THE HEALTH AND WELLBEING BOARD HELD AT THE COUNCIL OFFICES, STATION ROAD, WIGSTON ON WEDNESDAY, 24 JANUARY 2018 COMMENCING AT 1.30 PM**

### **PRESENT**

Councillor J W Boyce (Chair)

### **COUNCILLORS**

G A Boulter  
K J Loydall JP (Substitute)

### **OFFICERS IN ATTENDANCE**

J Humphries (Sports Development Assistant)  
Mrs A Lennox MBE (Head of Health and Leisure Services)  
K Radford (Physical Activity Coordinator)  
M Smith (Community Safety & Youth Coordinator)

### **OTHERS IN ATTENDANCE**

Sharon Rose (Locality Manager, East Leicestershire CCG)  
James Naylor (Manager Parklands Leisure Centre)  
Zaheera Chatra (LCC Stop Smoking Service Manager)  
Mike Cawley (Inspector for South Leicestershire Neighbourhood Policing Area)  
Amy Perry (Supporting Leicestershire Families)  
Claire Bradshaw (Leicestershire County Council Libraries)  
Danny Saines (First Contact Plus)

### **16. WELCOME BY CHAIRMAN, COUNCILLOR JOHN BOYCE**

The Chair, Cllr John Boyce, welcomed attendees to the meeting.

### **17. APOLOGIES FOR ABSENCE**

An apology for absence was received from Councillors J Kaufman, Dr T K Khong, Mrs Helen E Loydall, Miss Anne R Bond, Debbie Preston, Dr Varakantam and Ruth Day.

### **18. MINUTES OF THE PREVIOUS MEETING HELD ON 11 OCTOBER 2017**

The minutes of the previous meeting of the Committee held on 11 October 2017 to be taken as read, confirmed and signed.

### **19. PRESENTATION - MESSAGE IN A BOTTLE**

Mike Cawley and Kevin Loydall provided information about a new campaign, sponsored by the Oadby and Wigston Community Safety Partnership and the Lions Club, called "Message in a Bottle". The campaign aims to ensure every elderly or vulnerable person has a "Message in a Bottle" in their home. The scheme, which is a development of the nationwide Herbert Protocol, encourages family, friends and carers to compile useful health and contact information, which can be used in the case of an emergency. A sticker is placed on the back of the resident's front door, to indicate that a Green Bottle is stored in the fridge containing medical and contact details. All partners were asked to promote the scheme; free bottles and forms can be collected from the local Police Station and Libraries.

**20. UPDATE ON OADBY & WIGSTON HEALTH PRIORITY 2. DIABETES / HEALTHY WEIGHT**

KR provided an overview of programmes that have taken place across the Borough since April 2017, in relation to this priority, together with those programmes planned up to the end of March 2018.

**FliC**

Leicestershire Nutrition and Dietetic Service (LNDS) has been contracted to run two 8 week family lifestyle groups each year which target inactive children and their parents. The sessions are divided into nutritional advice and physical activities. One programme has run this year with another planned in February.

**LEAP**

LDNS is also contracted to run 4 blocks of 11 week lifestyle groups which target inactive and overweight adults. 3 programmes have run this year with a final block of sessions taking place. As with the FliC programme the session is a mix of information from a dietitian and physical activities.

**Diabaters**

Everyone Active deliver a very successful programme which allows adults with type 2 Diabetes the opportunity to learn more about managing their condition through nutrition and exercise.

**Exercise Referral & Heartsmart**

Everyone Active is contracted to deliver the Exercise Referral and Heartsmart programmes on behalf of the Council. This is a referral scheme, where GP are able to refer suitable patients, based on their condition, for exercise. The sessions are made up of 1 to 1 activities and groups.

**'One You'**

A 'One You' Health Roadshow is planned for Friday 26<sup>th</sup> January between 10:00 am and 1:00 pm outside the Customer Service Centre in Bell Street, Wigston. There will be a range of health professionals on hand to distribute information. As well as an opportunity to play table tennis, there will also be a chance to win a prize by completing the 'How Are You' quiz.

**Oadby and Wigston Hindu Community**

This year funding has been provided to the Oadby and Wigston Hindu Community group to organise some Badminton sessions at Beauchamp College. These sessions were identified through consultation with their members on what physical activities they would like to try.

**Parklands Running and Walking Groups**

In partnership with the Council's Health and Leisure team, Everyone Active has set up a very successful Women's Running Group at Parklands Leisure Centre and a Walking group. Both programmes have brought new people to the leisure centre that wouldn't ordinarily utilise these facilities'. This opportunity has made a huge impact on many of the

participant's lives.

### **School Sport and Physical Activity Programmes**

'Future Active' is contracted to deliver school sport and physical activity programmes in the Borough which target inactive children. They have designed and delivered programmes both in and out of school, to children who don't normally engage with traditional PE sessions and are inactive.

### **Falls Prevention**

Everyone Active has been contracted to deliver our falls prevention programme Strong and Steady which targets adults over 65 who are unsteady on their feet. It is a 24 week structured programme which aims to build strength and balance and teaches participants exercises they can practice at home. Everyone Active also run weekly maintainer classes for participants who have finished the first programme; these sessions have been very successful. The Council has now been successful in drawing down funding to run this programme again for another full year.

## **21. OADBY AND WIGSTON HEALTH PRIORITY 3. SUBSTANCE / ALCOHOL MISUSE / STOP SMOKING SERVICES**

Unfortunately Ruth Day, Senior Recovery Worker from Turning Point, was unable to attend the meeting at the last minute. There was no representative available to attend on behalf of the Turning Point, and no progress report provided.

It was recommended that a meeting take place with representatives from this group with Debra Cunningham who is the Public Health Lead for this commissioned service.

### **Stop Smoking Service**

Zaheera Chatra (LCC Stop Smoking Service Manager) provided a detailed overview of the first year anniversary of this new service. She discussed the district priorities and provided a copy of the Smoking/Tobacco control Action Plan (a copy of which is filed together with these minutes at Annex A) which detailed four strategic areas of work:

- Promoting and implementation of smoke-free homes, cars and open public places
- Reducing smoking prevalence in routine and manual workgroups
- Reducing smoking prevalence in pregnant women
- Reducing smoking prevalence in people with mental ill health

One current area of work, implemented by another LA, is smoke-free parks. Cllr Boulter to raise this topic at the next OWBC Service Delivery Committee, with the possibility of using Peace Memorial Park as a pilot. It is recommended work takes place in schools to educate individuals. The scheme would be on a voluntary basis as it is clearly not possible to police.

Zaheera distributed a poster advertising the Smoking Cessation and Mental Health Workshop which will be held on 21 February at Beaumanor Hall. Attendees were asked to promote this opportunity via their networks.

Zaheera is also working with local Leisure Centres on a reward scheme to encourage people to quit smoking. A total of 2,000 people have so far accessed the scheme so far county-wide, however Oadby and Wigston's numbers are not as high as other districts. A 12 week programme has been designed; after 4 weeks of not smoking the individual will

be rewarded with a free leisure centre pass or similar. JN and AL have already discussed this reward scheme. Zaheera to forward approximate numbers for the Oadby and Wigston area, then JN and AL can confirm the level of support.

MS provided information about the Zest Theatre group who have been commissioned to deliver productions in schools to inform the students about homelessness and the negative side of alcohol and drug misuse. The feedback from attendees in Oadby and Wigston has been positive. This topic is supported by and links to the Community Safety Partnership strategic plan.

MC confirmed there should be a statutory partner involvement from the CCG, with regards to the Community Safety Partnership. Sharon Rose to take this action away, and confirm appropriate representative from the CCG.

Zaheera to provide AL with Debra Cunningham's contact details in order to set up a meeting to discuss the commissioning details around Turning Point, in particular to gain a greater understanding of how this service integrates into other work streams and how it fits locally. KL confirmed that Turning Point is also not attending meetings with the CSP or Joint Action Group. Amy Perry, from Supporting Leicestershire Families, confirmed they refer into Turning Point and this system is currently working.

First Contact Plus confirmed it has a Warm Homes Officer. Grants are available to residents for cavity wall insulation and those suffering fuel poverty.

**22. ANY OTHER BUSINESS**

**22a. TERMS OF REFERENCE**

The proposed newly updated Terms of Reference for the Oadby and Wigston Health and Wellbeing Board were discussed. All agreed that these should replace the current version.

**23. NEXT MEETING**

Next meeting will be the Board's Health Summit, to which all health partners will be invited, in order shape the 2018/19 priorities for the Borough and will be held on Wednesday 11 April 2018 at 1:30 p.m. at Oadby and Wigston Borough Council Offices.

**THE MEETING CLOSED AT 3.30 PM**



.....  
**Chair**  
.....

**Wednesday, 11 April 2018**  
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## **Stop Smoking and Tobacco Control Action Plan 2017/18**

The vision for Leicestershire is to have a smokefree society in which the harm from tobacco is eradicated. The aim is to also drive down smoking prevalence further i.e. reduce the prevalence of 15 year olds who regularly smoke, reduce smoking prevalence amongst adults in England, reduce the inequality gap in smoking prevalence between those in routine and manual occupations and the general population. In order to achieve this we need all public services to work together, leading the way in helping people to stop smoking and move towards a smokefree generation.

To achieve these aims, the Action Plan identifies four strategic action areas:

- **Promoting and implementation of smokefree homes, cars and open public places**
- **Reducing smoking prevalence in routine and manual workgroups**
- **Reducing smoking prevalence in pregnant women**
- **Reducing smoking prevalence in people with mental ill health**

A number of actions have been identified within each strategic area to help achieve the challenging aim of driving down smoking levels and working towards a smokefree society. The Tobacco Control Plan for England identifies the core national ambitions in reducing smoking prevalence which will help focus tobacco control across the whole system and these are:

- **Reduce the prevalence of 15 year olds who regularly smoke from 8% to 3% or less**
- **Reduce smoking prevalence amongst adults in England from 15.5% to 12% or less**
- **Reduce the prevalence of smoking in pregnancy from 10.7% to 6% or less**
- **Improve data collection on patients with mental ill health and make inpatient mental health service sites smokefree by 2018**

	Key outcomes/actions	Key Partners	Budget	Timescales
<p><b>Smokefree Homes</b></p>	<p>Districts to help support the promotion of the smokefree home package which includes training for professionals and the leaflet resource which includes the pledge to keep homes and cars smokefree. This resource has been developed with a view in particularly targeting families, schools and children centres.</p> <p>District Leads (DLs) to identify key contacts for potential brief advice training interventions for staff. For example, housing and tenancy associations and professionals coming into contact with families.</p> <p>DLs to support the review on policies for smokefree homes in tenancies and social housing in particular where one or more children are living at the address.</p>	<ul style="list-style-type: none"> <li>• Public Health Nurses</li> <li>• Children Centre Managers</li> <li>• Midwives</li> <li>• Schools</li> <li>• Early Years</li>   <li>• Tenancy associations and DLs</li> </ul>		
<p><b>Smokefree Open Public Places</b></p>	<p>Look at smokefree policies and include the review or introduction of policies. Follow the lead from Hinckley &amp; Bosworth Council’s introduction of smokefree parks. This is to include workplace health, parks and public places. We would need to understand where these could apply for example smokefree public places, assistance in developing guidance and would local guidance be needed in order to guide workstream. For example, QuitReady (QR) to organise a workshop by pooling in districts, key partners and guest speakers to discuss the advantages and disadvantages of suggested workstreams and create an opportunity for sharing best practice and the potential to expand and scope whether proposals are worth it.</p>	<ul style="list-style-type: none"> <li>• All key partners</li> </ul>	<p>£2000- includes venue hire, guest speakers, event resources</p>	

<b>Smokefree Cars</b>	Any known prosecutions, if yes- do we know the details of how this was enforced and how effective this is?	<ul style="list-style-type: none"> <li>• Police service</li> </ul>		
<b>Routine &amp; Manual (R&amp;M) workgroups</b>	DLs to help QR in the identification of workplaces with high prevalence of smoking in particular targeting R&M workforces. QR is able to offer support at workplace health events and provide behavioural intervention and support to staff for employers who have a high number of people interested in stopping smoking. In addition to this is do DLs feel there are other identified needs in supporting workplaces?	<ul style="list-style-type: none"> <li>• QR</li> <li>• DLs</li> <li>• Identified workplaces</li> </ul>		
<b>Trading Standards</b>	Attached specification for Trading Standards	<ul style="list-style-type: none"> <li>• Trading standards</li> </ul>		
<b>Pregnancy</b>	A view to develop a pledge or social marketing campaign and this could be a joint-initiative to include both, the city stop smoking service and county. Develop a resource with midwives to help with stop smoking intervention. Through focus groups and sharing best practice with other services. CO monitors – All pregnancy services would have been provided with a CO monitor from the SSS.	<ul style="list-style-type: none"> <li>• QR &amp; city stop smoking service</li> <li>• QR and Midwifery services</li> </ul>	Employ social marketing company maximum spend £5000 £500-£1000	
<b>Mental Health</b>	Commissioning workshop sessions for local services. Invite key speakers i.e. John Britton from Nottingham Mental Health Trust- shared experience, discuss the "do's or don'ts" Feedback on workshop and resources, East Midlands Public Health England Network- 15 <sup>th</sup> November 2017. Look at opportunities on how we can implement locally.	<ul style="list-style-type: none"> <li>• QR</li> <li>• ZC/ QR</li> </ul>	£2000	

**MINUTES OF THE MEETING OF THE PLACE SHAPING WORKING GROUP HELD AT THE COUNCIL OFFICES, STATION ROAD, WIGSTON ON WEDNESDAY, 24 JANUARY 2018 COMMENCING AT 6.30 PM**

**PRESENT**

Councillor J W Boyce (Chair)

**COUNCILLORS**

L A Bentley  
G A Boulter  
M L Darr  
B Dave  
Mrs H E Loydall  
K J Loydall JP  
Mrs S B Morris

**OFFICERS IN ATTENDANCE**

J Carr (Planning Policy Team Leader)  
A Thorpe (Head of Planning, Development & Regeneration)

**14. APOLOGIES FOR ABSENCE**

Mark Hryniw, Town Centre Manager

**15. MINUTES OF THE PREVIOUS MEETING HELD ON 14 SEPTEMBER 2017**

Cllr H Loydall asked if the matter of sub-division of houses would be picked up later in the Agenda. It was agreed that it would.

Cllr H Loydall asked if Mark Hryniw had contacted the person that managed the former Leicester City's Farmers Market yet to see if there would be any interest in them relocating their stall to the Borough's Farmers Markets. Adrian Thorpe said that he would follow this up with Mark Hryniw.

**16. TOWN CENTRE MANAGER'S REPORT**

Prior to beginning the Agenda Item Councillor Boyce asked Adrian Thorpe to briefly explain the structure of the Planning, Development and Regeneration Department, particularly in relation to Economic Regeneration. Adrian Thorpe explained that the Economic Regeneration shared service with Hinckley and Bosworth Borough Council had ended, with the exception of the Town Centre Manager post. Otherwise the Team now comprises of Council employed officers.

Adrian Thorpe presented this report in Mark Hryniw's absence.

Members requested that an audit of all charity shops in the Borough be drawn undertaken, including charity shops outside of town centres such as industrial estates and local centres. Members wanted to understand the level of reduced Business Rate income due to the presence of charity shops.

Councillor Darr mentioned that he had heard that all of the units within the former Coop store on The Parade in Oadby had now been let and should be occupied soon.



Councillor Boyce indicated the intention that in the future Council funding for Christmas events would be channelled through the Economic Regeneration budget. With Economic Regeneration reporting to Place Shaping, it was agreed that Place Shaping could have an input into the allocation of funding.

Councillor H Loydall requested that advertising on the digital signs in both Oadby and Wigston centres be relevant for the time of year, particularly in regards to the festive and Christmas period.

Councillor Darr suggested that the standard of the festive lights in Oadby centre had dropped recently, specifically that they were not as bright as they once were and in some cases were very dimly lit. Adrian Thorpe explained that due to the age of the lights some were beginning to fade and dim, however that there is a rolling replacement programme in place to replace all of the Christmas / festive lights in all of the three main centres. Adrian Thorpe also mentioned that each year the Council invests in Christmas / festive light infrastructure. Councillor Boyce suggested that the rolling replacement programme could replace all of the lights within a centre at the same time rather than replacing some in each centre, therefore negating the issue of rows or sides of streets that were of different brightness.

Members praised the standard of the Christmas lights in Wigston centre. Councillor K Loydall asked if external electric sockets could be provided towards the Pocket Park end of Bell Street to help with public events. Members noted that it would be helpful to install external electric sockets within the three main centres to help with events.

Councillor Dave asked why the lights in Oadby centre were referred to as festive lights and not Christmas lights. It was explained that the lights in Oadby centre were turned on earlier to take account of other festivities occurring during the winter period.

Members requested that a separate report regarding Christmas Lights be brought to the next meeting of Place Shaping setting out the programme of Christmas / festive events and switch on's, an update on the rolling Christmas / festive lights replacement programme - both icicles and other displays, and an update on Christmas lights infrastructure upgrades / replacement (including the potential provision of external sockets)

## **17. LOCAL PLAN UPDATE (VERBAL)**

Jamie Carr presented a verbal update setting out the latest position with regard to the Local Plan. The Pre-Submission Public Consultation closed towards the end of 2017. About 40 organisations and individuals responded to the consultation. The main comments related to the following issues:

- The Plan period should extend to 2036 – the Council's response is that the evidence upon which the Plan is based establishes that the Plan cannot extend past 2031, for example due to insufficient transport infrastructure capacity
- The Objectively Assessed Need (OAN) for housing is not robust and should have been higher/the number homes allocated is too low – the Council's response is that the Housing and Economic Development Needs Assessment provides the necessary evidence to support the level of OAN set out in the Plan and that it has been found sound in other Local Plan Examinations
- Various comments challenging different Direction for Growth areas - the Council's response is that it has applied a thorough and sound approach towards the identification of Direction for Growth areas

- Self build and custom build housing should not be required by policy - the Council's response is that it would be content for the Plan to be more flexible in this regard
- The Plan is not sufficiently flexible in respect of its approach to density/ the density requirement is too high - the Council's response is that it has applied a thorough and sound approach towards setting density requirement and that they are appropriate in the context of the Borough and its location
- The countryside policy is too restrictive - the Council's response is that it has applied a thorough and sound approach towards the countryside policy

Members asked how the Local Plan had taken into account sub-division of houses. It was reported that Policy 11 Housing Choices, states that all residential proposals for conversions, sub-division and/or changes of use will be considered on a case by case basis, and must take into account the Government's Technical Housing Standards. There was some debate as to the extent of this Policy but it was generally agreed that it will provide the Council with more policy guidance on this matter than has been available in the past.

Jamie Carr reported that the intention was to submit the Local Plan to the Planning Inspectorate for Public Examination on Monday 29<sup>th</sup> January. The Examination commences on submission day, a Planning Inspector will be allocated and the Hearings will likely take place toward the end of April/early May

**18. STRATEGIC GROWTH PLAN UPDATE (VERBAL)**

Adrian Thorpe stated the public consultation dates for the Leicester and Leicestershire Strategic Growth Plan and briefly explained the content of the consultation documentation. Councillor Boyce suggested that the Strategic Growth Plan was necessary because the number of homes being proposed for the period up to the year 2050 in Leicester and Leicestershire is significant, and that significant infrastructure will be required in order to deliver the proposed number of homes.

**19. ECONOMIC REGENERATION UPDATE**

Adrian Thorpe briefly updated Members on the progress of the 41-43 Canal Street Compulsory Purchase Order, Horsewell Lane pavilion replacement and the former Oadby swimming pool site.

Councillor Bentley requested that proposed timetable for the Horsewell Lane pavilion replacement be adhered to as it had already taken longer than expected. Adrian Thorpe mentioned that Alex Ward, the Council's Economic Regeneration Team Leader was now leading the project and that it was progressing well. A further update on the project will be taken to the next Place Shaping meeting.

Members asked whether the current pavilion on Horsewell Lane would remain in situ until the replacement pavilion had been completed. Adrian Thorpe said that the plan is for the existing pavilion to remain in situ until the replacement had been completed. Adrian Thorpe also mentioned that Alex Ward was currently in the process of getting plans drawn up for the pavilion and its surroundings.

Councillor Boyce requested that any proposed development of the former Oadby swimming pool site be look at in the context of the wider development proposed within the centre of Oadby. Officers suggested that it would be.

**20. HOUSING STRATEGY STATEMENT**

Adrian Thorpe presented a report that had been circulated as an Agenda Update which identified the need for the Council to prepare a new Housing Strategy to cover the period 2018-2023 and that suitably qualified companies are invited to submit proposals for carrying out this work. Members supported this in principle but requested clarification over the late addition of the report to the agenda and confirmation over how this work will be funded.

**THE MEETING CLOSED AT 8.15 PM**



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**Chair**  
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**Thursday, 08 March 2018**  
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**MINUTES OF THE MEETING OF THE LICENSING AND REGULATORY COMMITTEE HELD AT THE COUNCIL OFFICES, STATION ROAD, WIGSTON ON THURSDAY, 25 JANUARY 2018 COMMENCING AT 6.30 PM**

**PRESENT**

Councillor Mrs L M Broadley (Chair)

**COUNCILLORS**

G A Boulter  
M H Charlesworth  
R F Eaton  
Mrs H E Loydall

**OFFICERS IN ATTENDANCE**

D M Gill (Head of Law & Governance / Monitoring Officer)  
Ms S Lane (Democratic Services Officer / Compliance Officer)  
Ms P J Samuels (Licensing & Environmental Health Team Leader)

**17. APOLOGIES FOR ABSENCE**

An apology for absence was received from Councillors Miss A R Bond, Mrs K M Chalk, Miss M V Chamberlain and J Kaufman.

**18. DECLARATIONS OF INTEREST**

None.

**19. MINUTES OF THE PREVIOUS MEETING HELD ON 12 OCTOBER 2017**

By affirmation of the meeting, it was

**UNANIMOUSLY RESOLVED THAT:**

**The minutes of the previous meeting of the Committee held on 12 October 2017 be taken as read, confirmed and signed.**

**20. ACTION LIST ARISING FROM THE MEETING HELD ON 12 OCTOBER 2017**

With reference to the action point marked 'Corporate Enforcement Update' (min. ref. 15) in respect of the Pest Control Services. Members were informed that at the meeting of the Service Delivery Committee held on 23 January, it was reported that currently the service was projected to lose £20k by the end of the financial year and that it had been agreed at that meeting that an up-to-date financial appraisal in respect of service was to be brought back to that Committee after six-months so that a view could then be taken as to its continued commercial viability.

By affirmation of the meeting, it was

**UNANIMOUSLY RESOLVED THAT:**

**The Action List be noted by Members.**

**21. PETITIONS AND DEPUTATIONS**

None.

**22. CORPORATE ENFORCEMENT REPORT**

The Committee gave consideration to the report (at pages 6 - 10) as delivered and summarised by the Licensing & Environmental Health Team Leader which should be read together with these minutes as a composite document.

**Asbestos Case - Marstown Avenue (Update)**

Members stated that they were advised during the meeting of the Service Delivery Committee held on 23 January that the results for the laboratory analysis were due on 24 January. They requested that the results be chased as the report was still outstanding.

Members were advised that a prosecution file was in preparation, however, there was no time constraint on starting the legal action. It was said that a full report would help to ensure a successful prosecution. The Council would apply for full costs and, as part of the land is owned by the perpetrator, a land charge could be imposed.

**Dog Fouling**

Members stated that they were happy with the progress made so far and that stencilling and signage had made some difference but there were still areas of the Borough littered with dog faeces. Although bins had now been provided in the areas requested, some dog owners, who had bagged up the offending mess, were reported not to be using the bins and discarding, for example, in front gardens. The majority of Members agreed that a stern approach was the only way forward.

Members were advised that the current dog warden contract was up for renewal in April 2018 and that the Council was currently looking at various options. This was said to possibly involve contracting a company who could provide enforcement and issue Fixed Penalty Notices on the Council's behalf. If this was the way forward, the Council could then undertake a media campaign in order for the public to report offences and worst offending areas could be targeted. For successful prosecutions, the Council would require a statement and preferably good photographic evidence.

**Enforcement of Litter, Fly-Tipping and Accumulations**

Members requested that, as all local Councils were now part of the Leicestershire Forum, some pressure be exerted onto Leicestershire County Council to consider stop charging for disposal at household waste sites as this could be partly to blame for incidents of fly-tipping.

Members suggested that an article could go into Letterbox advising residents to check that if they employ a firm to dispose of their waste that they hold the relevant permit, as if the rubbish is fly-tipped the resident would still be liable. Members stated that Leicester City Council offer three large collections in any one year, free of charge, and suggested that was something that the Council should look into providing.

Officers clarified that the time period for the statistics in the report were from 1 September to 31 December 2017. The figures compiled for the report were taken from the Council's complaints database and therefore it was raw data. The figures recently presented to the

Service Delivery Committee on 23 January were taken from the national database and represented an exact number.

### **Abandoned Vehicles**

Officers confirmed to Members that if a member of the public reported an abandoned vehicle, that they would be contacted with an outcome as long as contact details were provided at the time of reporting the incident.

### **Food Hygiene**

Members requested a list of all establishments giving them a risk rating of low, medium and high and the date they were due for next re-inspection to be brought to the next meeting.

Officers confirmed that there were currently 48 food hygiene inspections outstanding. It was said that it was a service that the Council had to provide with no funding contributions. At present re-inspections were currently provided for free, which could be charged, but few establishments would request them. It was stated that establishments which gain a low risk (score of 5) should be celebrated and publicised.

### **Licensing**

Members stated that they had witnessed private hire vehicles parking in the taxi ranks and other parking spaces on Leicester Road, Wigston (i.e. outside the Co-operative funeral building) therefore requesting that a Licensing Officer attend scene.

A Member raised concern at overhearing a conversation between a taxi driver and a Licensing Officer whereby the driver was struggling to understand the conversation. Members noted the Joint Police Enforcement Operation report did not indicate how many vehicles were stop checked.

Members were advised that there had been no known cases in the Borough involving overcharging disabled passengers or the refusal to carry an assistance dog, but if there were, the Council would take appropriate action and report back to Members.

It was stated that the Council could look into new taxi drivers undertaking an English speaking test, that standards were increasing and the Council wish this to continue. Officers advised Members that eight vehicles were stop checked on the first night of the enforcement operation but did not have the figures to hand for night two.

The Chair requested that she be informed of any future joint enforcement operations to allow any newly-appointed Members of the Committee to attend and observe. It was also requested that drivers be reminded of the law and policy and I for accepting assistance dogs and not charging an increased fare for disabled passengers, following the recent news reports in the local and national media.

Members requested that for all future meetings, reports be more detailed, more explanatory and timeframes be clearly stated.

### **Licensed Premises**

Members asked that, when a licence was issued, could the licensee be advised to join 'Pubwatch' to which Officers advised that the Council advise but not compel.

By affirmation of the meeting, it was

**UNANIMOUSLY RESOLVED THAT:**

**The contents of the report be noted by Members.**

**23. PROPOSED PUBLIC SPACE PROTECTION ORDER (REGULATION OF DOGS)**

The Committee gave consideration to the report and appendices (at pages 11 – 39) as delivered and summarised by the Head of Law & Governance / Monitoring Officer which should be read together with these minutes as a composite document.

It was moved by the Chair, seconded by Councillor G A Boulter and

**UNANIMOUSLY RESOLVED THAT:**

- (i) The contents of the report be noted by Members; and**
- (ii) The revised Public Space Protection Order (Regulation of Dogs in the Borough of Oadby and Wigston) be recommend to Full Council for enactment.**

**THE MEETING CLOSED AT 7.49 PM**



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**Chair**  
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**Thursday, 05 April 2018**  
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**MINUTES OF THE MEETING OF THE CHILDREN AND YOUNG PEOPLES' FORUM HELD AT THE COUNCIL OFFICES, STATION ROAD, WIGSTON ON WEDNESDAY, 31 JANUARY 2018 COMMENCING AT 7.00 PM**

**PRESENT**

Councillor R E R Morris (Chair)

**COUNCILLORS**

Miss M V Chamberlain  
Mrs S Z Haq  
Mrs S B Morris

**OFFICERS IN ATTENDANCE**

M Smith (Community Safety & Youth Coordinator)

**OTHERS IN ATTENDANCE**

D Amliwala (Oadby & Wigston Youth Council)  
M McCallister (Reality Youth Project)

**20. APOLOGIES FOR ABSENCE**

L Duguid (Oadby & Wigston Youth Council)  
D Eckert (Oadby & Wigston Youth Council)

**21. MINUTES OF THE PREVIOUS MEETING HELD ON 17 OCTOBER 2017**

**RESOLVED THAT:**

**The Minutes of the Meeting held on Tuesday, 17 October 2017 be taken as read and confirmed.**

**22. POLICE UPDATE**

Due to a Police representative being unavailable this agenda item was deferred until the next meeting of the Forum.

**23. IMPACT TEAM UPDATE**

Due to an IMPACT Team representative being unavailable this agenda item was deferred until the next meeting of the Forum.

**24. REALITY BUS UPDATE**

Mike McCallister, from the Reality Youth Project, provided the forum with the following update:

The South Wigston bus sessions on Friday evenings, 7pm – 8.30pm outside South Leicestershire College, remain one of the busiest and most lively sessions, and a great way to finish the week. It is well attended by young people all across the 11-18 age range, with usually an average of 20 plus young people present each week. The older and younger groups get along well with each other and are happy to share space on the bus.



We continue to have a strong rapport with the several members of the older group of young people who come to the bus on a regular basis. They are often there early and run up to the bus as soon as they see us arrive. They are happy to hold conversations with us downstairs and chat to us about their week before they head upstairs to use the DJ decks.

In particular, we have built a strong bond with one of the older girls as well as her group of friends, and her boyfriend and his friendship group. They have told us how much they look forward to our being there and how they view it as one of the best parts of the week. We are planning to have a belated birthday celebration of sorts this week.

While the older group primarily spends most of their time upstairs, the younger group tends to divide itself between using the game consoles and laptops upstairs, chatting with each other and the youth workers downstairs, and making use of the grind rail outside the bus. We have built strong relationships with many of the younger boys who come to the bus every week. Several of them spend most of the session downstairs, drinking hot chocolate and chatting with the youth workers. Many of them frequently express their appreciation for our being there and tell us how much they look forward and enjoy being on the bus. On occasion, we are also able to chat about our motivation as youth workers for working on the bus and running the sessions.

Toward the end of last term, we began to incorporate more holiday-themed crafts into the sessions, such as Thanksgiving "turkeys" made from Oreos, Cola Bottles, and chocolate coins. The crafts were popular with both the older and younger groups, and gave us a chance to discuss more cultural differences between the United States and the United Kingdom. It also fulfilled a desire of the young people in having more than just games consoles but instead having something simple to enjoy doing whilst chatting. We plan to celebrate more holidays on the bus as the year goes on, starting in a couple of weeks with Valentine's Day and Shrove Tuesday.

Mike went on to further explain the facilities and setup of the bus, and explained that the bus is a charity. At present the bus is in use twice a day, 5 days a week for youth sessions, alongside doing lunchtime sessions at some schools and colleges across Leicestershire. Typically the bus is 'deployed' in 10 week blocks to a location.

On 'big nights', such as Halloween, up to 50-60 young people have attended the bus sessions.

Members enquired as to the impact the bus has had on the number of reported incidents of anti-social behaviour in the area since its deployment. Mike confirmed that other areas had previously reported a decrease in anti-social behaviour during the 10 week block of sessions the bus attends.

**\*ACTION\*:** MS to confirm the South Wigston anti-social behaviour figures before, during, and after the Reality Bus session blocks.

Mike went on to state that PCSOs and other beat officers have an open invite to drop in on the bus in order to break down barriers and build rapport between young people and the Police, and that this has regularly occurred. It was noted that it has been particularly useful to have the Police and IMPACT Teams regularly signposting young people during detached sessions in deployment areas to the bus.

Members asked if there were plans for the Reality Bus to hold sessions in Oadby, particularly around the Uplands Park area. Mike stated that the bus had attended some

sessions at Ellis Park in previous years, and that they are currently seeking funding to go back to the location in the future. Members suggested Chicken Alley and Fludes Lane as other potential locations for the bus.

Members stated that the Reality Bus was a "brilliant project", and that it would be wonderful to see "fleets of buses like this in operation". The Forum notes that Leicestershire County Council's '637 Youth Bus' was decommissioned some time ago, and that Blaby District Council has recently decommissioned its own 'BB19 Youth Bus' as the vehicle had reached the end of its serviceable life.

## **25. YOUTH COUNCIL UPDATE**

Devina Amliwala informed members that the Youth Council has recently elected a new Chair, Lauren Duguid, as the existing Chair, Daria Eckert, will be stepping down in February. A new 'executive' side for the Youth Council is also being developed following the adoption of the Terms of Reference for the group.

The Youth Council is now writing to the new Secretary of State for Education, following the cabinet reshuffle, to keep their Curriculum for Life campaign on track. This will be the third Secretary of State for Education that the Youth Council has approached since taking on the campaign. Daria is currently redrafting the letter for this. 'Life at Beauchamp' sessions at Beauchamp College have already started to include aspects of Curriculum for Life items, with Year 13's getting advice around finances etc.

A survey for young people is also being rolled out on the Youth Council's website ([www.owyc.co.uk](http://www.owyc.co.uk)). This will further allow for the opinions of young people in the Borough to provide guidance for the Youth Council's priorities in the coming year.

A Youth Council sub-group is currently in the early stages of planning a Hate Crime Awareness event for young people, with their first meeting having taken place on Tuesday, 23 January. The event, as well as serving a specific purpose around raising awareness of Hate Crime, will be a recruitment opportunity for the Youth Council. Members suggested that sponsorship of the event may be a route worth exploring.

The Youth Council will also be undertaking some basic, accredited first aid training in the near future which Mark is currently sourcing. The Youth Council believe that first aid is a life skill that everyone should have. Members have suggested charging non-Youth Council members to attend the training.

## **26. LEICESTERSHIRE COUNTY COUNCIL EARLY HELP BUDGET REVIEW**

The forum received a brief overview of the changes to the Early Help service proposed by Leicestershire County Council, as well as having sight of physical copies of the consultation document prepared by the County Council itself. The consultation runs until 22 April 2018.

The Youth Council have received copies of all of the information regarding the proposals released by Leicestershire County Council, and are not comfortable with suggested changes to the Early Help service. The Youth Council will be drafting a formal letter to the County Council highlighting their concerns regarding the proposals.

The main impact to the Borough will be the loss of the SureStart Children's Centre in South Wigston, with only the Wigston centre being retained by the County Council. This is disappointing as County Councillors for the Borough were not immediately informed of this possibility, nor included in any initial consultation, even though South Wigston is

recognised as one of the most deprived areas in the Borough. It would also appear, although speculative, that only a minimal level of consultation and publicising regarding the proposals has taken place at a local level.

A query was raised as to if the Council could formally write to the County Council regarding the proposals, and form a corporate response. In support of this Mark is currently awaiting details regarding the number of families that are currently utilising the centre in South Wigston.

**\*ACTION\***: MS to discuss with Democratic Services the appropriateness of the Council response, and the process to do so.

Full consultation details can be found at <https://www.leicestershire.gov.uk/earlyhelp>.

**27. ANY OTHER BUSINESS**

Mark reminded the Forum that nominations are now open for the Young Citizen of the Year award, closing on 20 April 2018.

**THE MEETING CLOSED AT 7.37 PM**



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**Chair**  
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**Wednesday, 28 March 2018**  
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