



**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  
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 **BY REMOTE VIDEO CONFERENCE (SEE INSTRUCTIONS BELOW)** on **TUESDAY, 16 MARCH 2021 at 6.00 PM** for the transaction of the business set out in the Agenda below.

Yours faithfully

Council Offices  
Wigston  
**08 March 2021**

**Mrs Anne E Court**  
Chief Executive



**SPECIAL NOTE:**

This remote meeting is convened and held in accordance with section 78 of the Coronavirus Act 2020 and the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 to which Part 4, Section 1A of the Council's Constitution (Remote Meeting Procedure Rules) will apply. This meeting is open to the press and public to observe by streaming the meeting's live proceedings. Instructions regarding the access arrangements for this meeting are below.

**ITEM NO.**

**AGENDA**

**PAGE NO'S**

**① Remote Video Conference | Instructions**

**This meeting will take place as a remote video conference.**

**Meeting Participants:**

**Zoom Video Conferencing Webinar**

A webinar invitation will be sent by e-mail to all Members and Officers for this meeting.

Cont'd

## **Press & Public Access:**

### **YouTube Live Stream**

A direct link to the live stream of the meeting's proceedings on the Council's YouTube Channel is below.

<https://youtu.be/b9uYOev4rRg>

### **Remote Meeting Procedure Rules:**

A summary of the Remote Meeting Procedures Rules to be adopted for the meeting is attached for reference.

**4 - 5**

#### **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**

**6 - 7**

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**

There was no 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. Treasury Management Policy and Strategies (2021/22)**

**8 - 39**

Report of the Head of Finance / Deputy Section 151 Officer

#### **8. Financial Outturn Report (Q3 2020/21)**

**40 - 46**

Report of the Head of Finance / Deputy Section 151 Officer

#### **9. Collection and Write-Off of Miscellaneous Debtors (Q3 2020/21)**

**47 - 49**

Report of the Head of Finance / Deputy Section 151 Officer

#### **10. Standards & Ethical Indicators (Q1 - Q3 2020/21)**

**50 - 59**

Report of the Head of Law & Democracy / Monitoring Officer

**11. Section 106 Open Space, Sport and Recreation  
Contributions Update (March 2021)**

**60 - 76**

Report of the Planning Policy Officer

**For more information, please contact:**

**Democratic Services**

Oadby and Wigston Borough Council  
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LE18 2DR

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and audio-visual live streams and recordings electronically on:**



Our website **oadby-wigston.gov.uk** under **'Your Council'** and **'Meeting Dates, Agendas & Minutes'**



Your smart **iPad, Android** or **Windows** tablet device with the **'Modern.Gov'** app



Our **YouTube** Channel **ow.ly/FYQW50zDNkc** or smart device with the **'YouTube'** app (facilitated by **'Zoom'**)



Our audio platform **soundcloud.com/oadbywigstonbc** or smart device with the **'SoundCloud'** app

# Agenda Annex

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## **Summary of Remote Meeting Procedure Rules**

### **(Section 1A of Part 4 of the Constitution)**

#### ➤ **Disclosable Pecuniary Interests (Rule 7)**

Any Member who declares a disclosable, pecuniary interest in any item of business on the agenda will be required to leave the remote meeting for the duration of the item.

Their departure will be confirmed by Democratic Services, who will then invite the relevant Member to re-join the meeting at the appropriate time.

#### ➤ **Hosting Technology Failure (Rule 8)**

Should the hosting technology fail during the meeting, the Chair will call an adjournment of up to fifteen minutes to determine whether the connection can be re-established.

If the connection cannot be re-established after fifteen minutes, the meeting shall stand adjourned to a later date to be confirmed.

#### ➤ **Connection Failure for Individual Member (Rules 3 and 8)**

In the event of connection failure for an individual Member, the meeting will proceed, providing it remains quorate (i.e. the minimum number of Members remain connected).

Should the meeting no longer be quorate, the meeting shall be adjourned and any remaining items of business will stand deferred to a later date to be confirmed.

#### ➤ **Indicating to Speak (Rule 9)**

Members must indicate their wish to speak by using the 'Raise Hand' function in Zoom.

The Chair and Democratic Services will work together to invite each Member to speak in the order that their hand was raised.

#### ➤ **Voting on Decision-Making Items (Rule 10)**

Before proceeding to the vote on any item of business on the agenda which requires a decision, the Chair will ensure that all Members and Officers have no further comments to make by confirming with Democratic Services that no hands remain raised.

The Chair will clarify what motion and/or amendment is being voted upon before the vote.

Democratic Services will call each Member's name, in alphabetical order by surname, and each Member will indicate whether they are voting 'for', 'against' or 'abstaining' on the item.

Democratic Services will record each response and, once all Members have voted, confirm the outcome of the vote.

#### ➤ **Voting on Housing-Keeping / Information-Only Items (Rule 10)**

In respect of voting on all other housing-keeping or information-only items of business on the agenda, the Chair will ask Members to raise their hand using the function in Zoom.

If all hands are raised, those items will be agreed by general affirmation.

# Agenda Item 4

**MINUTES OF THE MEETING OF THE POLICY, FINANCE AND DEVELOPMENT  
COMMITTEE HELD BY REMOTE VIDEO CONFERENCE ON TUESDAY, 2 FEBRUARY  
2021 COMMENCING AT 6.00 PM**

**PRESENT (BY REMOTE LINK)**

D A Gamble                      Chair  
Dr I K Ridley                    Vice-Chair



**COUNCILLORS**

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  
Miss P V Joshi  
J Kaufman  
Mrs L Kaufman  
K J Loydall  
D W Loydall

**OFFICERS IN ATTENDANCE (BY REMOTE LINK)**

S J Ball	Trainee Solicitor (acting as the Democratic Services Officer)
C Campbell	Interim Financial Services Manager
Mrs A E Court	Chief Executive / Head of Paid Service
Ms P Fisher	Head of Customer Service & Transformation
D M Gill	Head of Law & Democracy / Monitoring Officer
Mrs A Lennox MBE	Head of Community & Wellbeing
A Thorpe	Head of Built Environment
S Tucker	Democratic & Electoral Services Manager / Deputy Monitoring Officer

**19. APOLOGIES FOR ABSENCE**

None.

**20. APPOINTMENT OF SUBSTITUTES**

None.

**21. DECLARATIONS OF INTEREST**

None.

**22. MINUTES OF THE PREVIOUS MEETING**

By affirmation of the meeting, it was

**UNANIMOUSLY RESOLVED THAT:**

**Policy, Finance and Development Committee  
(Draft Budget (2021/22) etc.) (Remote Video Conference)**  
Tuesday, 2 February 2021

Chair's  
Initials

**The minutes of the previous meeting held on 15 September 2020 be taken as read, confirmed and signed.**

**23. ACTION LIST ARISING FROM THE PREVIOUS MEETING**

It was noted by Members that there was no action list arising from the previous meeting.

**24. PETITIONS AND DEPUTATIONS**

None.

**25. DRAFT BUDGET 2021/22 & MEDIUM-TERM FINANCIAL STRATEGY**

The Committee gave consideration to the report (as set out on pages 9 - 47 of the agenda) which asked it to recommend in principle to Council the draft Medium Term Financial Strategy and Budget for 2021/22.

It was moved by K J Loydall that the published recommendations be amended to incorporate a proposal to consult with Council staff with a view to inviting ideas for future income generation and service transformation. The proposal was seconded by the Chair.

The recommendations (as amended) were moved en bloc by J W Boyce, seconded by M L Darr and

**RESOLVED THAT:**

- (i) The overall draft Medium Term Financial Strategy and Budget for 2021/22 be recommended in principle to Council, subject to a further report to Council on 18 February 2021;**
- (ii) The level of reserves set out at Paragraph 5 of the report be approved; and**
- (iii) Consultations be held involving all staff, inviting participation in shaping the future of the Council, through putting ideas forward on income generation and providing services differently and cost effectively.**

<b>Votes For</b>	14
<b>Votes Against</b>	0
<b>Abstentions</b>	1

**THE MEETING CLOSED AT 7.32 PM**



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**Chair**  
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**Tuesday, 16 March 2021**  
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# Agenda Item 7



<b>Policy, Finance and Development Committee</b>	<b>Tuesday, 16 March 2021</b>	<b>Matter for Information and Decision</b>
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**Report Title:** Treasury Management Policy and Strategies (2021/22)

**Report Author(s):** Comie Campbell (Head of Finance / Deputy Section 151 Officer)

<b>Purpose of Report:</b>	The purpose of this report is to inform Council of current Treasury Management practices carried out by the Council.
<b>Report Summary:</b>	This report contains the revised Treasury Management Policy, the Council's Prudential Indicators, Treasury Strategy and Plan for 2021/22.
<b>Recommendation(s):</b>	<p><b>A. That the Treasury Management Policy (as set out in Appendix 1) be approved;</b></p> <p><b>B. That the Prudential Indicators for 2021/22 (as set out in Appendix 2) be approved; and</b></p> <p><b>C. That the Treasury Strategy and Plan 2021/22 (as set out in Appendix 3) be approved;</b></p>
<b>Senior Leadership, Head of Service, Manager, Officer and Other Contact(s):</b>	<p>Stephen Hinds (Director of Finance &amp; Transformation) (0116) 257 2681 <a href="mailto:stephen.hinds@oadby-wigston.gov.uk">stephen.hinds@oadby-wigston.gov.uk</a></p> <p>Comie Campbell (Head of Finance / Deputy Section 151 Officer) (0116) 257 2713 <a href="mailto:comie.campbell@oadby-wigston.gov.uk">comie.campbell@oadby-wigston.gov.uk</a></p>
<b>Corporate Objectives:</b>	Providing Excellent Services (CO3)
<b>Vision and Values:</b>	"A Strong Borough Together" (Vision) Accountability (V1) Innovation (V4)
<b>Report Implications:-</b>	
Legal:	Robust Treasury Management practices reduce the risk of any legal challenge to the Council's financial activities.
Financial:	Strong Treasury Management is reduces risk and ensures a good cash flow to support Council services.
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.
<b>Statutory Officers' Comments:-</b>	



Head of Paid Service:	The report is satisfactory.
Chief Finance Officer:	The report is satisfactory.
Monitoring Officer:	The report is satisfactory.
<b>Consultees:</b>	None.
<b>Background Papers:</b>	<a href="#">Local Government Act 2003</a> <a href="#">Chartered Institute of Public Finance and Accountancy (CIPFA) Prudential Code for Capital Finance in Local Authorities (2017)</a> <a href="#">Treasury Management in the Public Services (CIPFA): Code of Practice and Cross-Sectoral Guidance Notes (2017)</a> <a href="#">Capital Finance (MHCLG): Guidance on Local Government Investments (2018)</a> <a href="#">Audit Commission: Report on Icelandic Investments (2019)</a> <a href="#">Prudential and Treasury Management Code (CIPFA) (2017)</a>
<b>Appendices:</b>	<ol style="list-style-type: none"> <li>1. Treasury Management Policy (2021/22)</li> <li>2. Prudential Indicators (2021/22)</li> <li>3. Treasury Management Strategies and Plan (2021/22)</li> </ol>

## 1. Information

1.1 The Council defines its Treasury Management activities as:

*"The management of the local authority's investments and cash flows, its banking, money market and capital market transactions; the effective control of the risks associated with those activities; and the pursuit of optimum performance consistent with those risks"*

1.2 Part of the Treasury Management operation is to ensure that the cash flow is adequately planned, with cash being available when it is needed. Surplus monies are invested in low risk counterparties or instruments commensurate with the Council's low risk appetite, providing adequate liquidity initially before considering investment return.

1.3 The second main function of the Treasury Management service is the funding of the Council's Capital Programme. The Capital Programme provides a guide to the borrowing need of the Council, essentially the longer term cash flow planning to ensure that the Council can meet its capital spending obligations.

1.4 This management of longer term cash may involve arranging long or short term loans, or using longer term cash flow surpluses. On occasion any debt previously drawn may be restructured to meet Council risk or cost objectives.

## 2. Treasury Management Policy (2021/22)

2.1 This Policy dictates the Council's overall approach to Treasury Management. It explains the key Treasury Management practices which are undertaken and outlines how the Council carries these out in furtherance of its corporate goals. This Policy has been revised in line with the publication Treasury Management in the Public Services – Code of Practice and Cross Sectional Guidance Notes as attached at **Appendix 1**.

## 3. Prudential Indicators (2021/22)

3.1 Part 1 of the Local Government Act 2003 and the Chartered Institute of Public Finance and Accountancy (CIPFA) Prudential Code for Capital Finance in Local Authorities 2017 edition

("the Code") set out a framework for self-regulation of capital spending, in effect allowing Councils to invest in capital projects without any limit as long as they are affordable, prudent and sustainable. This allows the Council to determine the appropriate level of capital investment to properly deliver quality public services, subject to affordability.

- 3.2 To facilitate the decision-making process and support capital investment decisions, the Prudential Code requires the Council to agree and monitor a number of Prudential Indicators as attached at **Appendix 2**.
- 3.3 These indicators are mandatory and are purely for internal use by the Council. They are not to be used as comparators between authorities. In addition, the indicators should not be taken individually; rather the benefit from monitoring will arise from following the movement in indicators over time and the year-on-year changes.

#### **4. Treasury Strategy and Plan (2021/22)**

- 4.1 In accordance with the requirements of CIPFA's latest Code of Practice on Treasury Management and the Council's Treasury Management Policy Statement, a Treasury Strategy and Plan for 2021/22 has been prepared and attached at **Appendix 3**.
- 4.2 For the purpose of this Strategy, Treasury Management includes the management of all capital market transactions in connection with the cash and funding resources of the Council. This covers all funds and reserves including the collection fund and includes the arrangement of leases.
- 4.3 The strategy includes broad principles, which provide the framework within which the Council's treasury management activities are conducted together with detailed plans for the management of the Council's loans and investment portfolios. The strategy includes those indicators required by the Prudential Code that relate to treasury management.

# OADBY & WIGSTON BOROUGH COUNCIL



**Oadby & Wigston**  
BOROUGH COUNCIL

## Treasury Management Policy

Revised	16/03/2021
Next Revision	31/03/2022
Head Of Finance Approval	

# **OADBY & WIGSTON BOROUGH COUNCIL**

## **TREASURY MANAGEMENT POLICY – Appendix 1**

### **Introduction**

The CIPFA code of practice Treasury Management in the Public Services was produced to assist all forms of public bodies with their treasury management strategies. In the publication of this policy the Council formally adopts the CIPFA code of practice as part of its standing orders and financial regulations.

### **Three Key Elements to the Policy**

#### **1. The Definition Of The Treasury Activities Of The Council**

Oadby & Wigston Borough Council defines its treasury management activities as “The management of the organisation’s cash flows, its banking, money market and capital market transaction; the effective control of the risks associated with those activities; and the pursuit of optimum performance consistent with those risks”.

#### **2. The role of Risk Management in the Treasury Policy**

Oadby & Wigston Borough Council regards the successful identification, monitoring and control of risk to be the prime criteria by which the effectiveness of its treasury management activities will be measured. Accordingly, the analysis and reporting of treasury management activities will focus on their risk implications for the Council.

#### **3. Achievement of Business and Service Objectives**

Oadby & Wigston Borough Council acknowledges that effective treasury management will provide support towards the achievement of its business and service objectives. It is therefore committed to the principles of achieving value for money in treasury management, and to employing suitable, comprehensive performance measurement techniques, with the context of effective risk management.

### **Treasury Management Practices (TMP)**

#### **TMP1 Risk Management**

The Section 151 Officer will design, implement and monitor all arrangements for the identification, management and control of treasury management risk, and will report annually on their adequacy and suitability. They must also report, as a matter of urgency, the circumstances of any actual or likely difficulty in achieving the organisation’s objectives in relation to a failure in the policy.

In respect of each of the following risks, the arrangements, which seek to ensure compliance with the stated objectives, are set out in the schedule to this document.

## **1. Liquidity Risk**

Oadby & Wigston Borough Council will ensure it has adequate though not excessive cash resources, borrowing arrangements, overdraft or standby facilities to enable it at all times to have the level of funds available to it which are necessary for the achievement of its operation.

## **2. Interest Rate and Inflation Risk**

The Section 151 Officer, on behalf of the Council, will manage its exposure to fluctuations in interest rates and inflation with a view to containing its interest costs or securing its interest revenues as an integral part of its Treasury Strategy and Plan.

It will achieve these objectives by the prudent use of its approved financing and investment instruments, methods and techniques, primarily to create stability and certainty of income but at the same time retaining a sufficient degree of flexibility to take advantage of unexpected, potentially advantageous changes in the level or structure of interest rates. The above is subject at all times to the considerations and if required, approval of any policy or budgetary implications.

## **3. Credit and Counterparty Risk**

Oadby & Wigston Borough Council regards a prime objective of its treasury management activities to be the security of the principal sums invested. Accordingly, we will ensure that its counterparty list and limits reflect a prudent attitude towards organisations with whom funds may be deposited, and will limit its investment activities to the instruments, methods and techniques referred to in TMP4, and listed in the schedule to this document.

## **4. Refinancing Risk**

Oadby & Wigston Borough Council will ensure that its borrowing, private financing and partnership arrangements are negotiated, structured and documented, and the maturity profile of the monies raised are managed, with a view to obtaining offer terms for renewal or refinancing if required. All arrangements should be competitive and as favourable to the Council as can reasonably be achieved in the light of market conditions prevailing at the time of transaction.

## **5. Legal and Regulatory Risk**

Oadby and Wigston Borough Council will ensure that all of its treasury management activities comply with its statutory powers and regulatory requirements. It will demonstrate such compliance, if required to do so, to all parties with whom it deals in such activities. It will ensure that there is evidence of counterparties' powers, authority and compliance in respect of transactions they may effect with the Council, particularly with regard to duty of care and fees charged.

## **6. Fraud, Error and Corruption, and Contingency Management**

Oadby and Wigston Borough Council will ensure that it has identified the circumstances, which may expose it to the risk of loss through fraud, error, corruption or other eventualities in its treasury management dealings. Accordingly it will employ suitable systems and procedures, and will maintain effective contingency management arrangements, to enable risk to be minimised.

## **7. Market Risk**

Oadby and Wigston Borough Council will seek to ensure that its stated treasury management policies and objectives will not be compromised by adverse market fluctuations in the value of the principal sums it invests, and will accordingly seek to protect itself from the effects of such fluctuations.

## **TMP 2 Best Value and Performance Measurement**

Oadby and Wigston Borough Council is committed to the pursuit of best value in its treasury management activities. Accordingly, the treasury management activities will be the subject of ongoing analysis of the value it adds in support of the organisations stated objectives.

## **TMP 3 Decision-making and Analysis**

Oadby and Wigston Borough Council will maintain full records of its treasury management decisions, and of the processes and practices applied in reaching those decisions. Both for the purpose of learning from the past, and for demonstrating that reasonable steps were taken to ensure that all issues relevant to those decisions were taken into account at the time. The issues, processes and practices taken account of when reaching decision are detailed in the schedule.

## **TMP 4 Approved Instruments, Methods and Techniques**

Oadby and Wigston Borough Council will undertake its treasury management activities by employing only those instruments, methods and techniques detailed in the schedule, and within the limits and parameters defined in TMP1.

## **TMP 5 Organisation, Clarity and Segregation of Responsibilities and Dealing Arrangements**

Oadby and Wigston Borough Council considers it essential, for the purpose of the effective control and monitoring of its treasury management activities, for the reduction of the risk or fraud or error, and for the pursuit of optimum performance; that these activities are structured and managed in a fully integrated manner, and that there is at all times clarity of treasury management responsibilities.

That there is a clear distinction between the Section 151 Officer charged with setting treasury management policies and those officers charged with carrying out those policies.

If and when the organisation intends, as a result of lack of resources or other circumstances, to depart from these principles, the Section 151 Officer will ensure that the reasons are properly reported in accordance with TMP6.

## **TMP 6 Reporting Requirements and Management Information Arrangements**

Oadby and Wigston Borough Council will ensure that yearly reports are prepared and considered on the implementation of its treasury management policies; on the effects of decisions taken and transactions executed in pursuit of those policies; on the implications of changes resulting from regulatory, economic, market or other factors.

Council will receive:

- Annual Treasury and Investment Strategies and Plan Report for the coming year.
- An annual Treasury Management Performance Report to include any non-compliance with the Council's Treasury Management Policy and TMPs.

## **TMP 7 Budgeting, Accounting and Audit Arrangements**

Oadby and Wigston Borough Council will account for its treasury management activities in accordance with appropriate accounting practices and standards, and with statutory and regulatory requirements in force.

The Council will ensure that the costs involved in running the treasury management function will pertain to best value.

The Council will ensure its auditors, and those charged with regulatory review have access to all information and papers supporting the activities of the treasury management function as are necessary to fulfil their roles.

#### **TMP 8 Cash and Cash Flow Management**

All monies in the hands of Oadby and Wigston Borough Council will be under the control of the Section 151 Officer, and will be aggregated for cash flow and investment management purposes. Cash flow projections will be prepared on a regular and timely basis, and the Section 151 Officer will ensure that these are adequate for the purposes of monitoring compliance with TMP1 – Liquidity Risk.

#### **TMP 9 Money Laundering**

Oadby and Wigston Borough Council is alert to the possibility that it may become the subject of an attempt to involve it in a transaction involving the laundering of money. Accordingly, we maintain procedures for verifying and recording the identity of counterparties and reporting suspicions.

#### **TMP 10 Staff Training and Qualifications**

Oadby and Wigston Borough Council recognises the importance of ensuring that all staff involved in the treasury management function are fully equipped to undertake the duties and responsibilities allocated to them. We will therefore seek to ensure that individuals are provided with training as required and/or identified by the EDI process.

#### **TMP 11 Use of External Service Providers**

Oadby and Wigston Borough Council recognises the potential value of employing external providers of treasury management services, in order to acquire access to specialist skills and resources. In doing so we will ensure that the cost and benefits are considered. We will also ensure, where feasible and necessary, that a spread of service providers is used, to avoid over-reliance on one company. Where services are subject to formal tendering standing orders will be applied.

#### **TMP 12 Corporate Governance**

Oadby and Wigston Borough Council is committed to the pursuit of proper corporate governance throughout the authority, and to establishing the principles and practices by which this can be achieved. Accordingly the treasury management function will be undertaken with openness, transparency, honesty, integrity and accountability.

We have adopted and implemented the key recommendations of the Code, and this together with the other arrangements detailed in the schedule are considered vital to the achievement of proper corporate governance in treasury management. The Section 151 Officer will monitor and if and when necessary, report upon the effectiveness of these arrangements.

## **TREASURY MANAGEMENT PRACTICES - SCHEDULES**

This section contains the schedules which set out the details of how the Treasury Management Practices (TMPs) are put into effect by this organisation.

**TMP 1 Risk Management**

**TMP 2 Best Value and Performance Measurement**

**TMP 3 Decision-making and Analysis**

**TMP 4 Approved Instruments, Methods and Techniques**

**TMP 5 Organisation, Clarity and Segregation of Responsibilities, and Dealing Arrangements**

**TMP 6 Reporting Requirements and Management Information Arrangements**

**TMP 7 Budgeting, Accounting and Audit Arrangements**

**TMP 8 Cash and Cash Flow Management**

**TMP 9 Money Laundering**

**TMP 10 Staff Training and Qualifications**

**TMP 12 Corporate Governance**



## **TMP 1      RISK MANAGEMENT**

### **1      Liquidity**

It will be the function of the Section 151 Officer to calculate from cash flow forecasts the extent of any surplus cash available for investment. There will be no requirement of the Council to maintain a surplus cash balance in the bank account although such surpluses may occur from time to time. The intention should always be to maintain a nil cleared balance as far as possible.

In the event of the Council having to borrow for short-term cash flow reasons this will be carried out through the money markets, or from the Council's bank if more economic.

### **2      Interest Rate and Inflation**

The rate of interest on new investments will be made taking into account the market conditions and obtaining rates from a number of institutions on the Council's counterparty list.

Surplus cash may be invested with those institutions shown on the Council's counterparty list for a maximum maturity of 364 days.

The level of investments placed with any one institution are approved annually within the Treasury Strategy and Plan Report by Council. This limit may be adjusted by Council during the year if it is found to be prejudicial to the interest rates the Authority can earn on its investments.

The Authority determines annually, within its Treasury Strategy and Plan, the level of total external debt, temporary external borrowing and variable against fixed interest rate exposure.

### **3      Credit and Counterparty Policies**

The Section 151 Officer will be responsible for preparing for the Council a list of institutions in whom the Council's funds may be invested. This list will be supported by details of the criteria employed to assess the various credit standings of counterparties. As a general principle these institutions will have at least F1, F1+ Fitch short term rating or PI Moody's short term rating although, subject to the supporting report of the Section 151 Officer, other non-rated institutions may be included.

The Council will seek to ensure that the maximum amount of market, media and local intelligence is gathered and communicated to the responsible treasury staff to assist them in constantly reviewing sectors and individual institutions on the approved list. The Section 151 Officer may add, delete or amend institutions on the approved list during the year. In any event, the list of counterparties will be reviewed annually by Council.

The Council's current policy is not to appoint external fund managers. Under the present circumstances, the Authority does not have sufficient surplus funds to give either enough scope or sufficient diversity of portfolio to justify such consultancy fees.

### **4      Refinancing**

The maturity pattern of all outstanding debt must be reviewed before any new long term loan is taken and before debt is rescheduled.

Variable and fixed rate funds should be kept under review with the potential of securing discounts.

### **5      Legal and Regulatory Work**

Treasury management activities will be carried out in accordance with rules governing the investment of local authorities funds as set out in the Local Authorities (Capital Finance) (Approved Investments) Regulations 1990, and the Local Authorities (Capital Finance) Regulations 1997, as amended.

In addition activities will be conducted in accordance with the Council's approved Treasury Management Strategy and Plan, and Treasury Management Policy Statement. This includes the adoption of CIPFA's Code of Practice for Treasury Management in the Public Services and CIPFA's Prudential Code for Capital Finance in Local Authorities.

Evidence of officers delegated powers, to borrow and invest, will be provided on request to counterparties as set out in the constitution.

All the banks included in the Council's lending list are authorised under the Banking Act 1987, to accept deposits in the UK.

## **6 Fraud, Error and Corruption, and Contingency Management**

In order to minimise the possibility of fraud, error and corruption the procedures for carrying out and monitoring treasury management activities are subject to audit, as well as various internal controls and reporting to the Council.

Evidence of fraud and corruption should be reported to the Section 151 Officer and Head of Law and Democracy, in accordance with the Council's Anti Fraud & Corruption Policy, who will then determine the appropriate course of action.

The Chief Executive and Section 151 Officer must include arrangements for the proper and continuous fulfilment of the Treasury Management function in any disaster planning.

The Council's fidelity guarantee insurance provides cover of up to £2.5 million for all employees for losses caused by fraud.

## **7 Market Risk Management**

The value and performance of the Council's investments is regularly monitored and is reported to Members on an annual basis.

In order to manage risk and protect public funds, the following are the only organisations with which investments will be placed.

- Other Local Authorities
- UK Clearing Banks and their subsidiaries
- Government Institutions
- Building Societies
- Money Market Funds
- CCLA Property Funds

In addition each clearing bank or subsidiary will be assessed for its credit standard and rating. The minimum rating that the authority will accept prior to placing a temporary loan are.

- Long Term Investments Fitch Rating A
- Short Term Investments Fitch Rating F1
- Money Market Funds are required to be rated AAA

In addition the Authority will invest with Building Societies with an asset base of at least one billion UK pounds as reviewed annually in the Councils Investment Strategy.

There should be a maximum amount which officers are permitted to invest with any one institution. This amount should be reviewed annually within the Treasury and Investment Strategies and Plan Report to the Council. Deposit accounts held with the Councils own bank are not subject to this limit.

The level of external debt, temporary external borrowing and exposure to variable and fixed rate interest should be set within the Treasury Strategy and Plan Report.

## **TMP 2      PERFORMANCE MANAGEMENT**

Banking services are renegotiated or re-tendered normally every 3-5 years to ensure competitive pricing.

The Council uses money broking services in order to make deposits or to borrow. Charges for all services are established prior to using them to ensure that the relevant terms are satisfactory in the light of market conditions.

The following brokers may be used by the Council:

- Martins Brokers
- Tradition Brokers

The quality of service provided by these brokers shall be monitored on a regular basis and reviewed annually.

In order to provide the best possible value in treasury management the Authority may employ financial consultants for specialist advice on the markets and developments in treasury management and accounting.

The following consultants may be used by the Council

- Arlingclose Treasury Management

The performance of the Council's borrowing activities is monitored by calculating the average interest rate on external borrowing and is compared to the rate for the previous year. This is included in the annual Treasury Management Performance Report.

## **TMP3      DECISION MAKING AND ANALYSIS**

In carrying out treasury management responsibilities the Section 151 Officer will meet on a regular basis with the Head of Finance to discuss and agree the implementation of the Treasury Strategy and Plan, monitor performance and make decisions on operational treasury management issues.

Detailed records will be maintained of all borrowing and investments made by the Council. These records are reconciled on a monthly basis to the financial management system.

In respect of borrowing objectives, the Council will:

- minimise the revenue costs of debt
- manage the debt maturity profile to ensure that there is no overexposure to re-borrowing in any one year
- effect borrowing at the cheapest cost commensurate with future risk
- be aware of the future interest rate forecasts and to borrow accordingly
- monitor and review the level of variable interest rate loans in order to take advantage of interest rate movements
- ensure that borrowings accord with statutory requirements

In respect of investment objectives, the Council will:

- maximise the level of return commensurate with maximum protection of the Council's money
- invest in accordance with the approved list of counterparties
- manage the maturity profile to ensure that there is no exposure to reinvestment at any point in the year
- ensure all investments fall within the definitions of Approved Investments

#### **TMP4 APPROVED INSTRUMENTS, METHODS AND TECHNIQUES**

##### **1 Treasury Management Procedure Notes**

Detailed procedures to be followed when carrying out cash flow monitoring and any borrowing or investment activities will be maintained and updated as requested.

##### **2 Approved Activities of the Treasury Management Operation**

- borrowing
- lending
- consideration, approval and use of new financial instruments and treasury management techniques
- managing the underlying risk associated with the Council's capital financing and surplus fund activities
- managing cash flow
- banking activities
- leasing

##### **3 Approved Instruments for Investments**

The Council will only invest surplus funds in accordance with the investments approved under the Local Government (Capital Finance) (Approved Investments) Regulations 1990 and subsequent amendments i.e.

- Institutions authorised under the Banking Act 1987 by the Bank of England
- Building Societies
- Local Authorities
- Other public sector bodies as permitted by the above regulations

##### **4 Approved Methods and Sources of Raising Capital Finance**

The following instruments are available and may be utilised to provide capital finance:-

	Rates of interest	
	Fixed	Variable
PWLB	✓	✓
Market Long-term	✓	✓
Market Temporary	✓	✓
Bank Overdraft		✓
Internal Funds		✓
Operating Leases	✓	✓
Finance Leases	✓	✓

No instruments, other than those listed may be used.

In accordance with the Council's Constitution, the Council through its Policy Finance and Development Committee is responsible for approving the annual Treasury Strategy and Plan.

## **1 Responsibilities of Staff Relating to Treasury Management**

### **Section 151 Officer**

- Ensure that Treasury Management activities comply with the CIPFA Code of Practice for Treasury Management in the Public Services.
- Submit budgets for treasury management activities
- Implement the Council's Treasury Strategy and Plan.
- Report to Council on the Treasury Strategy and Plan for the next financial year and Treasury Management Performance for the past financial year.
- Ensure the adequacy of internal audit and liaise with external audit
- Approve the Council's lending list and any changes to it
- Ensure staff involved in treasury management receive appropriate training
- Ensure that the treasury management function is adequately resourced
- Ensure all staff involved in dealing are aware of the principles contained in the Bank of England's London Code of Conduct for corporate dealing in the money market
- Assess and appoint money brokers
- Ensure that all proposed transactions are intra-vires

### **Head of Finance/ Financial Services Manager**

- Absence cover for the Section 151 Officer
- Prepare the annual Treasury Strategy and Plan Report and the annual Treasury Management Performance Report
- Prepare the annual budget for treasury management activities
- Review TMPs
- Transmit priority payments
- Advise the Section 151 Officer on treasury management matters
- Manage the treasury management function

### **Technical Accountant**

- Check daily cash-flow and agree dealing
- Ensure adherence to Council's lending list
- Check monthly reconciliations
- Maintain procedure notes for the treasury management function
- Dealing and recording of deals
- Completion of Priority Payment forms
- Maintenance of documentation
- Prepare daily and long term cash-flow projections
- Check receipt of treasury management funds
- Prepare documentation to confirm deal which should be signed by an approved signatory.

### **Trainee Accountant**

- Reconcile Treasury records to the financial ledger on a monthly basis.

## **Other Responsible Officers**

### **Head of Paid Services**

- That the system is laid down and properly resourced.
- That the Section 151 Officer complies with statutory guidelines as regards reporting to elected members on treasury policy, activity and performance.

### **The Monitoring Officer**

- Should ensure that all policy and strategy put forward by the Section 151 Officer complies with the law.

### **Internal Audit Service**

- Review compliance with approved policy and procedures.
- Review division of duties and operational practice.
- Review treasury function for probity.

## **2 Dealing and Decision Making Limits**

All treasury management activities should be carried out in accordance with the annual Treasury Strategy and Plan.

## **TMP 6 REPORTING REQUIREMENTS AND MANAGEMENT INFORMATION ARRANGEMENTS**

### **1 Annual Treasury Strategy and Plan**

The Treasury Strategy and Plan sets out the expected treasury activities for the forthcoming financial year. This strategy will be submitted to Council for approval before the start of each financial year.

The formulation of the annual Treasury Strategy and Plan involves determining the appropriate borrowing and investment decisions in the light of anticipated movement in both fixed and shorter-term variable interest rates.

The Treasury Strategy and Plan will include the following elements:

- The current treasury position
- The expected movement in interest rates
- The Council's borrowing and debt strategy
- The Council's investment strategy
- Treasury performance indicators (see 2 below)
- Specific limits on treasury activities
- Local treasury issues

The Section 151 Officer must ensure that all proposed transactions are intra-vires, and if not must make a report under Section 114 of the Local Government Finance Act 1988.

The Section 151 Officer and Chief Executive and Monitoring Officer, must ensure that the stated policy is adhered to and if not must also bring the matter to the attention of the elected members as soon as possible.

In the circumstances of a Section 114 report the external auditor must be advised immediately.

## **2 Borrowing Limits**

As required by the Local Government Act 2003 and CIPFA's Prudential Code for Capital Finance in Local Authorities, Council must approve before the beginning of each financial year the following limits:

- the Authorised Limit for External Debt
- the Operational Boundary for External Debt
- the Upper Limit on Fixed Interest Rate Exposure
- the Upper Limit on Variable Interest Rate Exposure

for the forthcoming year and the following two years.

Furthermore Council must approve before the beginning of the financial year:

- the Lower Limit for the Maturity Structure of Borrowing
- the Upper Limit for the Maturity Structure of Borrowing

for the following periods:

- under 12 months
- 12 months and within 24 months
- 24 months and within 5 years
- 5 years and within 10 years
- 10 years and above.

The Section 151 Officer is responsible for incorporating these limits into the annual Treasury Strategy and Plan and for ensuring compliance with the limits. Should it prove necessary during the year to amend these limits the Section 151 Officer in consultation with the Chief Executive may in exceptional circumstances do so, but only if it is necessary to avoid incurring a loss or cost to the Council.

Any such interim action must be reported to the Leader of the Council and Chairperson of the Policy, Finance and Development Committee and be endorsed at the next meeting of the Council.

## **3 Annual Treasury Management Performance Report**

An annual report will be presented to Council by the end of September, to report on the performance of the Treasury Management Function for the previous year.

This report will include the following.

- Actual borrowing, investments and repayments for the year, detailing counterparty amounts and terms.
- The actual interest rate changes for the year against the original plan.
- A commentary on general performance
- A commentary on compliance with the Treasury Management Policy Statement and the Treasury Strategy and Plan.

## **TMP 7            BUDGETING, ACCOUNTING AND AUDIT ARRANGEMENTS**

### **1            Accounting Practices and Standards**

The Section 151 Officer will prepare a budget for Treasury Management in accordance with the appropriate accounting practices and standards and with the statutory and regulatory requirements in force.

### **2            List of Information Requirements of External Auditors**

External auditors will have access to all papers supporting and explaining the operation and activities of the treasury management function.

## **TMP 8            CASH AND CASH FLOW MANAGEMENT**

### **1            Preparation of Cash Flow Statements**

Cash flow projections will be prepared on a regular and timely basis in order to effectively manage cash balances and to calculate interest and investment income.

There is no necessity to maintain an aggregate surplus cash balance but where possible it is the intention to achieve a nil cleared balance.

The cash flow forecast is updated daily to take account of income and expenditure i.e. creditors and debtors and this information is provided by the National Westminster Bankline service. This will ensure for the purposes of monitoring compliance with TMP1 Liquidity Risk Management, that adequate funds are available on a regular basis.

Whenever the projected cash flow statement indicates a surplus cash balance funds are invested with institutions on the counterparty list.

The Council make creditor payments on the due date which ensures that funds remain in the account for as long as possible.

Debtor invoices are raised on a regular and timely basis and procedures are in place for reminder and recovery action to take place for unpaid invoices.

Bank statements are received on a daily basis and are reconciled to the Cash Book.

## **TMP 9            MONEY LAUNDERING**

### **1            Procedures for Establishing Identity of Lenders**

The Council does not accept loans from individuals. Loans are obtained from authorised institutions under the Banking Act 1987, building societies or from other public sector bodies, e.g. the Bank of England or other local authorities.

## **TMP 10          STAFF TRAINING AND QUALIFICATIONS**

A number of different courses are run to accommodate the training requirements of staff involved in treasury management activities, as well as those involved at a strategic level. These courses will explain the complexities of dealing procedures, interest calculations, credit ratings, the regulatory framework, different types of investment instruments, etc.



Seminars are held for staff involved in managing the service, issues covered are for example:

- to provide updates on the implications of new regulations/ legislation
- codes of practice
- to obtain the latest economic forecasts for the economy and interest rates.

#### **TMP 11      USE OF EXTERNAL SERVICE PROVIDER**

External Service providers may be employed to give expert advice on borrowing and lending decisions. The Council will at all times make sure that these providers will only be employed where there is a clear value for money benefit to the organisation. The selection of these providers will be carried out under the Council's Contract Procedure Rules and their performance and value to the organisation will be monitored and measured.

The Council recognises that responsibility for treasury management decisions lies with the Council at all times

#### **TMP 12      CORPORATE GOVERNANCE**

The Council is committed to proper corporate governance, openness and transparency in its treasury management activities as demonstrated by the adoption of the Treasury Management Code of Practice.

Information about the Council's treasury management activities is accessible and the strategy and outturn reports are public documents.

The procedures set out in the TMPs for reporting and audit (both internal and external audit) are designed to ensure the integrity and accountability of the function.

# Appendix 2

## **PRUDENTIAL INDICATORS 2021/22**

### **1.0 The Prudential Code**

Part 1 of the Local Government Act 2003 and C.I.P.F.A.'s Prudential Code for Capital Finance in Local Authorities (the Code) set out a framework for self-regulation of capital spending, in effect allowing council's to invest in capital projects without any limit as long as they are affordable, prudent and sustainable. This allows the Council to determine the appropriate level of capital investment to properly deliver quality public services, subject to affordability.

The revenue costs of capital investment can be supported through the Revenue Support Grant (RSG) mechanism up to a certain level, known as Supported Capital Borrowing. However, since 2010/11 this support has not provided and will not be provided in future years as RSG is phased out.

To facilitate the decision making process and support capital investment decisions the Prudential Code requires the Council to agree and monitor a number of Prudential Indicators.

For housing authorities these are separated for the Housing Revenue Account and non-Housing Revenue Account capital investment.

These indicators are mandatory, but can be supplemented with local indicators if this assists interpretation. The indicators cover affordability, prudence, capital expenditure, external debt and treasury management and form the basis of in year monitoring and reporting.

The indicators are purely for internal use by the Council and are not to be used as comparators between authorities, as any comparisons will be meaningless. In addition, the indicators should not be taken individually; rather the benefit from monitoring will arise from following the movement in indicators over time and the year on year changes.

### **2.0 Capital Expenditure and the Capital Financing Requirement**

The Capital Financing Requirement (CFR) represents the Council's underlying need to borrow for a capital purpose; the change year on year will be influenced by the capital expenditure in the year. In simple terms the CFR will increase by the amount of capital expenditure to be financed by borrowing less any amount set aside in the year to repay debt.

The expected movement in the CFR over the next three years is dependent on the level of supported and unsupported capital expenditure decisions taken during the budgeting cycle. There are two main limiting factors on the Council's ability to undertake unsupported capital expenditure:

- Whether the revenue resource is available to support in full the implications of capital expenditure, both borrowing costs and running costs. Can the Council afford the implications of the unsupported capital expenditure?
- The Government may use a long stop control to ensure that either the total of all local authorities' plans do not jeopardise national economic policies, or in the event of an assessment by central government that local plans are not affordable at a particular council, it may implement a specific control to limit its capital expenditure plans.

The Council's expectations for capital expenditure and Capital Financing Requirement (CFR) in the next three years are shown in the following tables. These form two of the required Prudential Indicators.

## 2.1 Breakdown of Capital Expenditure by Service

The table below takes into account the Council's estimates of available resources as set out in the Medium Term Financial Strategy and the HRA Business Plan as adjusted for any major changes during the budget setting process.

	2020/21 Estimate £ 000s	2021/22 Estimate £ 000s	2022/23 Estimate £ 000s	2023/24 Estimate £ 000s
General Fund	674	11,475	16,161	20
HRA	2,186	1,500	1,500	1,500
<b>Total</b>	<b>2,860</b>	<b>12,975</b>	<b>17,661</b>	<b>1,520</b>

## 2.2 Capital Financing Requirement

The actual and estimated CFRs are set out below together with a split between supported and unsupported spending.

	2020/21 Estimate £ 000s	2021/22 Estimate £ 000s	2022/23 Estimate £ 000s	2023/24 Estimate £ 000s
<b>Capital Expenditure *</b>				
Supported Spend	1,594	2,346	1,500	1,500
Unsupported Spend	1,266	10,629	16,161	20
<b>Total Spend</b>	<b>2,860</b>	<b>12,975</b>	<b>17,661</b>	<b>1,520</b>
<b>Financed By:</b>				
Borrowing	1,266	10,629	16,161	20
Capital Receipts	0	9	0	0
Capital Grants	77	780	0	0
Earmarked Funds	0	57	0	0
Major Repairs Reserve	1,517	1,500	1,500	1,500
Revenue	0	0	0	0
Other Contributions	0	0	0	0
<b>Total Financing</b>	<b>2,860</b>	<b>12,975</b>	<b>17,661</b>	<b>1,520</b>
<b>Capital Financing Requirement</b>				
CFR – General Fund	17,213	26,990	42,105	40,799
CFR – HRA	20,297	20,297	20,297	20,297
<b>Total CFR</b>	<b>37,510</b>	<b>47,287</b>	<b>62,402</b>	<b>61,096</b>

**\*These figures represent an affordable capital programme rather than the total of capital submissions put forward by budget holders.**

## 2.3 External Debt

The following estimate of gross external debt is provided for information.

	2020/21 Estimate £ 000s	2021/22 Estimate £ 000s	2022/23 Estimate £ 000s	2023/24 Estimate £ 000s
Borrowing	33,240	45,670	61,575	60,575
Other Long Term Liabilities	0	0	0	0
Total Debt 31 <sup>st</sup> Match	33,240	45,670	61,575	60,575

## 3.0 Affordability Prudential Indicators

The indicators that follow provide an indication of the impact of the capital investment plans on the overall Council finances.

### 3.1 Ratio of Financing Costs to Net Revenue Stream

The actual and estimates of the ratio of financing costs to net revenue stream identifies the trend in the cost of capital (borrowing costs net of interest and investment income) against the net revenue stream. The estimates of financing costs include current commitments and the proposals in the budget report.

	2020/21 Estimate %	2021/22 Estimate %	2022/23 Estimate %	2023/24 Estimate %
General Fund	15.4	17.7	23.5	27.4
HRA	11.2	10.8	10.2	9.7

The substantial increase in the Ratio of Financing Costs to Net Revenue Stream is a result of the proposed housing capital projects, which will require £26M of additional borrowing over the next two years, with consequent materially higher interest charges, due to the need to borrow much of it long-term, in order to maintain the proportion of short-term borrowing to gross debt below 50%. However, since the aim of these schemes is to generate additional revenue streams for the Council which will more than cover the cost of borrowing, this increase may be regarded as notional.

### 3.2 Incremental Impact of Capital Investment Decisions on the Band D Council Tax

The estimates of the incremental impact of capital investment decisions on the Council Tax indicator identifies the trend in the cost of proposed changes in the three year capital programme recommended in the budget report compared to the Council's existing commitments and current plans. The figures are based on the assumptions included in the budget.

	<b>Budget 2020/21</b>	<b>Forward Projection 2021/22</b>	<b>Forward Projection 2022/23</b>
2020/21 Programme	£0.29	£0.29	£0.29
2021/22 Programme	0	£4.56	£4.56
2022/23 Programme	0	0	£11.58
<b>Total</b>	<b>£0.29</b>	<b>£4.84</b>	<b>£16.42</b>

The incremental impact of Capital Investment decisions only considers the impact of borrowing decisions on Council Tax, and not offsetting revenue streams generated by capital investments. As such, per the ratio of financing costs to net revenue stream above, this increase should be regarded as notional, a consequence of the borrowing associated with the proposed capital housing projects, rather than representing a real increase in Council Tax.

### 3.3 Incremental Impact of Capital Investment Decisions on Housing Rent Levels

The estimates of the incremental impact of capital investment decisions on housing rent levels are similar to the Council Tax calculation. This indicator identifies the trend in the cost of proposed changes in the housing capital programme recommended in the budget report compared to the Council's existing commitments and current plans, expressed as a change in weekly rent levels.

	Budget 2020/21	Forward Projection 2021/22	Forward Projection 2022/23
2020/21 Programme	0.02	0.02	0.02
2021/22 Programme	0	0	0
2022/23 Programme	0	0	0
<b>Total</b>	<b>0.02</b>	<b>0.02</b>	<b>0.02</b>

### 3.4 **Prudential Indicators and Limits on Activity**

A key control over the Council's activity is to ensure that over the medium term net debt will only be for a capital purpose. The Council needs to ensure that net debt does not, except in the short-term, exceed the total of the Capital Financing Requirement (CFR). The following table sets out the estimated net borrowing position in relation to the estimated CFR.

	2020/21 Estimate £ 000s	2021/22 Estimate £ 000s	2022/23 Estimate £ 000s	2023/24 Estimate £ 000s
Borrowing	33,240	45,670	61,575	60,575
Investment	0	0	0	0
<b>Net Debts</b>	33,240	45,670	61,575	60,575
<b>CFR</b>	<b>37,510</b>	<b>47,287</b>	<b>62,402</b>	<b>61,096</b>

**The Section 151 Officer reports that the Council complied with the requirement to keep net borrowing below the relevant CFR in 2020/21 and no difficulties are foreseen for the current year or in respect of net debt for future years. This opinion takes account of current commitments, existing plans and the proposals in this and the budget report.**

It is predicted that the HRA CFR will end 2020/21 at £20.297 million. At present the Council will endeavour to keep it this level steady for this three year cycle of financial planning.

### 3.5 **Treasury Management Prudential Indicators**

These indicators are shown in detail at **Appendix 2**.

# Appendix 3

## **TREASURY STRATEGY AND PLAN 2021/22**

### **1.0 Introduction**

In accordance with the requirements of the Chartered Institute of Public Finance and Accountancy's (CIPFA) latest Code of Practice on Treasury Management and the Council's Treasury Management Policy Statement, a Treasury Strategy and Plan is prepared each year.

For the purpose of this strategy, treasury management includes the management of all capital market transactions in connection with the cash and funding resources of the Council. This covers all funds and reserves including the collection fund and includes the arrangement of leases.

The strategy includes broad principles, which provide the framework within which the Council's treasury management activities are conducted together with detailed plans for the management of the Council's loans and investment portfolios. The strategy includes those indicators required by the Prudential Code that relate to treasury management.

### **2.0 Treasury Management Objectives**

The primary objective of treasury management operations will be to maximise the revenue resources available to the Council whilst ensuring the effective management of risks associated with treasury management activities in accordance with the following principles:

- i) That the cost of borrowing is minimised commensurate with following a prudent funding policy.
- ii) That the most advantageous rates of return on investments are secured commensurate with the primary principle of maintaining the capital value of funds.
- iii) That the Council maintains flexibility in its borrowing and lending portfolios.
- iv) That the Council manages its borrowings and investments as a combined portfolio in order to achieve the optimum net debt position.

The sections below provide a summary of the principal activities anticipated during the period covered.



### 3.0 Balanced Budget Requirement

It is a statutory requirement under the Local Government Finance Act 1992, for the Council to produce a balanced budget. In particular, it requires a local authority to calculate its budget requirement for each financial year to include the revenue costs that flow from capital financing decisions. This, therefore, means that increases in capital expenditure must be limited to a level of increase in costs to revenue from:-

- Increases in interest charges caused by increased borrowing and,
- Any increase in running costs from new capital projects

to a level which is affordable within the projected income of the Council for the foreseeable future.

### 4.0 Current Treasury Position

The Council's detailed treasury position is highlighted in the following table.

		31st March 2020		Rate	31st March 2021		Rate
		Actual			Actual		
		GF	HRA	%	GF	HRA	%
		£ 000s	£ 000s		£ 000s	£ 000s	
Fixed Rate Debt	PWLB	500		4.10	500		4.10
	PWLB	0	17,108	2.98		16,101	3.09
	PWLB	4,731		2.66	4,650		2.66
	Market	8,000	2,500	0.99	14,000	4,000	0.3
Variable Rate Debt	PWLB	0	0		0	0	
	Market	0	0		0	0	
Total Debt		13,231	19,608		19,150	20,101	
Other Long-term Liabilities		0			0	0	
<b>Total</b>		<b>13,231</b>	<b>19,608</b>		<b>19,150</b>	<b>20,101</b>	
Fixed Investments		0	0		5,000	0	
Variable Investments		0	0		0	0	
<b>Total Investments</b>		<b>0</b>	<b>0</b>		<b>5,000</b>	<b>0</b>	
<b>Net Borrowing</b>		<b>13,231</b>	<b>19,608</b>		<b>14,150</b>	<b>20,101</b>	

## **5.0 Borrowing and Debt Strategy**

### **General Fund**

As at 31<sup>st</sup> March 2020, the Council's outstanding borrowing for General Fund purposes stood at a total of £13.2 million. This was made up of two loans from the Public Works Loan Board (PWLB), and £8m of short-term borrowing, as shown in the table at 4.0.

Up until the end of 2015/16, the Council was able to utilise cash balances, held in the form of short-term investments, grants and capital reserves, to help in the funding of its capital programme. Consequently, the Council was able to avoid increasing its long term borrowing, despite carrying out ambitious schemes both in the General Fund and Housing Revenue Account.

In 2016/17 the financing of the Council's new leisure development was finalised. The Council borrowed £5 million from the PWLB, taken over 39 years. The remaining £5 million of the £10 million project was funded by internal borrowing.

From 2016/17 to 2020/21 the Council did not borrow any further funds long term and instead continued to take advantage of the very low short term rates to keep interest payments under control. While there is scope to continue with this policy to some extent, the need to control the council's exposure to refinancing risk means that future borrowing in support of the capital programme will need to consist of a mix of short and long-term debt.

Short-term debt applicable to the General Fund is forecast to rise to £9m during 2020/21, in support of the current capital programme, with another £8.5m required in 2021/22, and an additional £7m required in 2022/23.

No new long-term borrowing is forecast in 20/21, however £2m will be required in 2021/22, and an additional £9m in 2022/23, in order to maintain the proportion of short-term borrowing to gross debt below 50%.

Total external debt relating to the General Fund for future financial years is expected to be:

2021/22	£24.5 million
2022/23	£40.5 million
2023/24	£40.5 million

The above estimates of borrowing are based on the current capital programme, and do not take account of the proposals for a Commercial Investment Strategy & Business Plan detailed in the Investment Strategy.

If the proposals to invest in existing commercial property, significant property redevelopment schemes, and the private residential sector are pursued, considerable additional borrowing, both long and short-term, will be required. However, since the express purpose of the proposals is to generate income to support the General Fund, no such investment would be undertaken if it did not cover the cost of capital by a significant margin.

The Commercial Investment Strategy & Business Plan is an early stage of development, and investment proposals, amounts, and associated liabilities have yet to be determined.

### **Housing Revenue Account (HRA)**

The self financing settlement involved the Council taking on £18.114 million of PWLB borrowing. The HRA business plan provides the repayment of HRA debt over its life. The initial borrowing was commenced to repayment in 2020, however due to changes in government legislation which has impacted detrimentally on the financial position of the HRA, this debt repayment plan is now likely to need restructuring with a new plan being drawn up.

In 2016/17 and 2017/18 the HRA used a total of £1.6m borrowing to fund its capital programmes. This initially was supported by internal balances, however £2.0m of short-term borrowing in 2018/19 can be attributed to the support of the HRA capital programme, with an additional required £0.5m in 2019/20, and £0.5m forecast again in 20/21

The Council's initial investment of £18.114m which it borrowed for the new financial regime for housing in 2012 commenced repayment at the end of 2019/20, at the rate of £1m per annum. In the medium-term, it is proposed to refinance this using short-term borrowing, so as to minimise the costs of servicing the debt.

## **6.0 Prudential Indicators and Limits on Activity**

The purpose of these Prudential Indicators is to contain the activity of the treasury function within certain limits, thereby reducing the risk of an adverse movement in interest rates impacting negatively on the Council's overall financial position. However, if these are set to be too restrictive they will impair the opportunities to reduce costs.

### **6.1 Authorised Limit for External Debt**

This represents the limit beyond which borrowing is prohibited and needs to be set and revised by Council. It reflects the level of borrowing which,

while not desired, could be afforded in the short-term, but is not sustainable. It is the expected maximum borrowing need with some headroom for unexpected movements. This is the statutory limit determined under section 3(1) of the Local Government Act 2003.

	2020/21 Estimate £ 000s	2021/22 Estimate £ 000s	2022/23 Estimate £ 000s	2023/24 Estimate £ 000s
Borrowing	44,000	56,000	72,000	72,000
Other Long Term Liabilities	0	0	0	0
<b>Total</b>				

**The Chief Financial Officer (Section 151 Officer) reports that the authorised limits given above are consistent with the council's current commitments, existing plans and the proposals in the capital programme report. The limits are also consistent with the Council's approved treasury management policy statement and practices. Risk analysis of the key elements of the council's cash flow forecasts has been undertaken to determine these limits.**

## 6.2 Operational Boundary for External Debt

This indicator is based on the probable external debt during the course of the year (allowing for peaks and troughs in cash flow and the impact of treasury management decisions). It is not a maximum and actual borrowing could vary around the boundary for short times during the year. It should act as an indicator to ensure the authorised limit is not breached.

	2020/21 Estimate £ 000s	2021/22 Estimate £ 000s	2022/23 Estimate £ 000s	2023/24 Estimate £ 000s
Borrowing	39,000	51,000	67,000	67,000
Other Long Term Liabilities	0	0	0	0
<b>Total</b>	<b>38,000</b>	<b>39,000</b>	<b>39,000</b>	<b>39,000</b>

### 6.3 Limits in Interest Rate Exposure

**Upper Limits on Variable Rate Exposure** – This indicator identifies a maximum limit for variable interest rates based upon net interest payments.

**Upper Limits on Fixed Rate Exposure** – Similar to the previous indicator this covers a maximum limit on fixed interest rates.

	2020/21 Upper %	2021/22 Upper %	2022/23 Upper %
Limits on Fixed Interest Rates	100	100	100
Limits on Variable Interest Rates	25	25	25

### 6.4 Maturity Structure of Fixed Borrowing

These gross limits are set to reduce the Council's exposure to large fixed rate sums falling due for refinancing.

	Lower %	Upper %
Under 12 months	0	50
12 months to 2 years	0	50
2 years to 5 years	0	50
5 years to 10 years	0	100
10 years and above	0	100

### 6.5 Total Principal Sums Invested

The purpose of this indicator is to control the Council's exposure to the risk of incurring losses by seeking early repayment of its investments. The limits on the long-term principal sum invested to final maturities beyond the period end will be:

Price Risk Indicator	2020/21	2021/22	2022/23
Limit on principal invested beyond year end	£10m	£10m	£10m

## 7.0 Local Performance Indicators

The Code of Practice on Treasury Management requires the Council to set performance indicators to assess the adequacy of the treasury function over the year. These are distinct historic indicators, as opposed to the Prudential Indicators, which are predominantly forward looking. The Council also sets local performance indicators which are as follows.

Local Indicator	2016/17	2017/18	2018/19	2019/20
Average rate of interest on borrowing compared to the national average	Level	Level	Level	level
Average rate of interest on investments compared to the national average	Level	Level	Level	Level

The results of these indicators will be reported as part of the Treasury Management Annual Report before 30<sup>th</sup> September each year.

## 8.0 Minimum Revenue Provision

Local authorities are required each year to set aside some of their revenue budget as provision for debt repayment. This scheme of Minimum Revenue Provision (MRP) is set out in sections 27, 28 and 29 of the Capital Finance Regulations 2003.

Under the guidance a statement of policy on making MRP is required. Members are asked to approve the following statement:

### General Fund

***For the financial year 2020/21, it is proposed that in respect of debt that is supported by Revenue Support Grant (RSG), MRP is calculated using the Capital Financing Requirement (CFR) method. For new borrowing for which no Government support is being given and is therefore self- financed, it is proposed that the Annuity Asset Life method will be used.***

***The CFR method calculates MRP as 2% of the non-housing CFR at the end of the preceding financial year (2% of the capital expenditure funded by supported borrowing). This is consistent with the way in which supported borrowing costs are paid through Revenue Support Grant.***

***The Annuity Asset Life method requires that the MRP for each year be the amount presumed to be the principal element of the equal amounts that would be payable each year in respect of a loan at a***

***specified rate of interest that would reduce the outstanding principal amount to zero at the end of the estimated useful life of the asset. This results in an MRP charge that rises over time. This is deemed to be particularly appropriate for assets which generate increasing revenues over time.***

### **HRA**

***There is no statutory requirement to make a MRP in the HRA. There is, therefore, no requirement to follow the DCLG Guidance when considering an appropriate provision for the HRA. Therefore, because***

- ***There is no statutory requirement,***
- ***Repayment of debt is began in March 2020 and***
- ***Resources were required in the early years of the HRA business plan to fund the demands of the asset management strategy***

***It is planned in the medium term that HRA debt will be replaced with short term borrowing, in order to minimise the costs of servicing the debt.***

# Agenda Item 8



<b>Policy, Finance and Development Committee</b>	<b>Tuesday, 16 March 2021</b>	<b>Matter for Information and Decision</b>
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**Report Title:** **Financial Outturn Report (Q3 2020/21)**

**Report Author(s):** **Comie Campbell (Head of Finance / Deputy Section 151 Officer)**

<b>Purpose of Report:</b>	This report gives a summary of the overall Council position for the financial year 2020/21 at the end of the third quarter for both Revenue and Capital Expenditure.
<b>Report Summary:</b>	The Council has completed quarter three of the financial year 2020/21. There is a significant variation in the General Fund due to COVID-19 related additional expenditure and income losses.  A full 2020/21 Capital Programme is set out at in <b>Appendix 1</b> .
<b>Recommendation(s):</b>	<b>A. That the contents of the report and appendix be noted; B. That the additional Capital Expenditure for 2021/22 (as set out at paragraph 3 of the report) be approved.</b>
<b>Senior Leadership, Head of Service, Manager, Officer and Other Contact(s):</b>	Stephen Hinds (Deputy Chief Executive / Section 151 Officer) (0116) 257 2681 <a href="mailto:stephen.hinds@oadby-wigston.gov.uk">stephen.hinds@oadby-wigston.gov.uk</a>  Comie Campbell (Head of Finance / Deputy Section 151 Officer) (0116) 257 2713 <a href="mailto:comie.campbell@oadby-wigston.gov.uk">comie.campbell@oadby-wigston.gov.uk</a>
<b>Corporate Objectives:</b>	Providing Excellent Services (CO3)
<b>Vision and Values:</b>	"A Stronger Borough Together" (Vision) Accountability (V1)
<b>Report Implications:-</b>	
Legal:	There are no implications arising from this report.
Financial:	The implications are as set out at paragraphs 1 to 4 of this report.
Corporate Risk Management:	Decreasing Financial Resources / Increasing Financial Pressures (CR1) Reputation Damage (CR4) 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.
<b>Statutory Officers' Comments:-</b>	
Head of Paid Service:	The report is satisfactory.



Chief Finance Officer:	The report is satisfactory.
Monitoring Officer:	The report is satisfactory.
<b>Consultees:</b>	Senior Leadership Team and Heads of Service
<b>Background Papers:</b>	<ul style="list-style-type: none"> <li>• <a href="#">Report entitled '2020/21 Budget &amp; Medium-Term Financial Strategy (2021/22 - 2024/25)' to Full Council 20 February 2020</a></li> </ul>
<b>Appendices:</b>	<b>1.</b> Capital Programme (2020/21)

## **1. Introduction**

- 1.1. In February 2020, the Council approved a General Fund Budget for 2020/21 of £6.119m. This budget has been revised to £6.019m.

## **2. General Fund Position**

- 2.1 On a departmental basis, the Council is currently forecasting an overspend variance of £292k which is 4.8% of the overall budget. This forecast overspend is mainly due to an estimated £1.8m of COVID-19 related costs and income loss. Currently the COVID-19 forecast comprises of £510k expenditure relating to Salary, Agency staff costs and various supplies and services costs. The forecast COVID-19 related income loss of £1.2m relates primarily to realigned Selective Licensing Income to 2021/22, the reported loss of income through the leisure closures and contractual agreements. Minor losses of income relate to the loss of car parking income and income from the closure of our community buildings.
- 2.2 With respect to variances that are outside of the direct consequences and impacts of COVID-19 (although indirect impacts have been included in the following), there have been few significant variances. These variances include £69k additional cost for interim finance staff, £91k investment income not achievable, additional £120k ICT & Telephony contract procurement costs that were not included in the original budget. These costs have been offset against savings in vacant posts and minor underspends across the council
- 2.3 A summary of the overall General Fund Budget and Forecast Outturn is outlined in the **Table 1** at a service level. **Table 2** outlines a summary of the General Fund Budget and COVID-19 monitoring.

(Continued overleaf)

**Table 1 – General Fund Budget Monitoring**

<b>Services</b>	<b>Original Budget 2020/21</b>	<b>Revised Budget 2020/21</b>	<b>Quarter 3 Forecast 2020/21</b>	<b>Quarter 3 Variance</b>
-	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Covid 19 Council Costs	0	0	(1,370,982)	(1,370,982)
Senior Leadership Team	473,400	473,400	437,900	(35,500)
Finance & Resources (Including Corporate Budgets)	2,218,468	2,218,468	2,572,729	496,861
Law & Governance	228,060	165,060	174,965	9,905
The Built Environment	793,974	757,584	853,335	95,751
Community & Wellbeing	1,521,466	1,521,466	2,461,185	939,719
Customer Service & Business Transformation	1,026,100	1,026,100	1,182,117	156,017
HRA Recharge	(1,195,600)	(1,195,600)	(1,195,600)	0
Capital Financing	1,053,000	1,053,000	1,053,000	0
<b>Net Expenditure</b>	<b>6,118,868</b>	<b>6,019,478</b>	<b>6,168,648</b>	<b>291,770</b>

**Table 2 – Summary General Fund and COVID-19 Monitoring****General Fund****Budget Monitoring 2020/21**

	<b>£'000</b>	<b>£'000</b>
Supplies and Services	165,772	165,772
Salary and Agency Staff Costs	344,069	344,069
Loss of Income	1,192,143	
<b>Costs Related to Covid 19 Support</b>	<b>1,701,984</b>	<b>509,841</b>
Grants Received		(1,880,823)
<b>Net Covid 19 Costs</b>		<b>(1,370,982)</b>
Budget Monitoring Variance		1,662,753
<b>Net Forecast Cost Variance Quarter 3</b>		<b>291,771</b>

(Continued overleaf)

### 3. Capital Programme 2021/22

- 3.1 The 2021/22 Capital programme was set at Full Council on 16 February 2021, after year end schemes from 2020/21 which are not completed are to be added to the 2021/22 Capital programme.
- 3.2 There is an additional new capital scheme for 2021/22 where the council has been awarded an On Street Residential Charge Point Scheme grant of £91,270 from the Office for Low Emission Vehicles. The purpose of this grant is to fund the installation of plug-in vehicle charge points for the use of local residents in areas without off-street parking. This will enable up to 15 electric vehicle charge points to be installed in the Councils car parks. The Council are required to contribute £13k capital towards this project.

### 4. Capital Programme 2020/21

- 4.1 **Table 3** shows a summary of the 2020/21 capital programme. The General Fund capital variance is currently £0.5m underspent and the HRA capital is £0.6m. This is due to schemes not yet completed. The full capital programme is shown in **Appendix 1**.

**Table 3**

<b>Capital Fund</b>	<b>Capital Budget 2020/21</b>	<b>31.12.2020 Spend to date</b>	<b>Variance</b>
	£'000	£'000	£'000
General Fund	1,403	903	(500)
Housing Revenue Account	2,185	1,536	(649)
<b>Total</b>	<b>3,588</b>	<b>2,439</b>	<b>(1,149)</b>

- 4.2 Expenditure will be continually monitored and assessed to see if the current COVID-19 situation has a material impact on the capital 2020/21 expenditure outturn.

### 5. Housing Revenue Account (HRA)

- 5.1 The Housing Revenue Account had been budgeted to have a small surplus of around £27k for 2020/21. Quarter 3 forecast shows the HRA will make a surplus of £62k which is more than budgeted for. This would result in the HRA reserve increasing from £1.132m to £1.194m.
- 5.2 Some of this substantial balance has been earmarked to continue funding the capital schemes bought forward from previous years but this has still left the account in a reasonably stable position given the prospect of increasing rents gradually over the next five years. The position on the account at the end of quarter one is shown in **Table 4** as follows:

(Continued overleaf)

<b>Table 4 - HRA</b>	Original	
	Budget	Forecast
	2020/21	2020/21
	£'000	£'000
Net Cost of Services on the HRA	(602)	(604)
Capital Charges	575	542
Revenue Contributions to Capital		
Appropriations to Earmarked Reserves		
Deficit in Year	<u>(27)</u>	<u>(62)</u>
Actual Balance b/f HRA a/c	(1,083)	(1,132)
Budget (Surplus)/Deficit in the Year	<u>(27)</u>	<u>(62)</u>
Balance c/f HRA a/c	<u>(1,110)</u>	<u>(1,194)</u>

OADBY AND WIGSTON BOROUGH COUNCIL CAPITAL PROGRAMME

Project Code Reference	Scheme	2020-21 Total Budget	Actuals to 31st December 2020	Variance	
	<b>Funding Available B/F Estimated Additions In Year</b>	£			
	<b>Total Funding Available</b>				
	<b>Housing Revenue Account</b>				
50003	Central Heating	120,000	81,132.92	(38,867)	We are continuing with emergency boiler replacements and we have a programme of boiler replacements however this work has been suspended since 4 <sup>th</sup> January. We are anticipating commencement of the work programme on 22 <sup>nd</sup> March 2021.
50007	Car Hardstandings	6,000	0.00	(6,000)	There are no applications that currently meet the requirements registered for the installation of a car hardstanding. However there are several housing applications who have specific housing needs which includes off street parking. It is likely that should these housing applicants be offered a property applications for off street parking will be made
50016	Decent Homes Work	500,000	494,635.63	(5,364)	Works to repair minor voids (revenue) to achieve the lettable standard continued throughout the lockdown period with works to refurbish major voids
50017	Major Adaptations	85,000	2,257.88	(82,742)	Major adaptations work has been sporadic throughout the financial year due to Covid restrictions. There is currently a back log of applications for adaptations and commissioning works has commenced and will continue at pace.
50019	Fire Safety	150,000	0.00	(150,000)	The 2020-21 programme of fire risk assessments has continued during lockdown and will be completed by 31 October 2020. The programme of remedial works identified will now commence in April 2021.
50021	Timber Window Replacement incl external entrance / fire doors Kings Drive Area	83,000	42,979.66	(40,020)	The door and window replacement programme has been sporadic throughout the year. We currently behind on our replacement plan and works are due to recommence in April 2021
50030	Communal Heating System William Peardon Court	0	19,352.34	19,352	Residual costs of boiler replacement project.
50045	Conversion to 2 Homes	3,200	3,139.19	(61)	Project Complete
50046	Kitchen Replacements Decent Homes, incl Bathrooms 2018/19	1,000,000	784,985.04	(215,015)	The Home Improvement Programme re-commences 22 <sup>nd</sup> March 2021
50047	Housing Block Improvements	120,500	0.00	(120,500)	A programme of works to undertake improvements to communal areas and the surrounding environment to blocks of flats across the Borough during 2020-21 has been prioritised and works have been commissioned on a number of projects stating in March 2021 this includes roof replacements, door entry systems upgrades
50048	Asset Management System Upgrades	118,000	107,961.61	(10,038)	The Project Plan for the installation of a new asset management module and the upgrade of all existing housing modules to support improved service delivery has been agreed and commenced. It is anticipated it will be completed by March 2021
	<b>Total - HRA</b>	<b>2,185,700</b>	<b>1,536,444.27</b>	<b>(649,256)</b>	
	<b>General Fund</b>				
52002	Disabled Facilities Grant	0	405,756.00	405,756	As per contract with Lightbulb. Transfer into revenue.
52092	Oadby Pool Housing Project	0	45,030.00	45,030	Design study to inform full business case on the redevelopment of the Oadby Pool site. Work complete.
52093	Railway Corridor	0	114,932.00	114,932	Design study to inform the full business case on the redevelopment of the South Wigston Railway Corridor. Expect to complete by year end.
54010	Play Area Refurbishments	15,500	3,669.18	(11,831)	Work ongoing.

Project Code Reference	Scheme	2020-21 Total Budget	Actuals to 31st December 2020	Variance	
		£			
54012	Cemeteries - Memorial Safety	11,700	0.00	(11,700)	Budget no longer required.
54017	Xmas Decorations	0	8,375.00	8,375	Project complete
54055	Brocks Hill Car Park Drainage	12,800	8,771.00	(4,029)	Project complete
54063	Incorporating ex Scout Hut Land into Oadby Cemetery	3,400	6,877.20	3,477	Project complete. Linked to 54571
54080	Horsewell Lane Pavilion	0	15,471.00	15,471	Retention sum held due to COVID-19 delaying final snagging works.
54114	Car Park Resurfacing	36,700	0.00	(36,700)	Delayed by COVID-19. Carry forward into 21/22
54147	Recycling Wheelie Bins	0	14,310.00	14,310	Additional recycling bins purchased in bulk as required.
54151	Air Monitoring Equipment	0	(5,218.12)	(5,218)	Refund on electrical connection for air monitoring station.
54153	Fuel Tank Refurbishment	0	7,637.30	7,637	Project complete
54154	Kilby Bridge Canal & Towpath	60,000	3,714.00	(56,286)	Tow path design work complete. Bridge design underway, but will not complete before year end. Carry forward into 21/22
54155	Purchase of replacement trailer shredder/wood chipper.	25,000	14,051.48	(10,949)	Project complete. Review of requirements allowed for purchase of cheaper equipment. £11K saving.
54156	Crow Mill Fencing	5,000	3,203.00	(1,797)	Expected to complete by year end.
54158	Trade lift truck replacement	165,000	0.00	(165,000)	Vehicle expected to arrive in early March
54530	Horsewell Lane Play Area	3,300	2,900.00	(400)	Project complete.
54565	3G Pitch Oadby	75,000	75,000.00	0	Project complete.
54566	Brocks Hill Additional Play Equipment	82,000	0.00	(82,000)	Delayed by COVID-19. Carry forward into 21/22
54568	Coombe Park Pavilion Extension	170,000	0.00	(170,000)	Project funded by S106 income. The income has not yet be received as part of the Phase 2 of Cottage Farm. Carry forward into 21/22
~ 54570	Footpaths in Blaby Road Park	9,000	0.00	(9,000)	In progress, but unlikely to complete by year end. Carry forward balance to 21/22
~ 54571	Improvements to the entrance to Oadby Cemetery - Goddards Slang	11,600	7,384.00	(4,216)	Project complete. Linked to 54063
~ 54574	Pitch Improvement Programme	80,000	0.00	(80,000)	Project delayed by COVID-19, and now work cannot start until the end of the 20/21 football season. Carry/forward to 21/22.
~ 54575	Private Sports Grants	195,000	0.00	(195,000)	Project delayed due to COVID-19. Carry forward into 21/22
~ 54576	Repairs to play area surface various play areas	17,900	0.00	(17,900)	Areas identified requiring repair. Aim to complete 20/21, if not to be carry forward to 21/22.
54578	Town Centre Wi-Fi	30,000	0.00	(30,000)	Project delayed due to delays in match funding agreement.
54581	Wigston Town Centre Car Parks	100,000	0.00	(100,000)	Delayed by COVID-19. Carry forward into 21/22
	Redeployable CCTV Camera Upgrade	30,000	0.00	(30,000)	Delayed by COVID-19. Carry forward into 21/22
	William Gunning Park Drainage	20,000	0.00	(20,000)	Delayed by COVID-19. Carry forward into 21/22
56001	Council Office Refurbishment	37,200	6,000.00	(31,200)	Ongoing, likely to be some carry-forward into 21/22
56010	IT Replacement Programme	40,700	18,263.31	(22,437)	Ongoing, likely to be some carry-forward into 21/22
56044	New Income Management System	24,000	35,475.30	11,475	Project complete.
56055	Document Management System Software	39,400	7,844.60	(31,555)	Idox implementation proceeding department-by-department. Carry forward unspent balance into 21/22
56063	Planning IDOX	3,300	3,250.00	(50)	Project complete.
56069	Licensing Service Software Review	8,900	0.00	(8,900)	Project complete.
56072	South Wigston Shop Fronts	6,100	0.00	(6,100)	Ongoing project from 2019/20. Likely to slip into 21/22
56073	Citrix upgrade	4,300	4,300.00	0	Project complete
56076	Windows server migrations	6,000	980.00	(5,020)	Expected to complete by year end.
56078	Chatbot	50,000	64,000.00	14,000	Complete. Transfer £14K license into revenue
56079	Enterprise for Uniform	13,700	12,368.00	(1,332)	Expected to complete by year end.
56080	Bushloe House Chimney Stack	10,000	18,441.18	8,441	Delayed due to car park access issues caused by test centre.
	<b>Total - General Fund</b>	<b>1,402,500</b>	<b>902,785.43</b>	<b>(499,714.57)</b>	
	<b>PLANNED EXPENDITURE GRAND TOTAL</b>	<b>3,588,200</b>	<b>2,439,229.70</b>	<b>(1,148,970.30)</b>	

# Agenda Item 9



<b>Policy, Finance and Development Committee</b>	<b>Tuesday, 16 March 2021</b>	<b>Matter for Information</b>
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**Report Title:** **Collection and Write-Off of Miscellaneous Debtors (Q3 2020/21)**

**Report Author(s):** **Comie Campbell (Head of Finance / Deputy Section 151 Officer)**

<b>Purpose of Report:</b>	To inform Members of the collection rate of Council Tax and National Non Domestic Rates debt owed to the Council at the end of quarter three of 2020/21 and for Members to approve any write-off of uncollectable debts as per the Council's Financial Regulations.
<b>Report Summary:</b>	The current economic climate continues to make debt collection a challenging exercise. Despite this there has been positive progress made in both Council Tax and Business Rates along with other forms of debts. Prior to year end a thorough review of miscellaneous sundry debtors will take place to review the risk associated with this area.
<b>Recommendation(s):</b>	<b>A. That the contents of the report be noted; and B. That Members approve the write-off as detailed at paragraph 3 of this report.</b>
<b>Senior Leadership, Head of Service, Manager, Officer and Other Contact(s):</b>	Stephen Hinds (Deputy Chief Executive / Section 151 Officer) (0116) 257 2681 <a href="mailto:stephen.hinds@oadby-wigston.gov.uk">stephen.hinds@oadby-wigston.gov.uk</a>  Comie Campbell (Head of Finance / Deputy Section 151 Officer) (0116) 257 2713 <a href="mailto:comie.campbell@oadby-wigston.gov.uk">comie.campbell@oadby-wigston.gov.uk</a>
<b>Corporate Objectives:</b>	Building, Protecting and Empowering Communities (CO1) Growing the Borough Economically (CO2) Providing Excellent Services (CO3)
<b>Vision and Values:</b>	Accountability (V1) Teamwork (V3) Customer Focus (V5)
<b>Report Implications:-</b>	
Legal:	There are no implications arising from this report.
Financial:	The implications are as set out at paragraphs 2 to 3 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.
<b>Statutory Officers' Comments:-</b>	
Head of Paid Service:	The report is satisfactory.
Chief Finance Officer:	The report is satisfactory.
Monitoring Officer:	The report is satisfactory.
<b>Consultees:</b>	None.
<b>Background Papers:</b>	None.
<b>Appendices:</b>	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 debts within the income collection area. These income streams have a combined annual debit to collect of around £41 million.
- 2.2 At the end of the third quarter 83.21% of the Council Tax debit had been collected against a target of 85.2%. Business Rates debit collected at the third quarter was 73.74% compared against a target of 82.29%. There is an annual target of 98.5% for both taxes. Business rates collection rates have been affected by the impact the Covid 19 pandemic has had on businesses being able to operate.

## **3. Write-Off of Bad Debt**

- 3.1. In this quarter there have been 7 cases of National Non Domestic Rates (NNDR) business rates over £5,000 debts which require Elected Members approval to be written off. Where the debt being put forward to be written off is for a named individual the name has been removed from this report.
- 3.2. Cases below £5,000 are written off subject to the approval of the Section 151 Officer or his nominated deputy throughout the year where appropriate.
- 3.3. Table 1 shows the list of National Non Domestic Rates (NNDR) write off's requested for Quarter 3. This amount in total is £98,781.02. The council makes a financial provision each year to write off a certain amount of uncollectable debt as per financial regulations.

(Continued overleaf)



**Table 1**

<b>Charge payer:</b>	<b>NNDR ref:</b>	<b>Amount</b>	<b>Reason for write off:</b>
CENTRE SIGNS (UK) LTD	90420607	£11,704.30	Company Dissolved
IAM DISCOUNT LTD	90416455	£9,936.02	Company Dissolved
Annonimised Personal Name	90393194	£6,899.08	Old debt - over 6 years old
Annonimised Personal Name	90300673	£9,711.41	IVA discharged
Annonimised Personal Name	90403374	£11,500.00	Charged wrongly Admin error
Annonimised Personal Name	90416097	£15,024.17	Debtor deceased
PRETTY CHIC	90384473	£34,006.04	Company Dissolved
<b>Total</b>		<b>£98,781.02</b>	

# Agenda Item 10



<b>Policy, Finance and Development Committee</b>	<b>Tuesday, 16 March 2021</b>	<b>Matter for Information</b>
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**Report Title: Standards & Ethical Indicators (Q1 - Q3 2020/21)**

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

<b>Purpose of Report:</b>	To receive the figures for local determination of complaints and the ethical indicators for Quarters 1, 2 and 3 of 2020/21.
<b>Report Summary:</b>	The report provides information in relation to Member Complaints, Corporate and Ombudsman Complaints, Freedom of Information Requests and Anti-Social Behaviour Reports and Resolutions.
<b>Recommendation(s):</b>	<b>That the content of the report and appendix be noted.</b>
<b>Senior Leadership, Head of Service, Manager, Officer and Other Contact(s):</b>	Stephen Hinds (Deputy Chief Executive / Deputy Section 151 Officer) (0116) 257 2681 <a href="mailto:stephen.hinds@oadby-wigston.gov.uk">stephen.hinds@oadby-wigston.gov.uk</a>  David Gill (Head of Law & Democracy / Monitoring Officer) (0116) 257 2626 <a href="mailto:david.gill@oadby-wigston.gov.uk">david.gill@oadby-wigston.gov.uk</a>
<b>Corporate Objectives:</b>	Providing Excellent Services (CO3)
<b>Vision and Values:</b>	Accountability (V1) Respect (V2) "A Stronger Borough Together" (Vision) Customer Focus (V5)
<b>Report Implications:-</b>	
Legal:	There are no implications arising from this report.
Financial:	There are no implications arising from this report.
Corporate Risk Management:	Political Dynamics (CR3) Reputation Damage (CR4) 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.
<b>Statutory Officers' Comments:-</b>	
Head of Paid Service:	The report is satisfactory.
Chief Finance Officer:	The report is satisfactory.

Monitoring Officer:	As the author, the report is satisfactory.
<b>Consultees:</b>	None.
<b>Background Papers:</b>	None.
<b>Appendices:</b>	<b>1.</b> Standards & Ethical Indicators (Q1 - Q3 2020/21)

## **1. Information**

- 1.1 Regular reporting about the Council's activities under the Regulation of Investigatory Powers Act 2000 is a statutory requirement under the oversight regime of the Investigatory Powers Commissioner.
- 1.2 This report to Members covers the first three quarters of 2020/21 as a result of the decision to cancel committees and/or restrict them to decision making items only as a result of the COVID-19 pandemic.
- 1.2 The report also contains 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 anti-social behaviour reports and resolutions.
- 1.3 The quarter one, two and three report for 2020/21 is attached at **Appendix 1** for Members' information.



**OADBY AND WIGSTON BOROUGH COUNCIL**

**STANDARDS AND ETHICAL INDICATORS**

**QUARTER 1, 2 & 3 REPORT**

**2020-21**

## 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 2020-21.

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 0 complaints in Quarter 1 of 2020-21.

The Monitoring Officer received 1 complaint in Quarter 2 of 2020-21. The complaint related to treating an officer with a lack of respect.

The Monitoring Officer received 0 complaints in Quarter 3 of 2020-21.

### 2.1 Source of Complaint

The source of the complaint in Q2 was from a member of staff.

### 2.2 Assessment Sub-committee Decisions

There have been No Assessment Sub-committee meetings in these 3 quarters.

### 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 these 3 quarters. 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.

## **2.6 Outcome of Investigations**

There were no formal investigations concluded in this period. Having reflected on the complaint the member of staff concerned decided that they wished no action to be taken and the Monitory Officer resolved the matter by offering words of advice and suggested a period of reflection on the impact of the Member's behaviour on the staff member.

## **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

Ref	Performance Indicator Description	Officer responsible for providing information	Q1		Q2		Q3		Q4	
			2019/2020	2020/2021	2019/2020	2020/2021	2019/2020	2020/2021	2019/2020	2020/2021
LG1	Objections to the Council's Accounts	Head of Finance	0	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	0	
LG3	Disciplinary Action relating to breaches of the Member / Officer Protocol (Staff)	HR Manager	0	0	0	0	0	0	0	
LG4	Number of Whistle Blowing Incidents Reported	Head of Law & Democracy	0	0	0	0	0	0	0	
LG5	No. of Recommendations made to improve Governance Procedures/Policies		0	0	0	0	0	0	0	
LG6	No. of Recommendations Implemented		0	0	0	0	0	0	0	

**Corporate Complaints**

Ref	Performance Indicator Description	Officer responsible for providing information	Q1		Q2		Q3		Q4	
			2019/2020	2020/2021	2019/2020	2020/2021	2019/2020	2020/2021	2019/2020	2020/2021
LG7	No. Corporate Complaints received	PA to Senior Leadership Team	27	19	36	15	24	29	25	
	No. Corporate Complaints escalated to L2		3	3	2	1	5	4	1	
	No. Corporate Complaints escalated to Ombudsman		2	1	0	0	0	0	1	
LG7a	No. Corporate Complaints Resolved at L1		27	22	34	14	19	29	24	
	No. Corporate Complaints Resolved at L2		0	3	0	1	5	4	0	
LG7b	No. Corporate Complaints where compensation paid		1	0	0	0	0	0	0	
	Service Area									
LG8	No. Ombudsman complaints received	PA to Senior Leadership Team	2	0	1	1	1	1	1	
	Service Area					Comms		Housing	Housing	
LG8a	No. Ombudsman complaints resolved		2	1	0	1	0	1	0	
LG8b	No. Ombudsman complaints not yet determined by the Ombudsman		0	1	0	0	0	0	0	
LG8c	No. Ombudsman complaints where compensation paid		0	1	0	0	1	0	0	



**Freedom of Information Act Indicators**

Ref	Performance Indicator Description	Officer responsible for providing information	Q1		Q2		Q3		Q4	
			2019/2020	2020/2021	2019/2020	2020/2021	2019/2020	2020/2021	2019/2020	2020/2021
LG9a	No. of FOI Requests Compliant	Data Protection Officer	214	88	158	127	146	135	168	
LG9b	No. of Non-compliant FOI Requests		21	32	20	27	14	27	25	
LG9c	No. of FOI Requests still open and within the 20 working days		0	0	0	0	9	5	4	
LG9d	No. of FOI Requests withheld due to exemptions/fees applied		6	4	12	3	0	2	2	

**Regulation of Investigatory Powers Act Indicators**

Ref.	Performance Indicator Description	Officer Responsible for Providing Information	Q1		Q2		Q3		Q4	
			2019/2020	2020/2021	2019/2020	2020/2021	2019/2020	2020/2021	2019/2020	2020/2021
LG10	No. of Directed Surveillance Authorisations granted during the quarter	Head of Law & Democracy	0	0	0	0	0	0	0	
LG10a	No. in force at the end of the quarter		0	0	0	0	0	0	0	
LG10b	No. of CHIS recruited during the quarter		0	0	0	0	0	0	0	
LG10c	No. ceased to be used during the quarter		0	0	0	0	0	0	0	
LG10d	No. active at the end of the quarter		0	0	0	0	0	0	0	
LG10e	No. of breaches (particularly unauthorised surveillance)		0	0	0	0	0	0	0	
LG10f	No. of applications submitted to obtain communications data which were rejected		0	0	0	0	0	0	0	
LG10g	No. of Notices requiring disclosure of communications data		0	0	0	0	0	0	0	
LG10h	No. of authorisations for conduct to acquire communications data		0	0	0	0	0	0	0	
LG10i	No. of recordable errors		0	0	0	0	0	0	0	

## Anti-Social Behaviour Indicators

Ref.	Performance Indicator Description	Officer responsible for providing information	Q1		Q2		Q3		Q4	
			2019/2020	2020/2021	2019/2020	2020/2021	2019/2020	2020/2021	2019/2020	2020/2021
	No. of Complaints Registered	Head of Community & Wellbeing	20	31	17	28	16	11	22	
	No. of Disposals		14	13	20	2	34	3	16	
	No. of Complaints still Open		0	4	0	0	2	0	5	
	No Further Action (where suspect identified)		-	3	0	3	2	1	1	
	No Further Action (no suspect identified)			11		23		7		

## Food Safety Inspections

Ref.	Performance Indicator Description	Officer responsible for providing information	Q1		Q2		Q3		Q4	
			2019/2020	2020/2021	2019/2020	2020/2021	2019/2020	2020/2021	2019/2020	2020/2021
BPE31	No. of Programmed Inspections	Head of Law & Democracy	20	46	50	43	23	24		66
	No. of Programmed Inspections Completed		8	4	29	4	40	4		*
	No. of Programmed Inspections Outstanding		12	42	21	*81	8	*101		

- Following, The Food Standard Agency latest guidance on routine food inspections, we have prioritised inspections according to risk (High/ Medium and low) all high and medium risk businesses have or will receive a telephone call to assess compliance, and are requested to send in information/ evidence to us. Once we have received an update from the Agency and release of lockdown restrictions physical inspections will recommence. It is only once a physical inspection is carried out we can complete the inspection and issue a Food Standards Rating.
- We have seen a large increase in new businesses mainly home caterers, all of them have received contact, support and advice to ensure they are compliant with food safety regulations.

# Agenda Item 11



<b>Policy, Finance and Development Committee</b>	<b>Tuesday, 16 March 2021</b>	<b>Matter for Information and Decision</b>
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**Report Title:** **Section 106 Open Space, Sport and Recreation Contributions Update (March 2021)**

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

<b>Purpose of Report:</b>	<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>Due to the changes to national legislation a new list of projects has been proposed and is attached to this report.</p>
<b>Report Summary:</b>	<p>This report builds on the Section 106 Open Space, Sport and Recreation Contributions report that was noted by Members at Policy, Finance, and Development Committee on 26 November 2019. It provides a new list of potential open space, sport and recreation infrastructure projects taking account of the changes to national legislation, which could be funded through Section 106 Contributions and reports on any projects that have been completed.</p> <p>All projects notified to Officers since the previous Committee meeting have been assessed by the Council's Section 106 Officer Working Group and those which comply with the three Community Infrastructure Levy (CIL) tests, have been added to the list.</p>
<b>Recommendation(s):</b>	<p><b>A. That the list of potential open space, sport and recreation infrastructure projects (as set out at Appendix 1) be agreed;</b></p> <p><b>B. The priority locations will be Uplands Park, Willow Park and Blaby Road Park, and the three town centres; and</b></p> <p><b>C. That the projects will be progressed in line with the Council's Capital Programme process.</b></p>
<b>Senior Leadership, Head of Service, Manager, Officer and Other Contact(s):</b>	<p>Stephen Hinds (Deputy Chief Executive) (0116) 257 2681 <a href="mailto:stephen.hinds@oadby-wigston.gov.uk">stephen.hinds@oadby-wigston.gov.uk</a></p> <p>Adrian Thorpe (Head of the Built Environment) (0116) 257 2645 <a href="mailto:adrian.thorpe@oadby-wigston.gov.uk">adrian.thorpe@oadby-wigston.gov.uk</a></p> <p>Jamie Carr (Planning Policy Manager) (0116) 257 2652 <a href="mailto:jamie.carr@oadby-wigston.gov.uk">jamie.carr@oadby-wigston.gov.uk</a></p> <p>Emma Brackenbury Name (Planning Policy Officer) (0116) 257 2668 <a href="mailto:emma.brackenbury@oadby-wigston.gov.uk">emma.brackenbury@oadby-wigston.gov.uk</a></p>
<b>Corporate Objectives:</b>	Building, Protecting and Empowering Communities (CO1)

	Growing the Borough Economically (CO2) Providing Excellent Services (CO3)
<b>Vision and Values:</b>	Customer Focus (V5)
<b>Report Implications:-</b>	
Legal:	There are no implications arising from this report.
Financial:	The financial implications are contained in the report and stated 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.
<b>Statutory Officers' Comments:-</b>	
Head of Paid Service:	The report is satisfactory.
Chief Finance Officer:	The report is satisfactory.
Monitoring Officer:	The report is satisfactory.
<b>Consultees:</b>	None.
<b>Background Papers:</b>	<ul style="list-style-type: none"> <li>• <a href="#">Developer Contributions Supplementary Planning Document 2019</a></li> </ul>
<b>Appendices:</b>	<ol style="list-style-type: none"> <li>1. Proposed Section 106 Concept Projects</li> <li>2. Status of Current Section 106 Projects</li> </ol>

## 1. Funding of 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:
- 1.2.1 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;
  - 1.2.2 The Council should identify what the financial contribution will be spent on at the time of negotiating the Section 106 Agreement;

- 1.2.3 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 has been established and is tasked with regularly reviewing the Council's position to ensure that all matters relating to the pooling and spending of financial contributions is done so in accordance with the appropriate Legislation.
- 1.4 Unlike previous Legislation, the requirement that the Council can only 'pool' financial contributions arising from a maximum of 5 separate S106 Agreements towards a single item/project of open space, sport and recreation infrastructure has been removed by the Government in the most current Legislation. There are now no restrictions on the number of financial contributions that can be 'pooled' together. This allows the Council greater flexibility in terms of the number of S106 contributions that can be utilised to deliver a project and increases the Council's ability to fund larger projects through Section 106 monies. Previously, due to the pooling restrictions, only smaller items of infrastructure were funded by S106 contributions and the Council's previous project list reflected this. However, the revised concept project list now reflects the increased flexibility allowed for in Legislation. It means that the Council can seek to make a real difference to the community; its health and well-being and the spaces that it lives, works and plays in.

## **2. Section 106 Concept Projects**

- 2.1 So that S106 contributions can be sought, it is particularly important that the Council has in place a 'current' list of potential open space, sport and recreation infrastructure projects that can help to mitigate the impact of the new development, as well as improving the health and well-being of residents and visitors. This list will then be taken into account by the Planning Department when negotiating financial contributions with developers. In their negotiations, they 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 new development.
- 2.2 The previous list of Section 106 projects that were proposed to be funded through Section 106 contributions has been updated and the new list is attached at Appendix 1. This list has been agreed by the Section 106 Working Group and has been produced in collaboration with a number of Council departments. This new list proposes much larger concept projects that are either town and district centre based or park based.
- 2.3 It should be noted that should the new concept projects be agreed by Members, prior to any further work being undertaken, feasibility studies will be carried out and the outcomes reported to Members. The costings associated to the concept projects in Appendix 1 are informed estimates to give an idea of overall project costs only.
- 2.4 The feasibility work will work up definitive scheme design, highlight whether or not a scheme is feasible, ensure that the Council seeks the appropriate amount of S106 monies (both capital and revenue) towards a scheme and does not undertake any abortive work.
- 2.5 There is currently a small amount of Section 106 monies remaining left from previous projects that could be put towards funding the feasibility work of the schemes.
- 2.6 It is proposed that any new development located in one of the Borough's town or district centres and is eligible to pay a financial contribution will be used towards funding the town and district centres projects and all other new development providing contributions will go towards funding the park projects. This is in line with the updated Developer Contributions

Supplementary Planning Document. Where other funding streams are also available, for example through grants, these will be sought and added towards any available Section 106 funding.

- 2.7 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. Should an infrastructure project become more urgent during this period, then it may be removed from the list and considered through the Council's Capital Programme process.
- 2.8 It should also be noted that in addition to Appendix 1, the Council also has an Infrastructure Delivery Plan (IDP) that also has a list of strategic and larger local infrastructure projects. Also the Council's Playing Pitch Strategy (PPS) has a number of potential 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.
- 2.9 For clarity, this report is seeking Member approval of the comprehensive list of potential concept projects, and approval of the priority list of projects. As per this report's recommendation, the priority list is - Uplands Park, Willow Park and Blaby Road Park, and the three town centres. This priority list of projects will form the basis of future S106 contribution negotiations until such a time as projects are delivered. If a project on the priority list is delivered, it will be replaced on the list by another project from the comprehensive concept list at that time.
- 2.10 Members are invited to suggest additional open space, sport and recreation or public realm infrastructure projects/schemes to add to the list at any time by email to [planningpolicy@oadby-wigston.gov.uk](mailto:planningpolicy@oadby-wigston.gov.uk). Any Member suggestion 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 at the next relevant committee.

### **3. Current status of items/projects on the previous Projects list**

- 3.1 Appendix 2 to this report summarises the current position in relation to items/projects that were contained on the previous version of the S106 Projects List.
- 3.2 The vast majority of the items that were listed in the previous S106 Projects list will form part of the concept projects mentioned in Appendix 1, however they won't necessarily be listed. If an item previously agreed does not form part of the new concept projects it will not be progressed unless specifically requested to do so by Members.

### **4. Conclusion and Way Forward**

- 4.1 The previous pooling restrictions have generally meant that the Council, without the addition of further funding, has only been able to carry out small piecemeal projects, which whilst these bring improvements, has not allowed the Council to aspire to bring largescale positive changes and improvements to the Borough. The concept projects are not by any means the 'finished article', however they give a good indication of the type and scale of positive change that can be achieved through the use of S106 contributions.
- 4.2 In developing these projects, the Section 106 Working Group has looked at Parks and the town and district Centres in their entirety. By proposing to complete projects as comprehensive, all inclusive concepts for each Park or Town or District Centre, it creates a

vision for the types of improvements that can be built on over time. Additionally, by looking at larger projects and developing a concept, this will allow residents to really see tangible improvements to the parks, their facilities and public realm within the Borough.

- 4.3 Having a priority list of concept projects will not only focus S106 funding opportunities and negotiations, but will also focus expectations on S106 project delivery.



## **PROPOSED SECTION 106 FUNDED CONCEPT PROJECTS**

It should be noted that the below projects are concept projects and are to be agreed by Members prior to any further work being undertaken. Costings associated to the below concept projects are informed estimates to give an idea of overall project costs only. S106 funding covers both capital and revenue (maintenance) costs.

Once the concept projects are agreed by Members, where necessary Officers will undertake feasibility work associated to each concept project to work up definitive scheme design as well as ascertain up to date capital and revenue costings. This will be funded through the S106 process itself and/or other external funding opportunities.

The feasibility work will ensure that the Council seeks the appropriate amount of S106 monies towards a scheme. It will also ensure that the Council does not undertake any abortive work at cost, whether that's from a financial or resource point of view.

## **POTENTIAL PARK PROJECTS**

### **Blaby Road Park**

To ensure that the park is constantly evolving and it continues to provide a much needed service to its community, it is proposed that further works are undertaken to the park to add to the park regeneration works that occurred a few years back.

The park provides opportunity to play sport, to walk pets, and to take part in leisure and exercise. To ensure that all of these can continue and the park provides a space to improve people's health and wellbeing, the following short to medium term projects are proposed:

- Increased parking facilities. Although the park provides a much needed service to its local community, it is also very much a 'destination' for teams, individuals, and, families. Also with the proposed further improvements, demand for its use would more than likely increase further. It is proposed that a small extension is undertaken to the existing car park, which increases the number of car parking spaces from the current 8 to 16. The approximate sum of capital investment that would be needed to provide the car park extension would be in the region of £35,000. In addition, the provision of electric vehicle charging points could be considered. Costings for this would need to be ascertained.
- The addition of cycle parking to the parking area. As the Council is trying to encourage cycling around the Borough, the addition of cycle parking to the park's car park would allow residents and visitors to cycle to the park and then

to safely stow their bicycle whilst they use the parks facilities. The approximate sum of capital investment that would be needed to provide cycle parking is in the region of £2,500.

- Installation of additional footpaths to the southern and south eastern boundary of Blaby Road Park in order to provide a full circuit around the park. This would (in total) measure in excess of 1 km and could also form part of a wider walking network connecting the park to the Grand Union Canal towpath and beyond, as well as to South Wigston district centre and beyond. It is proposed that the additional pathways are provided to the same standard as those of the existing pathways on the park. The approximate cost for completing the full walking circuit would be in the region of £45,000. Expected maintenance costs would be in the region of £1,000. Should the additional pathways be implemented, additional park benches and litter bins will be installed on these routes.
- Distance markers and signs. Improving health and wellbeing is paramount and therefore it is proposed that distance markers / signs are erected around the park to illustrate; how far a user is from a specific point, i.e. the canal or district centre; how far, or how many steps a full circuit would be; and, how many minutes it would take to walk and / or run a full circuit or to a specific point on the route. Erection of such signs and markers could increase the number of people that use the park for; getting from A to B; fitness and exercise; and / or leisurely walking to increase their number of daily steps. It is anticipated that in the region of £6,000 is set aside to implement this scheme.
- New low maintenance planting areas. Continually improving the quality and appearance of the parks planting and vegetation is paramount, not only for users of the park, but also the Borough's biodiversity. With advice from the Council's Arboricultural Officer and Grounds Maintenance Team, it is proposed that an increase in planting of trees, flowers and other vegetation occurs within the park. An increase will be undertaken in such a way as to improve the appearance and quality of the park, whilst not diminishing the parks usability. It is expected that £5,000 is set aside to undertake the planting improvement works.
- We are aware that the Football Association and the Football Foundation, as part of the Local Football Facilities Plan for the Borough has identified a potential need for a Small sided 3G artificial pitch, or two mini artificial pitches in South Wigston. Blaby Road Park could be a suitable location for this, although there would be significant issues that would need to be overcome in negotiating any S106 that would deliver this, for example, management of the facility and ongoing maintenance costs. The approximate sum of capital

investment that would be needed to provide such a facility would be in the region of £200,000, however it is anticipated that a significant degree of match funding would be provided by the Football Foundation.

It is also worth noting, that increasing the number of people that use the park could bring an economic benefit to the shops and facilities of South Wigston, associated to linked trips; for example a family visiting the park for leisure purposes, could then purchase food and refreshments from one of the local shops or cafes.

### **Uplands Park**

This park provides opportunities to play sport, to walk pets, and to take part in leisure and exercise. To ensure that all of these can continue and the park provides a space to improve people's health and wellbeing, the following short to medium term projects are proposed.

- Moving the tennis courts from Ellis Park to Uplands Park. As part of the proposed development of the former Oadby Pool, it is proposed to move the tennis courts from Ellis Park to Uplands Park. This would provide brand new high quality tennis courts and would create more of a sports hub at Uplands Park. The approximate cost for moving the tennis courts would be in the region of £300,000. Expected on-going maintenance costs would be in the region of £2,500.
- Upgrading of existing sport facilities, including changing facilities at Uplands Park. As there is potential for the park to become more of a Sports Hub, existing sport facilities will be improved. In addition, with the increased sports provision at Uplands Park (if the tennis courts were to be moved) it is proposed that the changing facilities at Uplands Park are upgraded. The approximate sum of capital investment that would be needed to upgrade the sports facilities and provide a high quality changing facility would be in the region of £25,000-£30,000. Expected maintenance costs would be in the region of £3,000-£5,000.

### **Freer Park**

Freer Park provides opportunity to play sport, to walk pets, and to take part in leisure and to exercise. To improve access to activities on the park for children and to improve the sports provision within the park the following short to medium term projects are proposed:

- The provision of new children's play equipment. The Council is seeking to provide high quality, safe and interesting play environments in all of its parks for children. It is therefore proposed to provide new high quality toddler play

equipment within Freer Park. The approximate sum of capital investment that would be needed to provide a high quality facility would be in the region of £45,000. Expected maintenance costs would be in the region of £2,000.

- To improve the health and wellbeing of the residents of the Borough it is important that the Council continues to improve the sports facilities offered to ensure that high quality facilities are available to encourage people to be active. It is proposed to provide a combined new football goal and basketball equipment at Freer Park to improve the sports offering of the park. The approximate sum of capital investment that would be needed to provide new football and basketball hoop and net (back to back) would be £6,000.

### **Meadows Open Space**

The Meadows Open Space is an area of open space on The Meadows housing estate used for informal sports, children's play, to walk pets and to take part in leisure and exercise. To improve the area, the following short to medium term projects are proposed:

- The provision of new children's play equipment. The Council is seeking to provide high quality, safe and interesting play environments in all of its parks for children. It is therefore proposed to provide new high quality play equipment within the Meadows Open Space. The approximate sum of capital investment that would be needed to provide a high quality facility would be in the region of £45,000. Expected maintenance costs would be in the region of £2,000.
- New low maintenance park trees. With advice from the Council's Arboricultural Officer and Grounds Maintenance Team, it is proposed that an increase in planting of trees occurs within the Meadows Open Space. An increase will be undertaken in such a way as to improve the appearance and quality of the park and increase biodiversity, whilst not diminishing the parks usability. It is expected that £2,000 is set aside to undertake the planting improvement works.

### **Willow Park**

It is important for the Council to encourage everyone to be active and to provide facilities for different types of sports and recreational activities.

- Therefore it is proposed to implement new Skate Ramps within Willow Park. The approximate sum of capital investment that would be needed to provide a

high quality facility would be in the region of £20,000. Expected maintenance costs would be in the region of £1,000.

- Installation of additional footpaths in order to provide a new extension loop on the section backing onto Holmden Avenue. This could also form part of a wider walking network connecting the park to Wigston town centre and beyond. It is proposed that the additional pathways are provided to the same material and standard as those of the existing pathways on the park. The approximate cost for completing the full walking circuit would cost in the region of £85,000. Expected maintenance costs would be in the region of £1,000. It should also be noted that should the additional pathways be implemented, additional park benches and litter bins will be installed on these routes.
- Distance markers and signs. Improving health and wellbeing is paramount and therefore, it is proposed that distance markers / signs are erected around the park to illustrate; how far a user is from a specific point, i.e. the town centre; how far, or how many steps a full circuit of the pathways would be; and, how many minutes it would take to walk and / or run a full circuit or how many minutes it would take to walk to a specific point on the route. Erection of such signs and markers could increase the number of people that use the park for; getting from A to B; fitness and exercise; and / or leisurely walking to increase their number of daily steps. It is anticipated that in the region of £6,000 is set aside to implement this scheme.
- It is proposed to upgrade the changing facilities at Willow Park. It is important that the Council continues to provide high quality sports provision, including changing facilities, for the residents of the Borough. It is also hoped that through the expansion and /improvement of these facilities, this will allow FC Willow to be in a position to expand and deliver their ambitions for the club.
- New low maintenance park trees. With advice from the Council's Arboricultural Officer and Grounds Maintenance Team, it is proposed that an increase in planting of trees occurs within Willow Park. An increase will be undertaken in such a way as to improve the appearance and quality of the park and increase biodiversity, whilst not diminishing the parks usability. It is expected that £1,000 is set aside to undertake the planting improvement works.

### **Coombe Park**

Coombe Park provides opportunities to play sport, to walk pets, and to take part in leisure and exercise. It is also the home of the Oadby Owls Football Club. To ensure

that all these can continue and the parks provide a space to improve people's health and wellbeing, the following short to medium term projects are proposed:

- Installation of additional footpaths in order to provide a full circuit around the park. This would (in total) measure approximately 750m. It is proposed that the additional pathways are provided to the same material and standard as those of the existing pathways on the park. The approximate cost for completing the full walking circuit would cost in the region of £85,000. Expected maintenance costs would be in the region of £2,000. It should also be noted that should the additional pathways be implemented, additional park benches and litter bins will be installed on these routes.
- Distance markers and signs. Improving health and wellbeing is paramount and therefore, it is proposed that distance markers / signs are erected around the park to illustrate; how far a user is from a specific point; how far, or how many steps a full circuit of the pathways would be; and, how many minutes it would take to walk and / or run a full circuit or how many minutes it would take to walk to a specific point on the route. Erection of such signs and markers could increase the number of people that use the park for; getting from A to B; fitness and exercise; and / or leisurely walking to increase their number of daily steps. It is anticipated that in the region of £2,500 is set aside to implement this scheme.

## **POTENTIAL TOWN CENTRES PROJECTS**

### **Wigston Projects**

- The back land area around Junction Road, Frederick Street and Spring Lane is dominated by service entrances and provides a poor initial impression of Wigston to visitors and can at night create an impression of being unsafe. Added to this, it can be confusing to first time visitors as there is currently no clear route through to the main town centre areas. Proposed improvements to this area include:
  - Improvements to the pedestrian flow across the car parks using the original medieval street pattern. This will help visitors to Wigston find logical routes to the town centre from the car parks and will help restore links to Wigston's historical past.
  - The car parks at Junction Road and Frederick Street are currently looking tired and do not present a good impression to visitors of the town. It is proposed to carry out improvement works to car parks to both improve their physical condition and visual appearance. This would include

replacing physical barriers with floor studs, planting and surface improvements.

- It is proposed to improve connections through the enhancement of the historic route of Long Lane. This would help to restore the historic connections through Wigston and would help to encourage more people to visit the town centre by walking. It would also aide visitors to the town who have parked at either Junction Road or Frederick Street car parks to navigate easily through the town and beyond through the Lanes.
- An Events Space. The development of a square to the rear of the library around Spring Lane could attract an increased number of visitors into Wigston, allowing events, outdoor performances, street markets and possibly an aspect of sports to be held in the centre of Wigston. Providing attractions to bring increased numbers of people to Wigston would help bring an economic benefit to the shops and facilities of the town centre.
- Greening of the Area. With advice from the Council's Arboricultural Officer and Grounds Maintenance Team, it is proposed that an increase in planting of low maintenance trees, flowers and other vegetation occurs within these back land areas and particularly around the car park. An increase will be undertaken in such a way as to improve the appearance and quality of the area, screening the rear entrances to shops, whilst not diminishing the car parks usability. Innovative forms of planting such as living walls may be used.
- Wigston is a historical town whose heritage should be recognised and celebrated. It is proposed to highlight the history of Wigston through a Historic Trail with interpretation boards at key points. It is proposed that the trail should include:
  - The Lanes which still follow their original medieval routes through and across the historic centre of Wigston.
  - Spring Lane Car Park which was the medieval heart of Wigston.
  - The area surrounding All Saints Church (Newgate Lane, Gas Lane and Moat Street).
  - The area surrounding St Wistan's Church and Spa Lane.

It is hoped that the trail will encourage people to be more aware and interested in the places that they live and that it will encourage people to be more active through walking the trail.

- Increased signage and the development of walking/cycling trails throughout Wigston centre and linking to Peace Memorial Park. Improving health and wellbeing is paramount and therefore it is proposed that distance markers / signs

are erected around Wigston and the Peace Memorial park to illustrate; how far a user is from a specific point, i.e. the town centre to Peace Memorial Park; how far, and, how many minutes it would take to walk and / or cycle to a specific point on the route. Erection of such signs and markers could increase the number of people that walk and cycle in and around Wigston, reducing the reliance on motor vehicles

- To ensure that the town centre is constantly evolving and it continues to provide a much needed service to its community, it is proposed that further public realm works are undertaken to Bell Street to add to the regeneration works that occurred a few years back. This will allow Bell Street to keep improving its quality and standard.
- Currently the pavements along Leicester Road are narrow and patched with many types of surfacing, with barriers and cluttered signage. To add to the improvements in Wigston Town Centre made in Bell Street, it is proposed to replicate these works along Leicester Road. An improved shopping environment will hopefully help to draw more people to Wigston for their shopping and benefit the Borough economically.
- The Jitty's through from the car parks to the shopping streets do not provide a positive representation of the town centre and in the dark can feel intimidating and unsafe. It is therefore proposed to enhance the Jitty's visually and to improve security through improved lighting and the addition of security cameras.

### **South Wigston Projects**

- Increased signage and the development of walking routes throughout South Wigston to link the district centre with the historic sites. Routes would include the Orson Wright Trail, walks to the Canal Towpath and the Railway Station. Improving health and wellbeing is paramount and therefore it is proposed that distance markers / signs are erected around the centre to illustrate; how far a user is from a specific point; and, how many minutes it would take to walk to a specific point on the route. Erection of such signs and markers could increase the number of people that walk in and around South Wigston, reducing the reliance on motor vehicles. Interpretation boards would be included to highlight the history of South Wigston. Digital trails would also be included.
- To ensure that the district centre is constantly evolving and it continues to provide a much needed service to its community, it is proposed that further public realm works are undertaken to Blaby Road to add to the regeneration



works that occurred a few years back. This will seek to invigorate the public realm along Blaby Road and allow it to keep improving its quality and standard.

- It is proposed to carry out works within Blaby Road Park to the façade of the Pladis factory wall. This wall is plain, very high and domineering over the park. It is thought that by softening the effects of the wall through the use of street art or livings walls, the transition from the factory to the park could be greatly improved.
- It is proposed to introduce cycling routes from the Tigers Road Employment Site and Saffron Lane into South Wigston centre. This area experiences heavy traffic and the introduction of a cycling route could help to encourage people to cycle to and from their place of work into South Wigston and beyond. This would not only be beneficial to the health of residents, but would also help to reduce traffic in a congested area.

### **Oadby Projects**

- Increased signage and the development of walking routes throughout Oadby to connect key places such as Brocks Hill, Ellis Park and the Tigers Training Ground to the centre. Improving health and wellbeing is paramount and therefore it is proposed that distance markers / signs are erected along the routes to illustrate; how far a user is from a specific point, i.e. the district centre to Brocks Hill; and, how many minutes it would take to walk to a specific point on the route. Erection of such signs and markers could increase the number of people that walk in and around Oadby, whilst reducing the reliance on motor vehicles.
- It is proposed to improve the links to and from the car parks within Oadby centre, especially Sandhurst Street, to improve clarity of routes when moving to and from the car parks. This would include signage to direct pedestrians from the car parks and improved signage to direct motorists to Sandhurst Street Car Park which is currently underused.
- The Jitty's through from the car parks to the shopping streets do not provide a positive representation of the district centre and in the dark can feel intimidating and unsafe. It is therefore proposed to enhance the Jitty's visually and to improve security through improved lighting and the addition of security cameras.
- To ensure that the district centre is constantly evolving and it continues to provide a much needed service to its community, it is proposed that further public realm works are undertaken to The Parade to add to the regeneration works that occurred a few years back. This will allow The Parade to keep improving its quality and standard.

- The shopping area on London Road was the historic centre of Oadby. Through time the links to this area from The Parade are being lost. It is proposed to develop the connections from The Parade to the London Road Local Centre through improved public realm and increased signage to encourage shoppers to walk to the Local Centre, with information on how far it is, and, how many minutes it would take to walk. Interpretation boards would be added at key points along the route to develop the history of old Oadby.
- The proposed creation of an Events Space in Oadby could attract an increased number of visitors into the district centre, allowing events, outdoor performances, street markets to be held. Providing attractions to bring increased numbers of people to Oadby could help bring an economic benefit to the shops and facilities of the district centre.
- The provision of power sources around the Events Space to allow more flexibility for events and to increase the capacity of what could be held in the space.

### **Borough Wide Projects**

- The awareness of the health effects and damage to the environment of air pollution has increased. It is proposed to install Air Quality Monitoring Stations in the most congested areas of Wigston town centre. This will allow the collection of data to identify those areas where there are issues and so that measures to improve air quality can be implemented if required. The approximate capital cost for installing an air quality monitoring station would cost in the region of £5,000 with an ongoing revenue cost of £3,600 per year to run each station.

**APPENDIX 2 – STATUS OF CURRENT SECTION 106 PROJECTS**

<b>Site Name</b>	<b>Settlement</b>	<b>Description of Project</b>	<b>Estimated Cost</b>	<b>Funding Available/ Allocated</b>	<b>Stage of Implementation</b>
Ellis Park	Oadby	Provision of new play equipment	£45,000.00	£0.00	Proposed as part of redevelopment of Oadby Pool Site.
Ellis Park	Oadby	Provision of new park trees.	£1,500.00	£0.00	Proposed as part of redevelopment of Oadby Pool Site.
Florence Wragg Way Play Area	Oadby	Provision of new adult fitness equipment.	£20,000.00	£0.00	Does not form one of the recommended concept projects.
Iliffe Park	Oadby	Provision of new park benches.	£1,350.00	£0.00	Does not form one of the recommended concept projects.
Uplands Park	Oadby	Provision of new park benches.	£3,900.00	£0.00	Item / project will be incorporated into the Uplands Park concept project.
Brocks Hill Country Park	Oadby	Provision of new play equipment.	£45,000.00	£0.00	Does not form one of the recommended concept projects.
Freer Park	Wigston	Provision of new play equipment.	£45,000.00	£0.00	Item / project will be incorporated into the Freer Park concept project.
Freer Park	Wigston	Provision of new Football/Basketball Equipment to use at Freer Park.	£6,000.00	£0.00	Item / project will be incorporated into the Freer Park concept project.
Horsewell Lane Park	Wigston	Provision of new park benches.	£3,900.00	£0.00	Does not form one of the recommended concept projects.
Meadows Open Space	Wigston	Provision of new park trees.	£2,000.00	£0.00	Item / project will be incorporated into the Meadows Open Space concept project.
Willow Park	Wigston	Provision of new park trees.	£750.00	£0.00	Item / project will be incorporated into the Willow Park concept project.
Willow Park	Wigston	Provision of new notice boards.	£5,550.00	£0.00	Item / project will be incorporated into the Willow Park concept project.

Willow Park	Wigston	Provision of new litter bins.	£4,500.00	£0.00	Item / project will be incorporated into the Willow Park concept project.
Willow Park	Wigston	Provision of new park benches.	£6,500.00	£0.00	Item / project will be incorporated into the Willow Park concept project.
Willow Park	Wigston	Provision of new adult fitness equipment.	£20,000	£0.00	Completed with Capital Funding in 2020.
Blaby Road Park	South Wigston	Provision of new adult fitness equipment.	£20,000.00	£0.00	Completed with Capital Funding in 2020.
Blaby Road Park	South Wigston	Provision of new notice boards.	£5,550.00	£0.00	Item / project will be incorporated into the Blaby Road Park concept project.
Blaby Road Park	South Wigston	Provision of new litter bins.	£4,500.00	£0.00	Item / project will be incorporated into the Blaby Road Park concept project.
Pochins Bridge Open Space	South Wigston	Provision of new adult fitness equipment.	£20,000.00	£0.00	Does not form one of the recommended concept projects.
William Gunning Park	South Wigston	Provision of new adult fitness equipment.	£20,000.00	£0.00	Does not form one of the recommended concept projects.
William Gunning Park	South Wigston	Provision of new park benches.	£2,600.00	£0.00	Does not form one of the recommended concept projects.