



TO COUNCILLOR:

N Alam
L A Bentley
G A Boulter
J W Boyce
Mrs L M Broadley

M L Darr
R F Eaton
Mrs L Eaton JP
D A Gamble (Chair)
Miss P V Joshi

J Kaufman
Mrs L Kaufman
K J Loydall JP
D W Loydall
Dr I K Ridley (Vice-Chair)

Dear Sir or Madam

I hereby **SUMMON** you to attend a meeting of the **POLICY, FINANCE AND DEVELOPMENT COMMITTEE** to be held at the **COUNCIL OFFICES, STATION ROAD, WIGSTON** on **TUESDAY, 26 NOVEMBER 2019** at **7.00 PM** for the transaction of the business set out in the Agenda below.

Yours faithfully

Council Offices
Wigston
18 November 2019

Mrs Anne E Court
Chief Executive

<u>ITEM NO.</u>	<u>AGENDA</u>	<u>PAGE NO'S</u>
1.	Apologies for Absence	
	To receive apologies for absence from Members to determine the quorum of the meeting in accordance with Rule 7 of Part 4 of the Constitution.	
2.	Appointment of Substitutes	
	To appoint substitute Members in accordance with Rule 26 of Part 4 of the Constitution and the Substitution Procedure Rules.	
3.	Declarations of Interest	
	Members are reminded that any declaration of interest should be made having regard to the Members' Code of Conduct. In particular, Members must make clear the nature of the interest and whether it is 'pecuniary' or 'non-pecuniary'.	
4.	Minutes of the Previous Meeting	1 - 3
	To read, confirm and sign the minutes of the previous meeting in accordance with Rule 19 of Part 4 of the Constitution.	
5.	Action List Arising from the Previous Meeting	4
	To read, confirm and note the Action List arising from the previous meeting.	



6. Petitions and Deputations

To receive any Petitions and, or, Deputations in accordance with Rule(s) 11 and 12 of Part 4 of the Constitution and the Petitions Procedure Rules respectively.

7. Review of Scale of Fees & Charges (2020/21) 5 - 35

Report of the Financial Services Manager

8. Collection and Write-Off of Miscellaneous Debtors (Q2 2019/20) 36 - 39

Report of the Financial Services Manager

9. Third Sector and Community Support Funding Requests (Q2 2019/20) 40 - 42

Report of the Head of Community and Wellbeing

10. Section 106 Open Space, Sport and Recreation Contributions (June - November 2019) 43 - 50

Report of the Planning Policy Officer

11. Environment Strategy and Action Plan (November 2019) 51 - 70

Report of the Head of the Built Environment

12. Volunteering Vision, Aims and Policy (2019-2024) 71 - 80

Report of the Marketing & Insight Manager

13. Standards & Ethical Indicators (Q2 2019/20) 81 - 90

Report of the Head of Law & Democracy / Monitoring Officer

For more information, please contact:

Democratic Services

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

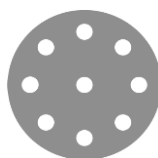
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Agenda Item 4

**MINUTES OF THE MEETING OF THE POLICY, FINANCE AND DEVELOPMENT COMMITTEE
HELD AT THE COUNCIL OFFICES, STATION ROAD, WIGSTON ON TUESDAY, 10
SEPTEMBER 2019 COMMENCING AT 7.00 PM**

PRESENT

D A Gamble Chair
Dr I K Ridley Vice-Chair

COUNCILLORS

N Alam
L A Bentley
J W Boyce
M L Darr
R F Eaton
Mrs L Eaton JP
F S Ghattoraya
J Kaufman
Mrs L Kaufman
K J Loydall JP
D W Loydall

OFFICERS IN ATTENDANCE

S J Ball Trainee Solicitor
D M Gill Head of Law & Democracy / Monitoring Officer
C Raymakers Head of Finance, Revenues and Benefits

23. APOLOGIES FOR ABSENCE

An apology for absence was received from Councillors G A Boulter, Mrs L M Boradley and Miss P V Joshi.

24. APPOINTMENT OF SUBSTITUTES

Councillor F S Ghattoraya substituted for Councillor Miss P V Joshi.

25. DECLARATIONS OF INTEREST

None.

26. MINUTES OF THE PREVIOUS MEETING

By affirmation of the meeting, it was

UNANIMOUSLY RESOLVED THAT:

The minutes of the previous meeting held on 23 July 2019 be taken as read, confirmed and signed.

27. ACTION LIST ARISING FROM THE PREVIOUS MEETING

By affirmation of the meeting, it was

UNANIMOUSLY RESOLVED THAT:

The Action List arising from the previous meeting held on 23 July 2019 be noted.

28. PETITIONS AND DEPUTATIONS

None.

29. TREASURY MANAGEMENT ANNUAL REPORT (2018/19)

The Committee gave consideration to the report and appendices (as set out on pages 5 - 18 of the agenda reports pack) which asked it to note the performance and activities of the authority's treasury management function for the financial year 2018/19.

By affirmation of the meeting, it was

UNANIMOUSLY RESOLVED THAT:

The contents of the report and appendices be noted.

30. FINANCIAL OUTTURN REPORT (Q1 2019/20)

The Committee gave consideration to the report and appendix (as set out on pages 19 - 25 of the agenda reports pack) which asked it to note overall authority's position for the financial year 2019/20 at the end of the first quarter for both revenue and capital expenditure and approve additional capital expenditure for 2019/20.

It was moved by Councillor J W Boyce, seconded by Councillor K J Loydall and

UNANIMOUSLY RESOLVED THAT:

- (i) The contents of the report and appendix be noted; and**
- (ii) The additional capital expenditure (as set out at paragraph 3 of the report) be approved, subject to a full report and business plan being presented to the next meeting of the Committee; and**
- (iii) The allocation of the additional capital expenditure (as approved at (ii) above) be delegated to the Chief Executive and Chief Finance Officer / Section 151 Officer following consultation with the Chair.**

31. COLLECTION AND WRITE-OFF OF MISCELLANEOUS DEBTORS (Q1 2019/20)

The Committee gave consideration to the report (as set out on pages 26 - 29 of the agenda reports pack) which asked it to note levels of outstanding debt owed to the authority at the end of quarter one of 2019/20.

By affirmation of the meeting, it was

UNANIMOUSLY RESOLVED THAT:

The contents of the report be noted.

32. THIRD SECTOR AND COMMUNITY SUPPORT FUNDING REQUESTS (Q1 2019/20)

The Committee gave consideration to the report (as set out on pages 30 - 31 of the

agenda reports pack) which asked it to note the range of funding applications received during the July 2019 cycle of Residents' Forums and to seek Members' approval to award the funding grants requested.

It was moved by Councillor L A Bentley, seconded by Councillor J W Boyce and

UNANIMOUSLY RESOLVED THAT:

- (i) The contents of the report be noted; and**
- (ii) The funding for the list of projects (as set out at paragraph 2.2 of the report) be approved.**

33. STANDARDS & ETHICAL INDICATORS (Q1 2019/20)

The Committee gave consideration to the report and appendix (as set out on pages 32 - 42 of the agenda reports pack) which asked it to note the figures for local determination of complaints and the ethical indicators for quarter one of 2019/20.

By affirmation of the meeting, it was

UNANIMOUSLY RESOLVED THAT:

The contents of the report and appendix be noted.

THE MEETING CLOSED AT 7.55 PM



Chair

Tuesday, 26 November 2019

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

Agenda Item 5

POLICY, FINANCE AND DEVELOPMENT COMMITTEE

ACTION LIST

Arising from the Meeting held on Tuesday, 10 September 2019

No.	Minute Ref. / Item of Business	*Action Details / Action Due Date	Responsible Officer(s)' Initials	Action Status
1.	30. - Financial Outturn Report (Q1 2019/20)	A full report and business plan be presented to the next meeting of the Committee regarding the purchase of properties for additional Council housing. <i>Due by Nov-19</i>	ChRa AdTh	Verbal Update
2.	33. - Standards & Ethical Indicators (Q1 2019/20)	That all future quarterly indicators reports include additional rows detailing outstanding and cumulative totals, together with narrative if an indicator has been outstanding for two quarters. <i>Due by Ongoing</i>	DaGi	Report Update (Agenda Item 13)

* | 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).

Agenda Item 7



Policy, Finance and Development Committee	Tuesday, 26 November 2019	Matter for Decision
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Report Title: **Review of Scale of Fees & Charges (2020/21)**

Report Author(s): **Chris Raymakers (Financial Services Manager)**

Purpose of Report:	This report is to allow Members to consider, review and approve the proposed scale of fees and charges for the financial year 2020/21 for the Council.
Report Summary:	Charges consist of both those set by statute and those set by this Council. Charges set by Council that are increased in line with inflation will be uplifted by the Consumer Price Index at September 2019 which was 1.7%.
Recommendation(s):	A. That members approve the proposed Scale of Fees and Charges for 2020/21 (as set out in Appendix 1); and B. That delegated authority be given to the Chief Financial Officer to allow flexibility to charging charges to encourage a more commercial approach to maximising income.
Senior Leadership, Head of Service, Manager, Officer and Other Contact(s):	Clive Mason (Chief Financial Officer) (0116) 257 2736 clive.mason@oadby-wigston.gov.uk Chris Raymakers (Financial Services Manager) (0116) 257 2891 chris.raymakers@oadby-wigston.gov.uk
Corporate Objectives:	Building, Protecting and Empowering Communities (CO1) Growing the Borough Economically (CO2) Providing Excellent Services (CO3)
Vision and Values:	Customer Focus (V5)
Report Implications:-	
Legal:	There are no implications arising from this report.
Financial:	It is important for the Council to maximise its income from fees and charges.
Corporate Risk Management:	Decreasing Financial Resources / Increasing Financial Pressures (CR1) Regulatory Governance (CR6) Reputation Damage (CR4)
Equalities and Equalities Assessment (EA):	There are no implications arising from this report. EA not applicable.
Human Rights:	There are no implications arising from this report.
Health and Safety:	There are no implications arising from this report.

Statutory Officers' Comments:-	
Head of Paid Service:	The report is satisfactory.
Chief Finance Officer:	The report is satisfactory.
Monitoring Officer:	The report is satisfactory.
Consultees:	Heads of Service
Background Papers:	Fees and Charges Working Papers
Appendices:	1. Scale of Fees & Charges (2020/21)

1. Information

- 1.1 The Council charges for a number of its services that are provided to the public. All fees and charges are reviewed on an annual basis as part of the budget setting process.
- 1.2 When setting fees and charges, the following factors are taken into consideration:
- Statutory obligations;
 - Policies and objectives of the Council;
 - Inflation and relevant indices;
 - Local market research and competition (where relevant);
 - The impact of price changes on activity level or demand;
 - Changes in taxation;
 - Budget position and any associated gap; and
 - The cost of providing the service
- 1.3 As at September 2019 the Consumer Price Index, which is a measure of inflation, stood at 1.7%. This has been used as a guide for Heads of Service when considering any increases for 2020/21.
- 1.4 The fees and charges the Council sets for its services are an important income stream. It is therefore vital that they are set at the appropriate level while giving value for money to its customers. If these two facets of the charging process are achieved they will help mitigate the risks to the Council identified above.

2 Information By Service

- 2.1 The majority of services have increased their fees and charges by the Inflation rate above, rounding the amount in order to provide a simple, easy to understand charge. Where services have deviated from this an explanation is detailed below. If a charge is set by statute this is indicated as part of Appendix 1

2.2 Licensing

Taxi Licences have been held at the same price for 2020/21. This will allow a new licensing policy to be introduced following any appropriate consultation required. Overall the increase in charge would yield around £3,000

2.3 Cemeteries

The cost of an Exhumation has been adjusted in order for it to match the cost of an interment. This has resulted in the prices at 6.6 (g) and (f) being reduced. Overall the increase in prices should yield around £2,500

2.4 Leisure Centres

The costs of entry into the Leisure Centres are proposed to increase by inflation as per the contract with Sports and Leisure Management. The charges will come into force from the 1 January which is the anniversary of the start of the contract.

2.5 Allotments

Previously allotments have been priced per 100 square yards, it is proposed that pricing is by each square yard to take into account the varying sizes of the plots.

2.6 Garden Waste Service

The charging for the garden waste service was introduced for the financial year 2018/19 and has been held at £35 for the first two years and the service has built a customer base of around 9,300 households. Charging in other Leicestershire Districts is currently as follows.

Council	Charge
Melton	£64
Leicester City	£51
Charnwood	£45
Harborough	£40
Blaby	£36
Rutland	£35
Hinckley and Bosworth	£24

It is proposed that the charge for 2020/21 is increased to £40 which will still leave the Council charging at no more than the average price for authorities within the County, not withstanding any intended price increases by our neighbouring authorities. It is proposed that the charge for additional bins remains unchanged this year. Overall the increase should yield around £45,000 each year.

Appendix 1

DEVELOPMENT CONTROL		VAT	GL ACCOUNT CODE	UNIT	DATE OF LAST CHANGE	2019-20 £	2020-21 £	Externally	Explanation regarding the recommended level of charge
1									
	BUILDING CONTROL & PLANNING - COMMON CHARGES								
1.1	PLANNING AND BUILDING CONTROL FEES								
(a)	Statutory Charge set by Central Government and Local Authorities							X	
1.2	BUILDING AND PLANNING RECORDS SEARCH								
(a)	Domestic and simple commercial development (Min charge £17.00)		40001 9356	Per Hour	1-Apr-17	40.00	40.00		No Change
(b)	Commercial enquiries charged at £34.00 per hour (Min charge £34.00)		40001 9356	Per Hour	1-Apr-17	80.00	80.00		No Change
1.3	COPY OF PLANS, DOCUMENTS & DECISIONS**								
	If the total charge (at the rates below) does not exceed £3.00 then no charge will be made to provide the requested copies.								
(a)	A4 size (black and white) per sheet*		40001 9206	Each	1-Apr-13	0.10	0.10		No Change
(b)	A4 size (colour) per sheet*		40001 9206	Each	1-Apr-13	1.00	1.00		No Change
(c)	A3 size (black and white) per sheet*		40001 9206	Each	1-Apr-13	0.15	0.15		No Change
(d)	A3 size (colour) per sheet*		40001 9206	Each	1-Apr-13	2.00	2.00		No Change
(e)	A2 size per sheet		40001 9206	Each	1-Apr-17	8.50	8.50		No Change
(f)	A1 per sheet		40001 9206	Each	1-Apr-17	8.50	8.50		No Change
(g)	A0 per sheet		40001 9206	Each	1-Apr-17	8.50	8.50		No Change
	Documents Supplied electronically (via the website)								
	*Where information is held electronically and can be published to the website (without any data protection issues), subject to a maximum of 15 sheets, there will be no charge made.								
	Requests in excess of 15 sheets will be charged at £25 per hour (or part thereof) or the equivalent paper copy rate (whichever is the cheapest).								
	Documents Supplied electronically (by e-mail or by CD)								
	If information is held electronically and cannot be published to the website without any data protection issues, then a Data Protection Act fee of £10 will be charged plus a charge of £25 per hour (or part thereof) or the equivalent paper copy rate (whichever is the cheapest).		40001 9206	Per Enquiry	1-Apr-17	25.00	25.00		No Change
1.4	PRE APPLICATION CHARGES								
(a)	Householder Proposal Enquiries (including works to tree enquiries, if permission is required/dropped kerb/home working enquiries etc)								
	Basic Service (desk based assessment with no follow ups)		40001 9395	Per Enquiry	1-Apr-19	49.00	50.00		Increased by the current CPI rate
	Gold Service (includes one site visit or meeting, a written response, plus one follow - up proposal)		40001 9395	Per Enquiry	1-Apr-19	97.00	98.50		Increased by the current CPI rate
(b)	New Residential Unit Enquiries (including if permission is required)								
	1-3 new dwellings		40001 9395	Per Enquiry	1-Apr-19	161.00	164.00		Increased by the current CPI rate
	4-9 new dwellings		40001 9395	Per Enquiry	1-Apr-19	250.00	254.00		Increased by the current CPI rate
	10-49 new dwellings		40001 9395	Per Enquiry	1-Apr-19	700.00	712.00		Increased by the current CPI rate
	50 or more new dwellings		40001 9395	Per Enquiry	1-Apr-19	1400.00	1425.00		Increased by the current CPI rate
(c)	Commercial / Other Enquiries (including if permission is required)								
	Lawful use of premises enquiry		40001 9395	Per Enquiry	1-Apr-19	161.00	164.00		Increased by the current CPI rate
	Change of Use / No additional floor space / telecoms / advertisements etc		40001 9395	Per Enquiry	1-Apr-19	161.00	164.00		Increased by the current CPI rate
	Additional floor space up to 500 square metres		40001 9395	Per Enquiry	1-Apr-19	250.00	255.00		Increased by the current CPI rate
	Between 500 and 999 additional square metres		40001 9395	Per Enquiry	1-Apr-19	700.00	712.00		Increased by the current CPI rate
	Over 1000 additional square metres		40001 9395	Per Enquiry	1-Apr-19	1400.00	1425.00		Increased by the current CPI rate
1.5	HIGH HEDGE COMPLAINTS								
	Those on means tested benefits and war pensions will receive 33% discount		40001 9369	Per Enquiry	1-Apr-19	495.00	503.00		Increased by the current CPI rate
			40001 9369	Per Enquiry	1-Apr-19	330.00	336.00		Increased by the current CPI rate
1.6	WEEKLY LIST OF ALL PLANNING APPLICATIONS								
			40001 9354	Per Year	1-Apr-19	140.00	142.00		Increased by the current CPI rate
1.7	OADBY AND WIGSTON LOCAL PLAN								
(a)	Oadby and Wigston Saved Local Plan **		40101 9206		1-Apr-17	45.00	46.00		Increased by the current CPI rate
	i) Residents and Local groups		40101 9206		1-Apr-17	20.00	20.50		Increased by the current CPI rate

DEVELOPMENT CONTROL

DESCRIPTION OF CHARGE	VAT	GL ACCOUNT CODE	UNIT	DATE OF LAST CHANGE	2019-20 £	2020-21 £	Externality	Explanation regarding the recommended level of charge
Core Strategy DPD (non resident or local group)		40101 9206		1-Apr-18	45.00	46.00		Increased by the current CPI rate
Core Strategy DPD (resident or local group)		40101 9206		1-Apr-18	20.00	20.50		Increased by the current CPI rate
Town Centres Area Action Plan DPD (non resident or local group)		40101 9206		1-Apr-18	45.00	46.00		Increased by the current CPI rate
Town Centres Area Action Plan DPD (resident or local group)		40101 9206		1-Apr-18	20.00	20.50		Increased by the current CPI rate
Saved Local Plan DPD (non resident or local group)		40101 9206		1-Apr-18	45.00	46.00		Increased by the current CPI rate
Saved Local Plan DPD (resident or local group)		40101 9206		1-Apr-18	20.00	20.50		Increased by the current CPI rate
New Local Plan DPD (non resident or local group)		40101 9206		1-Apr-18	45.00	46.00		Increased by the current CPI rate
New Local Plan DPD (resident or local group)		40101 9206		1-Apr-18	20.00	20.50		Increased by the current CPI rate
1.8 OTHER DOCUMENTS								
(a) Residential Land Availability Statement (Published Annually) **		40101 9206		1-Apr-17	20.00	20.50		Increased by the current CPI rate
(b) Supplementary Planning Guidance / Supplementary Planning Document / Statements of Consultation **		40101 9206		1-Apr-17	20.00	20.50		Increased by the current CPI rate
(c) Employment Land Availability Study (Published Annually) **		40101 9206		1-Apr-17	20.00	20.50		Increased by the current CPI rate
(d) Landscape Character Assessment		40101 9206		1-Apr-17	35.00	36.00		Increased by the current CPI rate
(e) Oadby & Wigston Green Wedge Management Strategy		40101 9206		1-Apr-17	35.00	36.00		Increased by the current CPI rate
(f) Oadby & Wigston Phase 1 Habitat Survey and Biodiversity Audit (Available on CD only)		40101 9206		1-Apr-17	35.00	36.00		Increased by the current CPI rate
(g) Oadby and Wigston Employment Land and Premises Study**		40101 9206		1-Apr-17	35.00	36.00		Increased by the current CPI rate
(h) Statement of Community Involvement **		40101 9206		1-Apr-17	15.00	15.50		Increased by the current CPI rate
(i) Annual Monitoring Report **		40101 9206		1-Apr-17	20.00	20.50		Increased by the current CPI rate
(j) Nature Conservation Strategy		40101 9206		1-Apr-17	35.00	36.00		Increased by the current CPI rate
(k) Local Development Scheme**		40101 9206		1-Apr-17	35.00	36.00		Increased by the current CPI rate
(l) Strategic Housing Land Availability Assessment/HEDNA **		40101 9206		1-Apr-17	10.00	10.00		Increased by the current CPI rate
(m) Retail Study**		40101 9206		1-Apr-17	35.00	36.00		Increased by the current CPI rate
(n) Faith Community Study & Places of Worship Needs Assessment**		40101 9206		1-Apr-17	35.00	36.00		Increased by the current CPI rate
(o) Play & Recreational Facilities Study		40101 9206		1-Apr-17	35.00	36.00		Increased by the current CPI rate
(p) Affordable Housing Viability Assessment		40101 9206		1-Apr-17	35.00	36.00		Increased by the current CPI rate
(q) Whole Plan Viability Assessment		40101 9206		1-Apr-17	35.00	36.00		Increased by the current CPI rate
(r) Assessment of Highways and Transportation Implications		40101 9206		1-Apr-17	35.00	36.00		Increased by the current CPI rate
(s) Employment Sites & Brownfield Land Study		40101 9206		1-Apr-17	35.00	36.00		Increased by the current CPI rate
(t) Adopted Policies Map		40101 9206		1-Apr-17	20.00	20.50		Increased by the current CPI rate
(u) Housing Implementation Strategy		40101 9206		1-Apr-17	20.00	20.50		Increased by the current CPI rate
(v) Annual Open Space Review		40101 9206		1-Apr-17	20.00	20.50		Increased by the current CPI rate
** Documents are available on the Councils Website free of charge www.oadby-wigston.gov.uk								
BUILDING CONTROL								
1.9 COMPLETION CERTIFICATE								
(a) Written confirmation of works exempt from Building Regulations		21001 9201	Each	1-Apr-17	60.00	60.00		The Leicestershire Building Control Partnership is currently looking to align fees across the 5 councils in the partnership. This will be presented at the board meeting on 14th November 2019 and if agreed by all the next steps will be taken at each council to have the fees implemented. On this basis we wish for the moment to retain the 2019/20 fees for 2020/21.
(b) Written confirmation of non-existence of Building Regulations record		21001 9201	Each	1-Apr-17	40.00	40.00		The Leicestershire Building Control Partnership is currently looking to align fees across the 5 councils in the partnership. This will be presented at the board meeting on 14th November 2019 and if agreed by all the next steps will be taken at each council to have the fees implemented. On this basis we wish for the moment to retain the 2019/20 fees for 2020/21.

DEVELOPMENT CONTROL

DESCRIPTION OF CHARGE	VAT	GL ACCOUNT CODE	UNIT	DATE OF LAST CHANGE	2019-20 £	2020-21 £	Externally set	Explanation regarding the recommended level of charge
(c) Written confirmation of completion of work to which Building Regulations applied		21001 9201	Each	1-Apr-17	40.00	40.00		The Leicestershire Building Control Partnership is currently looking to align fees across the 5 councils in the partnership. This will be presented at the board meeting on 14th November 2019 and if agreed by all the next steps will be taken at each council to have the fees implemented. On this basis we wish for the moment to retain the 2019/20 fees for 2020/21.
1.10 RECOVERY OF EXPIRED PLAN		21001 9201	Per Hour	1-Apr-17	44.00	44.00		The Leicestershire Building Control Partnership is currently looking to align fees across the 5 councils in the partnership. This will be presented at the board meeting on 14th November 2019 and if agreed by all the next steps will be taken at each council to have the fees implemented. On this basis we wish for the moment to retain the 2019/20 fees for 2020/21.
1.11 STREET NAMING & NUMBERING								
(a) List of all new property street names and numbers	E	21002 9382	Per Year	1-Apr-17	500.00	500.00		The Leicestershire Building Control Partnership is currently looking to align fees across the 5 councils in the partnership. This will be presented at the board meeting on 14th November 2019 and if agreed by all the next steps will be taken at each council to have the fees implemented. On this basis we wish for the moment to retain the 2019/20 fees for 2020/21.
(b) Written confirmation of postal address details	E	21002 9382	Per Address	1-Apr-15	25.00	25.00		The Leicestershire Building Control Partnership is currently looking to align fees across the 5 councils in the partnership. This will be presented at the board meeting on 14th November 2019 and if agreed by all the next steps will be taken at each council to have the fees implemented. On this basis we wish for the moment to retain the 2019/20 fees for 2020/21.
(c) Renaming/renumbering of existing property	E	21002 9382	Per Address	1-Apr-15	40.00	40.00		The Leicestershire Building Control Partnership is currently looking to align fees across the 5 councils in the partnership. This will be presented at the board meeting on 14th November 2019 and if agreed by all the next steps will be taken at each council to have the fees implemented. On this basis we wish for the moment to retain the 2019/20 fees for 2020/21.
(d) Naming/Numbering of 1-5 plots	E	21002 9382	Per Plot	1-Apr-15	40.00	40.00		The Leicestershire Building Control Partnership is currently looking to align fees across the 5 councils in the partnership. This will be presented at the board meeting on 14th November 2019 and if agreed by all the next steps will be taken at each council to have the fees implemented. On this basis we wish for the moment to retain the 2019/20 fees for 2020/21.
(e) Naming/ Numbering for each additional plot over 5	E	21002 9382	Per Plot	1-Apr-15	25.00	25.00		The Leicestershire Building Control Partnership is currently looking to align fees across the 5 councils in the partnership. This will be presented at the board meeting on 14th November 2019 and if agreed by all the next steps will be taken at each council to have the fees implemented. On this basis we wish for the moment to retain the 2019/20 fees for 2020/21.
(f) Naming of a street	E	21002 9382	Per Street	1-Apr-15	150.00	150.00		The Leicestershire Building Control Partnership is currently looking to align fees across the 5 councils in the partnership. This will be presented at the board meeting on 14th November 2019 and if agreed by all the next steps will be taken at each council to have the fees implemented. On this basis we wish for the moment to retain the 2019/20 fees for 2020/21.

DEVELOPMENT CONTROL

DESCRIPTION OF CHARGE	VAT	GL ACCOUNT CODE	UNIT	DATE OF LAST CHANGE	2019-20 £	2020-21 £	Externally set
(g) Numbering of new flat complex	E	21002 9382	Per Flat	1-Apr-15	25.00	25.00	<p>Explanation regarding the recommended level of charge</p> <p>The Leicestershire Building Control Partnership is currently looking to align fees across the 5 councils in the partnership. This will be presented at the board meeting on 14th November 2019 and if agreed by all the next steps will be taken at each council to have the fees implemented. On this basis we wish for the moment to retain the 2019/20 fees for 2020/21.</p> <p>The Leicestershire Building Control Partnership is currently looking to align fees across the 5 councils in the partnership. This will be presented at the board meeting on 14th November 2019 and if agreed by all the next steps will be taken at each council to have the fees implemented. On this basis we wish for the moment to retain the 2019/20 fees for 2020/21.</p> <p>The Leicestershire Building Control Partnership is currently looking to align fees across the 5 councils in the partnership. This will be presented at the board meeting on 14th November 2019 and if agreed by all the next steps will be taken at each council to have the fees implemented. On this basis we wish for the moment to retain the 2019/20 fees for 2020/21.</p> <p>The Leicestershire Building Control Partnership is currently looking to align fees across the 5 councils in the partnership. This will be presented at the board meeting on 14th November 2019 and if agreed by all the next steps will be taken at each council to have the fees implemented. On this basis we wish for the moment to retain the 2019/20 fees for 2020/21.</p>
(h) Change to a development after notification #	E	21002 9382	Per Application	1-Apr-15	50.00	50.00	
(i) Administration fee, plus additional fee per plot # # Notification means after the Authority has numbered the street or part of.	E	21002 9382	Per Plot	1-Apr-15	15.00	15.00	
(j) Street re-named / re-numbered at residents request # # plus all compensation (the compensation is to be met by the applicant). Compensation relates to monies paid to residents to help them pay for the cost of informing all parties that they correspond with, regarding the change to their address. NB: A two thirds majority agreement from residents is required by ballot.	E	21002 9382	Per Request	1-Apr-15	## 250.00	## 250.00	
1.12 WORK ASSOCIATED WITH AN EMERGENCY OR ENFORCEMENT INCIDENT							
(a) Building Control Surveyor - rate per hour (either on site or in office)		21001 9356	Each	1-Apr-09	50.00	50.00	<p>The Leicestershire Building Control Partnership is currently looking to align fees across the 5 councils in the partnership. This will be presented at the board meeting on 14th November 2019 and if agreed by all the next steps will be taken at each council to have the fees implemented. On this basis we wish for the moment to retain the 2019/20 fees for 2020/21.</p> <p>The Leicestershire Building Control Partnership is currently looking to align fees across the 5 councils in the partnership. This will be presented at the board meeting on 14th November 2019 and if agreed by all the next steps will be taken at each council to have the fees implemented. On this basis we wish for the moment to retain the 2019/20 fees for 2020/21.</p> <p>The Leicestershire Building Control Partnership is currently looking to align fees across the 5 councils in the partnership. This will be presented at the board meeting on 14th November 2019 and if agreed by all the next steps will be taken at each council to have the fees implemented. On this basis we wish for the moment to retain the 2019/20 fees for 2020/21.</p>
(b) Building Control Manager - rate per hour (either on site or in office)		21001 9356	Each	1-Apr-14	58.00	58.00	
(c) Preparation & posting of documentation (letters, notices, etc) per document		21001 9356	Each	1-Apr-15	29.85	29.85	

DEVELOPMENT CONTROL

DESCRIPTION OF CHARGE	VAT	GL ACCOUNT CODE	UNIT	DATE OF LAST CHANGE	2019-20 £	2020-21 £	Externally Set	Explanation regarding the recommended level of charge
(d) Telephone calls made from a mobile - per minute (standard rate)		21001 9356	Each	1-Apr-15	0.03	0.03		The Leicestershire Building Control Partnership is currently looking to align fees across the 5 councils in the partnership. This will be presented at the board meeting on 14th November 2019 and if agreed by all the next steps will be taken at each council to have the fees implemented. On this basis we wish for the moment to retain the 2019/20 fees for 2020/21.
(e) Telephone calls made from a mobile to mobile - per minute (standard rate)		21001 9356	Each	1-Apr-15	0.09	0.09		The Leicestershire Building Control Partnership is currently looking to align fees across the 5 councils in the partnership. This will be presented at the board meeting on 14th November 2019 and if agreed by all the next steps will be taken at each council to have the fees implemented. On this basis we wish for the moment to retain the 2019/20 fees for 2020/21.
(f) Mobile text messaging (standard rate)		21001 9356	Each	1-Apr-15	0.04	0.04		The Leicestershire Building Control Partnership is currently looking to align fees across the 5 councils in the partnership. This will be presented at the board meeting on 14th November 2019 and if agreed by all the next steps will be taken at each council to have the fees implemented. On this basis we wish for the moment to retain the 2019/20 fees for 2020/21.
(g) Telephone calls made from landlines to mobiles - connection charge (standard business rate)		21001 9356	Each	1-Apr-15	0.08	0.08		The Leicestershire Building Control Partnership is currently looking to align fees across the 5 councils in the partnership. This will be presented at the board meeting on 14th November 2019 and if agreed by all the next steps will be taken at each council to have the fees implemented. On this basis we wish for the moment to retain the 2019/20 fees for 2020/21.
(h) Telephone calls made from landlines to mobiles - per minute thereafter (standard business rate)		21001 9356	Each	1-Apr-15	0.16	0.16		The Leicestershire Building Control Partnership is currently looking to align fees across the 5 councils in the partnership. This will be presented at the board meeting on 14th November 2019 and if agreed by all the next steps will be taken at each council to have the fees implemented. On this basis we wish for the moment to retain the 2019/20 fees for 2020/21.
(i) Telephone calls made from a landline to a landline - connection charge (standard business rate)		21001 9356	Each	1-Apr-15	0.08	0.08		The Leicestershire Building Control Partnership is currently looking to align fees across the 5 councils in the partnership. This will be presented at the board meeting on 14th November 2019 and if agreed by all the next steps will be taken at each council to have the fees implemented. On this basis we wish for the moment to retain the 2019/20 fees for 2020/21.
(j) Telephone calls made from a landline to a landline - per minute thereafter (standard business rate)		21001 9356	Each	1-Apr-15	0.03	0.03		The Leicestershire Building Control Partnership is currently looking to align fees across the 5 councils in the partnership. This will be presented at the board meeting on 14th November 2019 and if agreed by all the next steps will be taken at each council to have the fees implemented. On this basis we wish for the moment to retain the 2019/20 fees for 2020/21.
1.13 SUPPLY OF RADAR KEY TO A RESIDENT WITH PROOF OF DISABILITY		14204 9201	Each	1-Apr-14	3.50	3.50		No change
1.14 NOTIFICATION OF DEMOLITION (Section 80)								
(a) Buildings with a volume less than 49.56 cubic metres (Exempt)	£	21002 9363	Each	1-Apr-15	0.00	0.00		The Leicestershire Building Control Partnership is currently looking to align fees across the 5 councils in the partnership. This will be presented at the board meeting on 14th November 2019 and if agreed by all the next steps will be taken at each council to have the fees implemented. On this basis we wish for the moment to retain the 2019/20 fees for 2020/21.

DEVELOPMENT CONTROL

DESCRIPTION OF CHARGE	VAT	GL ACCOUNT CODE	UNIT	DATE OF LAST CHANGE	2019-20 £	2020-21 £	Externally Set	Explanation regarding the recommended level of charge
(b) Domestic Building in excess of 49.56 cubic metres	E	21002 9363	Each	1-Apr-17	120.00	120.00		The Leicestershire Building Control Partnership is currently looking to align fees across the 5 councils in the partnership. This will be presented at the board meeting on 14th November 2019 and if agreed by all the next steps will be taken at each council to have the fees implemented. On this basis we wish for the moment to retain the 2019/20 fees for 2020/21.
(c) Non-Domestic Building in excess of 49.56 cubic metres	E	21002 9363	Each	1-Apr-17	120.00	120.00		The Leicestershire Building Control Partnership is currently looking to align fees across the 5 councils in the partnership. This will be presented at the board meeting on 14th November 2019 and if agreed by all the next steps will be taken at each council to have the fees implemented. On this basis we wish for the moment to retain the 2019/20 fees for 2020/21.
(d) Non-Domestic Building in excess of 300 cubic metres	E	21002 9363	Each	1-Apr-17	180.00	180.00		The Leicestershire Building Control Partnership is currently looking to align fees across the 5 councils in the partnership. This will be presented at the board meeting on 14th November 2019 and if agreed by all the next steps will be taken at each council to have the fees implemented. On this basis we wish for the moment to retain the 2019/20 fees for 2020/21.
(e) Sites with multiple buildings, additional charge per non-exempt unit	E	21002 9363	Each	1-Apr-17	25.00	25.00		The Leicestershire Building Control Partnership is currently looking to align fees across the 5 councils in the partnership. This will be presented at the board meeting on 14th November 2019 and if agreed by all the next steps will be taken at each council to have the fees implemented. On this basis we wish for the moment to retain the 2019/20 fees for 2020/21.
1.15 ADVERTISING ON THE DIGITAL DISPLAY SCREENS								
(a) Community Groups/Charity	I	41001 9053	Per Week/Slot	1-Apr-16	0.00	0.00		Free Service
(b) Business Within the Borough	I	41001 9053	Per Week/Slot	1-Apr-19	15.00	7.50		Reduced fee to encourage engagement and use
i) Introductory Offer of 2 weeks free on basis sign up for 1 month	I	41001 9053	Per Week/Slot	1-Apr-19	7.50	0.00		
(c) Business Outside the Borough	I	41001 9053	Per Week/Slot	1-Apr-19	30.00	10.00		Reduced fee to encourage engagement and use
i) Introductory Offer of 2 weeks free on basis sign up for 1 month	I	41001 9053	Per Week/Slot	1-Apr-19	15.00	0.00		
NB: A Slot will show an Advert for one minute in every ten minutes Total Advertising Time of 9 hours 6 minutes a week (8am-9pm 7days a week)								

VAT Key

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

LICENSING AND REGULATORY SERVICES

DESCRIPTION OF CHARGE		VAT	GL ACCOUNT CODE	UNIT	DATE OF LAST CHANGE	2019-20 £	2020-21 £	Externally £
<p>LICENCES</p> <p>2.1 HACKNEY CARRIAGE AND PRIVATE HIRE CARS</p> <p>(a) Driver's Licence - Private Hire and Hackney Carriage* i) Three Year (b) Competence Test (c) Drivers Badge - Replacement (d) Private Hire Operator's Licence</p> <p>i) Five Year ii) Operators Licence Competency Test* (e) Private Hire Vehicle Licence (f) Hackney Carriage Vehicle Licence (g) Replacement of Vehicle Licence Plate (h) Transfer of Vehicle Licence to Another Licensee (i) Transfer of Licence from Private Hire Vehicle to Hackney Carriage (vice-versa) (j) Certificate of Compliance (k) Replacement of Vehicle Licence (paper) (l) Replacement docu-dash (m) Replacement Front Windscreen pouch * Excludes DBS fee £54.00 payable on application and £8.00 DVLA mandate fee (n) HPI checks (new applicants) (o) Child Sexual Exploitation (CSE) Training (for new applicants & renewals)</p>								
N	42001 9333	Each	1-Apr-19	213.00	215.00			
N	42001 9389	Each	1-Apr-19	43.00	44.00			
N	42001 9333	Each	1-Apr-19	25.00	25.00			
N	42001 9331	Each	1-Apr-19	1010.00	1010.00			
N	42001 9389	Each	1-Apr-19	43.00	43.00			
N	42001 9332	Each	1-Apr-19	300.00	300.00			
N	42001 9335	Each	1-Apr-19	300.00	300.00			
N	42001 9332	Each	1-Apr-19	28.00	28.00			
N	42001 9332	Each	1-Apr-19	50.00	50.00			
N	42001 9201	Each	1-Apr-14	N/A	N/A			
N	42001 9332	Each	1-Apr-19	7.00	7.00			
N	42001 9201	Each	1-Apr-19	5.00	5.00			
N	42001 9332	Each	1-Apr-19	7.00	7.00			
N	42001 9383	Each	1-Apr-19	8.00	8.00			
N	42001 9385	Each	1-Apr-19	21.00	21.00			
<p>LICENCE FEES</p> <p>(a) Animal Boarding Establishment (new) (b) Animal Boarding Establishment (renewal) i) One Year (Up to 6 animals) ii) Two Year (Up to 6 animals) iii) Three Year (Up to 6 animals) iv) One Year (7 or more animals) v) Two Year (7 or more animals) vi) Three Year (7 or more animals) (c) Breeding of Dogs (new) (d) Breeding of Dogs (renewal) i) One Year ii) Two Year iii) Three Year (e) Dangerous Wild Animals (new) (f) Dangerous Wild Animals (renewal) (g) Pet Animal Shop (new) (h) Pet Animal Shop (renewal) (i) Riding Establishment (new) (j) Riding Establishment (renewal) (k) Hiring out horses (new) (l) Hiring out horses (renewal) i) One Year ii) Two Year iii) Three Year (m) Selling animals as pets (new) (n) Selling animals as pets (renewal) i) One Year ii) Two Year iii) Three Year (o) Exhibiting animals (new) (p) Exhibiting animals (renewal) i) Three Year (Only) (q) Variation of licence (no visit) (r) Variation of licence (visit) (s) Re-evaluation of rating (t) Additional activity Fee (50% of fee) i) One Year ii) Two Year iii) Three Year</p>								
N	42002 9323	Each	1-Apr-19	120.00	122.00			
N	42002 9323	Each	1-Apr-19	120.00	122.00			
N	42002 9396	Each	1-Apr-19	68.00	70.00			
N	42002 9397	Each	1-Apr-19	89.00	91.00			
N	42002 9396	Each	1-Apr-19	110.00	113.00			
N	42002 9396	Each	1-Apr-19	88.00	90.00			
N	42002 9397	Each	1-Apr-19	109.00	111.00			
N	42002 9398	Each	1-Apr-19	130.00	133.00			
N	42002 9326	Each	1-Apr-19	120.00	122.00			
N	42002 9396	Each	1-Apr-19	68.00	70.00			
N	42002 9397	Each	1-Apr-19	89.00	91.00			
N	42002 9398	Each	1-Apr-19	110.00	113.00			
N	42002 9334	Each	1-Apr-19	155.00	159.00			
N	42002 9334	Each	1-Apr-19	113.00	116.00			
N	42002 9327	Each	1-Apr-19	155.00	159.00			
N	42002 9327	Each	1-Apr-19	113.00	116.00			
N	42002 9325	Each	1-Apr-19	155.00	159.00			
N	42002 9325	Each	1-Apr-19	116.00	119.00			
N	42002 9396	Each	1-Apr-19	68.00	70.00			
N	42002 9397	Each	1-Apr-19	89.00	91.00			
N	42002 9398	Each	1-Apr-19	109.00	112.00			
N	42002 9398	Each	1-Apr-19	150.00	154.00			
N	42002 9327	Each	1-Apr-19	120.00	122.00			
N	42002 9327	Each	1-Apr-19	120.00	122.00			
N	42002 9396	Each	1-Apr-19	68.00	70.00			
N	42002 9397	Each	1-Apr-19	89.00	91.00			
N	42002 9398	Each	1-Apr-19	110.00	113.00			
N	42002 9398	Each	1-Apr-19	120.00	122.00			
N	42002 9396	Each	1-Apr-19	120.00	122.00			
N	42002 9398	Each	1-Apr-19	89.00	91.00			
N	42002 9388	Each	1-Apr-19	68.00	70.00			
N	42002 9388	Each	1-Apr-19	27.00	28.00			
N	42002 9387	Each	1-Apr-19	109.00	112.00			
N	42002 9387	Each	1-Apr-19	60.00	62.00			
N	42002 9396	Each	1-Apr-19	34.00	35.00			
N	42002 9397	Each	1-Apr-19	45.00	46.00			
N	42002 9398	Each	1-Apr-19	55.00	56.00			

£1000 max

Unless otherwise stated the charges below have been increased by the current Consumer Price Index rate

If Taxi licences fees change need to be put out to consultation. Cost has to cover cost of service. Body of work for new licence policy?

Increased by the current CPI rate

LICENSING AND REGULATORY SERVICES

DESCRIPTION OF CHARGE	VAT	GL ACCOUNT CODE	UNIT	DATE OF LAST CHANGE	2019-20 £	2020-21 £	Externality	£1000 max
NB For licences (a) - (i), vets fees incurred by the Council will be charged to the applicant. POA = Price on Application.					POA	POA		
(u) Acupuncture, Tattooing, Ear piercing, Electrolysis - Registration of Premises	N	42002 9329	Each	1-Apr-19	81.00	82.00		
(v) Person and premises combined	N	42002 9329	Each	1-Apr-19	81.00	82.00		
(w) Hairdresser - Registration of Premises and Persons	N	42002 9329	Each	1-Apr-19	123.00	125.00		
(x) Premises	N	42002 9336	Each	1-Apr-19	81.00	82.00		
(y) Person	N	42002 9336	Each	1-Apr-19	81.00	82.00		
(z) Person and premises combined	N	42002 9336	Each	1-Apr-19	123.00	125.00		
(aa) Scrap Metal Dealers Act 2013	N	42002 9337	Each	1-Apr-19	375.00	383.00		
(ab) Site Licence	N	42002 9337	Each	1-Apr-19	375.00	383.00		
(ac) Renewal of Site Licence - 3 yearly	N	42002 9337	Each	1-Apr-19	375.00	383.00		
(ad) Collectors Licence	N	42002 9337	Each	1-Apr-19	332.00	339.00		
(ae) Variation to Licence (inc change of site manager)	N	42002 9337	Each	1-Apr-19	332.00	339.00		
(af) Change of Circumstance	N	42002 9337	Each	1-Apr-19	70.00	72.00		
(ag) Street Trading (fixed) per outlet	N	42002 9337	Each	1-Apr-19	38.00	40.00		
(ah) 1 day a week Annual Licence	N	42002 9440	Each	1-Apr-19	102.00	104.00		
(ai) 1 month licence	N	42002 9440	Each	1-Apr-19	123.00	126.00		
(aj) 3 month licence	N	42002 9440	Each	1-Apr-19	177.00	181.00		
(ak) 6 month licence	N	42002 9440	Each	1-Apr-19	285.00	291.00		
(al) 12 month licence	N	42002 9440	Each	1-Apr-19	450.00	459.00		
(am) Transfer of Consent (fixed or mobile)	N	42002 9440	Each	1-Apr-19	70.00	71.00		
(an) Street Trading (mobile) per outlet	N	42002 9440	Each	1-Apr-19	70.00	71.00		
(ao) 1 day a week Annual Licence	N	42002 9440	Each	1-Apr-19	91.00	93.00		
(ap) 1 month licence	N	42002 9440	Each	1-Apr-19	123.00	126.00		
(aq) 3 month licence	N	42002 9440	Each	1-Apr-19	199.00	203.00		
(ar) 6 month licence	N	42002 9440	Each	1-Apr-19	343.00	350.00		
(as) 12 month licence	N	42002 9440	Each	1-Apr-19	86.00	88.00		
(at) One off Event Licence	N	42002 9440	Each	1-Apr-19	2523.00	2576.00		
(au) Sex Establishments	N	42002 9323	Each	1-Apr-19				
2.3 LICENSING ACT 2003								
(a) Personal Licence	N	42003 9371	Each	1-Apr-11	37.00	37.00	X	Licensing Act 2003 (fees) Regulations 2005
(b) Grant or Renewal of a Personal Licence	N	42003 9371	Each	1-Apr-11	37.00	37.00	X	Licensing Act 2003 Schedule 6
(c) Premises Licences / Club Premises Certificates								
(d) Annual Fees Rateable Value Bands :-								
(e) A (no rateable value to £4,300)	N	42003 9364	Each	1-Feb-05	70.00	70.00	X	Licensing Act 2003 (fees) Regulations 2005 Schedule 5
(f) B (£4,301 to £33,000)	N	42003 9364	Each	1-Feb-05	180.00	180.00	X	Licensing Act 2003 (fees) Regulations 2005 Schedule 5
(g) C (£33,001 to £87,000)	N	42003 9364	Each	1-Feb-05	295.00	295.00	X	Licensing Act 2003 (fees) Regulations 2005 Schedule 5
(h) D (£87,001 to £125,000)	N	42003 9364	Each	1-Feb-05	320.00	320.00	X	Licensing Act 2003 (fees) Regulations 2005 Schedule 5
(i) E (£125,001 and above)	N	42003 9364	Each	1-Feb-05	350.00	350.00	X	Licensing Act 2003 (fees) Regulations 2005 Schedule 5
(j) A multiplier is applied to premises in band D and E where they are exclusively or primarily in the business of selling alcohol	N	42003 9364	Each	1-Feb-05	640.00	640.00	X	Licensing Act 2003 Schedule 5
(k) D (x2)	N	42003 9364	Each	1-Feb-05	1050.00	1050.00	X	Licensing Act 2003 Schedule 5
(l) E (x3)	N	42003 9364	Each	1-Feb-05	100.00	100.00	X	Licensing Act 2003 (fees) Regulations 2005 Schedule 2
(m) New or Variation of Premises Licences / Club Premises Certificates								
(n) Application fees Rateable Value Bands :-								
(o) A (no rateable value to £4,300)	N	42003 9364	Each	1-Feb-05	190.00	190.00	X	Licensing Act 2003 (fees) Regulations 2005 Schedule 2
(p) B (£4,301 to £33,000)	N	42003 9364	Each	1-Feb-05	315.00	315.00	X	Licensing Act 2003 (fees) Regulations 2005 Schedule 2
(q) C (£33,001 to £87,000)	N	42003 9364	Each	1-Feb-05	450.00	450.00	X	Licensing Act 2003 (fees) Regulations 2005 Schedule 2
(r) D (£87,001 to £125,000)	N	42003 9364	Each	1-Feb-05	635.00	635.00	X	Licensing Act 2003 (fees) Regulations 2005 Schedule 2
(s) E (£125,001 and above)	N	42003 9364	Each	1-Feb-05	900.00	900.00	X	Licensing Act 2003 Schedule 2
(t) A multiplier is applied to premises in band D and E where they are exclusively or primarily in the business of selling alcohol	N	42003 9364	Each	1-Feb-05	1905.00	1905.00	X	Licensing Act 2003 Schedule 2
(u) D (x2)	N	42003 9364	Each	1-Feb-05	89.00	89.00	X	Licensing Act 2003 Schedule 2
(v) E (x3)	N	42003 9364	Each	1-Feb-05	21.00	21.00	X	Licensing Act 2003 (fees) Regulations 2005 Schedule 6
(w) Minor Variation of Premises Licences	N	42003 9372	Each	1-Feb-05	10.50	10.50	X	Licensing Act 2003 (fees) Regulations 2005 Schedule 6
(x) Application / Notice	N	42003 9374	Each	1-Apr-17	315.00	315.00	X	Licensing Act 2003 (fees) Regulations 2005 Schedule 6
(y) Temporary Event notice	N	42003 9375	Each	1-Feb-05	10.50	10.50	X	Licensing Act 2003 (fees) Regulations 2005 Schedule 6
(z) Theft, loss, etc of premises licence or summary	N	42003 9374	Each	1-Apr-17	315.00	315.00	X	Licensing Act 2003 (fees) Regulations 2005 Schedule 6
(aa) Application for a provisional statement where premises being built etc	N	42003 9374	Each	1-Feb-05	10.50	10.50	X	Licensing Act 2003 (fees) Regulations 2005 Schedule 6
(ab) Notification of change of name or address	N	42003 9375	Each	1-Feb-05	10.50	10.50	X	Licensing Act 2003 (fees) Regulations 2005 Schedule 6

LICENSING AND REGULATORY SERVICES

DESCRIPTION OF CHARGE	VAT	GL ACCOUNT CODE	UNIT	DATE OF LAST CHANGE	2019-20 £	2020-21 £	Externally Set	£1000 max	
v) Application to vary licence to specify individual as premises supervisor	N	42003 9376	Each	1-Feb-05	23.00	23.00	X	Licensing Act 2003 (fees) Regulations 2005 Schedule 6	
vi) Application for transfer of premises licence	N	42003 9377	Each	1-Feb-05	23.00	23.00	X	Licensing Act 2003 (fees) Regulations 2005 Schedule 6	
vii) Interim authority notice following death etc of licence holder	N	42003 9378	Each	1-Feb-05	23.00	23.00	X	Licensing Act 2003 (fees) Regulations 2005 Schedule 6	
viii) Theft, loss, etc of certificate or summary	N	42003 9379	Each	1-Feb-05	10.50	10.50	X	Licensing Act 2003 (fees) Regulations 2005 Schedule 6	
ix) Notification of change of name or alteration of rules of club	N	42003 9380	Each	1-Feb-05	10.50	10.50	X	Licensing Act 2003 (fees) Regulations 2005 Schedule 6	
x) Change of relevant registered address of club	N	42003 9375	Each	1-Feb-05	10.50	10.50	X	Licensing Act 2003 (fees) Regulations 2005 Schedule 6	
xi) Theft, loss, etc of temporary event notice	N	42003 9379	Each	1-Feb-05	10.50	10.50	X	Licensing Act 2003 (fees) Regulations 2005 Schedule 6	
xii) Theft, loss, etc of personal licence	N	42003 9379	Each	1-Feb-05	10.50	10.50	X	Licensing Act 2003 (fees) Regulations 2005 Schedule 6	
xiii) Notification of change of name or address of premises licence holder	N	42003 9375	Each	1-Feb-05	10.50	10.50	X	Licensing Act 2003 (fees) Regulations 2005 Schedule 6	
xiv) Right to freeholder etc to be notified of licensing matters	N	49901 9356	Each	1-Feb-05	21.00	21.00	X	Licensing Act 2003 (fees) Regulations 2005 Schedule 6	
2.4 GAMBLING ACT 2005									
(a) Small Society Lotteries	N	42004 9420	Each	1-Sep-07	40.00	40.00	X	The Small society Lotteries (Registration of Non-Commercial Societies) Regulations 2007, Section 3 (b)	
i) Initial Application Fee	N	42004 9420	Each	1-Sep-07	20.00	20.00	X	The Small society Lotteries (Registration of Non-Commercial Societies) Regulations 2007, Section 5 (a)	
ii) Renewal Fee	N	42004 9420	Each	1-Sep-07	20.00	20.00	X	The Small society Lotteries (Registration of Non-Commercial Societies) Regulations 2007, Section 5 (a)	
(b) Bingo Premises									
i) Premises Licence	N	42004 9410	Each	1-Apr-19	1314.00	1200.00	X	£1000 max	
ii) Annual Fee	N	42004 9412	Each	1-Apr-19	553.00	553.00	X	£1750 max	
iii) Variation of Licence	N	42004 9410	Each	1-Apr-19	1314.00	1314.00	X	The Gambling (Premises Licence Fees) (England and Wales) Regulations 2007 Regulation 10 (2)	
iv) Change of Circumstances	N	42004 9410	Each	1-Apr-19	49.00	50.00	X	£1200 max	
v) Transfer of Licence	N	42004 9410	Each	1-Apr-19	553.00	553.00	X	£1200 max	
vi) Re-instatement Fee	N	42004 9410	Each	1-Apr-19	553.00	553.00	X	£3500 max	
vii) Provisional Statement	N	42004 9410	Each	1-Apr-19	1314.00	1314.00	X	The Gambling (Premises Licence Fees) (England and Wales) Regulations 2007 Regulation 13 (2)	
viii) Copy of Licence	N	42004 9411	Each	1-Apr-17	30.00	25.00	X	The Gambling (Premises Licence Fees) (England and Wales) Regulations 2007 Regulation 13 (2)	
(c) Betting Premises (Track)									
i) Premises Licence	N	42004 9404	Each	1-Apr-19	1314.00	1200.00	X	£1000 max	
ii) Annual Fee	N	42004 9406	Each	1-Apr-19	553.00	565.00	X	£950 max	
iii) Variation of Licence	N	42004 9404	Each	1-Apr-19	1314.00	1250.00	X	The Gambling (Premises Licence Fees) (England and Wales) Regulations 2007 Regulation 10 (2)	
iv) Change of Circumstances	N	42004 9404	Each	1-Apr-19	59.00	50.00	X	£950 max	
v) Transfer of Licence	N	42004 9404	Each	1-Apr-19	553.00	565.00	X	£2250 max	
vi) Re-instatement Fee	N	42004 9404	Each	1-Apr-19	553.00	565.00	X	The Gambling (Premises Licence Fees) (England and Wales) Regulations 2007 Regulation 13 (2)	
vii) Provisional Statement	N	42004 9404	Each	1-Apr-19	1314.00	1342.00	X	£750 max	
viii) Copy of Licence	N	42004 9405	Each	1-Apr-17	30.00	25.00	X	The Gambling (Premises Licence Fees) (England and Wales) Regulations 2007 Regulation 13 (2)	
(d) Family Entertainment Centres									
i) Premises Licence	N	42004 9323	Each	1-Apr-19	1314.00	1000.00	X	£750 max	
ii) Annual Fee	N	42004 9323	Each	1-Apr-19	553.00	565.00	X	The Gambling (Premises Licence Fees) (England and Wales) Regulations 2007 Regulation 10 (2)	
iii) Variation of Licence	N	42004 9323	Each	1-Apr-19	1314.00	1250.00	X	£950 max	
iv) Change of Circumstances	N	42004 9323	Each	1-Apr-19	49.00	50.00	X	£950 max	
v) Transfer of Licence	N	42004 9323	Each	1-Apr-19	553.00	565.00	X	£2500 max	
vi) Re-instatement Fee	N	42004 9323	Each	1-Apr-19	553.00	565.00	X	The Gambling (Premises Licence Fees) (England and Wales) Regulations 2007 Regulation 13 (2)	
vii) Provisional Statement	N	42004 9323	Each	1-Apr-19	1314.00	1342.00	X	£1000 max	
viii) Copy of Licence	N	42004 9323	Each	1-Apr-12	25.00	25.00	X	The Gambling (Premises Licence Fees) (England and Wales) Regulations 2007 Regulation 7 (1)	
(e) Adult Gaming Centre									
i) Premises Licence	N	42004 9414	Each	1-Apr-19	1314.00	1200.00	X	£1500 max	
ii) Annual Fee	N	42004 9416	Each	1-Apr-19	553.00	565.00	X	£600 max	
iii) Variation of Licence	N	42004 9414	Each	1-Apr-19	1314.00	1000.00	X	The Gambling (Premises Licence Fees) (England and Wales) Regulations 2007 Regulation 10 (2)	
iv) Change of Circumstances	N	42004 9414	Each	1-Apr-19	49.00	50.00	X	£1200 max	
v) Transfer of Licence	N	42004 9414	Each	1-Apr-19	553.00	565.00	X	£2000 max	
vi) Re-instatement Fee	N	42004 9435	Each	1-Apr-19	553.00	565.00	X	The Gambling (Premises Licence Fees) (England and Wales) Regulations 2007 Regulation 13 (2)	
vii) Provisional Statement	N	42004 9436	Each	1-Apr-19	1314.00	1342.00	X	£1500 max	
viii) Copy of Licence	N	42004 9434	Each	1-Apr-12	25.00	25.00	X	The Gambling Act 2005 (Temporary Use Notices) Regulations 2007 Regulation 7 (1)	
(f) Betting Premises (Other)									
i) Temporary Use Notice	N	42004 9323	Each	7-Jan-07	500.00	500.00	X	£1500 max	
ii) Replacement Use Notice	N	42004 9323	Each	7-Jan-07	25.00	25.00	X	£600 max	
iii) Premises Licence	N	42004 9400	Each	1-Apr-19	1314.00	1342.00	X	£1500 max	
iv) Annual Fee	N	42004 9402	Each	1-Apr-19	553.00	565.00	X	£1200 max	
v) Variation of Licence	N	42004 9400	Each	1-Apr-19	1314.00	1342.00	X	£3000 max	
vi) Change of Circumstances	N	42004 9400	Each	1-Apr-19	49.00	50.00	X	The Gambling (Premises Licence Fees) (England and Wales) Regulations 2007 Regulation 10 (2)	
vii) Transfer of Licence	N	42004 9400	Each	1-Apr-19	553.00	565.00	X	£1200 max	
viii) Re-instatement Fee	N	42004 9323	Each	1-Apr-19	553.00	565.00	X	£1200 max	
ix) Provisional Statement	N	42004 9323	Each	1-Apr-19	1314.00	1342.00	X	£3000 max	
x) Copy of Licence	N	42004 9401	Each	1-Apr-12	25.00	25.00	X	The Gambling (Premises Licence Fees) (England and Wales) Regulations 2007 Regulation 13 (2)	
(g) Club Gaming Machine Permits									
i) Grant of Permit	N	42004 9422	Each	1-Sep-07	200.00	200.00	X	The Gambling Act 2005 (Club Gaming and Club Machine Permits) Regulations 2007 Regulation 8 (1)	

LICENSING AND REGULATORY SERVICES

DESCRIPTION OF CHARGE	VAT	GL ACCOUNT CODE	UNIT	DATE OF LAST CHANGE	2019-20 £	2020-21 £	Externally Set	£1000 max
i) Existing Operator Permit (Club Premises Certificate holder)	N	42004 9422	Each	1-Sep-07	100.00	100.00	X	The Gambling Act 2005 (Club Gaming and Club Machine Permits) Regulations 2007 Regulation 8 (1) (a) or (b)
ii) Variation of Permit	N	42004 9422	Each	1-Sep-07	100.00	100.00	X	The Gambling Act 2005 (Club Gaming and Club Machine Permits) Regulations 2007 Regulation 15
iv) Renewal of Permit	N	42004 9422	Each	1-Sep-07	200.00	200.00	X	The Gambling Act 2005 (Club Gaming and Club Machine Permits) Regulations 2007 Regulation 8 (2) (a)
v) Renewal of Permit (Club Premises Certificate holder)	N	42004 9422	Each	1-Sep-07	100.00	100.00	X	The Gambling Act 2005 (Club Gaming and Club Machine Permits) Regulations 2007 Regulation 8 (2) (b)
vi) First and Annual Fee	N	42004 9432	Each	1-Sep-07	50.00	50.00	X	The Gambling Act 2005 (Club Gaming and Club Machine Permits) Regulations 2007 Regulation 12 + 13
vii) Copy of Permit	N	42004 9422	Each	1-Sep-07	15.00	15.00	X	The Gambling Act 2005 (Club Gaming and Club Machine Permits) Regulations 2007 Regulation 16
(h) Club Gaming Permits								
i) Grant of Permit	N	42004 9421	Each	1-Sep-07	200.00	200.00	X	The Gambling Act 2005 (Club Gaming and Club Machine Permits) Regulations 2007 Regulation 8 (1)
ii) Grant of Permit (Club Premises Certificate holder)	N	42001 9421	Each	1-Sep-07	100.00	100.00	X	The Gambling Act 2005 (Club Gaming and Club Machine Permits) Regulations 2007 Regulation 8 (1) (a) or (b)
iii) Variation of Permit	N	42004 9421	Each	1-Sep-07	100.00	100.00	X	The Gambling Act 2005 (Club Gaming and Club Machine Permits) Regulations 2007 Regulation 15
iv) Renewal of Permit	N	42001 9421	Each	1-Sep-07	200.00	200.00	X	The Gambling Act 2005 (Club Gaming and Club Machine Permits) Regulations 2007 Regulation 8 (2) (a)
v) Renewal of Permit (Club Premises Certificate holder)	N	42004 9421	Each	1-Sep-07	100.00	100.00	X	The Gambling Act 2005 (Club Gaming and Club Machine Permits) Regulations 2007 Regulation 8 (2) (b)
vi) First and Annual Fee	N	42004 9431	Each	1-Sep-07	50.00	50.00	X	The Gambling Act 2005 (Club Gaming and Club Machine Permits) Regulations 2007 Regulation 12
vii) Copy of Permit	N	42004 9421	Each	1-Sep-07	15.00	15.00	X	The Gambling Act 2005 (Club Gaming and Club Machine Permits) Regulations 2007 Regulation 16
(i) Family Entertainment Centre Permits								
i) Grant of Permit	N	42004 9323	Each	1-Sep-07	300.00	300.00	X	The Gambling Act 2005 (Family Entertainment Centre Gaming Machine) (Permits) Regulations 2007 Reg 3 (a)
ii) Existing Operator Permit	N	42004 9424	Each	1-Apr-20	100.00	100.00	X	The Gambling Act 2005 (Family Entertainment Centre Gaming Machine) (Permits) Regulations 2007 Reg 3 (b)
iii) Renewal of Permit	N	42004 9323	Each	1-Sep-07	300.00	300.00	X	The Gambling Act 2005 (Family Entertainment Centre Gaming Machine) (Permits) Regulations 2007 Reg 3 (c)
iv) Change of Name on Permit	N	42004 9323	Each	1-Sep-07	25.00	25.00	X	The Gambling Act 2005 (Family Entertainment Centre Gaming Machine) (Permits) Regulations 2007 Reg 5
v) Copy of Permit	N	42004 9323	Each	1-Sep-07	15.00	15.00	X	The Gambling Act 2005 (Family Entertainment Centre Gaming Machine) (Permits) Regulations 2007 Reg 6
(j) Prize Gaming Permits								
i) Grant of Permit	N	42004 9424	Each	1-Sep-07	300.00	300.00	X	The Gambling Act 2005 (Prize Gaming) (Permits) Regulations 2007 Regulation 3 (a)
ii) Existing Operator Permit	N	42004 9424	Each	1-Apr-20	100.00	100.00	X	The Gambling Act 2005 (Prize Gaming) (Permits) Regulations 2007 Regulation 3 (b)
iii) Renewal of Permit	N	42004 9424	Each	1-Sep-07	300.00	300.00	X	The Gambling Act 2005 (Prize Gaming) (Permits) Regulations 2007 Regulation 3 (c)
iv) Change of Name on Permit	N	42004 9424	Each	1-Sep-07	25.00	25.00	X	The Gambling Act 2005 (Prize Gaming) (Permits) Regulations 2007 Regulation 5
v) Copy of Permit	N	42004 9424	Each	1-Sep-07	15.00	15.00	X	The Gambling Act 2005 (Prize Gaming) (Permits) Regulations 2007 Regulation 6
(k) Licensed Premises Gaming Machine Permits								
i) Grant of Permit	N	42004 9423	Each	1-Apr-17	150.00	150.00	X	The Gambling Act 2005 (Licensed Premises Gaming Machine Permits) (England and Wales) Regulations 2007 Reg 3 (a) (ii)
ii) Variation of Permit	N	42004 9423	Each	1-Apr-17	115.00	100.00	X	The Gambling Act 2005 (Licensed Premises Gaming Machine Permits) (England and Wales) Regulations 2007 Reg 3 (b)
iii) First and Annual Fee	N	42004 9423	Each	1-Apr-20	50.00	50.00	X	The Gambling Act 2005 (Licensed Premises Gaming Machine Permits) (England and Wales) Regulations 2007 Reg 9 (1) (a) + (b)
iv) Change of Name on Permit	N	42004 9423	Each	1-Apr-17	30.00	25.00	X	The Gambling Act 2005 (Licensed Premises Gaming Machine Permits) (England and Wales) Regulations 2007 Reg 8
v) Copy of Permit	N	42004 9423	Each	1-Apr-17	20.00	15.00	X	The Gambling Act 2005 (Licensed Premises Gaming Machine Permits) (England and Wales) Regulations 2007 Reg 9
vi) Transfer of Permit	N	42004 9423	Each	1-Apr-17	30.00	25.00	X	The Gambling Act 2005 (Licensed Premises Gaming Machine Permits) (England and Wales) Regulations 2007 Reg 3 (c)
vii) Automatic Entitlement Notification	N	42004 9423	Each	1-Apr-17	55.00	50.00	X	The Gaming Machines in Alcohol Licensed Premises (Notification fee) (England and Wales) Regulations 2007 Reg 3

VAT Key

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

ENVIRONMENTAL HEALTH

DESCRIPTION OF CHARGE	VAT	GL ACCOUNT CODE	UNIT	DATE OF LAST CHANGE	2019-20 £	2020-21 £	Externally Set	Explanation regarding the recommended level of charge
3 ENVIRONMENTAL HEALTH								
3.1 PEST CONTROL								
(a) Domestic Rodents	I	14006 9343	Each	1-Apr-19	93.00	95.00		Unless otherwise stated the charges below have been increased by the current Consumer Price Index rate
i) Standard Treatment (3 visits)	I	14006 9343	Each	1-Apr-19	30.00	31.00		
ii) Additional Single Visits								
(b) Mice in detached shed, garage, outbuilding or garden								
i) Standard Treatment (3 visits)	I	14006 9343	Each	1-Apr-19	93.00	95.00		
ii) Additional Single Visits	I	14006 9343	Each	1-Apr-19	30.00	31.00		
(c) Squirrels within premises								
i) Standard Treatment (3 visits)	I	14006 9343	Each	1-Apr-19	93.00	95.00		
ii) Additional Single Visits	I	14006 9343	Each	1-Apr-19	30.00	31.00		
(d) Wasps - Domestic Treatment								
i) Per Treatment	I	14006 9340	Each	1-Apr-19	70.00	72.00		
ii) Additional nests during same visit	I	14006 9340	Each	1-Jul-17	45.00	46.00		
(e) Wasps - Commercial Treatment								
i) Per Treatment	I	14006 9342	Visit	1-Apr-19	90.00	92.00		
ii) Additional nests during same visit	I	14006 9342	Each	1-Apr-19	60.00	61.00		
(f) Bedbug Treatments								
i) Minimum treatment of 3 visits	I	14006 9346	3 visits	1-Apr-19	186.00	190.00		
ii) Subsequent Visits	I	14006 9346	Each	1-Apr-19	62.00	63.00		
(g) Fleas Treatments								
i) Minimum treatment of 3 visits	I	14006 9346	1 Visit	1-Apr-19	50.00	51.00		
ii) Subsequent Visits	I	14006 9346	Each	1-Jul-17	40.00	41.00		
(h) Cockroaches - Domestic Treatment								
i) Minimum treatment of 3 visits	I	14006 9346	3 Visits	1-Apr-19	207.00	212.00		
ii) Subsequent Visits	I	14006 9346	Each	1-Jul-17	35.00	36.00		
(i) Cockroaches - Commercial Treatment								
i) Initial Visit	I	14006 9347	Initial Visit	1-Apr-19	207.00	212.00		
ii) Revisits per hour or part thereof.	I	14006 9347	Per Hour	1-Apr-19	72.50	36.00		
(l) Call out charge (Identification of Pests)			Call out	1-Jul-17	70.00	72.00		
3.2 ENVIRONMENT & SAFETY INFORMATION ACT 1988								
Copies of entries in register	I	14001 9356	Each	1-Apr-19	13.00	14.00		
3.3 FOOD SAFETY ACT								
Copies of Register of Food Business	I	14001 9356	Each	1-Apr-19	584.00	597.00		
3.4 ENVIRONMENTAL PROTECTION ACT								
Copies of Register of Authorisations	I	14001 9356	Each	1-Apr-19	62.00	63.00		
3.5 DOG CONTROL								
(a) Stray dogs - Statutory Charge	N	14007 9200	Each	1-Apr-16	25.00	25.00	X	The Environmental Protection (Stray Dogs) Regulations 1992 Sec. 2
(b) Collect and Return to Owner (If Known)	N	14007 9200	Each	1-Apr-19	87.50	87.50		
(c) Collect and Take to Kennels	N	14007 9200	Each	1-Apr-19	87.50	87.50		
(d) Collect and Return if Dog Strays More Than Once (in a 6 month period)	N	14007 9200	Each	1-Apr-19	129.00	129.00		
(e) Kennelling Fee	N	14007 9200	Per Day	1-Apr-18	14.50	14.50		
(f) Emergency Vets Fee (plus 10% Admin Fee)	N	14007 9200	Visit	1-Apr-08	Actual	Actual		
3.6 FOOD EXPORT CERTIFICATE								
	N	14001 9200	Each	1-Apr-19	130.00	135.00		

DESCRIPTION OF CHARGE	VAT	GL ACCOUNT CODE	UNIT	DATE OF LAST CHANGE	2019-20 £	2020-21 £	Externally	Explanation regarding the recommended level of charge
3.7 RE-INSPECTION FEE FOR THE FHRS INSPECTION (FOOD HYGIENE RATING SCHEME)	N	14001 9200	Each	1-Nov-18	150.00	150.00		
3.8 PRIVATE SECTOR HOUSING								
(a) Accommodation Certificates	N	14001 9360	Each	1-Apr-19	124.00	127.00		
(b) Change of Details on Certificate	N	14001 9360	Each	1-Apr-19	27.00	28.00		
(c) Mandatory Five year Licensing of Houses in Multiple Occupation (HMO)	N	14001 9392	Each	1-Apr-19	805.00	822.00		
(d) Additional Fee for Unlicensed Premises	N	14001 9392	Each	1-Apr-19	215.00	220.00		
(e) Renewal of Mandatory Five Year Licences for HMO	N	14001 9392	Each	1-Apr-19	665.00	679.00		
Deductions for -								
i) Second house to be licensed	N	14001 9392	Each	1-Apr-19	(27.00)	(28.00)		
ii) Membership of approved accreditation schemes	N	14001 9392	Each	1-Apr-19	(108.00)	(110.00)		
iii) Membership of approved landlord scheme	N	14001 9392	Each	1-Apr-19	(54.00)	(55.00)		
(f) Notices served under Housing Act 2004	N	14001 9356	Per Hour	1-Apr-19	50.00	51.00		
(g) Expenses incurred in determining Enforcement Action		14001 9356	Actual Cost	1-Apr-12	Actual	Actual		
3.9 ABANDONED VEHICLE								
(a) Abandoned Vehicle Charge	N	14004 9383	Each	1-Apr-18	150.00+	150.00+	X	Refer to The Removal, Storage and Disposal of Vehicles (Prescribed Sums and Charges) Regulations 2008 see Table 1, Reg. 4
i) Abandoned Vehicle in Good condition	N	14004 9383	Each	1-Apr-15	150.00+	150.00+	X	Refer to The Removal, Storage and Disposal of Vehicles (Prescribed Sums and Charges) Regulations 2008 see Table 1, Reg. 4
ii) Abandoned Vehicle in Bad condition								
Daily charge for every day we store vehicle with a maximum of 15 days storage & only if vehicle is worth more than £1000 in value	N	14004 9383	Daily	1-Apr-18	10.00+	10.00+	X	Refer To The Removal, Storage and Disposal of Vehicles (Prescribed Sums and Charges) Regulations 2008 see Table 2, Reg 5
(b) For Disposal of Vehicle	N	14004 9383	Each	1-Apr-18	50.00+	50.00+	X	Two wheeled vehicle £10, £61Tonne £20, 3.5 - 7.5 Tonne £25 7.5 -18 Tonne £30 +30 Tonne £35
3.10 CONTAMINATED LAND ENQUIRIES								
(a) Written Correspondence	N	14004 9200	Per Letter	1-Apr-19	66.00	67.00		
(b) Additional Hourly charge		14004 9200	Per Hour	1-Apr-19	50.00	55.00		
3.11 DRAIN CAMERA SURVEY								
(a) First hour (including viewing)	I	14004 9348	First Hour	1-Apr-19	65.00	70.00		
(b) Additional Half Hour	I	14004 9348	Additional	1-Apr-19	33.00	35.00		
3.12 CCTV								
(a) Request for viewing	I	14001 9348	Each	1-Apr-19	16.00	20.00		
3.13 SOLICITOR/BUSINESS REQUESTS including factual reports								
(a) Written Correspondence	I	14001 9356	Per Letter	1-Apr-19	60.00	67.00		
(b) Additional Hourly charge		14001 9356	Per Hour	1-Apr-19	60.00	67.00		

VAT Key
 I Inclusive of VAT
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 Z Zero-rated VAT



CORPORATE RESOURCES

DESCRIPTION OF CHARGE	VAT	GL ACCOUNT CODE	UNIT	DATE OF LAST CHANGE	2019-20 £	2020-21 £	Externally	Explanation regarding the recommended level of charge
CORPORATE RESOURCES								
4.1 COPIES OF OFFICIAL / CERTIFIED COUNCIL DOCUMENTS								
(a) Annual Report & Budget Book (Hard-Copy Only)	Z	30201 9206	Each set	1-Apr-19	36.00	37.00		CPI only
(b) Agendas, Reports & Background Documents (Hard-Copy Only)	Z	30201 9206	Each set	1-Apr-19	20.00	20.50		CPI only
(c) Minutes (Hard-Copy Only)	Z	30201 9206	Each set	1-Apr-19	15.00	15.50		CPI only
(d) Miscellaneous Legal Contracts, Agreements, Deeds, Instruments etc.	I	39904 9206	Each doc	1-Apr-19	42.00	43.00		CPI only
4.2 LEGAL / ADMINISTRATIVE SERVICES								
(a) Simple Transfers, Charges, Leases, Licences, Other Agreements etc.	I	39904 9105	Each set	1-Apr-19	300.00	305.10		CPI only
(b) Complex Transfers, Charges, Leases, Licences, Other Agreements etc.	I	39904 9105	Each set	1-Apr-19	600.00	610.00		CPI only
(c) Commercial Transfers, Charges, Leases, Licences, Other Agreements etc.	I	39904 9105	Each set	1-Apr-19	POA			
(d) Freehold / Leasehold Property Enquiries	I	39904 9105	Each set	1-Apr-19	42.00	43.00		CPI only
(e) Statutory Declarations, Statements, Affidavits, Certificates	I	39904 9105	Each doc	1-Apr-19	42.00	43.00		CPI only
(f) Certification of Original Documents	I	39904 9356	Each doc	1-Apr-19	20.00	20.50		CPI only
(g) Miscellaneous Hourly Rates (Qualified)	I	39904 9105	Per hour	1-Apr-19	120.00	122.00		
(h) Miscellaneous Hourly Rates (Non-Qualified)	I	39904 9105	Per hour	1-Apr-19	60.00	61.00		
(i) Miscellaneous Expenses and Disbursements	E	39904 9054	-	1-Apr-19	POA	POA	X	
(j) Miscellaneous Courts, Tribunals, Quangos etc. Costs and Fees	E	39904 9100	-	1-Apr-19	POA	POA	X	
(k) Miscellaneous Civil / Administrative Penalties etc.	E	39904/9103	-	1-Apr-19	POA	POA	X	
POA = Price on Application								Unless otherwise stated the charges below have been increased by the current Consumer Price Index rate
4.3 LOCAL LAND CHARGES (LLC)								
(a) Full Search (LLC and Con29R) (Residential / Commercial)	I	-	Per search	1-Apr-18	TBC	TBC	X	
(b) LLC1 Search	N	-	Per search	1-Apr-18	26.00	30.00	X	Per Email Received - 11 October 2019
(c) CON29R Search	I	-	Per search	1-Apr-18	90.00	95.00	X	Per Email Received - 11 October 2019
(d) Con29 Optional (Questions 4-22 each)	I	-	Each unit	1-Apr-18	TBC	TBC	X	
(e) CON29 Building Regs (Q1,1) and 3.8 each)	I	-	Each unit	1-Apr-18	TBC	TBC	X	
(f) LLC1 Additional parcel fee	N	-	Each unit	1-Apr-18	TBC	TBC	X	
(g) CON29R Additional parcel fee	N	-	Each unit	1-Apr-18	TBC	TBC	X	
(h) Own written questions	N	-	Each unit	1-Apr-18	TBC	TBC	X	
4.4 COPIES OF BYLAWS (Statutory max 20p per 100 words)								
	I	39904 9206	Each	1-Apr-98	2.00		X	No increase
4.5 ELECTORAL SERVICES								
(a) Written proof of registration	N	30401 9203	Each	1-Apr-19	0.00	0.00	X	
(b) Forwarding of documents	N	30401 9203	Each	1-Apr-19	0.00	0.00	X	
(c) Written proof of historical registration	N	30401 9203	Each	1-Apr-19	0.00	0.00	X	
(d) Sale of registers (open register, marked register etc). POA = Price on Application	N	30401 9203	Each	1-Apr-19	POA	POA	X	
4.6 ENVIRONMENTAL INFORMATION REGULATIONS (EIR) CHARGES								
(a) Photocopy or printing, standard, black and white, normal paper - min A4	I	39904 9356	Per Page	1-Apr-15	0.10	0.10		No Increase - prices in line with guidance from ICO/case law
(b) Photocopy or printing, standard, black and white, normal paper - A3	I	39904 9356	Per Page	1-Apr-16	0.15	0.15		
(c) Photocopy or printing, standard, black and white, normal paper - A2	I	39904 9356	Per Page	1-Apr-18	0.45	0.45		
(d) Photocopy or printing, standard, black and white, normal paper - A1	I	39904 9356	Per Page	1-Apr-18	0.85	0.85		
(e) Photocopy or printing, standard, black and white, normal paper - A0	I	39904 9356	Per Page	1-Apr-18	1.25	1.25		
(f) Reproduction of data onto CD, DVD, USB or other Portal / Cloud Device	I	39904 9356	Each	1-Apr-19	5.50	5.50		
(g) Staff costs for location, collation, redaction and checking of information etc.	I	39904 9356	Per Hour	1-Apr-19	25.00	25.00	X	
(h) Miscellaneous Expenses and Disbursements POA = Price on Application	E	39904 9054	-	1-Apr-19	POA	POA		
4.6 FREEDOM OF INFORMATION ACT (FOIA) CHARGES UNDER SECTION 12								
(a) Standard - Refusals of requests on cost grounds (Limit 18 hrs / £450.00 Max)	E	39904 9356	Per Hour	1-Apr-19	25.00	25.00	X	
(b) Extra - Requests exceeding cost limit at (a) [Necessary for Compliance] POA = Price on Application	E	39904 9356	-	1-Apr-19	POA	POA		



CORPORATE RESOURCES									
DESCRIPTION OF CHARGE	VAT	GL ACCOUNT CODE	UNIT	DATE OF LAST CHANGE	2019-20 £	2020-21 £	Externally Set	Explanation regarding the recommended level of charge	

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

HOUSING

	DESCRIPTION OF CHARGE	VAT	GL ACCOUNT CODE	UNIT	DATE OF LAST CHANGE	2019/20 £	2020-21 £	Externally set	Explanation regarding the recommended level of charge
5	HOUSING								
5.1	Use of Guest Rooms	E	1150* 9552	Night	1-Apr-19	21.40	22.00		Increase in line with inflation
5.2	Questionnaires re Loans for House Purchase		12001 9552	Each	1-Apr-19	42.90	42.90		Remain the same
5.3	Hostel charge	E	14201 9600	Weekly	1-Apr-19	25.00	25.50		Increase in line with inflation
5.4	Housing Options administration fee		12003 9356	Each	1-Apr-19	41.40	41.40		Remain the same
5.5	Personal contribution for hotel accommodation	E	14201 9600	Night	1-Apr-19	15.50	16.00		Increase in line with inflation
5.6	Charge for Scooter Storage (VAT rate of 5%)	I	1150* 9608	Weekly	1-Apr-19	8.50	8.50		Increase in line with inflation
5.7	Room Hire - Communal lounge (sheltered housing scheme)	E	1150* 9554	Hourly	1-Apr-19	16.10	16.50		Increase in line with inflation
5.8	Communal lounge and kitchen facilities	E	1150* 9554	Hourly	1-Apr-19	19.80	20.00		Increase in line with inflation
5.9	Communal door fobs	I	10001 9362	Each	N/A	N/A	10.00		New charge - tenants are currently charged £10 for fobs but this has not previously been included. Cost of £10 is actual cost and inclusive of VAT.

VAT Key

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

CEMETERIES

	DESCRIPTION OF CHARGE	VAT	GL ACCOUNT CODE	DATE OF LAST CHANGE	2019-20 £	2020-21 £	Externally Set
6	<p>CEMETERIES</p> <p>The Cemeteries are open for interments from 9:30am to 3.45pm (2.30pm on Fridays); the latest time that an interment can be booked is 3.15pm (Monday to Thursday) and 2.00pm (Friday). For bookings outside of these hours the interment fee will be doubled.</p> <p>6.1 PURCHASE OF GRAVE AND EXCLUSIVE RIGHT OF BURIAL</p> <p>(a) Resident</p> <p>i) Adult grave (a single grave for two coffin burials and up to six ash caskets; includes application fee for memorial not exceeding 2' 6" (760mm))</p> <p>ii) Children's grave (a single grave for one coffin burial in the children's section of Oadby Cemetery or Wigston Cemetery for a child up to and including 12 years of age; includes application fee for memorial not exceeding 2' 6" (760mm))</p> <p>iii) Cremated remains plot in the Garden of Remembrance at Oadby Cemetery or Wigston Cemetery (a single plot for two caskets; includes application fee for memorial not exceeding 2'6" (760mm))</p> <p>(b) Non Resident</p> <p>(c) The above charges are trebled in the case of a Non Resident of the Borough of Oadby and Wigston</p> <p>i) To extend the Deed of Grant of Right of Burial in a grave previously purchased, for a further 50 years.</p> <p>NOTES: The allocation of grave spaces for interment and exclusive rights of burial at both the cemeteries will be made available only in rotation. Purchase of burial or cremation plots in advance is not permitted at Oadby Cemetery Purchase of burial plots or cremation plots in Wigston Cemetery is limited to a maximum of 2 per applicant</p> <p>6.2 INTERMENT - IN A PRIVATE OR COMMON GRAVE</p> <p>For Interment in a Grave :-</p> <p>(a) Resident</p> <p>i) A child whose age at the time of death did not exceed one month.</p> <p>ii) A child whose age at the time of death exceeded one month but did not exceed 12 years.</p> <p>iii) A person whose age at the time of death exceeded 12 years.</p> <p>iv) For the interment of cremated remains in a grave or vault.</p> <p>v) A scattering of Ashes</p> <p>(b) Non Resident</p> <p>The above charges are double in the case of a non resident of the Borough of Oadby and Wigston.</p>	E	20102 9200	1-Apr-19	820.00	834.00	
		E	20102 9200	1-Apr-19	225.00	229.00	
		E	20102 9200	1-Apr-19	415.00	422.00	
		E	20102 9200	1-Apr-19	165.00	168.00	
		E	20102 9200	N/A	Free	137.00	
		E	20102 9200	1-Apr-19	470.00	478.00	
		E	20102 9200	1-Apr-19	165.00	168.00	
		E	20102 9200	1-Apr-19	68.00	70.00	

CEMETERIES

DESCRIPTION OF CHARGE	VAT	GL ACCOUNT CODE	DATE OF LAST CHANGE	2019-20 £	2020-21 £	Externally Set
(c) Additional charge for burial with less than 48 hours notice or cremated remains with less than 24 hours notice over and above charges at i) ii) iii) and iv) for residents and non residents. NOTE: The above charges include the digging of a grave where appropriate	E	20102 9200	1-Apr-19	210.00	215.00	
6.3 BURIAL OF A RESIDENT IN A DIFFERENT DISTRICT WHERE FAITH NEEDS CANNOT BE MET WITHIN THE BOROUGH The Council subsidy where applicable will be limited to a maximum of £1,000						
6.4 WALLED GRAVES AND VAULTS						
(a) For the right to construct a walled grave or vault:-						
i) 9ft x 9ft	E	20102 9200	1-Apr-19	1,095.00	1,115.00	
ii) 9ft x 4ft	E	20102 9200	1-Apr-19	885.00	900.00	
6.5 MONUMENTS, GRAVESTONES, TABLETS AND INSCRIPTIONS						
(a) For the right to erect or place on a grave or vault subject to approval of the Council;						
A headstone or memorial tablet, vase and base						
i) not exceeding 1ft in height (300mm)	I	20102 9200	1-Apr-19	70.00	71.00	
ii) exceeding 1ft but not exceeding 2ft 6in. (300mm to 760mm)	I	20102 9200	1-Apr-19	100.00	102.00	
iii) exceeding 2ft 6in (over 760mm) (but see NOTES below)	I	20102 9200	1-Apr-19	200.00	204.00	
(b) Kerbstone, Borderstone or Flatstone enclosing or over a grave (but see NOTES below)						
(c) For the right to place an inscribed plaque on the memorial at the Garden of Remembrance at Oadby Cemetery.	I	20102 9200	1-Apr-19	225.00	229.00	
i) Not Exceeding 6ins x 4ins (150mm x 100mm)	I	20102 9200	1-Apr-19	60.00	61.00	
ii) Exceeding 6ins x 4ins (150mm x 100mm)	I	20102 9200	1-Apr-19	95.00	97.00	
(d) For each inscription after the first inscription	I	20102 9200	1-Apr-19	48.00	49.00	
(e) Replacement of existing memorial - administration fee	I	20102 9200	1-Apr-19	48.00	49.00	
NOTES: Kerb edgings, headstones and memorials exceeding 2'6" (760mm) are not allowed in the Gardens of Remembrance or those sections of either cemetery designated as Lawn Cemetery (e.g. Wigston Cemetery Extension) and if installed will be removed. An additional inscription is defined as an action taken after the erection of the monument. Fees are to be enclosed with all applications						
6.6 MISCELLANEOUS						

CEMETERIES

DESCRIPTION OF CHARGE	VAT	GL ACCOUNT CODE	DATE OF LAST CHANGE	2019-20 £	2020-21 £	Externally Set
(a) Transfer of Grave Ownership	N	20102 9200	1-Apr-19	52.00	53.00	
(b) for Searches of registers, copies and extracts therefrom:						
(i) Search of registers by Council staff - per hour or part hour	N	20102 9200	1-Apr-19	30.00	31.00	
(ii) Search of registers - in person - per hour or part hour	N	20102 9200	1-Apr-19	10.00	10.00	
(c) Certificated copies of entry	N	20102 9200	1-Apr-19	30.00	31.00	
(d) Notice of Interment Forms			N/A			
(e) Use of the Chapel at Wigston Cemetery - per funeral	I	20102 9200	1-Apr-19	110.00	112.00	
(f) Purchase and planting of memorial trees - Donation	I	20102 9200	1-Apr-19	200.00	204.00	
(g) Donation towards a memorial seat (provided and installed by Council)	I	20102 9200	1-Apr-19	700.00	712.00	
(h) Exhumation (where requested by Deed Holder - subject to the required statutory approvals) - burial plot	E	20102 9200	1-Apr-19	620.00	470.00	
(i) Exhumation (where requested by Deed Holder - subject to the required statutory approvals) - casket plot	E	20102 9200	1-Apr-19	220.00	165.00	
<p>DEFINITION OF THE TERM RESIDENT For Purchase of Grant of Right of Burial a RESIDENT is defined as: A person who, at the time of applying, has a permanent home address within the Borough For Interments a RESIDENT is defined as: i) A person who had resided at a private address within the Borough for 5 consecutive years immediately preceding the date of death OR ii) A person who had at the time of death, resided in a residential or nursing home (or similar establishment) outside of the Borough for 3 years or less but had resided at an address within the Borough for the 5 consecutive years (or more) immediately preceding moving to the residential or nursing home OR iii) A person who had resided within the Borough for 5 consecutive years (or more) but had within the 6 months immediately preceding the date of death moved from the Borough.</p>						

VAT Key

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

LEISURE CENTRES (EXTERNALLY RUN)

DESCRIPTION OF CHARGE	VAT	DATE OF LAST CHANGE	Leisure Card 01.01.19 £	Non Member 01.01.19 £	Leisure Card 01.01.20 £	Non Member 01.01.20 £	Externally Set	Explanations regarding the recommended level of charge
7								
SPORTS LEISURE MANAGEMENT LIMITED (SLM)								
SWIMMING POOLS								
7.1 ADMISSIONS / SESSION								
a) Adult		1-Jan-18	£3.70	£4.10	£3.80	£4.20	x	
b) Junior		1-Jan-18	£2.60	£2.90	£2.70	£3.00	x	
c) Concessions		1-Jan-18	£2.60	£2.90	£2.70	£3.00	x	
d) Inflatable session Junior		1-Jan-18	£2.60	£2.90	£2.70	£3.00	x	
e) Inflatable session Adult		1-Jan-18	£3.75	£4.10	£2.70	£3.00	x	
f) Aquafit		1-Jan-18	£4.75	£5.30	£4.90	£5.45	x	
7.2 SWIM SCHOOL LESSONS / 1/2 HOUR								
a) Adult/Junior	E	1-Jan-18	£6.25	£6.75	£6.75	£7.50	x	
b) Private 1:1 (1/2hr)	E	1-Jan-18	£17.25	£19.00	£17.25	£19.00	x	
7.3 PRIVATE HIRE								
a) Parties - (1hr in pool / 1hr in Food Area)		1-Jan-18		£130.00		£130.00	x	
b) Extra Charge for Lifeguards		1-Jan-18		£17.50		£18.00	x	
7.4 SWIM DIRECT DEBITS								
a) Adult		1-Jan-18		£26.50		£26.50	x	
b) Junoir		1-Jan-18		£14.00		£14.40	x	
7.5 SCHOOL HIRE (during school hours) / CLUB HIRE								
a) During School Hrs		1-Jan-18		£67.00		£69.00	x	
b) Extra Charge for Lifeguards		1-Jan-18		£17.50		£18.00	x	
7.6 SAUNA								
a) Adult		1-Jan-18	£4.50	£5.00	£4.65	£5.15	x	
b) Concessions		1-Jan-18	£4.50	£5.00	£4.65	£5.15	x	
PARKLANDS LEISURE CENTRE								
7.7 SPORTS HALL								
a) Badminton - Peak		1-Apr-17	£9.90	£11.00	£10.20	£11.30	x	
b) Badminton - Off Peak		1-Apr-17	£8.10	£9.00	£8.35	£9.30	x	
c) Active Life morning		1-Jan-18	£4.05	£4.50	£4.20	£4.65	x	
d) Five a side - Peak		1-Jan-18	£41.10	£45.65	£42.30	£47.00	x	
e) Five a side - Off Peak		1-Jan-18	£33.50	£35.50	£34.50	£34.50	x	
f) Table Tennis - Peak		1-Jan-18	£4.75	£5.30	£4.90	£5.45	x	
g) Table Tennis - Off Peak		1-Jan-18	£3.60	£4.00	£3.70	£4.10	x	

All prices increased by the rate of inflation as per the Contract

LEISURE CENTRES (EXTERNALLY RUN)

DESCRIPTION OF CHARGE	VAT	DATE OF LAST CHANGE	Leisure Card 01.01.19		Non Member 01.01.19		Leisure Card 01.01.20		Non Member 01.01.20		Externally set	Explanations regarding the recommended level of charge
			£	£	£	£	£	£				
7.8 STUDIO												
a) Cycle Workout	I	1-Jan-18	£3.25	£3.25	£3.25	£3.35	£3.35	£3.35	£3.35	x		
b) 30 minute Sessions	I	1-Jan-18				£0.00	£0.00	£0.00	£0.00	x		
c) 45 minute Sessions	I	1-Jan-18	£6.45	£7.15	£6.65	£6.65	£6.65	£7.35	£7.35	x		
d) 60 minute Sessions	I	1-Jan-18	n/a	n/a	n/a					x		
e) Junior Dance Sessions	I	1-Jan-18	£3.40	£3.70	£3.50	£3.50	£3.50	£3.80	£3.80	x		
			n/a	n/a	n/a							
			n/a	n/a	n/a							
7.9 GYM (Casual User)												
a) Adult / Session	I	1-Jan-18	£6.55	£7.30	£6.75	£6.75	£6.75	£7.50	£7.50	x		
b) Concession / Session	I	1-Jan-18	£3.85	£4.40	£4.00	£4.00	£4.00	£4.55	£4.55	x		
c) Disabled (Registered)	I	1-Jan-18	£2.90	£3.20	£3.00	£3.00	£3.00	£3.30	£3.30	x		
VAT Key												
I												
E												
N												

PARKS & PAVILIONS

DESCRIPTION OF CHARGE	VAT	GL ACCOUNT CODE	UNIT	DATE OF LAST CHANGE	Leisure Card 2019-20 £	2019-20 £	Leisure Card 2020-21 £	2020-21 £	Externally set	Explanation regarding the recommended level of charge
RECREATION GROUNDS AND PAVILION HIRE										
8.1 ROOM HIRE PER HOUR - VAT Exempt Pavilions										
Blaby Road										
Freer Centre - commercial	E	20004 9538								
Freer Centre - non commercial	E	20004 9539								
Sheila Mitchell										
Uplands Road										
Walter Charles Centre - commercial	E	20009 9538								
Walter Charles Centre - non commercial	E	20009 9539								
(a) Non Commercial Use	E	200029539	Per Hour	1-Apr-19	16.00	16.50	16.50	16.50		increase at CPI and rounded to nearest pound / 50p
(b) Commercial Use	E	200029538	Per Hour	1-Apr-19	20.50	21.00	21.00	21.00		increase at CPI and rounded to nearest pound / 50p
(c) Saturday evening hire - minimum charge of 4 hours booking from 5pm onwards										
(d) Refundable deposit per booking (full or part)		62023 9627	Deposit	1-Apr-19	165.00	168.00	168.00	168.00		increase at CPI and rounded to nearest pound / 50p
(e) Charge for lost keys (in addition to (e) below)		20002 9539	Each	1-Apr-19	18.00	18.50	18.50	18.50		increase at CPI and rounded to nearest pound / 50p
(f) Late return of keys (charge per working day)		20002 9539	Each	1-Apr-19	11.50	12.00	12.00	12.00		increase at CPI and rounded to nearest pound / 50p
8.2 ROOM HIRE PER HOUR - VATable Pavilions										
Coombe Park										
Thythorn Hill										
(a) Non Commercial Use	I	20002 9539	Per Hour	1-Apr-19	19.00	19.50	19.50	19.50		increase at CPI and rounded to nearest pound / 50p
(b) Commercial Use	I	20002 9538	Per Hour	1-Apr-19	25.00	25.50	25.50	25.50		increase at CPI and rounded to nearest pound / 50p
(c) Refundable deposit per booking (full or part)	E	62023 9627	Deposit	1-Apr-19	165.00	168.00	168.00	168.00		increase at CPI and rounded to nearest pound / 50p
(d) Charge for lost keys (in addition to (e) below)	E	20002 9539	Each	1-Apr-19	18.00	18.50	18.50	18.50		increase at CPI and rounded to nearest pound / 50p
(e) Late return of keys (charge per working day)	E	20002 9539	Each	1-Apr-19	11.50	12.00	12.00	12.00		increase at CPI and rounded to nearest pound / 50p
(f) Saturday evening hire - minimum charge of 4 hours booking from 5pm onwards										
CANCELLATION OF ROOM HIRE										
Cancellation with more than 8 weeks notice - return 100% of hire fee										
Cancellation less than 8 weeks but more than 6 weeks - return 75% of hire fee										
Cancellations less than 6 weeks but more than 14 days - return 50% of hire fee										
Cancellations less than 14 days but more than 7 days - return 25% of hire fee										
Cancellations with less than 7 days notice - hire fee not refunded										
8.3 RECREATION GROUNDS										
(a) Bowls										
i) Season Ticket - Adult	I	20002 9530	Each	1-Apr-18	87.60	90.00	89.00	91.50		increase at CPI and rounded to nearest pound / 50p
ii) Half Season Ticket - Adult	I	20002 9530	Each	1-Apr-18	43.75	45.00	44.50	46.00		increase at CPI and rounded to nearest pound / 50p
iii) Season Ticket - Junior (under 18)	I	20002 9530	Each	1-Apr-18	28.00	28.00	28.00	28.50		increase at CPI and rounded to nearest pound / 50p
iv) Hourly Ticket - per person	I	20002 9532	Per Person	1-Apr-18	3.80	4.00	4.00	4.50		increase at CPI and rounded to nearest pound / 50p
v) Visiting Team	I				N/A	N/A				
vi) Season Ticket - New member (one year introductory offer)	I	20002 9530	Each	1-Apr-19	30.00	31.00				increase at CPI and rounded to nearest pound / 50p

PARKS & PAVILIONS

DESCRIPTION OF CHARGE	VAT	GL ACCOUNT CODE	UNIT	DATE OF LAST CHANGE	Leisure Card 2019-20 £	Leisure Card 2020-21 £	2020-21 £	Externally Set	Explanation regarding the recommended level of charge
(b) Cricket i) Per match VATable ii) Per match Non VATable	I E	200029533 200029534	Per Match	1-Apr-19	75.00		76.50		increase at CPI and rounded to nearest pound / 50p
(c) Football - Junior Clubs (Under 10's and below)									
i) With shower facilities VATable With shower facilities non VATable	I E	200029536 200029537	Per Booking	1-Apr-19	22.00		22.50		increase at CPI and rounded to nearest pound / 50p
ii) Without shower facilities VATable Without shower facilities non VATable	I E	200029536 200029537	Per Booking	1-Apr-19	11.00		11.00		increase at CPI and rounded to nearest pound / 50p
iii) Academy (Coombe Park - subject to VAT at Standard Rate)									
(d) Football - Youths (10 - 18 years)									
i) With shower facilities VATable	I	200029536	Per Booking	1-Apr-19	40.00		41.00		increase at CPI and rounded to nearest pound / 50p
ii) Without shower facilities Non VATable	E	200029537	Per Booking	1-Apr-19	20.00		20.50		increase at CPI and rounded to nearest pound / 50p
(e) Football - Senior Clubs (Over 18s)									
Thythorn Hill Community Centre - subject to VAT at standard rate (with showers)									
i) Uplands Road Park VATable	I	20002 9536	Per Booking	1-Apr-19	59.00		60.00		increase at CPI and rounded to nearest pound / 50p
ii) Uplands Road Park non VATable	E	200029536	Per Booking	1-Apr-19	59.00		60.00		increase at CPI and rounded to nearest pound / 50p
iii) Coombe Park - subject to VAT at Standard Rate									
iv) Blaby Road Park VATable	I	200029537	Per Booking	1-Apr-19	59.00		60.00		increase at CPI and rounded to nearest pound / 50p
v) Blaby Road Park non VATable	E	200029536	Per Booking	1-Apr-19	59.00		60.00		increase at CPI and rounded to nearest pound / 50p
vi) Willow Park VATable	I	200029537	Per Booking	1-Apr-19	59.00		60.00		increase at CPI and rounded to nearest pound / 50p
vii) Willow Park Non VATable	E	200029536	Per Booking	1-Apr-05					
Peace Memorial Park - 5 a side Bookings of 10 matches or more booked together, are exempt from VAT (except Coombe Park and Thythorn Hill)									
(f) Rounders - Senior Clubs (Over 18s)									
i) Willow Park VATable with changing rooms/showers	I		Per booking	1-Apr-19	59.00		60.00		increase at CPI and rounded to nearest pound / 50p
ii) Willow Park Non VATable with changing rooms/showers	E		Per booking	1-Apr-19	29.50		30.00		increase at CPI and rounded to nearest pound / 50p
iii) Willow Park VATable pitch only	I		Per booking	1-Apr-19	40.00		41.00		increase at CPI and rounded to nearest pound / 50p
iv) Willow Park Non VATable pitch only	E		Per booking	1-Apr-19	20.00		20.50		increase at CPI and rounded to nearest pound / 50p
(g) Rounders - Junior / Youth teams (under 18s)									
i) Willow Park VATable with changing rooms/showers	I		Per booking	1-Apr-19	40.00		41.00		increase at CPI and rounded to nearest pound / 50p
ii) Willow Park Non VATable with changing rooms/showers	E		Per booking	1-Apr-19	20.00		20.50		increase at CPI and rounded to nearest pound / 50p
iii) Willow Park VATable pitch only	I		Per booking	1-Apr-19	11.00		11.19		New charge (in particular covers Wigston Foxes use of Thythorn Hill on regular basis)
iv) Willow Park Non VATable pitch only	E		Per booking	1-Apr-19	19.66 +VAT		20 + VAT		This is a new charge and is for qualified instructors using parks for personal gain to deliver sports / health sessions (subject to satisfactory checks and insurance)
NEW Bookings of 10 matches or more booked together, are exempt from VAT (except Coombe Park and Thythorn Hill) Use of toilet / changing rooms for children's activities on parks where no pitch is booked (Coombe Park and Thythorn Hill VATable)									£165 plus CPI (to match other deposits as above)
NEW Private instructors using parks for business purposes									
NEW Refundable deposit for one-off sports booking (full or part) where pavilion is used. Fetes and Galas - Activities for commercial gain									
i) Use of Ground - per day	E	20002 9552	Per Day	1-Apr-19	250.00		300.00		

PARKS & PAVILIONS

DESCRIPTION OF CHARGE	VAT	GL ACCOUNT CODE	UNIT	DATE OF LAST CHANGE	Leisure Card 2019-20 £	Leisure Card 2020-21 £	2019-20 £	2020-21 £	Externally	Explanation regarding the recommended level of charge
ii) Deposit - to be returned in part or whole dependent on condition of ground. Fetes and Galas - Community events supportive of Council priorities	N	62023 9624	Deposit	1-Apr-19			725.00	1,000.00		
i) Use of Ground - per day ii) Deposit - to be returned in part or whole dependent on condition of ground.			Per Day	N/A			Free	Free		
NOTES Deposits may be withheld in part or full for any damage caused and / or where the hirer fails to leave the building clean and tidy for the next user and / or where a hirer fails to remove and dispose of waste arising from their hire. An additional charge (over and above the deposit) is levied for the late return / non return of keys.	N	62023 9624	Deposit	1-Apr-19			165.00	168.00		Same as deposit for pavilion hire for 2020-21 (see above)

VAT Key

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

BROCKS HILL CENTRE (EXTERNALLY RUN)

	DESCRIPTION OF CHARGE	VAT	TYPE	DATE OF LAST CHANGE	2018/19 £	2020/21 £	Externally	Explanation regarding the recommended level of charge
9	BROCKS HILL ENVIRONMENT CENTRE							
9.1	HIRE OF EXHIBITION HALL (TAKES UPTO 75 THEATRE STYLE) 2 hour hire rate for the hall or meeting room hire at £50.00							
(a)	Weekday 9:00 a.m. to 12:45 p.m. or 13:15 p.m. to 16:30 p.m.	E	All		50.00	50.00	x	
(b)	Weekday 9:00 a.m. to 12:45 p.m. or 13:15 p.m. to 16:30 p.m.		Private Hire	1-Apr-14	100.00	100.00	x	
(c)	Weekday 9:00 a.m. to 12:45 p.m. or 13:15 p.m. to 16:30 p.m.		Public Hire	1-Apr-14	90.00	90.00	x	
(d)	Weekday All day (9:00 a.m. to 16:30 p.m.)		Charitable	1-Apr-14	75.00	75.00	x	
(e)	Weekday All day (9:00 a.m. to 16:30 p.m.)	E	Private Hire	1-Apr-14	160.00	160.00	x	
(f)	Weekday All day (9:00 a.m. to 16:30 p.m.)		Public Hire	1-Apr-14	150.00	150.00	x	
(g)	Weekend 10:00 a.m. to 12:30 p.m. or 13:00 p.m. to 15:30 p.m.		Charitable	1-Apr-14	140.00	140.00	x	
(h)	Weekend 10:00 a.m. to 12:30 p.m. or 13:00 p.m. to 15:30 p.m.		Private Hire	1-Apr-14	65.00	65.00	x	
(i)	Weekend 10:00 a.m. to 12:30 p.m. or 13:00 p.m. to 15:30 p.m.		Public Hire	1-Apr-14	60.00	60.00	x	
(j)	Weekend All day (10:00 a.m. 16:30 p.m.)		Charitable	1-Apr-14	50.00	50.00	x	
(k)	Weekend All day (10:00 a.m. 16:30 p.m.)		Private Hire	1-Apr-14	115.00	115.00	x	
(l)	Weekend All day (10:00 a.m. 16:30 p.m.)		Public Hire	1-Apr-14	105.00	105.00	x	
(m)	Weekend All day (10:00 a.m. 16:30 p.m.)		Charitable	1-Apr-14	95.00	95.00	x	
9.2	HIRE OF THE CLASSROOM (TAKES UPTO 50 THEATRE STYLE)							
(a)	Weekday 9:00 a.m. to 12:45 p.m. or 13:15 p.m. to 16:30 p.m.		Private Hire	1-Apr-14	90.00	90.00	x	
(b)	Weekday 9:00 a.m. to 12:45 p.m. or 13:15 p.m. to 16:30 p.m.		Public Hire	1-Apr-14	75.00	75.00	x	
(c)	Weekday 9:00 a.m. to 12:45 p.m. or 13:15 p.m. to 16:30 p.m.		Charitable	1-Apr-14	60.00	60.00	x	
(d)	Weekday All day (9:00 a.m. to 16:30 p.m.)		Private Hire	1-Apr-14	150.00	150.00	x	
(e)	Weekday All day (9:00 a.m. to 16:30 p.m.)	E	Public Hire	1-Apr-14	140.00	140.00	x	
(f)	Weekday All day (9:00 a.m. to 16:30 p.m.)		Charitable	1-Apr-14	100.00	100.00	x	
(g)	Weekend 10:00 a.m. to 12:30 p.m. or 13:00 p.m. to 15:30 p.m.	E	Private Hire	1-Apr-14	60.00	60.00	x	
(h)	Weekend 10:00 a.m. to 12:30 p.m. or 13:00 p.m. to 15:30 p.m.		Public Hire	1-Apr-14	50.00	50.00	x	
(i)	Weekend 10:00 a.m. to 12:30 p.m. or 13:00 p.m. to 15:30 p.m.	E	Charitable	1-Apr-14	50.00	50.00	x	
(j)	Weekend All day (10:00 a.m. 16:30 p.m.)		Private Hire	1-Apr-14	105.00	105.00	x	
(k)	Weekend All day (10:00 a.m. 16:30 p.m.)		Public Hire	1-Apr-14	95.00	95.00	x	
(l)	Weekend All day (10:00 a.m. 16:30 p.m.)		Charitable	1-Apr-14	95.00	95.00	x	
(m)	Weekday early opening is to be paid pro-rata of £19.00 before 9:00 a.m. (£4.75 per 15 minutes)	I						
(n)	Digital media projectors are available at a hire charge of £5.00. Please provide your own laptop	I						
(o)	10% discount for booking both the meeting room and hall together	I						
(p)	10% discount for block bookings of six or more - claimable on sixth booking (only applicable if all bookings made on same date)	E						
9.3	HIRE OF HALL FOR EXHIBITIONS (OPEN TO THE GENERAL PUBLIC) PER DAY £30.00 per day for groups selling pictures, cards etc.	E						
(a)	up to 3 hours							
(b)	up to 4 hours	E						
(c)	up to 5 hours	E						
(d)	Natural History Groups (per hour) Evening meeting must vacate the site by 21:30 p.m.	E						

BROCKS HILL CENTRE (EXTERNALLY RUN)

DESCRIPTION OF CHARGE	VAT	TYPE	DATE OF LAST CHANGE	2018/19 £	2020/21 £	Externally Set	Explanation regarding the recommended level of charge
9.5 ENTRY TO EXHIBITION CENTRE							
(a) Adults			1-Apr-14	Free	Free	x	
(b) Children / Senior Citizens			1-Apr-14	Free	Free	x	
(c) Children under 5			1-Apr-14	Free	Free	x	
9.6 TALKS - PER GROUP							
			1-Apr-14	55.00	55.00	x	
9.7 TOURS - PER ORGANISED GROUP							
			1-Apr-14	55.00	55.00	x	
9.8 SCHOOL GROUPS							
Per school activity up to maximum size of 35 pupils.							
A fixed charge is applicable based on the following :-							
Upto 20 children for schools outside the Borough Council's boundaries			1-Apr-14	55.00	55.00	x	
Upto 20 children for schools located within Oadby and Wigston boundaries			1-Apr-14	45.00	45.00	x	
For all schools the additional charge above 20 children (per child per session)			1-Apr-16	2.50	2.50	x	
Teachers/Leaders			1-Apr-14	Free	Free	x	
9.9 SELF LED ACTIVITIES AVAILABLE FOR HIRE BY SCHOOLS AND GROUPS SUCH AS THE MINI-BEAST KIT BOX (TERMS & CONDITIONS APPLY)							
			1-Apr-14	30.00	30.00	x	
9.10 PAPER CHARGES							
(a) A4 black and white per sheet			1-Apr-14	0.10	0.10	x	
(b) A4 colour per sheet			1-Apr-14	1.00	1.00	x	
(c) A3 black and white per sheet			1-Apr-14	0.15	0.15	x	
(d) A3 colour per sheet			1-Apr-14	2.00	2.00	x	
ORGANISED EVENTS AND ACTIVITIES OPEN TO THE PUBLIC (POA)							
Charges to the public for events vary according to the type of event & age of participants and so are not listed here.							
They are calculated on an event by event basis taking into consideration materials provided, use of room, cost of instructor/speaker etc (POA = Price On Application)							
FILMING AND PHOTOGRAPHY POA: small scale £55 per hour							
			1-Apr-16	POA	POA		
WOOD SALES							
			1-Apr-16	POA	POA		

VAT Key

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

ALLOTMENTS

	DESCRIPTION OF CHARGE	VAT	GL ACCOUNT CODE	UNIT	DATE OF LAST CHANGE	2019-20 £	2020-21 £	Externally Set	Explanation regarding the recommended level of charge
10	ALLOTMENTS								
10.1	RESIDENTS								
(a)	Rent of plot to residents - per square yard	N	20001 9552	Each	1-Apr-18	15.00	0.16		previously rates were calculated at 100 sq yards but plots are not multiples of 100 square yards so a calculation per square yard makes more sense .
(b)	Rent of plot to residents - where tenancy commenced after 29 September 2011 - per square yard	N	20001 9552	Each	1-Apr-18	18.70	0.19		
	1) Wigston Road	N	20001 9552	Each	1-Apr-18	18.70	0.19		
	2) Aylesstone Lane	N	20001 9552	Each	1-Apr-18	16.60	0.17		
	3) Manchester Gardens - Rectangle	N	20001 9552	Each	1-Apr-18	15.00	0.16		
	4) Manchester Gardens - Triangle	N	20001 9552	Each	1-Apr-18	16.60	0.17		
	5) Brabazon Road	N	20001 9552	Each	1-Apr-18	16.60	0.17		
	Allotment rent year runs from 29 September to 28 September the following year								
10.2	SENIOR CITIZENS								
	25% reduction on the above charge								
10.3	DEPOSIT - REFUNDABLE	N	20001 9622	Each	1-Apr-18	60.00	60.00		No change
10.4	CHARGE FOR LOST KEYS	I	20001 9362	Each	1-Apr-18	18.00	18.50		

VAT Key

- I Inclusive of VAT
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- Z Zero-rated vat

DEPOT SERVICES

	DESCRIPTION OF CHARGE	VAT	GL ACCOUNT CODE	DATE OF LAST CHANGE	2019-20 £	2020-21 £	Externally set	Explanation regarding the recommended level of charge
11	<p>SPECIAL COLLECTION OF HOUSEHOLD REFUSE</p> <p>11.1 COLLECTION OF HOUSEHOLD REFUSE (a) The following non electrical items can be collected :- All Domestic items - house improvement or building work related. Items such as building waste or replaced windows will not be collected. Broken glass must be supplied in a box. Bagged, boxed and tied waste will be classed as individual items. Sheds must be dismantled and each panel classed as an item. Items must be presented in a form that reasonably facilitates loading and satisfies manual handling requirements - failure to do so will result in non-collection and payment refunded for those items not collected. Note - Bags should be strong enough so items do not split when being taken to vehicle. Charges for Garden Tools and Equipment* are :- i) 1 item ii) Each Additional item (b) The following electrical items can be collected :- Vacuum Cleaners, Televisions, Fridge, Fridge/Freezer, Coolers, Washing Machines, Tumble Dryers, Dishwashers, Audio Visual Equipment. Charges for Electrical Items are :- i) 1 item ii) Each Additional item The collection of electrical and non-electrical items are two separate services. Free collection for all items above, for those residents receiving :- Housing Benefit, Council Tax Benefit or Disability Benefit, Military Service - Maximum of four items - no more than two separate collections per annum * Garden Tools can be taken to Brocks Hill Environment Centre (for re-use by volunteers working in the Borough)</p>	N N N N	20801 9310 20801 9310	1-Apr-19 1-Apr-19	22.00 4.10	23.00 5.00		
	<p>11.2 GARDEN WASTE COLLECTION SERVICE</p> <p>(a) This charge applies to 1 x 240 litre bin or upto 2 x 140 litre bins (ie still applies if there is only 1 x 140 litre bin) This provides a fortnightly collection all year round. Additional bins of any size (*These will incur a charge for collection - currently £20 per year) * Please see separate terms & conditions for further details</p>	N	20805 9318	1-Apr-18	35.00	40.00		First increase since introduction of charge keeping in line with other authorities
	<p>11.3 DISPOSAL OF DECEASED DOMESTIC ANIMALS</p>	N	20805 9217	1-Apr-18	20.00	20.00		
	<p>11.4 REMOVAL OF UNAUTHORISED ADVERTISING ON STREETS, OPEN SPACES AND PUBLIC NOTICE BOARDS (a) Removal of unapproved advertising, promotional material or balloons on public spaces, street furniture or notice boards - per item per week</p>	I	20701 9200	1-Apr-18	17.00	18.00		Increased by CPI and rounded up to nearest £
		N	20701 9200	1-Apr-19	65.00	66.00		Increased by CPI and rounded to nearest £
		N	20701 9200	1-Apr-19	45.00	46.00		Increased by CPI and rounded to nearest £

DEPOT SERVICES									
DESCRIPTION OF CHARGE	VAT	GL ACCOUNT CODE	DATE OF LAST CHANGE	2019-20 £	2020-21 £	Externally Set	Explanation regarding the recommended level of charge		
(b) Removal of unapproved notices	N	20701 9200	1-Apr-19	45.00	46.00		Increased by CPI and rounded to nearest £.		
(c) Taking down and storage of fly posters	N	20701 9200	1-Apr-19	93.00	95.00				
11.5 COUNCIL CAR PARKS									
(a) Off Street parking									
Parking charge for stays of over 3 hours (where applicable)	I	20501 9500	1-Apr-15	3.00	3.00		Retain rate as capital cost of increasing outweighs income gained.		
11.6 CLEANSING OF PRIVATELY OWNED PARKING AREAS									
(a) Cleaning of Slabbed and Block Paved Areas									
i) Up to 20 sq metres (subject to availability and site inspection for suitability)	N	20701 9200	1-Apr-19	115.00	120.00				
ii) Greater than 20 sq metres	N	20701 9200	1-Apr-12	POA	POA				
(b) Cleaning of Car Parks and other areas	N	20701 9200	1-Apr-11	POA	POA				
(c) Mowing of Large Private Grassed Areas	N	20701 9200	1-Apr-11	POA	POA				
POA = Price on Application									
11.7 RELOCATION OF STREET NAME PLATES									
(a) At the request of resident and subject to agreement at the discretion of the Council									
i) Wall mounted name plates		20601 2013	1-Apr-19	125.00	130.00		increase at CPI and rounded to nearest pound / 50p		
ii) Frame mounted name plates		20601 2013	1-Apr-19	195.00	200.00		increase at CPI and rounded to nearest pound / 50p		

VAT Key

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

Agenda Item 8



Policy, Finance and Development Committee	Tuesday, 26 November 2019	Matter for Information
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Report Title: **Collection and Write-Off of Miscellaneous Debtors
(Q2 2019/20)**

Report Author(s): **Chris Raymakers (Financial Services Manager)**

Purpose of Report:	The purpose of this report is to inform Members of the levels of outstanding debt owed to the Council at the end of quarter one of 2019/20 and for Members to approve any write-off of uncollectable debts as per the Council's Financial Regulations.
Report Summary:	The current economic climate continues to make debt collection a challenging exercise. Previous years arrears for both Council Tax and business Rates are being eased down but Universal Credit is now having a greater impact on rent arrears as more tenants migrate away from legacy benefits.
Recommendation(s):	That the contents of the report be noted.
Senior Leadership, Head of Service, Manager, Officer and Other Contact(s):	Clive Mason (Chief Financial Officer) (0116) 257 2736 clive.mason@oadby-wigston.gov.uk Chris Raymakers (Financial Services Manager) (0116) 257 2891 chris.raymakers@oadby-wigston.gov.uk
Corporate Objectives:	Building, Protecting and Empowering Communities (CO1) Growing the Borough Economically (CO2) Providing Excellent Services (CO3)
Vision and Values:	Accountability (V1) Teamwork (V3) Customer Focus (V5)
Report Implications:-	
Legal:	There are no implications arising from this report.
Financial:	The implications are as set out at paragraphs 2 to 6 of this report.
Corporate Risk Management:	Decreasing Financial Resources / Increasing Financial Pressures (CR1) Reputation Damage (CR4) Increased Fraud (CR10)
Equalities and Equalities Assessment (EA):	There are no implications arising from this report. EA not applicable.
Human Rights:	There are no implications arising from this report.
Health and Safety:	There are no implications arising from this report.

Statutory Officers' Comments:-	
Head of Paid Service:	The report is satisfactory.
Chief Finance Officer:	The report is satisfactory.
Monitoring Officer:	The report is satisfactory.
Consultees:	None.
Background Papers:	None.
Appendices:	None.

1. Introduction

- 1.1 As part of the income collection function, the Council operates a comprehensive debt collection process which covers all service areas of the Authority.
- 1.2 The Council uses three principal methods for collecting these debts:
- (i) Direct contact with the debtor by letter or telephone;
 - (ii) Referring the debt to a collection agent; and
 - (iii) Legal action through the courts.

2. Council Tax and Non-Domestic (Business) Rates

- 2.1 Council Tax and Non-Domestic (Business) Rates (NDR) make up the largest debits within the income collection area. These income streams have a combined annual debit to collect of around £44 million.
- 2.2 At 30 September 2019, the arrears in this area were:

Service	Council Tax	NDR
Previous Years Arrears	£	£
Arrears at 30 June 2019	1,467,943	682,366
Arrears at 30 September 2019	1,372,530	684,985

- 2.3 Council Tax has seen a reduction in arrears of around £95000 (6.5%) in the second quarter of the year. NDR arrears have risen during this quarter by around £2,000 (0.3%), however this has been due to £23,000 of new liabilities being raised against the previous year
- 2.3 At the end of the second quarter 57.31% of the Council Tax debit had been collected against a target of 58.50%. 55.8% of the Business Rates debit had been collected (Target 55.92%). There is an annual a target of 98.5% for both taxes. It has been noticeable over the last five years that Council Tax in particular has become more difficult to collect as Council Tax Support has bought more people into the taxpaying bracket. This is reflected across the Country where the average Council Tax collection rate for Shire Districts across England was 97.9% in 2018/19.

3. Overpayments of Housing Benefit (Revenues and Benefits)

- 3.1 Recouping the overpayment of housing benefit has become an increasing problem for Councils across the country over the last few years. Oadby and Wigston have, since 2015,

brought this under control. The majority of cases have been collected from ongoing benefit; however, where the claimant is no longer receiving or is entitled to housing benefit, the debt is passed over to the recovery team.

3.2 Historically, the Council has raised almost 14,000 overpayment invoices totalling over £4.2million of debt, successfully collecting £3.6million. In 2019/20 debt levels in overpayments have increased to around £648,000 from £645,000. The figure has already started to be reduced again in July and is currently within the target set in the Council's KPIs for the year.

3.3 The total still outstanding is listed below by age:

	Days Overdue				
	£	£	£	£	£
	0-90	90-182	182-365	Over 365	Total
30 June 2019	57,092	25,438	79,886	482,629	645,045
30 September 2019	52,755	39,511	55,428	499,810	647,504

3.4 The Universal Credit (UC) system will have an impact on the recovery of these debts. As debtors migrate from Housing Benefit to UC the Council will no longer be able to collect overpayments from on-going benefit so alternative methods of collection will have to be used. This will put pressure on collection resources as more cases are dealt with directly with the debtor. This has not yet made a significant impact on collection however this is likely to change when full migration takes place in the future.

4. Housing Rents

4.1 The Council runs a housing stock of approximately 1,200 dwellings with a total collectable debit of £4,730,000 of which £2,440,000 is paid for by Housing Benefit.

4.2 Rent arrears are split between current and former tenants. Current tenant arrears have risen during the second quarter and are currently 5.0% of the annual debit

	Current Tenants	Former Tenants	Total
	£	£	£
Arrears at 30 June 2019	192,840	127,499	320,339
Arrears at 30 September 2019	241,604	131,598	373,202

4.3 From 13 June 2018, the Council moved to UC 'full service' which will see the gradual migration of working age tenants from Housing Benefit to the new UC system. It has always been anticipated that that this will put pressure on this particular collection area as tenants may no longer get their rent paid automatically. At the end of quarter one the amount of arrears which related to UC claimants totalled £85,000. The Council requests direct payments from the Universal Credit Team at the DWP whenever appropriate however delivery of the payments by the government has proved slow and inconsistent, directly causing an upturn in arrear. The income collection team are working with the DWP to manage this with a substantial amount of direct payments being received this month. It is expected that the new structure in place will show a down turn in arrears over the third quarter.

4.4 Toward the end of the last quarter the new income apprentice commenced work taking on the administration duties and some low level debts allowing that the experienced income officers can focus on the higher value debts.

5 Miscellaneous Sundry Debts

5.1 The current position relating to collection of outstanding invoices is summarised below:

	Days Overdue					
	£	£	£	£	£	£
	0-90	91-180	181-365	366-730	731+	Total
31 March 2019	34,599	9,620	48,454	19,119	143,761	255,553
30 June 2019	60,204	12,885	20,472	39,493	148,789	281,843

5.2 During the second quarter of 2019/20, miscellaneous debt rose by £26,000 mainly due to an increase in recently raised debts. Of the total debt of £256,000, approximately £109,000 (125 accounts) is actively managed through instalments. Of this total £49,000 relates to overpayments of housing benefit collected through the sundry debts system.

5.3 In this quarter:

- The Council has referred four cases to the collection agent;
- £224 was written-off under the financial regulations by the Section 151 Officer;
- Seven accounts have completed their arrangements to pay; and
- A local performance indicator for the department is the proportion of debt over 90 days old as a percentage of the total estimated annual debit. At 30 September 2019, this percentage was 19% (the target for 2019/20 being under 15%).

6. Write-Off of Bad Debt

6.1. There are no write-offs to be considered by Members at this Committee.

Agenda Item 9



Policy, Finance and Development Committee	Tuesday, 26 November 2019	Matter for Information and Decision
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Report Title: **Third Sector and Community Support Funding Requests (Q2 2019/20)**

Report Author(s): **Avril Lennox MBE (Head of Community and Wellbeing)**

Purpose of Report:	To inform Members about the range of funding applications received during the October 2019 cycle of Residents' Forums, and to seek Members' approval to award the funding grants requested.
Report Summary:	A total of 6 funding applications were received during the October cycle of Residents' Forums.
Recommendation(s):	That funding for the list of projects identified in the report (at paragraphs 2.2) be approved.
Senior Leadership, Head of Service, Manager, Officer and Other Contact(s):	<p>Stephen Hinds (Deputy Chief Executive) (0116) 257 2681 stephen.hinds@oadby-wigston.gov.uk</p> <p>Avril Lennox MBE (Head of Community & Wellbeing Services) (0116) 257 2673 avril.lennox@oadby-wigston.gov.uk</p> <p>Veronika Quintyne (Community Engagement Officer) (0116) 257 2648 Veronika.quintyne@oadby-wigston.gov.uk</p>
Corporate Objectives:	Building, Protecting and Empowering Communities (CO1)
Vision and Values:	"A Stronger Borough Together" (Vision) Customer Focus (V5)
Report Implications:-	
Legal:	There are no implications arising from this report.
Financial:	The implications are set out in the report.
Corporate Risk Management:	Decreasing Financial Resources / Increasing Financial Pressures (CR1) Regulatory Governance (CR6)
Equalities and Equalities Assessment (EA):	There are no implications arising from this report. EA not applicable.
Human Rights:	There are no implications arising from this report.
Health and Safety:	There are no implications arising from this report.
Statutory Officers' Comments:-	
Head of Paid Service:	The report is satisfactory.

Chief Finance Officer:	The report is satisfactory.
Monitoring Officer:	The report is satisfactory.
Consultees:	None.
Background Papers:	<ul style="list-style-type: none"> • Minutes of South Wigston Residents' Forum held on Tuesday, 22 October, 2019 7.00 pm • Minutes of the Oadby Residents' Forum held on Tuesday, 15 October, 2019 6.30 pm
Appendices:	None.

1. Introduction

- 1.1 The Residents' Forums are held four times a year; these provide the opportunity for local people to apply for funding to support local community projects. Residents or community groups are required to complete an application form, which includes details of costings, which are then presented to the relevant Forum. Once these are approved at Forum level, they then go to this Committee (PFD) for final sign-off.

2. Applications Received

- 2.1 A total of 6 applications were received during the October cycle of Forums as shown below, from the South Wigston Forum and the Oadby Forum. None were received from the Wigston Forum during this timeframe. However their current budget allocation is: £48,451.

- 2.2 Members are asked to provide their approval for the following projects:

Forum	Item requested	Amount
South Wigston Residents' Forum	There was a request for the purchase and installation of a planter tub costing £300. This is to be placed in Garden Street, South Wigston.	£300
	There was a request for two litterbins to be placed near to the School entrance to Fairfield Community Primary School. The price of each litter bin is £450. The full cost for two litterbins is £900.	£900
	There was a request for the purchase and installation of a perch seat for installation in the bus shelter on Gloucester Crescent. The cost is £250.	£250
	There was a request for the purchase and installation of a seat to be placed on Taylor's Bridge Road on the open space area. The cost of the seat is £650.	£650
Current budget allocation: £17,328	Total	£2,100

(Continued overleaf)

Forum:	Item requested:	Amount:
Oadby Residents' Forum Current budget allocation: £42,449	There was a request made for the purchase and installation of a litterbin on the pavement in close proximity of the alley from Adlington Road to Launde Road. The cost of the litterbin is £450.	£450
	There was a request for the purchase and installation of a litterbin to be placed on the pavement by the Depot on Wigston Road. The cost of the litterbin is £450.	£450
	Total	£900



Policy, Finance and Development Committee	Tuesday, 26 November 2019	Matter for Information and Decision
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Report Title: **Section 106 Open Space, Sport and Recreation Contributions (June - November 2019)**

Report Author(s): **Emma Brackenbury (Planning Policy Officer)**

Purpose of Report:	<p>This report is to inform Members of the latest position regarding projects that could be funded through financial off site Section 106 Open Space, Sport and Recreation Contributions.</p> <p>The report also clarifies the mechanism that is in place in relation to the identification of open space, sport and recreation infrastructure requirements and the identification of S106 funding.</p>
Report Summary:	<p>This report builds on the Section 106 Open Space, Sport and Recreation Contributions report that was noted by Members at Service Delivery Committee on 11th June 2019. It provides an up to date list of potential open space, sport and recreation infrastructure requirements which could be funded through Section 106 Contributions.</p> <p>All projects notified to Officers since the previous Policy, Finance and Development Committee have been assessed by the Council's Section 106 Officer Working Group and those which comply with the 3 Community Infrastructure Levy (CIL) tests, have been added to the list.</p>
Recommendation(s):	<p>A. That the list of potential open space, sport and recreation infrastructure requirements (as set out at Appendix 1) are approved; and</p> <p>B. That the projects will be progressed in line with the Council's Capital Programme.</p>
Senior Leadership, Head of Service, Manager, Officer and Other Contact(s):	<p>Stephen Hinds (Deputy Chief Executive) (0116) 257 2681 stephen.hinds@oadby-wigston.gov.uk</p> <p>Adrian Thorpe (Head of The Built Environment) (0116) 257 2645 adrian.thorpe@oadby-wigston.gov.uk</p> <p>Jamie Carr (Planning Policy Team Leader) (0116) 257 2652 jamie.carr@oadby-wigston.gov.uk</p> <p>Emma Brackenbury (Planning Policy Officer) (0116) 257 2668 emma.brackenbury@oadby-wigston.gov.uk</p>
Corporate Objectives:	<p>Building, Protecting and Empowering Communities (CO1) Growing the Borough Economically (CO2)</p>
Vision and Values:	<p>"A Stronger Borough Together" (Vision)</p>

	Teamwork (V3) Innovation (V4) Customer Focus (V5)
Report Implications:-	
Legal:	There are no implications arising from this report.
Financial:	The financial implications are contained in the report and any schemes which are approved will be added to the capital programme.
Corporate Risk Management:	Economy / Regeneration (CR9)
Equalities and Equalities Assessment (EA):	There are no implications arising from this report. EA not applicable.
Human Rights:	There are no implications arising from this report.
Health and Safety:	There are no implications arising from this report.
Statutory Officers' Comments:-	
Head of Paid Service:	The report is satisfactory.
Chief Finance Officer:	The report is satisfactory.
Monitoring Officer:	The report is satisfactory.
Consultees:	None.
Background Papers:	<ul style="list-style-type: none"> • Developer Contributions Supplementary Planning Document (2019) (accessible at Developer Contributions Supplementary Planning Document - Oadby and Wigston Borough Council)
Appendices:	<ol style="list-style-type: none"> 1. Current Section 106 Projects (Fully Funded) 2. Current Section 106 Projects (Funding Not Allocated) 3. Completed Section 106 Projects (Since Last Report)

1. Section 106 Projects

- 1.1. The Council has in place a Developer Contributions Supplementary Planning Document. This Supplementary Planning Document enables the Council to negotiate a range of financial contributions, including those towards off site infrastructure relating to open space, sport and recreation when granting planning permission for new housing developments of 11 or more dwellings, where provision is not made on site. The specific details of the financial contribution are set out in the Section 106 Agreement that accompanies the planning permission. The financial contribution normally includes both a capital and revenue element.
- 1.2. There are several key 'rules' that the Council must abide by when accruing and spending the financial contributions based on the Legislation relating to Section 106 Agreements:
- The contribution(s) must be spent on infrastructure that is necessary to mitigate the impact of the new development; directly related to the development; and, reasonable in scale and kind;

- The Council should identify what the financial contribution will be spent on at the time of negotiating the Section 106 Agreement; and
 - The Council must spend the financial contribution within the timeframe set out in the S106 Agreement (usually 5 years, unless otherwise stated).
- 1.3. In order to ensure that the Council meets these rules, a Section 106 Officer Working Group is tasked with regularly reviewing the Council's position to ensure that spending of financial contributions is done so in accordance with the appropriate Legislation.
 - 1.4. It is particularly important that the Council has in place a 'current' list of potential open space, sport and recreation infrastructure requirements that are required to mitigate the impact(s) of the new development. This list will then be taken into account by the Council when negotiating financial contributions with developers. In negotiations, the Council will work with the developer to identify the most relevant infrastructure project(s) on the list that a financial contribution could relate to in order to mitigate the impact of the development. Where possible and appropriate, an infrastructure project with some funding already allocated to it will be given a higher priority for future funding.
 - 1.5. The current list of Section 106 projects that are fully funded through Section 106 Contributions is attached at Appendix 1. The current list of projects where funding is being compiled through Section 106 Contributions is at Appendix 2. Any project where currently no funding is available through Section 106 Contributions is at Appendix 3. These lists will be reported to this Committee every 6 months. The projects are listed in no priority order. The list sets out; the project; the estimated total cost; the amount of S106 funding currently allocated to it; and, the current stage of implementation.
 - 1.6. Members are invited to suggest additional open space, sport and recreation infrastructure requirements to add to the list at any time by email to planningpolicy@oadby-wigston.gov.uk. Requests may arise, for example, through the Residents Forums. The request will then be considered by the Section 106 Officer Working Group to ensure that it meets the necessary rules associated with S106 funding. If it meets the rules it will be added to the list, for Member approval.
 - 1.7. It is important to clarify that once a project is added to the list, it cannot be delivered until the necessary funding has been identified in line with the process explained earlier. Due to this, it may take several years to fully accrue all of the funding required to deliver the project. Changes to the CIL regulations mean that the pooling restriction has been lifted. Therefore going forward, the Council can pool as many Section 106 together as required.
 - 1.8. Once the capital element of a S106 Agreement has been spent, the revenue element is transferred into the Council revenue budget to account for the additional cost to the Council of maintaining additional infrastructure. A list of the completed projects since the last report is at Appendix 4. However, members must be mindful that S.106 revenue contributions are finite and when they are expended, the revenue liability falls directly onto the Council Tax payer. Consequently, the Council must take all necessary steps to ensure that future revenue impacts are minimised.
 - 1.9. It should also be noted that in addition to Appendix 1 to 3, the Council also has an Infrastructure Delivery Plan (IDP) that also has a live list of strategic and larger local infrastructure projects. Also the Council's Playing Pitch Strategy (PPS) has a number of projects included. Whilst not all of these projects in the IDP and PPS will come forwards via S106 and not all relate to open space, sport and recreation, where they do they tend to form larger, more strategic projects that may require larger sums of money from various sources of funding.

APPENDIX 1 – CURRENT SECTION 106 PROJECTS (FULLY FUNDED)

Site Name	Settlement	Description of Project	Estimated Cost	Funding Available/ Allocated	Stage of Implementation
<p><u>Park Projects</u> – Enhancements and new provision within the schemes include but are not limited to, new play equipment, new adult fitness equipment, new trees and new benches. The current list of park projects identified is:</p>					
William Gunning Park	South Wigston	Provision of new litter bins.	£1,000.00	£1,000.00	On order. Delivery Due week commencing 9 th December. Installation weather dependant.
Blaby Road Park	South Wigston	Provision of new adult fitness equipment.	£20,000.00	£24,235.65	Funding allocated. Equipment on order. Installation will be prior to the end of this financial year.
Willow Park	Wigston	Provision of new adult fitness equipment.	£20,000.00	£13,538.59	Funding partially allocated from Section 106. Remaining funding to come from Capital budget. Equipment on order. Installation will be prior to the end of this financial year.
<p><u>Street Trees</u> – To provide additional street trees in areas of the Borough with poor tree coverage. Locations and suitable tree specimens will be confirmed by the Council’s Arboricultural Officer, however current suggestions are:</p>					
Brabazon Road and New Street.	Oadby	Planting of new street trees.	£6,000.00	£6,000.00	Funding Allocated. Due to the high level of failures this year of trees planted in 2018 a community watering initiative is currently being derived by the Council’s Arboricultural Officer, using a model that has worked successfully elsewhere. Once this is in place progress will be made with the planting with work to commence during this planting season.
Florence Wragg Way Play Area	Oadby	Provision of new street trees.	£1,000.00	£1,000.00	
Launceston Road.	Wigston	Planting of new street trees.	£850.00	£873.00	
Welford Road.	Wigston	Planting of new street trees.	£1,600.00	£1,627.66	
Ervins Lock.	South Wigston	Planting of new street trees.	£1,600.00	£1,746.00	
Gloucester Crescent	South Wigston	Planting of new street trees.	£3,000.00	£3,000.00	
Dorset Avenue.	South	Planting of new street trees.	£3,000.00	£3,000.00	

	Wigston				
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APPENDIX 2 – CURRENT SECTION 106 PROJECTS (FUNDING NOT ALLOCATED)

Site Name	Settlement	Description of Project	Estimated Cost	Funding Available/ Allocated	Stage of Implementation
<p><u>Park Projects</u> – Enhancements and new provision within the schemes include but are not limited to, new play equipment, new adult fitness equipment, new trees and new benches. The current list of park projects identified is:</p>					
Ellis Park	Oadby	Provision of new play equipment	£45,000.00	£0.00	Waiting for S106 funding to be identified.
Ellis Park	Oadby	Provision of new park trees.	£1,500.00	£0.00	Waiting for S106 funding to be identified.
Florence Wragg Way Play Area	Oadby	Provision of new adult fitness equipment.	£20,000.00	£0.00	Waiting for S106 funding to be identified.
Iliffe Park	Oadby	Provision of new park benches.	£1,350.00	£0.00	Waiting for S106 funding to be identified.
Uplands Park	Oadby	Provision of new park benches.	£3,900.00	£0.00	Waiting for S106 funding to be identified.
Brocks Hill Country Park	Oadby	Provision of new play equipment.	£45,000.00	£0.00	Waiting for S106 funding to be identified.
Freer Park	Wigston	Provision of new play equipment.	£45,000.00	£0.00	Waiting for S106 funding to be identified.
Freer Park	Wigston	Provision of new Football/Basketball Equipment to use at Freer Park.	£5,000.00	£0.00	Waiting for S106 funding to be identified.
Horsewell Lane Park	Wigston	Provision of new park benches.	£3,900.00	£0.00	Waiting for S106 funding to be identified.
Meadows Open Space	Wigston	Provision of new park trees.	£1,000.00	£0.00	Waiting for S106 funding to be identified.
Willow Park	Wigston	Provision of new park trees.	£750.00	£0.00	Waiting for S106 funding to be identified.
Willow Park	Wigston	Provision of new notice	£5,550.00	£0.00	Waiting for S106 funding to be identified.

		boards.			
Willow Park	Wigston	Provision of new litter bins.	£4,500.00	£0.00	Waiting for S106 funding to be identified.
Willow Park	Wigston	Provision of new park benches.	£6,500.00	£0.00	Waiting for S106 funding to be identified.
Blaby Road Park	South Wigston	Provision of new notice boards.	£5,550.00	£0.00	Waiting for S106 funding to be identified.
Blaby Road Park	South Wigston	Provision of new litter bins.	£4,500.00	£0.00	Waiting for S106 funding to be identified.
Pochins Bridge Open Space	South Wigston	Provision of new adult fitness equipment.	£20,000.00	£0.00	Waiting for S106 funding to be identified.
William Gunning Park	South Wigston	Provision of new adult fitness equipment.	£20,000.00	£0.00	Waiting for S106 funding to be identified.
William Gunning Park	South Wigston	Provision of new park benches.	£2,600.00	£0.00	Waiting for S106 funding to be identified.
William Gunning Park	South Wigston	Installation of new land drainage.	Estimated cost not currently available.	£0.00	Waiting for S106 funding to be identified.

APPENDIX 3 – COMPLETED SECTION 106 PROJECTS (SINCE LAST REPORT)

Site Name	Settlement	Description of Project	Value of Project	Stage of Implementation
William Gunning Park	South Wigston	Provision of new play equipment.	£6,000	Complete.
Station Road, Launceston Road, West Avenue, Holmden Avenue, Rolleston Road, Aylestone Lane, Leicester Road.	Wigston	Bus shelter seats	£2,025	Complete. Nine Bus shelter seats installed.



Policy, Finance and Development Committee	Tuesday, 26 November 2019	Matter for Information and Decision
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Report Title: **Environment Strategy and Action Plan (November 2019)**

Report Author: **Adrian Thorpe (Head of The Built Environment)**

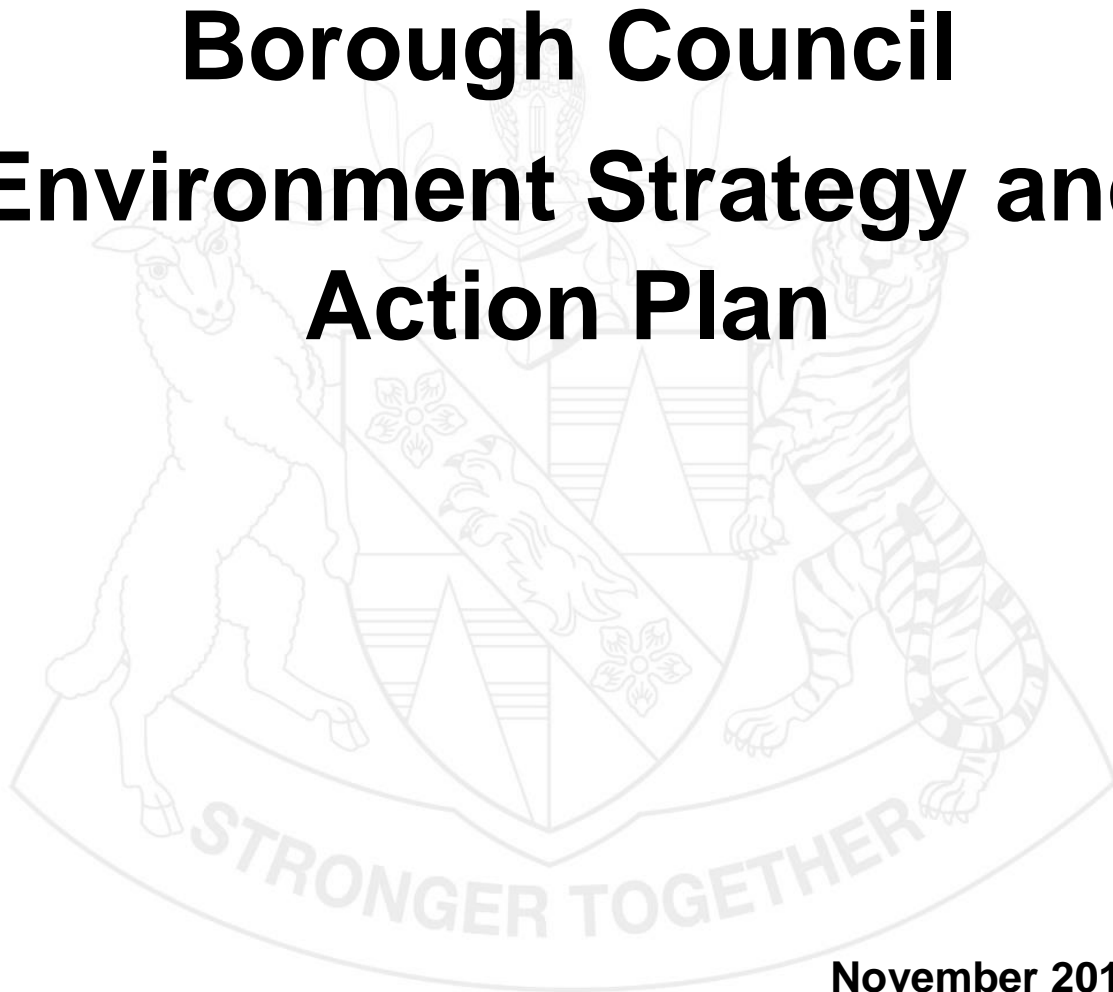
Purpose of Report:	The purpose of this report is to seek this Committee’s approval of the Environment Strategy and Action Plan.
Report Summary:	<p>The Environment Strategy and Action Plan sets out how Oadby and Wigston Borough Council will contribute towards reducing carbon emissions both in terms of actions that it can take as an organisation in its own right and in terms of the Council role in influencing local residents and businesses and encouraging a partnership approach involving a range of stakeholders.</p> <p>The Council has established a cross party Environment Working Group which will seek to implement this Action Plan and co-ordinate the Council’s response to Climate Change.</p>
Recommendation(s):	That the Environment Strategy and Action Plan (as set out at Appendix 1 to this report) be approved.
Senior Leadership, Head of Service, Manager, Officer and Other Contact(s):	<p>Anne Court (Chief Executive) (0116) 257 2601 anne.court@oadby-wigston.gov.uk</p> <p>Adrian Thorpe (Head of The Built Environment) (0116) 257 2645 adrian.thorpe@oadby-wigston.gov.uk</p>
Corporate Objectives:	<p>Building, Protecting and Empowering Communities (CO1) Growing the Borough Economically (CO2) Providing Excellent Services (CO3)</p>
Vision and Values:	<p>“A Stronger Borough Together” (Vision) Accountability (V1) Teamwork (V3) Innovation (V4)</p>
Report Implications:-	
Legal:	There are no implications directly arising from this report.
Financial:	There are no implications directly arising from this report.
Corporate Risk Management:	<p>Decreasing Financial Resources / Increasing Financial Pressures (CR1) Effective Utilisation of Assets / Buildings (CR5) Failure to Respond to a Significant Incident (CR7) Reputation Damage (CR4).</p>
Equalities and Equalities Assessment (EA):	There are no implications directly arising from this report. EA not applicable.

Human Rights:	There are no implications directly arising from this report.
Health and Safety:	There are no implications directly arising from this report.
Statutory Officers' Comments:-	
Head of Paid Service:	The report is satisfactory.
Chief Finance Officer:	The report is satisfactory.
Monitoring Officer:	The report is satisfactory.
Consultees:	Environment Working Group
Background Papers:	None.
Appendices:	1. Environment Strategy and Action Plan (November 2019)

1. Information

- 1.1 The Environment Strategy and Action Plan is attached at **Appendix 1**. The draft document has been considered by the Environment Working Group and has subsequently been referred to this Committee for formal approval.
- 1.2 At its meeting on Thursday 21 November, the Environment Working Group will be discussing and agreeing a Vision Statement to include in the Environmental Strategy and Action Plan. A verbal update will be provided at this meeting in order that the Vision Statement can be approved as part of the Environmental Strategy and Action Plan.
- 1.3 The Environment Working Group has identified four key objectives that will focus the activities of the Environment Strategy and Action Plan and which are set out in the document. These are:
- Reducing Emmissions
 - Raising Awareness
 - Partnership Working
 - Volunteering
- 1.4 The Environment Strategy and Action Plan contains a number of overarching actions relating to each of the objectives. The actions are considered to be long term actions that will be delivered incrementally up to 2024 (over the same time period as the Council's Corporate Plan).
- 1.5 In the same way as the Corporate Plan the Environment Strategy and Action Plan is to be considered as a 'live' document and it will be reviewed and updated on an annual basis as necessary. Similarly, ownership of the document is shared between Members and Officers to ensure a comprehensive approach towards implementation of the actions.

Oadby and Wigston Borough Council Environment Strategy and Action Plan



November 2019



1 Introduction

- 1.1 Oadby and Wigston Borough Council is committed to playing its part in responding to the growing evidence that urgent action is required to respond to global warming.
- 1.2 A '*Special Report on Global Warming of 1.5°C*' was published by the Intergovernmental Panel on Climate Change (the United Nations body for assessing the science related to climate change) in October 2018. It found that we are already seeing the consequences of 1°C of global warming through more extreme weather, rising sea levels and diminishing Arctic sea ice, among other changes. The report highlights a number of climate change impacts that could be avoided by limiting global warming to 1.5°C but that this requires rapid and far-reaching transitions in land, energy, industry, buildings, transport, and cities. Global net human-caused emissions of carbon dioxide (CO₂) would need to fall by about 45 percent from 2010 levels by 2030, reaching 'net zero' around 2050.
- 1.3 This Strategy and Action Plan sets out how Oadby and Wigston Borough Council will contribute towards reducing carbon emissions both in terms of actions that it can take as an organisation in its own right and in terms of the Council role in influencing local residents and businesses and encouraging a partnership approach involving a range of stakeholders.
- 1.4 The Council has established a cross party Environment Working Group which will seek to implement this Action Plan and co-ordinate the Council's response to Climate Change.

2 Environment Strategy: Vision

- 2.1 Oadby and Wigston Borough Council is committed to making a positive impact to improve the environmental sustainability of the Borough.

3 Environment Strategy: Objectives

- 3.1 The Council has identified four key objectives that will focus the activities of this Action Plan in order to enable it to fulfil its Vision.
 - Reducing Emissions
 - Raising Awareness
 - Partnership Working
 - Volunteering

4 Oadby and Wigston Borough Council Corporate Plan 2019-2024

- 4.1 The Council has a Corporate Plan which sets out the overarching context for the Borough up to 2024. The Corporate Vision is 'A Stronger Borough Together, Improving the Lives of our Communities' and it includes three Corporate Objectives:
- Building, Protecting and Empowering Communities
 - Growing the Borough Economically
 - Providing Excellent Services
- 4.2 The Corporate Plan details how these Corporate Objectives will be met and how success will be measured on an annual basis.
- 4.3 The Council will ensure a consistent approach between the implementation of the Corporate Plan and the Environment Strategy and Action Plan. Responding to Climate Change and reducing Carbon Emissions is essential in enabling the Corporate Vision and Corporate Objectives to be delivered. Therefore, the Environment Strategy and Action Plan will be taken into account in the implementation of the all of the actions contained in the Corporate Plan. The Corporate Plan is a living document and can be updated to include further environmental actions in its annual review.

5 Local Plan 2011-2031

- 5.1 The Borough Council adopted its Local Plan in April 2019 which sets out the approach to delivering the sustainable growth and development in the Borough. The Local Plan seeks to ensure that all new development within the Borough, whether it is new build or conversion, is required to illustrate the highest standards of design and construction. It requires all development to respect local history, character and vernacular, whilst incorporating measures to conserve energy, achieve sustainable energy generation and minimise waste. It requires a development to contribute towards reducing greenhouse gas emissions; reducing flood risk, both existing and future; and, achieving sustainable waste management.
- 5.2 The Local Plan seeks to actively encourage travel planning, working from home, cycling, walking and access to fast, frequent and affordable public transport. Whilst encouraging the reduction of private car use, it seeks to improve the highway network within the Borough to ensure as reliable and free flowing movement of vehicular traffic as possible.

6 **Leicestershire Joint Strategic Needs Assessment 2018-2021**

- 6.1 The Leicestershire Joint Strategic Needs Assessment analyses the health needs of the population. It aims to improve the health and wellbeing of the local community and reduce inequalities for all ages. It forms a continuous process of strategic assessment and planning with the aim to develop local evidence-based priorities for commissioning which will improve the public's health and reduce inequalities.
- 6.2 The Leicestershire Joint Strategic Needs Assessment includes a specific chapter dealing with Air Quality. This chapter specifically identifies the Borough of Oadby and Wigston as having high levels of 'outdoor environment' deprivation (based upon the levels of air quality and number of road traffic accidents) and a significantly worse (higher) rate than nationally of babies born with a low birth rate.

Action Plan

Objective: Reducing Emissions

RE1: Ensuring New Council Buildings are Energy Efficient

This action primarily relates to new build facilities although there may also be some opportunities to retro-fit existing buildings. There are opportunities to look at energy efficiency in relation to the Council Offices, any new build community centres and pavilions and any new build properties built to increase the Council's HRA housing stock. In relation to new build properties consideration will be given to ensuring that appropriate green space is provided for the benefit of residents. Where possible, consideration will be given to the use of solar panels.

Timescale: Dependent upon each specific project, however, the Corporate Plan requires certain schemes to be brought forward during 2020.

Cost: Dependent upon each specific project. However, payback will be a key consideration. In relation to a new build or making an addition to existing stock then the revenue savings for measures such as solar, water reclamation, green roofs etc, will need to be calculated within the business case as opposed to a traditional build.

Environmental Impact: It will reduce the impact that the Council's buildings have upon climate change. Local impact and contribution to national impact. Will take into account the following elements: energy and carbon dioxide emissions; water; materials; surface water run-off; waste; pollution; health and wellbeing; management; ecology.

How action effect change: This action will enable the Council to lead by example in terms of delivering energy efficient buildings.

Links to Corporate Plan: GBE5 To have finalised proposals for the redevelopment of at least one town centre site; GBE6 To have finalised proposals for the delivery of a new doctors surgery in South Wigston

Short Term Actions/KPIs

To have completed a costed Conservation Plan of Bushloe House by end of December 2019

To have reviewed the HRA Business Plan by the end of March 2021 and in doing so, commenced an appraisal of options to improve the energy efficiency of the Council's Housing Stock

To consider viable options to integrate energy efficient measures in new developments brought forward through regeneration projects - ongoing

RE2: Encouraging Sustainable Transport

This action relates to providing opportunities for the use of sustainable transport. This includes:

- negotiation and liaison with developers in the consideration of planning applications
- installation of electric car charging points in town centres/car parks
- taking opportunities to get involved with and influence long term transport proposals through the Leicester and Leicestershire Strategic Growth Plan
- encouraging the use of the Grand Union Canal towpath by cyclists
- keeping a watching brief on the introduction of a Clean Air Zone in Leicester and influencing with regard to and potential impacts upon the Borough
- Reducing the environmental impact of transport within our borough by adopting responsible practices and policies around staff travel and ensuring our IT provision supports home working, teleconferencing and paperless meetings
- Live streaming of Council meetings to enable residents to view Council business from home rather than having to travel to attend
- Introducing a staged reduction of the age of vehicles that are licensed with the aim of ensuring that all vehicles are Euro Standard 6 compliant

Timescale: Short, medium to long term dependent upon each specific project

Cost: Dependent upon each specific project. With the exception of the footbridge at Ervins lock it is anticipated that costs will either be staff costs, funded by grants or Section 106 Contributions

Environmental Impact: It will reduce the impact of harmful transport related emissions into the atmosphere. Local impact and contribution to national impact

How action effect change: This action relates to policy and practice employed by the Council and influencing policy and practice of partners.

Links to Corporate Plan: BPE11 Install footbridge at Ervins Lock

Short Term Actions/KPIs

To introduce a bicycle pool for Council staff to use when undertaking site visits by the end of March 2021

To develop specific proposals for the introduction of electric car charging points in town centres/car parks by the end of December 2020

To have introduced live streaming of Council meetings by the end of March 2021

To have met the first stage in the reduction of the age of vehicles that are licensed with the aim of ensuring that all vehicles are Euro Standard 6 compliant

To have investigated potential to review the Council's staff car loan scheme to encourage purchase of low emission vehicles by the end of March 2020

To have reviewed the Public Realm Supplementary Planning Document by March 2021

RE3: Ensuring Council Vehicles are Energy Efficient

This action primarily relates to the purchase of new vehicles for the Depot. Consideration is given to the purchase of those vehicles which have low emissions and improved fuel efficiency. Alternative powered vehicles (electric / bio fuel etc.) will also be considered on a case by case basis, as new technology develops and improves. The supplier of our current fleet of refuse vehicles is in the process of improving the development of an electric option and although this is currently considered to be not economically or practically viable at present it will be a major consideration in our next round of purchasing should it be found to be effective and within the budget allocation.

Timescale: New replacement vehicles required will be purchased when the current vehicles are approximately 7 years old. Consideration of electric vehicles is dependent on the development of these new vehicles and infrastructure being in place.

Cost: This is dependent upon each specific vehicle required. However vehicles with the best power supply / emissions will be a priority.

Environment Impact: The local impact will include reduced emissions/ pollution, and improved health and wellbeing.

How action effects change: This action, particularly the future consideration of alternative powered vehicles, will showcase the Council as an authority committed to reducing emissions, as well as a providing a positive contribution to the national impact.

Links to Corporate Plan: BPE22 To keep our environment as clean as possible

Short Term Actions/KPIs

To introduce Miles per Gallon (mpg) targets across the Council's fleet of vehicles to ensure that they are used in the most efficient manner possible by April 2020

RE4: Develop an Energy Performance Certificate Strategy for all Council Housing Properties

We measure the performance of our homes using a SAP score (standard assessment procedure). SAP scores are banded into EPC (Energy Performance Certificate) ratings for homes, and an EPC certificate is produced each time an assessment is carried out. This action will establish our performance baseline for all properties; develop an Energy/Environmental Strategy for council homes and estates; develop road maps for each property archetype, to understand how to achieve long term targets most cost effectively; agree an Energy Investment Plan incorporated within an overall HRA Asset Management Strategy for 2020-2025. In addition, our investment programme to maximise the energy efficiency and

effectiveness of the heating and hot water services to each of our homes requires the renewal of boilers that are 15 or more years old and where necessary the associated heating systems.

Timescale: Short term – deliver EPC actions by May 2020. Boiler replacement programme 2019-20: 290 properties at an estimated cost of £435,000; 2020-23: 310 properties at an estimated cost of £465,000; 2023-29: 300 properties at an estimated cost of £450,000

Cost: Any costs associated with EPC work are already budgeted for. For boiler replacement programme see above

Environmental Impact: Local impact and contribution to national impact

How action effect change: This action relates to policy and practice employed by the Council.

Links to Corporate Plan: Providing Excellent Services.

Short Term Actions/KPIs

To have delivered EPC (Energy Performance Certificate) actions by May 2020

To have replaced boilers in 290 properties by the end of March 2020

To have replaced boilers in 310 properties by the end of March 2023

RE5: Reduce the Use of Paper and Plastics

We will do this by:

- Continuing our transformation work to migrate paper processes to an electronic capability through the use of the Electronic Documents and Records Management System
- Replacing internal paper transactions and processes with online forms
- Introducing responsible printing protocols, reducing the amount of printing or printing efficiently where it is required
- Increasing the number of customer transactions that can be done on line
- Introduction of e-billing for both Council Tax and Business Rates for the Council's 25,000 paying customers, each of which currently requires at least one piece of written correspondence per year
- Making Committees paperless –this will achieve a reduction of over 50,000 sheets of Committee papers printed annually
- Reviewing all opportunities to stop or reduce the use of plastics

Timescale: This work is in progress and will continue. For e-billing for both Council Tax and Business Rates we will aim to go live before the start of the 2021/22 annual billing process

Cost: Officer time. For e-billing a new module(s) for the Academy IT system will be required with both capital and revenue implications. However, this is an invest to save situation and ongoing savings will accrue.

Environment Impact: The production and use of paper and plastics has a number of adverse effects on the environment and is significant due to the amount. This action will allow the Council to reduce its carbon footprint by reducing fossil fuelled energy use such as electricity and reduce paper and plastic usage.

How action effects change: These initiatives support existing national and global campaigns encouraging responsible reduction of paper and plastic usage and reducing travel where alternative ways to conducting business can be implemented. This action relates to policy and practice employed by the Council, however will require buy-in from tax payers and as a result full impact will take place over a number of years.

Links to Corporate Plan: PES 6 Average time taken to process Benefit Claims; PES7 Average time taken to process change in circumstances; PES8 The number of online transactions submitted by residents will increase; PES17 Facilitate the Migration to Paperless Committees; PES25 Council Tax Collection Rate; PES26 NNDR Collection Rate; PES27 Reduce Former Years Arrears for Council Tax; PES28 Reduce Former YEARS Arrears for NNDR; PES29 – Reduce outstanding HB overpayments; PES32 Redesign the way our services work to ensure effective working practices; PES33 Migrate paper processes generally to electronic cabability; PES 36 Continue to improve value for money at the Council

Short Term Actions/KPIs

To have facilitated the move to paperless Committees by March 2020

To have eliminated the use of plastic cups by March 2020

RE6: Reducing the Overall Council Carbon Footprint at the Main Council Offices

We will do this by:

- Reviewing desktop computer and printing equipment to ensure that the Council is using the most energy efficient equipment using the lowest voltage suitable
- Reviewing Homeworking policy – Expand the homeworking arrangements of Council Staff with the view of moving services off site. There are many areas across the authority which do not require or at least lend themselves to not having a permanent office base

Timescale: Medium Term – Start immediately survey of all equipment and review of homeworking policy. A pilot scheme could be considered for 2020/21

Cost: Dependent on initial survey and will require commitment to a capital budget

Environmental Impact: Reduce the consumption of fossil fuel Electricity

How action effects change: Will require advice and extra resources from the Council's ICT contractor

Links to Corporate Plan: PES32 Redesign the way our services work to ensure effective working practices

Short Term Actions/KPIs

To have completed a homeworking pilot scheme by March 2021

RE7: Develop a Procurement Strategy to Maximise Use of Sustainable Materials

The Council will develop and rewrite its procurement strategy to maximise the use of supplies made from only sustainable sources. We will do this by:

- Reviewing both Gas and Electricity tariffs that the Council uses to make sure that we are always on the most 'green tariff' available.
- Investigate the use of electric vehicles to carry out services for example fully electric refuse vehicles which are not only cleaner to environment but quieter creating less disturbance at early hours of the day.
- Ensuring that our tenders for major refurbishment/new build contractors require contractors to meet high environmental standards by achieving ISO14001 Environmental Management.

Timescale: Deliver during 2020/21

Cost: The review of the procurement strategy would be carried out in house by officers. Sustainably sources purchases will be delivered from existing budgets and future capital programmes.

How action effects change: This will require considerable officer time to review current procurement practices and the sustained support from members and SLT together with commitment from officers to carry out the new strategy

Links to Corporate Plan: PES32 Redesign the way our services work to ensure effective working practices

Short Term Actions/KPIs

To have the new Procurement Strategy in place by the end of March 2021

Objective: Raising Awareness

RA1: Raising Awareness of Initiatives and Opportunities to Support and Encourage a Cleaner Environment for our Residents

We will do this by increasing awareness amongst our staff, councillors, residents, businesses, contractors, partners, community, stakeholders and voluntary groups through initiatives including training and providing environmental learning opportunities to embed a culture of responsibility to work in a sustainable and environmentally friendly way.

Timescale: Short Term

Cost: Officer time and possible budget allocation for materials.

Environment Impact: Increasing awareness will encourage responsible practises to improve the air quality in the Borough

How action effects change: This initiative supports existing national and global campaigns to promote better awareness of environmental issues

Links to Corporate Plan: Building, Protecting and Empowering Communities

Short Term Actions/KPIs

We will include regular articles in the Council's Letterbox publication - ongoing

RA2: Raising Awareness of Initiatives and Opportunities to Improve Air Quality

We will install an Air Quality Monitoring Station at Blaby Road/Station Road junction in order to Monitor NOx Levels and Provide Evidence for Declaration of Air Quality Management Area. The Council recognises the link between improved air quality and health and wellbeing and the benefits in order to reduce imbalances across the Borough. We will investigate opportunities to promote this via Clean Air initiatives in the Borough.

Timescale: Short term - Current municipal year before mid-May 2020

Cost: £25,000 provided by S106 monies

Environment Impact: If monitoring indicates that an Air Quality Management Area needs to be declared the Council will put together a plan to improve the air quality - a Local Air Quality Action Plan.

How action effects change: This action will enable the Council to lead by example in terms of improving air quality. The Council will work with partners under the auspices of the Leicestershire Joint Strategic Needs Assessment 2018-2021 to

improve the health and wellbeing of the local community and reduce inequalities for all ages.

Links to Corporate Plan: BPE20 We will ensure installation and activation of Air Quality Monitoring Station in Blaby Road, South Wigston

Short Term Actions/KPIs

To have installed an Air Quality Monitoring Station at Blaby Road/Station Road junction by the end of May 2020

To have considered opportunities to use the public wifi equipment in town centres as a means of also monitoring air quality by the end of March 2021

RA3: Provide Educational Opportunities Relating to Engaging with Nature

Educating the next generation about the life cycles of plants and animals, wildlife habitats, woodlands, wildflower meadows and ponds is important to the Borough Council. This action provides educational opportunities, by working with specialist instructors to deliver a range of experiences to school pupils and visitors to the Borough, for example, Brocks Hill County Park. Activities include pond dipping, mini beast hunts and den building.

Timescale: This important action is on-going.

Cost: Utilising the local leisure provider to deliver educational opportunities with no cost to the Local Authority.

Environment Impact: The aim is to up-skill the next generation in order to conserve and enhance the range of habitats and their associated species to ensure that the Borough's parks retain their ecological value into the future.

How action effects change: This action will influence policy and practice of local partners who utilise the Borough's parks for educational activities – e.g. schools/community groups who will take the learning back into their classroom environment.

Links to Corporate Plan: Building, Protecting and Empowering Communities

Short Term Actions/KPIs

To have provided 1000 educational opportunities to individuals by the end of March 2020

RA4: Manage our Parks to Protect the Countryside, Preserve the Local Landscape and Nurture Wildlife

The Parks in the Borough provide a range of opportunities for visitors to enjoy the countryside, including wildlife watching, recreation, wild play and exercise.

Timescale: Short Term. In terms of Brocks Hill, the overarching management plan runs from 2018 – 2022, when it will be reviewed and updated.

Cost: The cost to deliver this action is officer time as well as access to the current budget allocation. Possible additional budget allocation required for materials.

Environment Impact: The aim is to conserve and enhance the range of habitats and their associated species to ensure the Borough's Parks retain their ecological value into the future.

How action effects change: This action will influence policy and practice of local partners such as schools and community groups who utilise the Borough's Parks.

Links to Corporate Plan: Building, Protecting and Empowering Communities

Short Term Actions/KPIs

To have reviewed the Brocks Hill Management Plan to come into effect from April 2022

Objective: Partnership Working

PW1: Increase Tree Planting

The primary benefits of trees are that the process greatly contributes to producing the oxygen that we and all other animals need to breathe and sustain life. It is well documented that trees reduce the amount of storm water runoff, which reduces erosion and pollution in our waterways and may reduce the effects of flooding which are projected to become more intense with the progress of climate change. Many species of wildlife depend on trees for habitat. Trees provide food, protection, and homes for many birds, insects and mammals. In the short term (before May 2020) we will complete digital mapping of all council owned property and land; assess OWBC land usage, identifying constraints and opportunities; engage the Forestry Commission, Woodland Trust and The Tree Council to ascertain the most appropriate funding available. In the medium term (before March 2023) we will implement new and improved landscape management programme for maximum tree and meadow grass coverage – Climate change, carbon neutral, air quality, flood risk, pollinator's.

Timescale: See above

Cost: There are a number of grant schemes available that we will seek funding from including The Countryside Stewardship (CS) Woodland Creation Grant (WCG) and the Urban Tree Challenge Fund (UTCF)

Environmental Impact: Local impact and contribution to national impact

How action effect change: This action relates to policy and practice employed by the Council and will also rely on support from local stakeholder initiatives.

Links to Corporate Plan: BPE19 Through the implementation of parks, open spaces, play areas and tree strategies we will have an organised approach to delivery across the Borough.

Short Term Actions/KPIs

Complete digital mapping of all council owned property and land; assess OWBC land usage, identifying constraints and opportunities; engage the Forestry Commission, Woodland Trust and The Tree Council to ascertain the most appropriate funding available by May 2020.

PW2: Promote the Leicester Low Carbon Transport Accelerator

Grants are available up to a maximum of £10,000 for the purchase of new taxi vehicles. The Scheme can provide up to 40% of the difference between the cost of an Ultra-Low Emission Vehicle and the cost of the usual replacement in grant support (subject to a maximum cap). The scheme is managed by Leicester City Council and part-funded through the European Regional Development Fund (ERDF), the Scheme requires a Full Application form to be completed. Grant funding is provided by the European Regional Development Fund (ERDF) and available to Taxis operating across the Leicester and Leicestershire Economic Partnership Area. In the medium term the Council intends to carry out a review of its Vehicle Licencing Policy with a view to bringing in a staged reduction of the age of vehicles that are licensed aimed at ensuring that all vehicles are Euro Standard 6 compliant.

Timescale: Short Term. The Council has already promoted the scheme to all taxi operators within the Borough.

Cost: Staff time - making information and application packs available.

Environmental Impact: Local impact and contribution to national impact

How action effect change: This action relates to policy and practice at a European level and employed at a local level.

Links to Corporate Plan: Growing the Borough Economically

Short Term Actions/KPIs

Promotion of the scheme to all taxi operators within the Borough - achieved.

PW3: Manage Flood Planning and Response

This action relates to working with Leicester, Leicestershire & Rutland (LLR) on countywide partnership plans, including flood planning and response, now and into the future. Not only to provide an early and appropriate multi-agency response to a flood or potential flooding incident, but to continue to be proactive in mapping critical infrastructure at risk of flooding and identifying new areas at risk, as a result of climate change. Training provided to officers and regular exercising of the locality plan will enable the authority to be prepared.

Timescale: New Incident Plan template will be available by the end of October 2019. This plan will incorporate the locality flood plan towards the end of the year, to ensure all information is available in the same document.

Cost: The Council provides a contribution to the Resilience Partnership for their expertise and ongoing advice. County-wide training and exercise is provided free of charge. The purchase of additional sandbags will be based on the mapping of new identified areas at risk and the need to increase current stocks.

Environment Impact: Flooding impacts on individuals, businesses and communities and has a social economic and environmental consequence. By mapping new areas that are identified 'at risk', the Council together with the LLR Partnership will continue to raise awareness through campaigns to encourage home owners and businesses to put in place contingency plans.

How action effects change: By working with LLR and the Environment Agency to identify new hotspots, the Council will work with stakeholders to address areas of concern.

Links to Corporate Plan: Building, Protecting and Empowering communities

Short Term Actions/KPIs

Incident Plan/Locality Flood Plan to be complete by the end of March 2020

PW4: Encourage Schools to take up Sustainable Travel Initiatives

This action relates to working with our Leisure Contractor Everyone Active, as well as the School Sports Partnership and Leicestershire County Council. The aim is to encourage more schools to take up sustainable travel initiatives e.g. to walk or cycle to school. Active travel will help reduce the number of people using their cars to travel short distances, and reduce pollution levels, particularly at school drop-off and pick-up times. This will in turn encourage more people to think about their wellbeing and the importance of walking and being more physically active to improve their health.

Timescale: Working with the School Sport Partnership during term-time and with the leisure contractor as an ongoing action – utilising the range of local and national campaigns.

Cost: This action will help towards the reduction in pollution levels, particularly at peak travel times. It will improve participant's health and wellbeing including mental health.

Environment Impact: Working to increase the number of people being more active and utilising other forms of travel, will help to improve air quality.

How action effects change: This action will require support from local stakeholders, particularly Borough schools and engagement from residents.

Links to Corporate Plan: Building, Protecting and Empowering communities

Short Term Actions/KPIs

To have worked with 10 schools to introduce new sustainable transport initiatives by the end of March 2021

PW5: Formally Designate Brocks Hill Country Park as a Local Natural Reserve

OWBC is working with Natural England to formally designate Brocks Hill Country Park as a Local Natural Reserve. This has many benefits including retaining the countryside and natural open space of the Green Wedge, where Brocks Hill is an essential link.

Timescale: This matter is on the Agenda for approval at September's Service Delivery Committee. Once approved this will deliver long term benefits for the residents of O&W.

Cost: The only cost to implement this action is officer time, as well as Volunteer assistance during conservation tasks in order to continue to improve and enhance the Country Park.

Environment Impact: It will provide protection of the habitats and biodiversity, and will promote Brocks Hill as an area for recreation and enjoyment for local people and visitors from outside the Borough for years to come.

How action effects change: This action, sanctioned by OWBC, will prevent the land from being used for development purposes.

Links to Corporate Plan: Building, Protecting and Empowering Communities

Short Term Actions/KPIs

To have received formal designation from Natural England by December 2020

Objective: Volunteering

VO1: Improve the Environmental Quality of the Council's Housing Estates

This action relates to developing community cohesion to improve the environmental quality of the Council housing estates and to develop a sense of pride in tenants' appreciation of their immediate environment. The proposal is to encourage local community groups to extend their remit to include the Council's housing estates and to work with residents over initiatives which may include tree planting, creation and planning up of borders, planters and improvements to street furniture with a view to a contribution to the Britain on Bloom competition. Awards could be offered to tenants. Also possibility to link to a campaign against fly tipping on the Council's estates and improving recycling and bin areas on estates to encourage more recycling.

Timescale: Short term – deliver during 2020

Cost: The Council would need to set aside a small amount of funding to finance this initiative, although sponsorship could also be sought.

Environmental Impact: Local impact – enhanced quality of the Council's housing estates, improve wellbeing of tenants

How action effect change: This action will require support from local stakeholder initiatives, particularly local community groups. It will also require close working with and support from the Operations section who are currently responsible for grounds maintenance at the Council's estates

Links to Corporate Plan: BPE22 To keep our environment as clean as possible

Short Term Actions/KPIs

To have community groups established with the aim of improving environmental quality of the Council's housing estates by the end of March 2021

VO2: To Increase the Number of Volunteers to Improve the Environment

Volunteers add value to the important work across the Borough's Town Centres and natural green and open spaces. This ranges from getting important messages out to residents about recycling, to clearing litter from our Town Centres. Volunteers and particularly community champions are well placed to engage with their communities to make a difference, whilst providing volunteers with a positive experience which develops new skills and heightens a sense of wellbeing. The Council will aim to bring together initiatives currently underway, for example in relation to reducing the use of plastics.

Timescale: The aim is to recruit further Volunteers in the short-term, before May 2020.

Cost: Utilising local Volunteers, who give their time freely, provides no additional costs to the Local Authority.

Environment Impact: This action will continue to improve the local area by using volunteers to get the message out about the importance of recycling, to assist with clearing litter from our Town Centres, as well as helping to protect habitats and the biodiversity of the local area, through conservation work.

How action effects change: This action will support local stakeholder initiatives and influence the practice of local partners. The Council will aim to work closely with voluntary and charitable organisations in the Borough.

Links to Corporate Plan: BPE7 Increase the number of volunteers the Council recruits to assist with improving the Borough

Short Term Actions/KPIs

To have a volunteering strategy/policy in place by the end of March 2020

To have started the process of recruiting volunteers by the end of May 2020



Policy, Finance and Development Committee	Tuesday, 26 November 2019	Matter for Information and Decision
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Report Title: **Volunteering Vision, Aims and Policy (2019-2024)**

Report Author(s): **Philippa Fisher (Marketing & Insight Manager)**

Purpose of Report:	The purpose of this report is to seek this Committee’s approval of the Volunteering Vision, Aims and Policy for 2019-2024.
Report Summary:	The Volunteering Vision, Aims and Policy sets out how Oadby and Wigston Borough Council will deliver and co-ordinate use of volunteers in providing services to the community and within the Council as well as how it can usefully encourage volunteering opportunities.
Recommendation(s):	That the Volunteering Vision, Aims and Policy (2019-2024) (as set out at Appendix 1 to this report) be approved.
Senior Leadership, Head of Service, Manager, Officer and Other Contact(s):	Anne Court (Chief Executive) (0116) 257 2257 2601 anne.court1 @oadby-wigston.gov.uk Philippa Fisher (Marketing & Insight Manager) (0116) 257 2677 philippa.fisher@oadby-wigston.gov.uk
Corporate Objectives:	Building, Protecting and Empowering Communities (CO1) Providing Excellent Services (CO3)
Vision and Values:	“A Stronger Borough Together” (Vision) Teamwork (V3) Customer Focus (V5) Innovation (V4)
Report Implications:-	
Legal:	There are no implications directly arising from this report.
Financial:	There are no implications directly arising from this report.
Corporate Risk Management:	Reputation Damage (CR4) Decreasing Financial Resources / Increasing Financial Pressures (CR1) Organisational / Transformational Change (CR8)
Equalities and Equalities Assessment (EA):	There are no implications directly arising from this report. Initial EA Screening (See Appendices).
Human Rights:	There are no implications directly arising from this report.
Health and Safety:	There are no implications directly arising from this report.
Statutory Officers’ Comments:-	
Head of Paid Service:	The report is satisfactory.

Chief Finance Officer:	The report is satisfactory.
Monitoring Officer:	The report is satisfactory.
Consultees:	None.
Background Papers:	None.
Appendices:	<ol style="list-style-type: none"> 1. Draft Volunteering Vision, Aims and Policy (2019-2024) 2. Initial EA Screening (November 2019)

1. Information

- 1.1 The Volunteering Vision, Aims and Policy (2019-2024) is attached at **Appendix 1**.
- 1.2 The draft document has been considered by Senior Leadership Team of the Council and has subsequently been referred to this Committee for formal approval.
- 1.3 The Council already provides some opportunities for volunteers and works with volunteer groups and therefore recognises the benefits of volunteering for individuals, organisations and communities. The Volunteering Vision, Aims and Policy will enable development of volunteering and consistency of practice.
- 1.4 The Volunteering Vision, Aims and Policy has identified three key volunteering opportunities that it will focus its activities on:
 - Volunteers registering for the council for working in the community;
 - Oadby and Wigston Borough Council staff volunteering in the community and
 - Volunteers working in the council to support and deliver services.

Oadby and Wigston Borough Council Volunteering Vision, Aims and Policy 2019 - 2024

Date for Approval: 26 November 2019
Review Date: November 2021
Version 1.1



1 Executive Summary

Oadby and Wigston Borough Council's Volunteering Policy provides a focus for the council in how it makes use of volunteers in providing services to the community as well as how it can usefully encourage volunteering opportunities, and the take up of those opportunities across the Borough.

The volunteering policy is three fold:-

- 1.1 **Volunteers registered with the Council for working in the community.**
As part of the Council, the Community Engagement Team will link up with partners and stakeholders in the community to identify local priorities, activities and opportunities for volunteers registered with the council to work on.
- 1.2 **Encouraging Oadby and Wigston Borough Council staff to volunteer in the Community**
Oadby and Wigston Borough Council will support its employees who undertake voluntary roles and are exploring ways in which its existing staff population can contribute to Oadby and Wigston community through volunteering.
- 1.3 **Volunteers working in the Council to support services.**
The Council seeks to encourage and facilitate volunteering to support the delivery of the local and strategic priorities identified within the Council's Corporate Plan 2019 – 2024 and within its services provided to the community.

The Council recognises the benefits of volunteering for individuals, organisations and communities. These include the individual benefits of pride and an enhanced sense of belonging in the community.

In addition, there are wider community benefits including retaining or providing services that would otherwise be financial unviable. Other Council partners are supportive of the use of volunteers and a volunteering policy.

Volunteering can be via short term one off events or attached to a more permanent scheme or services.

Oadby and Wigston Borough Council's Corporate Plan sets out a vision of 'A Stronger Borough Together, Improving the Lives of Our Communities'. Volunteering has a key role to play in this. As well as making specific reference to working with the 'voluntary sector partners' and providing specific Council services with the support of volunteers.

The policy is to encourage more people to get involved in volunteering and give the Council a lead role in removing or reducing barriers to volunteering. The policy recognises the challenges of the Council's ability to impact individual decisions and therefore its focus is on making the best use of volunteers and volunteering opportunities to maximise the personal, organisation and community benefits from volunteering.

2 Volunteering Strategy – The Vision and Aims

Oadby and Wigston Borough Council is committed to:-

- 2.1 Overseeing , obtaining and increasing the number of people who volunteer in Oadby and Wigston Borough but also the number of volunteering opportunities available for those people.
- 2.2 Promoting opportunities for organisations that rely on volunteers to collaborate and share best practice.
- 2.3 Making the best possible use of the time, energy and skills that volunteers provide across the council services, out in the community and with partners.
- 2.4 Keeping volunteers, those they support and those that commission them safe.
- 2.5 Recognising the value of volunteers.

By making these commitments Oadby and Wigston Borough Council will achieve the following:

- 2.6 Deliver more and improved greater services and support through volunteering to more people across Oadby and Wigston Borough than is otherwise currently possible.
- 2.7 Provide individuals with more skills and experience in order to improve their employability.
- 2.8 Provide individuals with a sense of purpose, involvement and passion for their community in order to help improve self-confidence, opportunities, health and wellbeing.
- 2.9 Support the building of community cohesion by linking individuals and groups through volunteering.

3 Volunteering Policy – Objectives

We will improve and grow our volunteering within Oadby and Wigston Borough Council. Volunteers can be involved in supporting one off activities, often related to one off events or campaigns. Other volunteering opportunities may be part of ongoing schemes.

Oadby and Wigston Borough Council can make use of volunteers in the following services:

- Local Area Boards support by the Community & Wellbeing Teams
- Supporting initiatives run by University of Leicester for community engagement
- Right to Read/Schools
- Chatter Natter
- Community Fridge/Foodbanks
- Action Homeless
- Grand Union Canal
- Gardening
- Pride of the Borough
- Park Volunteering
- Supporting the UK Armed Forces

Oadby and Wigston Borough Council, as part of the volunteering policy, will have a continual review process concerning the use of volunteers within the Council and policies and procedures will be updated accordingly. This will include:-

- Recruitment of volunteers including the registration form.
- Vetting of volunteers including Disclosure and Barring (DBS) requirements for volunteers working with the public in roles where this is a requirement e.g. working with children or vulnerable adults.
- Induction of new volunteers, which is pertinent to the role and service.
- Required training, including safeguard, as necessary.
- Review meetings and on-going support and training.
- How we recognise and celebrate the contributions and successes of volunteering.

A process has been developed to promote and support the use of volunteers registered with the volunteers registered with the Council working in the community, Council staff working in the community, volunteers working in the Council. Officers and Managers will act as internal volunteering experts and as a source of knowledge and experience to be called on for support if and when required.

Increasing the number of opportunities to volunteer will require a council wide response as more volunteers will need to be managed within existing resources.

Oadby and Wigston Borough Council will develop a central register of volunteers for management information and statistics purposes electronically to ensure proper volunteer management and appropriate safeguarding procedures. This will comply with GDPR regulations of May 2018.

All volunteering opportunities will be advertised on a single page on the council's external facing website www.oadby-wigston.gov.uk/volunteering with links to more details where appropriate.

In addition, promotion of specific opportunities will be as appropriate for that opportunity; within the community or within an interest group.

Volunteers will be accepted in accordance with the principles of fairness, consistency and openness in accordance with the Council's Equal Opportunities Policy and should aim to reflect the diversity in the Borough.



Oadby & Wigston
BOROUGH COUNCIL

EQUALITY ASSESSMENT

PART 1 - INITIAL SCREENING

Name of Policy/Function: Volunteering Vision, Aims and Policy (2019-2024)	<input checked="" type="checkbox"/>	This is new
	<input type="checkbox"/>	This is a change to an existing policy
	<input type="checkbox"/>	This is an existing policy, Function, not previously assessed
	<input type="checkbox"/>	This is an existing policy/function for review

Date of screening	18 November 2019
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1. Briefly describe its aims & objectives

The Strategy is to develop volunteering opportunities within the Borough and to provide consistency in practice

2. Are there external considerations?

e.g. legislation/government directive etc.

No

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

The local community. Their interests are to either participate in volunteering services or to receive the benefit of volunteering services

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

Increase the number and quality of volunteering opportunities to have a positive impact for both the Council and the local community

5. Has any consultation/research been carried out?

Research with external partners/organisations who have volunteering strategies in place.

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.

No

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
Race (including Gypsy & Traveller)	Positive
Age	Positive
Gender Reassignment	Positive
Sex	Positive
Sexual Orientation	Positive
Religion/Belief	Positive

Marriage and Civil Partnership	Positive
Pregnancy and Maternity	Positive

8. Could other socio-economic groups be affected?

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

Volunteering can be positive in providing experience and learning skills to be successful in gaining future employment. Providing volunteer services supports those most vulnerable and improves the quality of life for many people

9. Are there any human rights implications?

No

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

Yes, volunteering opportunities provide a way for bringing people and communities together and for local people to be involved in local life. It also provides a voice to local people particularly those whose without one.

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

i.e. not discriminatory under anti-discrimination legislation

N/A

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

No.

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.

N/A

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 Philippa Fisher Date 18/1/19
(Policy/Function/Report written)

Countersigned by Stephen Hinds Date 18/1/19
(*Head of Service*)

Please forward an electronic copy to: 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.



Policy, Finance and Development Committee	Tuesday, 26 November 2019	Matter for Information
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Report Title: **Standards and Ethical Indicators Report Q2 2019/20**

Report Author(s): **Dave Gill – Monitoring Officer (Head of Law and Democracy)**

Purpose of Report:	To receive the figures for local determination of complaints and the ethical indicators for Quarter 2 of 2019/20.
Report Summary:	The report provides information to Members in relation to Member complaints, corporate and Ombudsman complaints, Freedom of Information requests and Anti-Social Behaviour reports and resolutions.
Recommendation(s):	A. That the content of the report and appendix be noted.
Senior Leadership, Head of Service, Manager, Officer and Other Contact(s):	<p>Stephen Hinds (Deputy Chief Executive) (0116) 257 2821 stephen.hinds@oadby-wigston.gov.uk</p> <p>Dave Gill (Monitoring Officer /Head of Law and Democracy) (0116) 257 2626 david.gill@oadby-wigston.gov.uk</p>
Corporate Objectives:	Providing Excellent Services (CO3)
Vision and Values:	<p>Accountability (V1) Respect (V2) "A Stronger Borough Together" (Vision) Customer Focus (V5)</p>
Report Implications:-	
Legal:	There are no implications arising from this report.
Financial:	There are no implications arising from this report.
Corporate Risk Management:	<p>Political Dynamics (CR3) Reputation Damage (CR4) Regulatory Governance (CR6)</p>
Equalities and Equalities Assessment (EA):	There are no implications arising from this report. EA not applicable
Human Rights:	There are no implications arising from this report.
Health and Safety:	There are no implications arising from this report.
Statutory Officers' Comments:-	
Head of Paid Service:	The report is satisfactory.

Chief Finance Officer:	The report is satisfactory.
Monitoring Officer:	As the author, the report is satisfactory.
Consultees:	None.
Background Papers:	None.
Appendices:	1. Standards and Ethical Indicators Quarter Two Report 2019/20

1. Background

- 1.1 Members will recall that when they considered the report of the Investigatory Powers Commissioner into the Council's use of the Regulation of Investigatory Powers Act 2000 on 26 March 2019 it was noted by the Commissioner that regular reports about the Council's activities under that Act were not being reported regularly to Members.
- 1.2 In order to address that issue it was agreed that a quarterly report would henceforth be provided to this Committee and the opportunity would be taken to reference other matters which Officers considered would be of interest to Members, including the number and disposal of Member complaints, the number of corporate and Ombudsman complaints, the number of Freedom of Information requests and the number of ASB reports and resolutions.
- 1.3 The Quarter 2 report for 2019/20 is attached for Members' information.



OADBY AND WIGSTON BOROUGH COUNCIL

STANDARDS AND ETHICAL INDICATORS

QUARTER 2 REPORT

2019-20

1. Introduction

This is the quarterly report to the Policy Finance and Development Committee detailing both the figures for the Ethical Indicators and the figures for the Local Determination of Complaints process for 2019-20.

For clarification purposes the months covered by the quarters are as follows:

Quarter 1 – 1 April to 30 June

Quarter 2 – 1 July to 30 September

Quarter 3 – 1 October to 31 December

Quarter 4 – 1 January to 31 March

The report is split into 2 parts for ease of reference; Part 1 refers to the local determination of complaints, part 2 is the table showing the ethical indicators figures.

The report will enable the Policy Finance and Development Committee to build up a picture over time of how many complaints are received and where these are coming from. The parts of the Code of Conduct which have been breached will also be recorded to enable training to be targeted effectively.

2. Part 1 – Local Determination of Complaints

The Monitoring Officer received 1 complaint in Quarter 2 of 2019/20.

2.1 Source of Complaint

The complainant was a member of staff.

2.2 Assessment Sub-committee Decisions

There have been No Assessment Sub-committee meetings in this quarter.

As members will be aware, the Monitoring Officer now pursues an informal dispute resolution process prior to initialling formal proceedings via the Sub-committee route.

In respect of the above complaint the Monitoring Officer and the Deputy Monitoring Officer spoke with the Member concerned about the tenor of an email sent to an officer which caused offence. The Member involved declined to apologise stating that the content of the email was a statement of fact. Having discussed the matter further with the complainant whilst they were disappointed that the Member had declined to apologise they felt that it was not a good use of public resources to pursue the matter further.

The Monitoring Officer has therefore decided that no further action is warranted in this matter and considers the matter closed.

2.3 Timeliness of Decision

The Standards for England Guidance stated that the Assessment Sub-committee should complete its initial assessment of an allegation “within an average of 20 working days” to reach a decision on what should happen with the complaint. The Council has taken this standard and adapted it under the new rules to aim to hold an Assessment Sub-committee within 20 working days of notifying the parties that informal resolution is not possible.

2.4 Review Requests

There have been no review requests in Quarter 2. Review requests can only be made following a decision of 'No further Action' by the Assessment Sub-committee where there is submission of new evidence or information by the complainant.

2.5 Subsequent Referrals

None to report – see above.

2.6 Outcome of Investigations

There were no formal investigations concluded in this period.

2.7 Parts of the Code Breached

This section is intended to show where there are patterns forming to enable the Policy Finance and Development Committee to determine where there needs to be further training for Councillors. Targeting training in this way makes it more sustainable and, hopefully, more effective.

So far this year, the following areas of the code were found to have been breached:

Not applicable

(Continued Overleaf)

Ref.	Performance Indicator Description	Officer Responsible for Providing Information	Q1		Q2		Q3		Q4	
			Actual 2018/19	2019/20	Actual 2018/19	2019/20	Actual 2018/19	2019/20	Actual 2018/19	2019/20
LG1	Objections to the Council's Accounts	Head of Finance	0	0	0	0	0		0	
LG2	Follow up Action relating to reaches of the Member/Officer Protocol (Members)	Head of Law & Democracy	0	0	0	0	0		0	
LG3	Disciplinary Action relating to breaches of the Member / Officer Protocol (Staff)	HR Manager	0	0	0	0	0		0	
LG4	Number of Whistle Blowing Incidents Reported	Head of Law & Democracy	0	0	0	0	0		0	
LG5	No. of Recommendations made to improve Governance Procedures/Policies		2	0	1 (C/F)	0	23		20 (C/F)	
LG6	No. of Recommendations Implemented		1	0	1	0	3		20	
Complaints										
LG7	No. L1 Corporate Complaints Received	PA to Senior Leadership Team	16	27	28	36	24		25	
	No. L1 Corporate Complaints Resolved		14	24	27	34	5		1	
	No. L1 Corporate Complaints escalated to L2		2	3	1	2	0		0	
LG7a	Total No. Corporate Complaints Resolved without reference to the Ombudsman		16	25	28	35	24		25	
LG7b	No. Corporate Complaints where compensation paid		0	1	0	0	0			
	Service Area		-	Clean & Green						

Ref.	Performance Indicator Description	Officer Responsible for Providing Information	Q1		Q2		Q3		Q4	
			Actual 2018/19	2019/20	Actual 2018/19	2019/20	Actual 2018/19	2019/20	Actual 2018/19	2019/20
LG8	No. Ombudsman complaints received	PA to Senior Leadership Team	2	2	2	1	2		4 (+1 C/F)	
	Service Area		-	- Planning - Bens/Tax	-	- Planning				
LG8a	No. Ombudsman complaints resolved		2	2	2	1	1		5	
LG8b	No. Ombudsman complaints not yet determined by the Ombudsman		0	0	-	-				
LG8c	No. Ombudsman complaints where compensation paid		0	0	1	0				
Freedom of Information Act Indicators										
LG9	Total No. of FOI Requests received	Data Protection Officer	193	235	216	182	200		162	
LG9a	No. of FOI Requests Compliant		185	214	199	159	186		156	
LG9b	No. of Non-compliant FOI Requests		8	21	17	23	14		6	
LG9c	No. of FOI Requests still open and within the 20 working days		0	0	0	8	0		0	
LG9d	No. of FOI Requests withheld due to exemptions/fees applied		5	6	4	11	5		3	

Ref.	Performance Indicator Description	Officer Responsible for Providing Information	Q1		Q2		Q3		Q4	
			Actual 2018/19	2019/20	Actual 2018/19	2019/20	Actual 2018/19	2019/20	Actual 2018/19	2019/20
Regulation of Investigatory Powers Act Indicators										
LG10	No. of Directed Surveillance Authorisations granted during the quarter	Head of Law & Democracy	0	0	0	0	0		0	
LG10a	No. in force at the end of the quarter		0	0	0	0	0		0	
LG10b	No. of CHIS recruited during the quarter		0	0	0	0	0		0	
LG10c	No. ceased to be used during the quarter		0	0	0	0	0		0	
LG10d	No. active at the end of the quarter		0	0	0	0	0		0	
LG10e	No. of breaches (particularly unauthorised surveillance)		0	0	0	0	0		0	
LG10f	No. of applications submitted to obtain communications data which were rejected		0	0	0	0	0		0	
LG10g	No. of Notices requiring disclosure of communications data		0	0	0	0	0		0	
LG10h	No. of authorisations for conduct to acquire communications data		0	0	0	0	0		0	
LG10i	No. of recordable errors		0	0	0	0	0		0	

Ref.	Performance Indicator Description	Officer Responsible for Providing Information	Q1		Q2		Q3		Q4	
			Actual 2018/19	2019/20	Actual 2018/19	2019/20	Actual 2018/19	2019/20	Actual 2018/19	2019/20
Anti-Social Behaviour Indicators										
	No. of Complaints Registered	Head of Community & Wellbeing	6	20	16	17	18		24	
	No. of Disposals		2	14	18	20	10		13	
	No. of Complaints still Open		0	2	3	0	0		3	
	No Further Action		-	4		0				
Food Safety Inspections										
BPE31	No. of Programmed Inspections carried over from previous quarter	Head of Law & Democracy				12		21		
	No. of Programmed Inspections		34	20	52	38	44		78	
	No. of Programmed Inspections Completed		17	8	47	29	35		74	
	No. of Programmed Inspections Outstanding		17	12	5	21	9		4	
			No. of Programmed Inspections includes new registrations of which 11 were received in the last month of Q1 and have been programmed for inspection in Q2.			The deficit in inspections has arisen due to the loss of a staff member combined with annual leave. Arrangements have been made for the outstanding inspections to be completed by the end of November				