



**TO COUNCILLOR:**

Mrs R H Adams  
N Alam  
L A Bentley  
G A Boulter  
J W Boyce  
Mrs L M Bradley  
F S Broadley  
D M Carter  
M H Charlesworth

M L Darr  
R F Eaton  
Mrs L Eaton JP (Mayor)  
D A Gamble  
F S Ghattoraya  
Mrs S Z Haq  
Miss P V Joshi  
J Kaufman  
Mrs L Kaufman (Deputy Mayor)

Miss A Kaur  
C D Kozlowski  
Mrs H E Loydall  
K J Loydall  
D W Loydall  
Mrs S B Morris  
R E R Morris  
Dr I K Ridley

Dear Sir or Madam

I hereby **SUMMON** you to attend a meeting of the **FULL COUNCIL** to be held **BY REMOTE VIDEO CONFERENCE (SEE INSTRUCTIONS BELOW)** on **THURSDAY, 18 FEBRUARY 2021** at **6.00 PM** for the transaction of the business set out in the Agenda below.

Yours faithfully

Council Offices  
Wigston  
**10 February 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**

Cont'd



**Customer Service Centre:** 40 Bell Street, Wigston, Leicestershire LE18 1AD  
**Council Offices:** Station Road, Wigston, Leicestershire LE18 2DR  
**Tel:** (0116) 288 8961 **Fax:** (0116) 288 7828



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Oadby\_Wigston

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

### **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/xTSt2CeHS9s>

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

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

**4 - 5**

#### **1. Calling to Order of the Meeting**

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

#### **2. 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.

#### **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**

To read, confirm and sign the minutes of the previous meeting in accordance with Rule 19 of Part 4 of the Constitution.

**6 - 9**

#### **5. Action List Arising from the Previous Meeting**

There as no Action List arising from the previous meeting.

#### **6. Motions on Notice**

To consider any Motions on Notice in accordance with Rule 14 of Part 4 of the Constitution.

#### **7. Petitions, Deputations and Questions**

To receive any Petitions, Deputations and, or, to answer any Questions by Members or the Public in accordance with Rule(s) 11, 12, 13 and 10 of Part 4 of the Constitution and the Petitions Procedure Rules respectively.

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

To receive any announcements from the Mayor in accordance with Rule 2 of Part 4 of the Constitution.

##### **a. List of Official Mayoral / Deputy Mayoral Engagements**

**Full Council (Council Tax & Budget Setting (2021/22) etc.) (Remote Video Conference)**  
Thursday, 18 February 2021

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Station Road, Wigston, Leicestershire, LE18 2DR*

All civic engagements undertaken by the Mayor and Deputy Mayor have been suspended during the coronavirus (COVID-19) pandemic.

**9. Leader's Statement**

To receive any statement from the Leader of the Council in accordance with Article 2.9.2(ii) of Part 2 of the Constitution.

**10. Council Tax Setting (2021/22)**

**10 - 15**

Report of the Deputy Chief Executive / Section 151 Officer

In accordance with Rule 18.3.2 of Part 4 of the Constitution, as required by Regulation 4 and Part 3 of Schedule 2 of the Local Authorities (Standing Orders) (England) Regulations 2001, the names of the Members who cast a vote for the motion or against the motion or who abstain from voting will be recorded for this item of business and will be recorded in the minutes of the meeting's proceedings.

**11. Budget and Medium-Term Financial Strategy (2021/22)**

**16 - 66**

Report of the Deputy Chief Executive / Section 151 Officer

**12. Pay Policy Statement (2021/22)**

**67 - 77**

Report of the Chief Executive / Head of Paid Service

**For more information, please contact:**

**Democratic Services**

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

**t:** (0116) 257 2775

**e:** democratic.services@oadby-wigston.gov.uk

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



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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

**Full Council (Council Tax & Budget Setting (2021/22) etc.) (Remote Video Conference)**  
Thursday, 18 February 2021

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# 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 FULL COUNCIL HELD BY REMOTE VIDEO CONFERENCE ON TUESDAY, 15 DECEMBER 2020 COMMENCING AT 6.00 PM**

### **PRESENT (BY REMOTE LINK)**

Mrs L Kaufman                      Mayor  
D M Carter                              Vice-Chair, Acting



### **COUNCILLORS**

Mrs R H Adams  
N Alam  
L A Bentley  
G A Boulter  
J W Boyce                              Leader of the Council  
Mrs L M Broadley  
F S Broadley  
M H Charlesworth                  Deputy Leader of the Council  
M L Darr  
D A Gamble  
F S Ghattoraya                      Deputy Leader of the Opposition  
Mrs S Z Haq  
Miss P V Joshi                        Leader of the Opposition  
J Kaufman  
C D Kozlowski  
Mrs H E Loydall  
K J Loydall  
D W Loydall  
Mrs S B Morris  
R E R Morris  
Dr I K Ridley

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

S J Ball                                  Trainee Solicitor (acting as the Democratic Services Officer)  
J Carr                                    Planning Policy Manager  
Mrs A E Court                        Chief Executive / Head of Paid Service  
D M Gill                                 Head of Law & Democracy / Monitoring Officer  
A Thorpe                                Head of Built Environment  
S Tucker                                Democratic & Electoral Services Manager / Deputy Monitoring Officer  
A Ward                                    Economic Regeneration Manager

### **OTHERS IN ATTENDANCE (BY REMOTE LINK)**

Ms Y Nally                              Lungfish Architects  
M Rollinson                              Gleeds  
C Taylor                                  Lungfish Architects

### **23. CALLING TO ORDER OF THE MEETING**

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

### **24. APOLOGIES FOR ABSENCE**

An apology for absence was received Her Worship the Mayor, Councillor Mrs L Eaton JP,

and Councillor R F Eaton.

By affirmation of the meeting it was

**UNANIMOUSLY RESOLVED THAT:**

**Councillor D M Carter deputise as Vice-Chair for the duration of the meeting.**

**25. DECLARATIONS OF INTEREST**

Councillors Mrs R H Adams, N Alam, L A Bentley, J W Boyce, D M Carter, D A Gamble, J Kaufman and Mrs L Kaufman declared a non-pecuniary interest with regard to item 13 of the agenda, insofar as they are registered service users of an organisation whose facilities formed part of the project proposals.

**26. MINUTES OF THE PREVIOUS MEETING**

By affirmation of the meeting, it was

**UNANIMOUSLY RESOLVED THAT:**

**The minutes of the previous meeting held on 29 September 2020 be taken as read, confirmed and signed.**

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

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

**28. MOTIONS ON NOTICE**

None.

**29. PETITIONS, DEPUTATIONS AND QUESTIONS**

None.

**30. MAYOR'S ANNOUNCEMENTS**

**30a. LIST OF OFFICIAL MAYORAL / DEPUTY MAYORAL ENGAGEMENTS**

By affirmation of the meeting, it was:

**UNANIMOUSLY RESOLVED THAT:**

**The continued suspension of all civic engagements undertaken by the Mayor and Deputy Mayor due to the coronavirus (COVID-19) pandemic be noted.**

**31. LEADER'S STATEMENT**

The Leader of the Council presented a Statement outlining his recent work, the administration's plans and an overview of recent decisions taken since the previous meeting of the Council.

**32. LEICESTER CITY LOCAL PLAN CONSULTATION RESPONSE**

The Council gave consideration to the report as set out on pages 9-13 of the agenda, which asked it to approve the Council's formal response to Leicester City Council's Local Plan consultation.

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

**RESOLVED THAT:**

**The consultation comments set out at Appendix A of the report be approved as the Council's formal response to Leicester City Council's Local Plan consultation.**

<b>Votes For</b>	<b>22</b>
<b>Votes Against</b>	<b>0</b>
<b>Abstentions</b>	<b>1</b>

**33. PUBLIC REALM STRATEGY SPD PUBLIC CONSULTATION DRAFT**

The Council gave consideration to the report as set out on pages 14-94 of the agenda, which asked it to approve the draft Public Realm Strategy Supplementary Planning Document for public consultation.

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

**UNANIMOUSLY RESOLVED THAT:**

**The draft Public Realm Strategy Supplementary Planning Document be approved for public consultation beginning the week commencing 18 December 2020 for an 8-week period.**

**34. EXCLUSION OF THE PRESS AND PUBLIC**

By affirmation of the meeting it was

**UNANIMOUSLY RESOLVED THAT:**

**The press and public be excluded from the remainder of the meeting in accordance with Section 100(A)(4) of the Local Government Act 1972 (Exempt Information) during consideration of the item on the grounds that it involved the likely disclosure of exempt information, as defined in the respective paragraph(s) 3 of Part 1 of Schedule 12A of the Act and, in all the circumstances, the public interest in maintaining the exempt item(s) outweighed the public interest in disclosing the information.**

**35. SOUTH WIGSTON RAILWAY CORRIDOR (EXEMPT REPORT & PRESENTATION)**

The Council gave consideration to the exempt report and presentation (as set out on pages 95 - 103 of the agenda).

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

**UNANIMOUSLY RESOLVED THAT:**

- (i) The content of the report be noted; and**
- (ii) The consultation process as set out in Section 4 of the report be approved.**



**36. REGENERATION UPDATE (EXEMPT PRESENTATION)**

The Council gave consideration to the exempt verbal presentation, delivered by the Economic Regeneration Manager.

By affirmation of the meeting, it was

**UNANIMOUSLY RESOLVED THAT:**

**The content of the presentation be noted.**

**THE MEETING CLOSED AT 8.25 PM**



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**Chair**

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**Thursday, 18 February 2021**

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Council Offices, Station Road, Wigston, Leicestershire, LE18 2DR*

# Agenda Item 10



<b>Full Council</b>	<b>Thursday, 18 February 2021</b>	<b>Matter for Information and Decision</b>
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**Report Title:** Council Tax Setting (2021/22)

**Report Author(s):** Stephen Hinds (Deputy Chief Executive / Section 151 Officer)

<b>Purpose of Report:</b>	The purpose of this report is for Oadby and Wigston Borough Council to set and approve the amount of Council Tax for its area in accordance with section 30(2) of the Local Government Finance Act 1992 as amended by the Localism Act 2011.
<b>Report Summary:</b>	Approval is sought for Oadby and Wigston Borough Council's net budget requirement of £7,081,651 and an associated Band D Council Tax for 2021/22 of £234.50.
<b>Recommendation(s):</b>	<p><b>A. It be noted that under powers delegated to the Chief Finance Officer, the Council has calculated the amount of 17,558.7 as its Council Tax base for the financial year 2021/22 in accordance with the Local Authorities (Calculation of Council Tax Base) (England) Regulations 2012.</b></p> <p><b>B. It be noted that the Council Tax requirement for the Council's own purposes for 2021/22 is £4,117,515.</b></p> <p><b>C. The following amounts be calculated by the Council for the year 2021/22 in accordance with sections 30 to 36 of the Local Government Finance Act 1992 (as amended):</b></p> <p><b>(i) £34,464,259 being the aggregate of the amounts which the Council estimates for the items set out in section 31A(2) of the Act.</b></p> <p><b>(ii) £30,346,744 being the aggregate of the amounts which the Council estimates for the items set out in section 31A(3) of the Act.</b></p> <p><b>(iii) £4,117,515 being the amount by which the aggregate at C(i) above exceeds the aggregate at C(ii) above, calculated by the Council, in accordance with section 31 A (4) of the Act, as its Council Tax Requirement for the year.</b></p> <p><b>(iv) £234.50 being the amount at C(iii) divided by the amount at A above, calculated by the Council, in accordance with section 3 B of the Act, as the basic amount of its Council Tax for the year.</b></p> <p><b>(v) Valuation Bands</b></p> <p style="text-align: right;">(Continued overleaf)</p>

<b>Oadby and Wigston Borough Council Base Element of the 2021/22 Council Tax</b>			
<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
£	£	£	£
156.33	182.39	208.44	234.50
<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>
£	£	£	£
286.61	338.72	390.83	469.00

**Being the amounts given by multiplying the amount at C(iv) above by the number which, in the proportion set out in section 5(1) of the Act, is applicable to dwellings listed in a particular valuation band divided by the number which in that proportion is applicable to dwellings listed in valuation Band D, calculated by the Council, in accordance with section 36(1) of the Act, as the amount to be taken into account for the year in respect of categories of dwellings listed in different valuation bands.**

- D. It is noted that for the year 2021/22, the Police and Crime Commissioner for Leicester/shire, and the Leicester/shire and Rutland Combined Fire Authority have stated the following amounts in precepts issued to the Council, in accordance with section 40 of the Local Government Finance Act 1992, for each of the categories shown below and that Leicestershire County Council have indicated that their provisional precept will be confirmed on 17 February 2021.**

**Precepting Authorities - Valuation Bands**

<b>Leicestershire County Council</b>			
<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
£	£	£	£
940.52	1,097.28	1,254.03	1,410.78
<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>
£	£	£	£
1,724.29	2,037.80	2,351.30	2,821.56

<b>Police and Crime Commissioner for Leicester and Leicestershire</b>			
<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
£	£	£	£
165.49	193.07	220.65	248.23
<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>
£	£	£	£
303.39	358.55	413.72	496.46

<b>Leicester, Leicestershire and Rutland Combined Fire Authority</b>			
<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
£	£	£	£
46.19	53.89	61.59	69.29
<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>
£	£	£	£
84.69	100.09	115.48	138.58

- E. That having calculated the aggregate in each case of the amounts at C(v) and D above, the Council, in accordance with section 30(2) of the Local Government Finance Act 1992, set the following amounts as the amounts of Council Tax for the year 2021/22 for each of the categories of dwellings shown below.**

#### **Valuation Bands**

<b>Total Council Tax Payable by - Oadby and Wigston Borough Council Residents</b>			
<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
£	£	£	£
<b>1,308.53</b>	<b>1,526.63</b>	<b>1,744.71</b>	<b>1,962.80</b>
<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>
£	£	£	£
<b>2,398.98</b>	<b>2,835.16</b>	<b>3,271.33</b>	<b>3,925.60</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) (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>	"A Strong Borough Together" (Vision) Accountability (V1) Innovation (V4)
<b>Report Implications:-</b>	
Legal:	There are no implications arising from this report.
Financial:	The implications are set out in the report.
Corporate Risk Management:	Decreasing Financial Resources / Increasing Financial Pressures (CR1) Effective Utilisation of Assets/Buildings (CR5) Regulatory Governance (CR6) Organisational / Transformational Change (CR8) 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:	As the author, 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="#">Local Government Finance Act 1992</a></li> <li>• <a href="#">Medium-Term Financial Strategy (2021/22)</a></li> <li>• <a href="#">Budget Working Papers (2021/22)</a></li> </ul>
<b>Appendices:</b>	None.

## 1. Introduction

- 1.1 Section 30 of the Local Government Finance Act 1992 requires the Council to set amounts of Council tax at taxpayer level for each category of dwelling (i.e. Council Tax Band) before 11 March in the preceding financial year. At the time of writing, the Police and Crime

Commissioner for Leicestershire and Leicester and the Leicester, Leicestershire and Rutland Combined Fire Authority had already set their Council Tax increases for 2021/22. Leicestershire County Council is due to agree its increase on 17 February 2021.

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

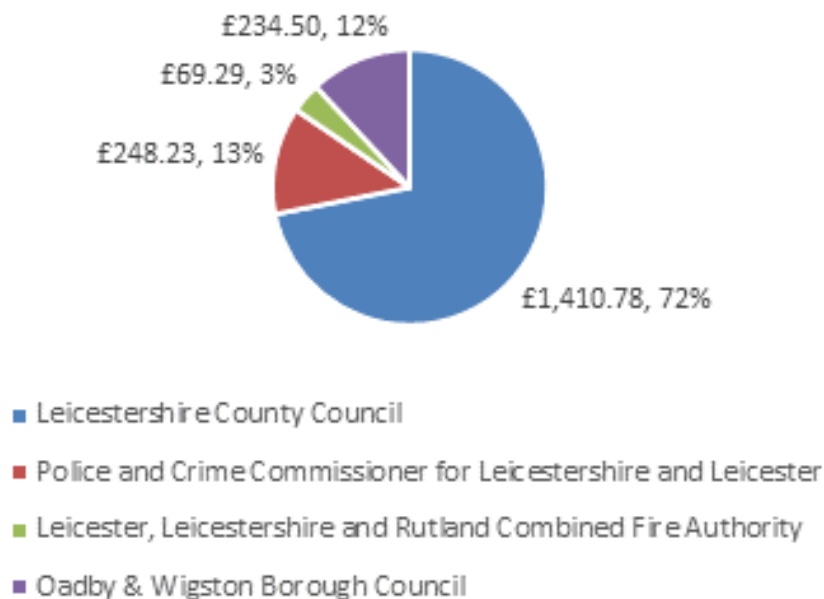
<b>Preceptor</b>	<b>% - Increase</b>
Leicestershire County Council (Provisional)	4.99%
Police and Crime Commissioner for Leicestershire and Leicester	6.43%
Leicester, Leicestershire and Rutland Combined Fire Authority	1.96%

- 1.3 The Secretary of State for Housing, Communities and Local Government has made an offer to "Adult Social Care Authorities" which are local authorities that have functions under Part 1 of the Care Act 2014, namely County Councils in England, District Councils for an area in England for which there is no County Council, London Borough Councils, the Common Council of the City of London and the Council of the Isles of Scilly.
- 1.4 The offer is the option of an adult social care authority being able to charge an additional "precept" on its Council tax for financial years from the financial year beginning in 2016 without holding a referendum, to assist the authority in meeting expenditure on adult social care. Subject to the annual approval of the Commons, the Secretary of State intends to offer the option of charging this "precept" at an appropriate level in each financial year up to and including the financial year 2021-22.
- 1.5 Leicestershire County Council has provisionally set a 3% adult social care levy in 2021/22. Their final decision will be reported to Council verbally by the Chief Financial Officer before Members are asked to vote on the recommendations above.
- 1.6 In total, the average Council Tax (Band D) for 2021/22 (assuming that Leicestershire County Council confirms its proposed precepts) will be 4.72%, comprising:

<b>Preceptor</b>	<b>Band D Council Tax</b>	<b>% - Increase</b>
Leicestershire County Council	£1,410.78	4.99%
Police and Crime Commissioner for Leicestershire and Leicester	£248.23	6.43%
Leicester, Leicestershire and Rutland Combined Fire Authority	£69.29	1.96%
Oadby & Wigston Borough Council	£234.50	2.18%
<b>Total</b>	<b>£1,962.80</b>	<b>4.72%</b>

(Continued overleaf)

## Band D Council Tax 2021/22 Percentage Splits



- 1.7 Under section 65 of the Local Government Finance Act 1992, the Council is required to consult Non-Domestic Ratepayers within the area of the Borough on proposed revenue and capital expenditure for the financial year 2021/22.
- 1.8 Although the information contained in this report is accurate at the time of writing, not all the major precept bodies had formally approved their Council Tax. Should there be any changes to the figures in this report, Members will be informed verbally at the meeting.

# Agenda Item 11



<b>Full Council</b>	<b>Thursday, 18 February 2021</b>	<b>Matter for Information and Decision</b>
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**Report Title:** **Budget and Medium-Term Financial Strategy (2021/22)**

**Report Author(s):** **Stephen Hinds (Deputy Chief Executive / Section 151 Officer)**

<b>Purpose of Report:</b>	The purpose of the report is to advise the Committee of the projected General Fund base budget position for 2021/22 based upon Local Government Finance Settlement. The report also asks for consideration of a Capital Programme for 2021/22 (excluding carry forwards from 2020/21).
<b>Report Summary:</b>	<p>The report outlines the financial position for the final year of the single year local government settlement that ends in March 2022. The Council is proposing to produce a balanced budget, however there are significant risks relating to its achievability.</p> <p>The report also highlights some of the risks that the authority may encounter in a post-2022 environment with particular reference to the future of Local Government funding.</p> <p>Due to the significant risks regarding funding post 2021/22, the strategy for this period will only relate to costs, rather than anticipating Central Government funding mechanisms.</p>
<b>Recommendation(s):</b>	<p><b>On the recommendation(s) of the Policy, Finance and Development Committee as resolved at its meeting on 2 February 2021, that:</b></p> <p><b>A. Council approves the Budget and Medium-Term Financial Strategy for 2021/2022 (as set out in the report and at Appendix 1);</b></p> <p><b>B. Council approves the levels of reserves (as set out at paragraph 5 of the report);</b></p> <p><b>C. Council approves the Capital Programme (as set out at Appendix 2);</b></p> <p><b>D. Council approves the Housing Revenue Account estimates for 2021/22 (as set out at Appendix 3); and</b></p> <p><b>E. Council approves the Scale of Fees &amp; Charges for 2021/22 (as set out at Appendix 4).</b></p>
<b>Senior Leadership, Head of Service, Manager, Officer and Other Contact(s):</b>	<p>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></p> <p>Comie Campbell (Head of Finance) (0116) 257 2713 <a href="mailto:comie.campbell@oadby-wigston.gov.uk">comie.campbell@oadby-wigston.gov.uk</a></p>
<b>Corporate Objectives:</b>	<p>Building, Protecting and Empowering Communities (CO1)</p> <p>Growing the Borough Economically (CO2)</p> <p>Providing Excellent Services (CO3)</p>



<b>Vision and Values:</b>	"A Strong Borough Together" (Vision) Accountability (V1) Innovation (V4)
<b>Report Implications:-</b>	
Legal:	There are no implications arising from this report.
Financial:	The implications are as set out in the report.
Corporate Risk Management:	Decreasing Financial Resources / Increasing Financial Pressures (CR1) Effective Utilisation of Assets/Buildings (CR5) Regulatory Governance (CR6) Organisational / Transformational Change (CR8) 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:	As the author, 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="#">Report entitled 'Draft Budget 2021/22 &amp; Medium-Term Financial Strategy' to Policy, Finance and Development Committee on 2, February 2021</a></li> </ul>
<b>Appendices:</b>	<ol style="list-style-type: none"> <li>1. General Fund Budget Summary (2021/22)</li> <li>2. Capital Programme (New Schemes) (2021/22)</li> <li>3. Housing Revenue Account (2021/22)</li> <li>4. Scale of Fees &amp; Charges (2021/22)</li> </ol>

## 1. Introduction

- 1.1 In February 2020, the Council approved a Medium-Term Financial Strategy (MTFS) that was based upon a single year settlement, and no indication of how the remaining years funding from central government would materialise.
- 1.2 Work has been carried out since then, to ensure the Council can produce a balanced budget for 2021/22, without making cuts to frontline services. Officers have also worked hard to mitigate the impact of both the provisional 2021/22 Single Year Local Government Finance Settlement and the COVID Pandemic, which saw both significant increases in costs due to additional responsibilities and incredible reductions in some of the Council's funding streams.

1.3 There has been no confirmation of how future funding of local government will be financed , although it is known that there will be changes to Business Rate Retention and the Fairer Funding Model. It is hoped that the Council will have clarification on this by the summer of 2021.

## **2. Medium-Term Financial Strategy (MTFS)**

2.1 The MTFS has the following objectives:

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

2.2 Pressure continues to increase on local authorities to find further savings in their expenditure on service provision and to look for alternative sources of income as funding from central government continues to reduce.

2.3 The Government has assumed that local authorities will increase their Band D Council Tax by the maximum amount possible. For 2021/22, it is £5 and the figures in this report are based upon the maximum increase.

## **3. Revenue Budget**

3.1 The General Fund Budget for the financial year 2021/22 is summarised in the table below. Further details to changes to individual services' budgets will be found in the annual budget book and the MTFS update issued in February 2021. The budget takes into account key assumptions that are set out later in the report.

(Continued overleaf)

### 3.2 Budget Summary

	2021/22	2022/23
<b>Budget Summary</b>	<b>£'000</b>	<b>£'000</b>
Total Revenue Budget	7,082	6,440
Central Government Grant	0	0
Other Government Grants	(2,363)	(2,253)
Retained Business Rates		
Council Tax Surplus		
Collection Fund Deficit	173	173
New Homes Bonus	(195)	
<b>Net Revenue Budget</b>	<b>4,697</b>	<b>4,360</b>
Transfers to/from Reserves	(580)	(117)
Savings schemes		
<b>Council Tax</b>	<b>(4,117)</b>	<b>(4,243)</b>
<b>Funding Gap</b>	<b>0</b>	<b>0</b>

3.3 The budget summary shows the authority having a balanced budget for 2021/22. This is reliant on income generation recommendations being implemented as early as possible in the 2021/22 financial year. The budget originally utilised almost £300k of reserves for 2021/22, with mitigating action meaning that an additional £300k will be taken from reserves in 2021/22 to bridge the budget shortfall. 2022/23 Total Revenue Budget figure includes the Councils Savings Target – programmes to meet this target will be implemented during late 2021/22 to ensure viability.

3.4 There are a number of key assumptions that were made in drafting the MTFs, being:

- Council Tax increase of £5 at Band D;
- Staff cost inflation of 2%;
- Inflation - Contractual 3.6%, General 0%;
- Interest Rates - reflect the recent increase in Bank of England Base Rates;
- Staffing turnover factor of 5%;
- Central Government funding as per settlement agreement - 2021/22; and
- A 98.5% Council Tax Collection Rate.

3.5 In the current climate, revenue growth budgets have been restricted and constrained to areas considered unavoidable, such as changes in legislation, to meet statutory duties and reflect market pressures. The table below highlights the areas of significant changes, corrections and adaptations that have materialised in increased costs to the Council since the last MTFs was set in February 2020 (£30k and above i.e. items that are the equivalent to the average cost of a member of staff including on-costs).

(Continued overleaf)

Item	Amount	Reason	Consequence if not addressed
Interest Received	£70,000	Reflects amount Council could afford to invest	Deliberate over-inflation of budget
Planning Application Fees	£59,000	Reduction in anticipated application fees	Deliberate over-inflation of budget
Long-lasting COVID Impact	£600,000	To mitigate against the medium term impacts of COVID across the Councils budgets and services.	Deliberate under-estimation of the impact of COVID during 2021/22. Increase pressure on limited reserve pool.

- 3.6 Whilst the government has given over £200k in a one-off COVID mitigation payment for 2021/22, this was announced prior to both the Tier 4 restrictions within the Borough and the third National Lockdown that followed. Whilst the authority cannot directly allocate pressures from COVID to budgets, it is able to estimate the impact on a Council-wide basis. Placing this as a contingency budget, it can be drawn down as appropriate, and can also be mitigated if any future government funding is confirmed.
- 3.7 As reported in previous MTFs reports, the scale of funding cuts and the increased pressures on local authorities meant that significant financial savings are required. It should be recognised that significant work had been carried out by Officers to ensure that these pressures were mitigated as far as possible, however, further significant work still needs to be undertaken to ensure the Authority has a balanced budget given the continual financial uncertainty of Local Government Funding. Couple that with the devolution agenda, the COVID Pandemic and Local Government reorganisation, these pressures have grown, and in spite of this the focus has been on protecting front-line services, whilst enabling a prosperous borough to live and work, and so this remains the case.
- 3.8 The aim of the Authority is to provide improved levels of service, whilst reducing the costs and this is recognised in the savings already allocated to 2021/22 and assisting in reducing the budget deficit. The table below lists all of the significant savings the Council has in place, or increased levels of income, that affect the 2021/22 budget (above £20k).

(Continued overleaf)

<b>Additional Income/Savings in addition to those outlined in the MTFS for 2021/22</b>		
<b>Utilise the full Selective Licensing Income for 2021/22</b>	The remaining £400k of Selective Licensing income was budgeted to be spread over the next 4 years. Due to the financial pressures, it is needed to be utilised in its entirety in 2021/22, meaning a total of £400k being taken from reserves.	£300,000 (one off)
<b>Efficient Investments through active treasury management</b>	Implementation of active treasury management.	Built into the MTFS as part of this paper. Income total £20k.
<b>Increase in Garden Waste Charges</b>	Increase Garden Waste charge to reflect increased costs since implementation.	Estimated income of £80k. This is caveated as there may be a reduced take up due to the cost increase.
<b>Increase in Car Parking Charges</b>	Introduce changes in charges to car parking across the borough, which are comparable to those charged by neighbouring authorities.	Minimal charge will bring in an estimated £150k of income per year.
<b>Review of Refuse and Recycling</b>	A review will be carried out to ascertain the most effective and budget supporting method of delivering the service.	TBC

3.9 To address the initial budget deficit, two key items of policy were agreed to be delivered.

### **Commercial Charging Regime for Council Car Parks**

As detailed in the commercial report in 2017, applying competitive charging on the Council's car parks should be implemented. It was estimated in that report that circa £170k per annum would be raised. Given the current climate, a prudent estimate of the income would be somewhat lower for 2021/22 – estimated at circa £150k for a full year, increasing in the following years. There is a risk of the estimated 2021/22 income of £150k not being achieved unless charging is in force as early as practical to maximise this income opportunity. The proposed scheme for Car Park Charges will be brought to members ideally in March with a timetable for implementation, following consultation in June/July 2021.

### **Cost effective Refuse and Recycling**

Refuse and Recycling collection is one of the most expensive services the Council operates, which is currently at the "Gold Standard" comprising of weekly collections. It is recommended that the service is reviewed to cost weekly vs. fortnightly, in-house vs. outsourced and combinations thereof, and that the most appropriate level of service vs budgetary position is implemented during 2021. Whilst any changes to the service would have limited revenue impact on the 2021/22 budget, a small amount helps mitigate risks, and will help balance future revenue budgets.

- 3.10 Without the above items being implemented, there would have been the need to carry out a further detailed review of the forthcoming years of the original MTFS period, assessing the collective impact of meeting the budget from reserves and delivery of services. Following on from the review of Nottingham City Council in December 2020, there are lessons to be learnt for all local authorities and the need to address issues rather than relying on one-off fixes is a paramount need.

#### 4. Capital Budget

- 4.1 The 2021/22 Capital Budget is summarised below. New schemes for 2021/22 include the provision of Modular Homes Development (£3.8m) and the Oadby Pool (£6.415m) which will both eventually be self funding. Other major new schemes include the Public Wi-Fi expansion and AQM (£113,356), Sports Facility Improvement programme (£220,000) and the Oadby Cemetery – Biere House structural repairs (£20,000).

<b>Fund</b>	<b>Total 2021/22</b>
	<b>£000's</b>
Housing Revenue Account	1,500
General Fund	10,729
<b>Total Programme</b>	<b>12,229</b>

New schemes for the year total £12.229m.

A complete list of Capital Schemes is included in **Appendix 2** to this report.

- 4.2 Funding for the programme is likely to be as follows:

<b>Funding</b>	<b>£000's</b>
Borrowing (General Fund)	10,386
Grants and Contributions	57
S106 Open Spaces	220
S106 Funding Interest Reserve	41
Match Funding Reserve	16
Usable Capital Receipts	9
Major Repairs Reserve	1,500
<b>Total</b>	<b>12,229</b>

- 4.3 The proportion of the financing of the Capital budget is 28% or 44% of the new programme for 2019/20. The Council is currently developing a capital strategy which will be bought before Members later in the year. Schemes to be carried forward will be assessed and bought to members after year end.

#### 5. Reserves

- 5.1 The Local Government Act 2003 requires the Council's Section 151 Officer to report on the robustness and sustainability of the estimates included in the budget and the adequacy of the reserves for which the budget provides. The Council's policy is to carry out an annual

review of all reserves as part of the budget-setting process. This review includes identifying the reserves purpose and advising the appropriate level for each reserve. This work is being undertaken.

5.2 Additionally, the Section 151 Officer has reviewed the level of General Fund Balances. The Council has, historically, utilised reserves to balance the budget, with a significant depletion of reserves between 2014/15 and 2017/18 and this is a trend that cannot be reintroduced. The 2021/22 budget utilises them for specific purposes – in addition to the Selective Licensing income. Given the current financial uncertainty, the Council needs to maintain and potentially increase its reserve base to mitigate against such uncertainty, build resilience and help fund future development.

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

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

5.4 Therefore, the Council's General Fund Balance should be in excess of £700k. Members will note that it is best practice to only use reserves in support of one-off revenue items and support capital expenditure. Reserves are not used to support ongoing revenue expenditure. You will note in the table below, the General Fund Reserve will decrease by £250k in 2020/21 – this is to mitigate the projected shortfall in the 2020/21 budget.

5.5 General Fund Reserves Summary Table

<b>1 April 2020</b>	<b>Type of Reserve</b>	<b>1 April 2021</b>	<b>1 April 2022</b>
<b>£000's</b>		<b>£000's</b>	<b>£000's</b>
1,003	General Fund Reserve	753	753
3	Other General Reserves	3	3
2,195	Earmarked Revenue Reserves	2,195	1,796
<b>3,201</b>	<b>Total Revenue Reserves</b>	<b>2,951</b>	<b>2,552</b>
1,022	Capital Reserves	1,022	1,022
1,132	Capital Grants Unapplied	1,086	1,086
<b>5,355</b>	<b>Total "Usable" Reserves</b>	<b>5,059</b>	<b>4,660</b>

5.6 Whilst the earmarked reserves fund looks relatively healthy in 2021/22, almost £1m of that is restricted in its use, with £461k relating to Section 106 monies, and £500k in investments generating a revenue return. The figure at 1<sup>st</sup> April 2022 reflects the planned use of reserves as per the MTFS, plus the initial pressures if not address by accepting recommendations. This would be a figure of around £800k of usable earmarked reserves (which itself is an optimistic estimate, anticipating all of the Selective Licensing Income is collected before the end of the financial year).

## **6. 2022 and Beyond**

6.1 As mentioned earlier in the report, Local Government is in the dark with respect to funding post the 21/22 financial year. You may recall a similar statement in 2020. And in 2019. And in 2018. The current sticking plaster approach of single-year settlements for local

government gives authorities no ability to plan for anything beyond a year. This leaves organisations in a conundrum - second guess the future and appear a genius or a buffoon, meaning other than major capital works, the organisation can be considered reactionary, or stick to what is known. What this organisation has developed over the years is structures and service delivery that is fluid and flexible, presents excellent value for money and is able to address challenges as they arise. COVID-19 is an excellent example of how the Council was able to adapt within days, with no cessation of service provision. Whilst this put incredible pressures on officers to deliver, they did, and much of the work delivered is held in high regard – the Community Hub being an excellent example. That is why this budget is based upon what we know, what we need, and the ability to deal with elements of uncertainty.

- 6.2 That being said, the Government is adamant that the “Fairer Funding” scheme (or its equivalent) will be live in 2021, meaning a medium term settlement in the offing in 2022/23 onwards. However, due to the fluid nature of the information, we do not have a strong idea as to how this will directly affect the authority. However, as is usually the case, district authorities will be worse off.
- 6.3 It would be remiss to issue a report that did not acknowledge that the Council would have funding pressures irrespective of the potential settlement. It is therefore prudent to outline the 2021/22 – 2022/23 budget at cost, utilising a “standstill” funding regime.
- 6.4 Utilising this methodology, and the general lack of direction given currently regarding funding, the authority based upon the following criteria would have a budget shortfall of circa £400k in 2022/23, and a further £250k in 2023/24.
- A 98.5% Council Tax Collection Rate
  - Council Tax increase of £5 at Band D;
  - Council Tax base increase 1.5% for 2020/21 and 2021/22;
  - Staffing costs inflation of 2%;
  - Inflation - Contractual 3.6%, General 0%;
  - Interest Rates - reflect the recent increase in Bank of England Base Rates;
  - Staffing turnover factor of 5%;
- 6.5 This “standstill” model allows for us to identify further areas of work to address these issues, particularly surrounding income generation and this is an area that the authority will work on to ensure balanced budgets for both of these years.

## **7. Risk Assessment and Management**

- 7.1 Oadby and Wigston Borough Council has a commitment to managing risk and its exposure to the various risks it faces. Key to the management of this risk is identifying operational risk when we are developing our service plans, as well as taking a holistic and strategic view when considering the risks at a corporate level. The Council has a strong record of financial management, but further improvements were recommended by both our Internal and External Auditors to continue in this manner, and to reduce the impact of financial risks to the Authority. Therefore, changes have been made to the budget setting process (including regular and detailed updates throughout the year) but also changes need to be made as to how we monitor and manage risks.
- 7.2 The more fundamental financial risks over the next two years have been highlighted below and have been ranked (Red/Amber/Green) according to their likelihood of occurrence and the potential scale of their impact. The first square indicates the current risk rating.

### **7.3 Formula Central Government Funding**

2022



As detailed earlier in the report, whilst we have relative certainty for 2021/22 in the provisional settlement, it still remains unclear as to exactly how funding will work from 2022/23 and beyond. The details surrounding the removal of deprivation from the funding block is positive news for the Council, there is no indication that this will show an increase in our “real” cash funding levels. Obviously, the factors that impact on the amount of monies available to local authorities depends on the Treasury’s decision on how much Local Government is funded in total, and then how that funding is allocated to pressures and priorities such as Social Care. Blended with this is NNDR. NNDR is the primary means of funding local government, and the mooted 100%/75% retention schemes have yet to materialise, and local authorities’ are left in the relative dark. New Homes Bonus is still due to disappear at the end of the 2021/22 financial year. However, there is hope that the authority may still receive “Returned New Homes Bonus” monies (£50k-£90k) from 2022/23 – 2025/26, however this is yet to be confirmed.

**7.4 Income Generation** 2022 2023

The Authority currently has limited streams of income generation. Work is being carried out to identify ways of maximising our income streams - ranging from the potential for charging for discretionary services to generating new business streams to supplement income. Local authorities need to become more commercial in their thinking and operating as the creation of income will enable service protection and improvement. The authority has been successful with the implementation of its Garden Waste Scheme. However, Government and legislature has clamped down on the “commercial investment market” in which so many authorities delved . Given our limited asset base, projects such as the regeneration sites (Oadby Pool, Paddock Street, South Wigston etc....) could provide much needed revenue and capital income; however, this will not come “online” until 2023 at the earliest. As mentioned earlier in the report, low risk income generation, through Car Parking charges and charging commercially competitive rates for our services is paramount.

**7.5 Review Service Delivery** 2022 2023

The authority always aspires to provide “Gold” levels of service across all areas – this includes Refuse and Recycling, Community Support, Health and Wellbeing and Housing to name a few. To continue this model leaves the organisation financially open to risk. The Council should review the levels of service against funding available to ascertain appropriate levels of service. A more difficult challenge would be to look at the viability of providing Social Housing, and what is the best method of providing the service whilst both reducing the financial burden and improving service levels.

Thought also needs to be given to working across strategic alliances in delivering services and driving down costs.

**7.6 Resources** 2022 2023

Staffing resources are a key requirement in delivering services and enabling the authority to meet its Corporate Plan targets. It is getting increasingly hard to recruit to key roles in local government, and due to the size and geography of the borough, this recruitment is becoming increasingly hard. Throughout 2020, the good will of the staffing resource has meant that the authority has been able to deal with COVID-19 and deliver to the Corporate Plan, and this is mainly due to thousands of hours being written off. Unless the organisation is appropriately resourced, adequately remunerated and developed, the organisation will not only struggle to achieve their goals, but will find it harder to recruit – each increasing the financial pressures on the organisation to cover these gaps.

**7.7 Budget Assumptions** 2022 2023

Various models were developed to ascertain risks the authority would encounter outside of its direct control, such as changes to funding, unforeseen incidents and reduced income streams. This budget has been based upon a realistic assumption, where the impact on the original base budget is in excess of £700k. Other models (Best Worst Case and optimistic) saw budget pressures of over £1.2m and £400k respectively. Again, if decisions are not made regarding income generation in the forthcoming months, the authority will not have the ability to deal with any variation to forecast.

## 7.8 **Regeneration Schemes**

2022

2023

7.9 One key item to note is the risk of failure to deliver our regeneration schemes. If members wish to pull back on the regeneration schemes, these Capital Schemes will then not meet the eligibility of capital spend, and all costs incurred to that point will need to be funded by revenue, having a three-fold impact:

- Stagnation in the borough – failure to meet our corporate plan and encourage people to live and work in the borough, including encouraging outside investment
- No capital receipts or revenue income streams
- Revenue impact of having to retro-fund failed capital schemes.

## 8. **Housing Revenue Account**

8.1 The Housing Revenue Account (HRA) includes any expenditure associated with the Council's function as a social housing landlord and is shown below. The items that can be debited and credited to the account are determined by statute. This includes an average rent increase of 1.5% for 2021/22, taking it to an average rent of £78.70 per week (increase of £1.16 per week). The increase of 1.5% has been applied to HRA associated services offered to tenants. Further details are shown in **Appendix 3**.

## 9. **Scale of Fees & Charges 2021/22**

9.1 The Council charges for a number of its services that are provided to the public. All fees and charges are reviewed on an annual basis as part of the budget process. Charges set by the Council are increased in line with inflation or other factors taken in to consideration

- Statutory obligations
- Policies and objectives of the Council;
- Local market research and competition (where relevant);
- The impact of price changes on activity level of demand;
- Changes in taxation;
- Budget position and any associated gap;
- The cost of providing the service.

9.2 **Appendix 4** shows the current and next year's proposed charges together with of explanation of changes to individual charges.

**Appendix 1****General Fund Budget Summary 2021/22**

<b>Service</b>	<b>Budget (£)</b>
Chief Executives Office	494,077
Finance and Resources (Including HR recharge and capital financing)	2,810,746
Law and Governance	522,275
Built Environment	970,051
Community and Wellbeing	1,320,464
Customer Service and Transformation	464,038
COVID Contingency	500,000
<b>Total Expenditure</b>	<b>7,081,651</b>
Contributions to / (from) Reserves	(579,827)
<b>Net Expenditure</b>	<b>6,501,824</b>

<b>Financed by</b>	<b>Budget (£)</b>
Central Government Funding	(2,120,801)
New Homes Bonus	(195,000)
COVID 19 Support Grant	(242,000)
Collection Fund Deficit	173,492
Precept on Local Tax Payers	(4,117,515)
<b>Total Financing</b>	<b>6,501,824</b>

Project Code Reference	Scheme	2021-22 Proposals	2020-21 C/F	2021-22 Total Budget	Comments
	Funding Available B/F Estimated Additions In Year	£	£	£	
	<b>Total Funding Available</b>				
	<b>Housing Revenue Account</b>				
1	HRA Business Plan	1,500,000		1,500,000	Housing Business Plan Major Repairs Allocation
	<b>Total - HRA</b>	<b>1,500,000</b>	<b>0</b>	<b>1,500,000</b>	
	<b>General Fund</b>				
2	Blaby Road Pavilion Sewage Pumping System	5,500		5,500	There is a pumped sewerage system at Blaby Road Park Pavilion. Over the last twelve months there has been problems with the pump operation resulting in the chamber overflowing and sewage seepage onto the public footpath. The floats in the chamber require replacing as a minimum but the control system, pump and pump alarm are all installed in the roof space of the pavilion leading to difficulties with access and repairs. This bid is to replace the floats and relocate the pump and alarm into a 'kiosk' outside of the pavilion.
3	Christmas Lights Infrastructure	7,500		7,500	Infrastructure requirement for the Christmas lights project. New electricity points are needed to ensure the lights continue to operate, as the network of electrical points installed is at capacity. Also, additional icicle lights are needed to address areas within the towns where no lights currently exist.
~ Page 28 ~ 4	Replacement of Grounds Maintenance Dennis bowling green mower	6,000		6,000	The current machine is used to maintain, amongst other things, the bowling greens of the borough. The current machine has been on lease for a number of years (10?) and is at the end of its useful life. The replacement Machine is anticipated to be an improvement on the current one and be more suited to our current needs and will mean we no longer have to pay the lease. Lifespan of the replacement vehicle is expected to be a minimum of seven years.
5	Replacement of Grounds Maintenance Vehicle FE09 XOT	30,000		30,000	The current vehicle is used throughout the borough on a daily basis. The current vehicle in deemed to be approaching the end of its useful life. The replacement vehicle is anticipated to be an improvement on the current vehicle and be more suited to our current needs and will have updated engine and 5 year warranty. Lifespan of the replacement vehicle is expected to be seven to ten years.
6	Replacement of Grounds Maintenance Vehicle FG12 MVN	33,000		33,000	The current vehicle is used throughout the borough on a daily basis. The current vehicle in deemed to be approaching the end of its useful life. The replacement vehicle is anticipated to be an improvement on the current vehicle and be more suited to our current needs and will have updated engine. Lifespan of the replacement vehicle is expected to be seven years.
7	Modular Homes Developments	3,800,000		3,800,000	To utilise Modern Methods of Construction to deliver new energy efficient modular housing. Two sites have been selected to develop a pilot project, these are Kirkdale Road car park in South Wigston and the site of the former Wigston Club for Young People on Horsewell Lane, Wigston. The project is currently in the feasibility stage and a brief is in development to consider design, costs and potential returns at the site. This will inform the Capital Programme going forward. Significant additional detail is required to flesh out this project at this early stage, particularly around the revenue position.
8	Oadby Cemetery – Biere House structural repairs	20,000		20,000	'The Biere House' at Oadby Cemetery is an old 19th century building near to the cemetery entrance on Wigston Road that used to be a mortuary but is now used by cemetery staff to store their maintenance equipment. The building is of historic interest but is not a listed building. Cracks have appeared in the wall and a structural engineers report has been obtained. Whilst the building is not in imminent danger of falling down the cracks are getting larger and work needs to be carried out to prevent further deterioration which may lead to damage beyond repair.

Project Code Reference	Scheme	2021-22 Proposals	2020-21 C/F	2021-22 Total Budget	Comments
		£	£	£	
9	Oadby Pool	6,415,035		6,415,035	<p>It is proposed to demolish and re-develop the site of the former Oadby Pool develop new build private rented residential units (PRS) to replace the redundant pool. In addition it is a Council priority to develop a new community building at Ellis Park. The community building will potentially serve as a replacement for the current on-site provision of a pavilion for the Bowls Club along with replacement facilities for two off-site community buildings – Walter Charles Centre and Oadby Youth Club, both situated on Wigston Road, Oadby. These sites will then be available to develop much needed affordable housing in the Oadby area or, in the case of the Youth Club to provide expansion space for the Oadby Cemetery.</p> <p>To note the project is still in the feasibility stage and certain elements such as the overall revenue generation are still to be fully determined and confirmed.</p> <p>Political approval (Full Council 7/7/20) has been granted to move the project into the capital phase (in the first instance detailed design and planning) subject to detailed financial scrutiny.</p> <p>There may be opportunities to seek external funding particularly to support the development of the affordable housing element, but these need to be quantified.</p> <p>The current projected spend programme includes detailed design spend in 20/21, followed by demolition and construction commencement in 21/22 with the bulk of construction spend in 22/23. The full programme is to be determined and may vary once further information is known.</p>
10	Public Wi-Fi Expansion and AQM	113,356		113,356	<p>The project provides for expansion of the existing public Wi-Fi and footfall tracking network in Wigston into Oadby and South Wigston. Additionally it is an aim of the project to introduce an advanced AQM system at selected black spots for pollution across the Borough.</p> <p>The project was originally added to the Capital Programme in 19/20 as a Wi-Fi expansion project only but this has developed and so warrants a revised submission.</p> <p>External grant funding has been secured to match fund this project from the Leicestershire Business Rates Pooling. This grant includes provision of 3 years of running costs amortised over the project period.</p> <p>Council funding is provided by the remainder of the Waitrose Unilateral Undertaking and Tesco, South Wigston S106 interest.</p>
11	Sports Facility Improvement Programme	220,000		220,000	<p>S106 and externally funded programme to improve the Council owned and managed sports facilities available for public use. This would include; pitches, courts, rinks and ramps as well as ancillary facilities such as changing rooms and practice facilities. The programme can include new or replacement facilities, especially where a need has been identified, particularly by a National Governing Body for the representative sport and external funding to deliver the facility is available.</p> <p>This scheme is an evolution from the previous Pitch Improvement Programme which is necessary following a review of the Council's Playing Pitch Strategy, the draft of which has identified further required improvements to facilities other than football which was a focus of the previous externally commissioned study. Additionally, it has been identified that the Pitch Improvement Programme could not be delivered internally as due to funding issues the Grounds Maintenance Team could not guarantee the continuation of the programme, following the end of the available funding.</p> <p>A variety of potential projects have already been identified, these include:</p> <ul style="list-style-type: none"> <li>• FA Football Facilities Plan identified the requirement for a small sided 3G facility in South Wigston, current proposed locations include Blaby Road Park and South Wigston High School.</li> <li>• New goal posts and secure post sockets on all OWBC pitches (FA funding is available to deliver this).</li> <li>• Improvements to Council pitches delivered by partner clubs through the FA Grass Pitch Improvement Fund, for which the SFIP can be used as match funding.</li> <li>• Improved/new Tennis facility in Oadby, potentially at Uplands Park.</li> <li>• Improvements to the Uplands Park cricket pitch and a supporting maintenance programme.</li> <li>• Installation of a cricket practice net at Uplands Park.</li> </ul> <p>The available S106 (12/00313/FUL- £246,646) will be split between capital and revenue, with the revenue funding supporting pitch/maintenance programmes for an initial 5 year period. It is anticipated that further support for this or a similar programme could come forward from future S106 contributions.</p> <p>These projects will evolve over the period of the available funding and individual cases for each will be developed and approved as required.</p>
12	Uplands Park Pavilion – replacement boiler and floor repairs	16,000		16,000	<p>Uplands Park Pavilion has 6 changing rooms and a small community room and kitchen. The current heating system is coming to the end of its life and requires replacement within the next 12 months.</p> <p>In addition the non slip floor covering in the corridor to the changing rooms and in some of the shower areas has also reached the end of life and has started to split. Patch repairs have been carried out but the covering is in need of complete replacement.</p>

Project Code Reference	Scheme	2021-22 Proposals	2020-21 C/F	2021-22 Total Budget	Comments
		£	£	£	
13	Wigston Cemetery – entrance drive resurfacing and disabled parking	12,000		12,000	This bid is to re-surface approx. 280 square metres of the entrance drive at Wigston Cemetery where the surface is rutted or breaking up in numerous areas; mark out three disabled parking bays at strategic locations and install bollards or other prevention measures to stop visitors driving along cemetery footpaths.
14	Bushloe House Car Park Surface repairs and lining	28,000		28,000	This bid is to re-surface the entrance road and re-surface and re-line a large area of the car park to the left of Bushloe House where the surface has started to break up.
15	HR Software	10,000		10,000	With respect to the new HR system, this capital bid will cover implementing/testing/dry running the system. Thereafter annually the costs will be up to £10k in revenue each year (which would be a saving on our current budget, which is currently £20k).
16	Remote Working - Regulatory Services	12,700		12,700	To purchase sufficient IT equipment to enable the Regulatory Services Team to work remotely to increase efficiency and reduce paper records. The IT will enable officers to complete inspections and investigation reports whilst on site which will be automatically updated on the centralised software in real time.
	<b>Total General Fund</b>	<b>10,729,091</b>	<b>0</b>	<b>10,729,091</b>	
	<b>PLANNED EXPENDITURE GRAND TOTAL</b>	<b>12,229,091</b>	<b>0</b>	<b>12,229,091</b>	

<b>HOUSING REVENUE ACCOUNT</b>
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**1 SUMMARY**

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

	2020/21 Budget £'000	2020/21 Forecast £'000	2021/22 Budget £'000
<b>EXPENDITURE</b>			
Management	1,832	1,879	1,838
Repairs and maintenance	1,150	1,059	1,039
Council Tax	10	10	10
Debt Management	10	10	10
Depreciation (MRA cont.)	1,338	1,338	1,373
Provision for Bad Debts	100	100	100
<b>Gross Expenditure</b>	<b>4,440</b>	<b>4,396</b>	<b>4,370</b>
<b>INCOME</b>			
Rents - Dwelling	(4,759)	(4,743)	(4,800)
Rents - Non Dwellings	(102)	(96)	(102)
Charges for Services and Facilities	(181)	(181)	(184)
<b>Gross Income</b>	<b>(5,042)</b>	<b>(5,020)</b>	<b>(5,086)</b>
Interest payable	580	547	630
Interest Receivable	(5)	(5)	(5)
Revenue Contribution to Capital			
Transfers to/(from) Reserves			91
<b>Total Capital Charges and Appropriations</b>	<b>575</b>	<b>542</b>	<b>716</b>
<b>(Surplus)/Deficit for the Year</b>	<b>(27)</b>	<b>(82)</b>	<b>0</b>
<b>Opening Balances</b>			
Housing Revenue Account	(1,083)	(1,083)	(502)
Universal Credit Reserve	(140)	(140)	0
Housing Levy	(220)	(220)	0
Debt Management Reserve	0	0	(1,023)
<b>Closing Balances</b>			
Housing Revenue Account	(1,110)	(502)	(509)
Universal Credit Reserve	(140)	0	0
Housing Levy Reserve	(220)	0	0
Debt Management Reserve	0	(1,023)	(1,107)

## Service Statistics

	<u>2020/21</u>	<u>2021/22</u>	<u>2022/23</u>	<u>2023/24</u>	<u>2024/25</u>
Average Number of Dwellings	1,200	1,195	1,190	1,185	1,180
Housing Rent					
Rent per dwelling	77.54	78.70	80.67	82.69	84.75
Unpooled Service Charge	1.59	1.62	1.66	1.70	1.74
Total Rent	<u>79.13</u>	<u>80.32</u>	<u>82.33</u>	<u>84.39</u>	<u>86.50</u>

## 2 Specific Charges

In addition to Dwelling Rents the HRA makes charges for other associated services offered to tenants. It is proposed that these increase by 1.5% which is in line with the rent increases CPI+1% for September 2020

	<b>2020/21</b>	<b>2021/22</b>
	<b>Current</b>	<b>Proposed</b>
	<b>Charge</b>	<b>Charge</b>
	<b>£</b>	<b>£</b>
<b><u>Garage Spaces</u></b>		
48 Week Basis	4.17	4.23
52 Week Basis	3.85	3.91
<b><u>Lock up Garages</u></b>		
48 Week Basis	7.70	7.82
52 Week Basis	7.11	7.22
<b><u>Caretaking Charge (Lower Rate)</u></b>		
48 Week Basis	3.32	3.37
52 Week Basis	3.06	3.11
<b><u>Caretaking Charge (Higher Rate)</u></b>		
48 Week Basis	6.65	6.75
52 Week Basis	6.14	6.23
<b><u>Heating and Hot Water Charges in Sheltered Schemes</u></b>		Increase for
		2020/21
		%
Chartwell House, Oadby		1.5
Marriott House, Oadby		1.5
William Peardon Court, Oadby		1.5
Mobility Scooter Garaging		1.5



### **3 CAPITAL PROGRAMME**

The Council is currently undergoing a full stock condition survey which will layout the amount of work required to keep the current stock up to the 'Decent Homes Standard'. Early indications are that the stock will require approximately £12million of capital work which will put pressure on both the financial position of the HRA but also the Department's capacity to carry out the work.

The works to be carried out include;

- Refitting of kitchens and bathrooms
- Replacement of boilers and central heating systems
- Re-wiring
- Health and Safety works including the removal of any category 1 hazards.
- Insulation for both energy efficiency and sound
- Replacement of doors both individual and communal.

The Capital programme is financed by two principal sources of funding.

- a) The Major Repairs Allowance
- b) Borrowing.

For the 2020/21 programme any unspent balances or unfinished schemes will be determined at year end and brought to members to carry forward in the July cycle of meetings.

The initial allocation for capital works in 2021/22 is proposed at £1.5million

### **4 HOUSING REVENUE ACCOUNT BUDGET BACKGROUND CONSIDERATIONS FOR THE REVENUE BUDGET CAPITAL PROGRAMME 2020/21**

#### **BACKGROUND CONSIDERATIONS**

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

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

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

The revenue budget for 2021/22 sets out the costs of delivering current levels of service while taking into account the effect of current government legislations regarding changes to housing finance including rent increases of no more than CPI +1%. This follows four years of rent reductions imposed by the Government.

The budget has been set assuming that a 2% pay award will be implemented for 2021 and that non contractual upward inflation will be 0% to encourage value for money.

## 2. Rent Policy

From 2003 the Council had adhered to the guidelines laid down in the Governments rent restructuring policy and up to 2016/17 had gradually moved its rents up towards the target rents. However at the point at which restructuring ended less than 5% of the stock had converged.

In 2020/21 the Authority was able to increase its rents for the first time in five years, by CPI +1%, resulting in an overall increase of 2.7%.

However this has left a continuing gap, between actual and formula rents, which can no longer be closed year on year. The gap between total actual and formula rents currently equates to around £200,000 of potential income per annum which the Council cannot access.

The Council should therefore place new tenants coming in, as well as tenants transferring to a larger property, directly onto the formula rent for that property. In order to encourage tenants who are living in a property, larger than their needs, to downsize they would be placed on the lower of their new property's formula rent or the rent they were paying at their current property.

The COVID 19 pandemic has seen a suppression of CPI which at September 2020 stood at 0.5%. The principal drivers behind this fall have been a sharp decrease in oil prices in the first half of 2020 and the governments 'Eat Out to Help Out' stimulus to the hospitality industry which saw the cost of eating out fall in August. This translates into a rent increase for 2021/22 of 1.5%.

The table below shows the new, old and average rent for each of the four sizes of properties in the Council's portfolio.

Property Type	Average Rent 2020/21	Average Rent 2021/22	Increase £
1 Bedroom	£68.16	£69.18	£1.02
2 Bedroom	£76.67	£77.82	£1.15
3 Bedroom	£84.82	£86.09	£1.27
4 Bedroom	£95.54	£96.97	£1.43

Each year the Council expects to lose a small proportion of rent during periods between tenancies, known as void losses. It is assumed that this will equate to 2% of the gross rent.

## 3. Changes in Stock Levels

When the Government revised the 'Right to Buy' discount scheme the Council saw a pickup in sales to tenants, this however flattened off and then dropped slightly over the last couple of years. This, together with the Council's policy of purchasing properties to replenish the stock where possible through the 1-4-1 scheme, suggests stock levels will only decline slightly over the next few years.

As a result of this, assumptions have to be made about the sale and acquisitions of properties from the current stock. Sales of dwelling have decreased in recent years with the COVID-19 pandemic suppressing them further. Going forward it is assumed that there will be seven sales each year of the plan counterbalanced by two purchases – a net reduction of five properties from its current stock.

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

#### 4. Treasury Management

In 2012 the Council borrowed £18.114million in order to finance the retaking control of its Housing Stock. The debt consisted of 18 loans of £1.06million, these were due to be repaid between March 2020 and 2037. The Council has not able to repay in 2020 and instead refinanced it using short-term borrowing which has been at an advantageously low interest rate for some time, particularly compared to Public Works Loans Board (PWLB) rates which had been pushed up by the Government towards the end of 2019.

Under 12 months	£2,006,333	11%
1 - 2 Years	£2,012,666	11%
2 - 5 Years	£3,018,999	17%
5-10 Years	£5,031,665	28%
Over 10 Years	£6,038,004	33%
	£18,107,667	100%

However, Government policy once again intervened at the end of 2020 as new rules regarding PWLB were brought in to restrict its use while lowering rates once again for those Council's investing in areas the Government deemed appropriate. One area where the government is keen to see investment is housing which gives the Council the opportunity to invest in its stock, develop new sites and refinance debt. The Council could potentially take this opportunity to push some of the original debt out to beyond 2037 so it fits into the repayment profile of the Debt Management Reserve.

The Section 151 officer together with the Treasury Management team will assess the available interest rates as each loan comes to its settlement date. As the Council is building up a reserve to pay off substantial amounts it is suggested that these replacement loans are kept as maturity type loans, with interest only being paid, until the whole repayment becomes due.

The ongoing capital programme will be jointly funded with MRA and Borrowing. This will mean that around £6million will need to be borrowed over the next five years. This extra borrowing can be repaid over the life of the assets which is between 15 and 20 years depending on the work being done.

#### 5. HRA Capital Programme

The capital programme will continue to balance the need to maintain decent homes and other priorities such as health and safety, aids and adaptations, sustainability, energy efficiency and meeting tenants' aspirations. The stock condition survey is nearing completion and once concluded a new Asset Management Strategy will be drawn up

The cycle of works identified in the plan will be funded by the MRA, Capital receipts and borrowing. Careful planning of the capital programme will be needed, bearing in mind the uncertainty of Government Policy, to ensure that it not only meets the needs of the tenants but is also affordable and sustainable.

## 6. Level of Reserves

Council policy has for some years required the HRA main reserve to retain a minimum balance of £300,000. This should now be reviewed in order to provide a more robust and prudent financial structure.

It is recommended that the minimum balance on the main reserve be increased to 10 percent of the HRA's annual Income, moving it to just over of £500,000 for 2021/22. This in itself does not present a problem because currently the reserve contains in excess of £1million. The remainder will be moved to a Debt Management Reserve.

The Debt Management Reserve will have two uses;

- To repay the long-term debt the Council incurred for the HRA 'New Financing Arrangements' from 2012 and
- To act as a balancing account for the main reserve in years of annual deficit.

The HRA currently has two capital reserves

- 1) The Regeneration Reserve - For the provision of new properties in the stock. This can be utilised to support either new building in the HRA or the buying back of former Council Houses.
- 2) The Major Repairs Reserve (MRR) – To support and fund the annual capital programme agreed by the Council and holds any unused amounts of the annual Major Repairs Allowance (MRA). Normally it would be planned to fully utilise this funding each year.

There are no plans to change the way these Capital reserves are operated

## 7. Other Budget Considerations

### Provision for Uncollectible Debts and Collection Costs

The provision for uncollectible debts at 31 March 2020 was £169,000. A provision for bad debts is made in respect of both former tenant arrears and current tenants. The Council included £100,000 in the 2020/21 and 2021/22 budgets for further provision against write-offs of bad debt. This is considered to be a prudent measure against a back drop of the Government's policy of Welfare Reform with Universal Credit going to 'full service' in June 2018 and with migration to Universal Credit from legacy benefits still ongoing over the next few years.

### General Fund Recharges

In the light of accounting practices relating to recharges in the Council's accounts, recharges to the HRA will be reassessed to make sure that these are correct and fair.

### Service Charges

Tenant's service charges for 2021/221 have been increased by 1.5%, which is the same increase as applied garage rents and other miscellaneous charges.

### HRA Business Plan

The HRA Business Plan is in the process of being re-written and will outline the long-term future for a sustainable HRA. Significant developments in the plan are incorporated within this document including next year's budget outlined in Section 1 of the appendix. The plan is in its final draft stages and will be brought before Members at the next committee cycle.

DEVELOPMENT CONTROL COMMITTEE

	DESCRIPTION OF CHARGE	VAT	GL ACCOUNT CODE	UNIT	DATE OF LAST CHANGE	2020-21 £	2021-22 £	Externally Set	Explanation regarding the recommended level of charge
1	<b>BUILDING CONTROL &amp; PLANNING - COMMON CHARGES</b>								
	<b>1.1 PLANNING AND BUILDING CONTROL FEES</b>								
	(a) Statutory Charge set by Central Government and Local Authorities							x	
	<b>1.2 BUILDING AND PLANNING RECORDS SEARCH</b>								
	(a) Domestic and simple commercial development	N	40001 9356	Per Hour	1-Apr-17	40.00	40.50		Increase based on CPI
	(b) Commercial enquiries	N	40001 9356	Per Hour	1-Apr-17	80.00	80.50		Increase based on CPI
	<b>1.3 COPY OF PLANS, DOCUMENTS &amp; DECISIONS**</b>								
	If the total charge (at the rates below) does not exceed £3.00 then no charge will be made to provide the requested copies.								
	(a) A4 size (black and white) per sheet*	N	40001 9206	Each	1-Apr-13	0.10	0.10		Keep the same, no increase needed
	(b) A4 size (colour) per sheet*	N	40001 9206	Each	1-Apr-13	1.00	1.00		Keep the same, no increase needed
	(c) A3 size (black and white) per sheet*	N	40001 9206	Each	1-Apr-13	0.15	0.15		Keep the same, no increase needed
	(d) A3 size (colour) per sheet*	N	40001 9206	Each	1-Apr-13	2.00	2.00		Keep the same, no increase needed
	(e) A2 size per sheet	N	40001 9206	Each	1-Apr-17	8.50	8.50		Keep the same, no increase needed
	(f) A1 per sheet	N	40001 9206	Each	1-Apr-17	8.50	8.50		Keep the same, no increase needed
	(g) A0 per sheet	N	40001 9206	Each	1-Apr-17	8.50	8.50		Keep the same, no increase needed
	<b>1.4 PRE APPLICATION CHARGES</b>								
	(a) Householder Proposal Enquiries (Including works to tree enquiries, if permission is required/dropped kerb/home working enquiries etc)								
	<b>Basic Service</b> (desk based assessment with no follow ups)	I	40001 9395	Per Enquiry	1-Apr-19	49.00	50.00		Increase based on CPI and Comparison of Prices Charged by other Leicestershire District Councils
	<b>Gold Service</b> (includes one site visit or meeting, a written response, plus one follow-up proposal)	I	40001 9395	Per Enquiry	1-Apr-19	97.00	98.00		Increase based on CPI and Comparison of Prices Charged by other Leicestershire District Councils
	<b>Permitted Development Check</b>	I	40001 9395	Per Enquiry	1-Apr-21		30.00		<b>New Charge</b>
	(b) New Residential Unit Enquiries (including if permission is required)								
	1-3 new dwellings	I	40001 9395	Per Enquiry	1-Apr-19	161.00	300.00		Increase based on Comparison of Prices Charged by other Leicestershire District Councils
	4-9 new dwellings	I	40001 9395	Per Enquiry	1-Apr-19	250.00	700.00		Increase based on Comparison of Prices Charged by other Leicestershire District Councils
	10-49 new dwellings	I	40001 9395	Per Enquiry	1-Apr-19	700.00	1500.00		Increase based on Comparison of Prices Charged by other Leicestershire District Councils
	<b>50-199 new dwellings</b>	I	40001 9395	Per Enquiry	1-Apr-19	1400.00	2500.00		Increase based on Comparison of Prices Charged by other Leicestershire District Councils
	<b>200 or more dwellings</b>	I	40001 9395	Per Enquiry	1-Apr-21		3500.00		<b>New Charge</b>
	(c) Commercial / Other Enquiries (including if permission is required)								
	Lawful use of premises enquiry	I	40001 9395	Per Enquiry	1-Apr-19	161.00	162.00		Increase based on CPI
	Change of Use / No additional floor space / telecoms / advertisements etc	I	40001 9395	Per Enquiry	1-Apr-19	161.00	162.00		Increase based on CPI
	Additional floor space up to 500 square metres	I	40001 9395	Per Enquiry	1-Apr-19	250.00	251.00		Increase based on CPI
	Between 500 and 999 additional square metres	I	40001 9395	Per Enquiry	1-Apr-19	700.00	701.50		Increase based on CPI
	Over 1000 additional square metres	I	40001 9395	Per Enquiry	1-Apr-19	1400.00	1403.00		Increase based on CPI
	<b>1.5 HIGH HEDGE COMPLAINTS</b>								
	Complaints via verbal or electronic means	N	40001 9369	Per Enquiry	1-Apr-19	495.00	496.00		Increase based on CPI
	Those on means tested benefits and war pensions will receive 33% discount	N	40001 9369	Per Enquiry	1-Apr-19	330.00	331.00		Increase based on CPI
	<b>1.6 WEEKLY LIST OF ALL PLANNING APPLICATIONS</b>	N	40001 9354	Per Year	1-Apr-19	140.00	141.00		Increase based on CPI
	<b>1.7 OADBY AND WIGSTON LOCAL PLAN</b>								
	Oadby and Wigston Saved Local Plan **	N	40101 9206	Each	1-Apr-17	45.00	45.00		Keep the same, no increase needed
	Residents and Local groups	N	40101 9206	Each	1-Apr-17	20.00	20.00		Keep the same, no increase needed

**DEVELOPMENT CONTROL COMMITTEE**

	DESCRIPTION OF CHARGE	VAT	GL ACCOUNT CODE	UNIT	DATE OF LAST CHANGE	2020-21 £	2021-22 £	Externally Set	Explanation regarding the recommended level of charge
	Core Strategy DPD (non resident or local group)	N	40101 9206	Each	1-Apr-18	45.00	45.00		Keep the same, no increase needed
	Core Strategy DPD (resident or local group)	N	40101 9206	Each	1-Apr-18	20.00	20.00		Keep the same, no increase needed
	Town Centres Area Action Plan DPD (non resident or local group)	N	40101 9206	Each	1-Apr-18	45.00	45.00		Keep the same, no increase needed
	Town Centres Area Action Plan DPD (resident or local group)	N	40101 9206	Each	1-Apr-18	20.00	20.00		Keep the same, no increase needed
	Saved Local Plan DPD (non resident or local group)	N	40101 9206	Each	1-Apr-18	45.00	45.00		Keep the same, no increase needed
	Saved Local Plan DPD (resident or local group)	N	40101 9206	Each	1-Apr-18	20.00	20.00		Keep the same, no increase needed
	New Local Plan DPD (non resident or local group)	N	40101 9206	Each	1-Apr-18	45.00	45.00		Keep the same, no increase needed
	New Local Plan DPD (resident or local group)	N	40101 9206	Each	1-Apr-18	20.00	20.00		Keep the same, no increase needed
	<b>1.8 OTHER DOCUMENTS</b>								
	(a) Residential Land Availability Statement (Published Annually) **	N	40101 9206	Each	1-Apr-17	20.00	20.00		Keep the same, no increase needed
	(b) Supplementary Planning Guidance / Supplementary Planning Document / Statements of Consultation **	N	40101 9206	Each	1-Apr-17	20.00	20.00		Keep the same, no increase needed
	(c) Employment Land Availability Study (Published Annually) **	N	40101 9206	Each	1-Apr-17	20.00	20.00		Keep the same, no increase needed
	Facilities in Oadby & Wigston :-								
	(d) Landscape Character Assessment	N	40101 9206	Each	1-Apr-17	35.00	35.00		Keep the same, no increase needed
	(e) Oadby & Wigston Green Wedge Management Strategy	N	40101 9206	Each	1-Apr-17	35.00	35.00		Keep the same, no increase needed
	(f) Oadby & Wigston Phase 1 Habitat Survey & Biodiversity Audit (Available on CD only )	N	40101 9206	Each	1-Apr-17	35.00	35.00		Keep the same, no increase needed
	(g) Oadby and Wigston Employment Land and Premises Study**	N	40101 9206	Each	1-Apr-17	35.00	35.00		Keep the same, no increase needed
	(h) Statement of Community Involvement **	N	40101 9206	Each	1-Apr-17	15.00	15.00		Keep the same, no increase needed
~	(i) Annual Monitoring Report **	N	40101 9206	Each	1-Apr-17	20.00	20.00		Keep the same, no increase needed
Page 38	(j) Nature Conservation Strategy	N	40101 9206	Each	1-Apr-17	35.00	35.00		Keep the same, no increase needed
~	(k) Local Development Scheme**	N	40101 9206	Each	1-Apr-17	10.00	10.00		Keep the same, no increase needed
~	(l) Strategic Housing Land Availability Assessment/HEDNA **	N	40101 9206	Each	1-Apr-17	35.00	35.00		Keep the same, no increase needed
	(m) Retail Study**	N	40101 9206	Each	1-Apr-17	35.00	35.00		Keep the same, no increase needed
	(n) Faith Community Study & Places of Worship Needs Assessment**	N	40101 9206	Each	1-Apr-17	35.00	35.00		Keep the same, no increase needed
	(o) Play & Recreational Facilities Study	N	40101 9206	Each	1-Apr-17	35.00	35.00		Keep the same, no increase needed
	(p) Affordable Housing Viability Assessment	N	40101 9206	Each	1-Apr-17	35.00	35.00		Keep the same, no increase needed
	(q) Whole Plan Viability Assessment	N	40101 9206	Each	1-Apr-18	35.00	35.00		Keep the same, no increase needed
	(r) Assessment of Highways and Transportation Implications	N	40101 9206	Each	1-Apr-17	35.00	35.00		Keep the same, no increase needed
	(s) Employment Sites & Brownfield Land Study	N	40101 9206	Each	1-Apr-17	35.00	35.00		Keep the same, no increase needed
	(t) Adopted Policies Map	N	40101 9206	Each	1-Apr-17	20.00	20.00		Keep the same, no increase needed
	(u) Housing Implementation Strategy	N	40101 9206	Each	1-Apr-17	20.00	20.00		Keep the same, no increase needed
	(v) Annual Open Space Review	N	40101 9206	Each	1-Apr-17	20.00	20.00		Keep the same, no increase needed
	<b>** Documents are available on the Councils Website free of charge</b>								
	<a href="http://www.oadby-wigston.gov.uk">www.oadby-wigston.gov.uk</a>								
	<b>BUILDING CONTROL</b>								
	<b>1.9 COMPLETION CERTIFICATE</b>								Leicestershire Building Control Partnership (LBSP)
	(a) Written confirmation of works exempt from Building Regulations	E	21001 9201	Each	1-Apr-17	60.00	28.25		brought in line with LBSP fees
	(b) Written confirmation of non-existence of Building Regulations record	E	21001 9201	Each	1-Apr-17	40.00	28.25		brought in line with LBSP fees
	(c) Written confirmation of completion of work to which Building Regulations applied	E	21001 9201	Each	1-Apr-17	40.00	28.25		brought in line with LBSP fees
	<b>1.10 RECOVERY OF EXPIRED PLAN</b>	E	21001 9201	Per Hour	1-Apr-17	44.00	56.50		brought in line with LBSP fees
	<b>1.11 STREET NAMING &amp; NUMBERING</b>								
	(a) List of all new property street names and numbers	E	21002 9382	Per Year	1-Apr-17	500.00	500.00		Keep the same, no increase needed
	(b) Written confirmation of postal address details	E	21002 9382	Per Address	1-Apr-15	25.00	25.00		Keep the same, no increase needed
	(c) Renaming/renumbering of existing property	E	21002 9382	Per Address	1-Apr-15	40.00	40.00		Keep the same, no increase needed
	(d) Naming/Numbering of 1-5 plots	E	21002 9382	Per Plot	1-Apr-15	40.00	40.00		Keep the same, no increase needed
	(e) Naming/ Numbering for each additional plot over 5	E	21002 9382	Per Plot	1-Apr-15	25.00	25.00		Keep the same, no increase needed
	(f) Naming of a street	E	21002 9382	Per Street	1-Apr-15	150.00	150.00		Keep the same, no increase needed

DEVELOPMENT CONTROL COMMITTEE

	DESCRIPTION OF CHARGE	VAT	GL ACCOUNT CODE	UNIT	DATE OF LAST CHANGE	2020-21 £	2021-22 £	Externally Set	Explanation regarding the recommended level of charge
	(g) Numbering of new flat complex	E	21002 9382	Per Flat	1-Apr-15	25.00	25.00		Keep the same, no increase needed
	(h) Change to a development after notification #	E	21002 9382	Per Application	1-Apr-15	50.00	50.00		Keep the same, no increase needed
	(i) Administration fee, plus additional fee per plot	E	21002 9382	Per Plot	1-Apr-15	15.00	15.00		Keep the same, no increase needed
	# Notification means after the Authority has numbered the street or part of.								
	(j) Street re-named / re-numbered at residents request ##	E	21002 9382	Per Request	1-Apr-15	## 250.00	## 250.00		Keep the same, no increase needed
	## plus all compensation (the compensation is to be met by the applicant).								
	Compensation relates to monies paid to residents to help them pay for the cost of informing all parties that they correspond with, regarding the change to their address.								
	NB: A two thirds majority agreement from residents is required by ballot.								
	<b>1.12 WORK ASSOCIATED WITH AN EMERGENCY OR ENFORCEMENT INCIDENT</b>								
	(a) Building Control Surveyor - rate per hour (either on site or in office)	N	21001 9356	Per Hour	1-Apr-09	50.00	56.50		Leicestershire Building Control Partnership (LBCP) brought in line with LBCP fees
	(b) Preparation & posting of documentation (letters, notices, etc) per document	N	21001 9356	Per Document	1-Apr-15	29.85	29.85		Keep the same, no increase needed
	(c) Telephone calls made from a mobile - per minute (standard rate)	N	21001 9356	Per Minute	1-Apr-15	0.03	0.03		Keep the same, no increase needed
	(d) Telephone calls made from a mobile to mobile - per minute (standard rate)	N	21001 9356	Per Minute	1-Apr-15	0.09	0.09		Keep the same, no increase needed
	(e) Mobile text messaging (standard rate)	N	21001 9356	Per Text (SMS)	1-Apr-15	0.04	0.04		Keep the same, no increase needed
	(f) Telephone calls made from landlines to mobiles - connection charge (standard business rate)	N	21001 9356	Per Phone Call	1-Apr-15	0.08	0.08		Keep the same, no increase needed
	(g) Telephone calls made from landlines to mobiles - per minute thereafter (standard business rate)	N	21001 9356	Per Minute	1-Apr-15	0.16	0.16		Keep the same, no increase needed
	(h) Telephone calls made from a landline to a landline - connection charge (standard business rate)	N	21001 9356	Per Phone Call	1-Apr-15	0.08	0.08		Keep the same, no increase needed
	(i) Telephone calls made from a landline to a landline - per minute thereafter (standard business rate)	N	21001 9356	Per Minute	1-Apr-15	0.03	0.03		Keep the same, no increase needed
	<b>1.13 SUPPLY OF RADAR KEY TO A RESIDENT WITH PROOF OF DISABILITY</b>	N	14204 9201	Each	1-Apr-14	3.50	3.50		Keep the same, no increase needed
	<b>1.14 NOTIFICATION OF DEMOLITION (Section 80)</b>								
	(a) Buildings with a volume less than 49.56 cubic metres (Exempt)	E	21002 9363	Each	1-Apr-15	0.00	0.00		Keep the same, no increase needed
	(b) Domestic Building in excess of 49.56 cubic metres	E	21002 9363	Each	1-Apr-17	120.00	120.00		Keep the same, no increase needed
	(c) Non-Domestic Building in excess of 49.56 cubic metres	E	21002 9363	Each	1-Apr-17	120.00	120.00		Keep the same, no increase needed
	(d) Non-Domestic Building in excess of 300 cubic metres	E	21002 9363	Each	1-Apr-17	180.00	180.00		Keep the same, no increase needed
	(e) Sites with multiple buildings, additional charge per non-exempt unit	E	21002 9363	Per Unit	1-Apr-17	25.00	25.00		Keep the same, no increase needed
	<b>1.15 ADVERTISING ON THE DIGITAL DISPLAY SCREENS</b>								
	(a) Community Groups/Charity	I	41001 9053	Per Week/Slot	1-Apr-16	0.00	0.00		No change in order to promote use of signs to groups & businesses
	(b) Business Within the Borough	I	41001 9053	Per Week/Slot	1-Apr-19	15.00	15.00		No change in order to promote use of signs to groups & businesses
	i) Introductory Offer of 4 weeks at Half Price	I	41001 9053	Per Week/Slot	1-Apr-19	7.50	7.50		No change in order to promote use of signs to groups & businesses
	(c) Business Outside the Borough	I	41001 9053	Per Week/Slot	1-Apr-19	30.00	30.00		No change in order to promote use of signs to groups & businesses
	i) Introductory Offer of 4 weeks at Half Price	I	41001 9053	Per Week/Slot	1-Apr-19	15.00	15.00		No change in order to promote use of signs to groups & businesses
	NB: A Slot will show an Advert for one minute in every ten minutes								
	Total Advertising Time of 9 hours 6 minutes a week (8am-9pm 7days a week)								
	5% discount for 3 - 6 months								
	10% discount for 6 - 12 months								
	20% discount for 12 months								

DEVELOPMENT CONTROL COMMITTEE

DESCRIPTION OF CHARGE		VAT	GL ACCOUNT CODE	UNIT	DATE OF LAST CHANGE	2020-21 £	2021-22 £	Externally Set	Explanation regarding the recommended level of charge
									The Borough Council is part of the Leicestershire Building Control Partnership Shared Service which is hosted by Blaby District Council and also includes Harborough District Council, Hinckley and Bosworth Borough Council and Melton Borough Council. During 2020 the Partnership has looked to develop a new fee structure that can be applied across all partner councils. The changes proposed for 2021/22 will enable the Council to move to this new aligned fee structure. There are many different fee categories in Building Control, but based on the 5 most used fees in the Borough, this new fee structure will amount to a 14% increase in income.
VAT Key									
I	Inclusive of VAT								
E	Exempt from VAT								
N	Non Business Activity								
Z	Zero-rated VAT								



**POLICY FINANCE AND DEVELOPMENT COMMITTEE**

	DESCRIPTION OF CHARGE	VAT	GL ACCOUNT CODE	UNIT	DATE OF LAST CHANGE	2020-21 £	2021-22 £	Externally Set	Explanation regarding the recommended level of charge
<b>2</b>	<b>LICENCES</b>								
<b>2.1</b>	<b>HACKNEY CARRIAGE AND PRIVATE HIRE CARS</b>								
(a)	Driver's Licence - Private Hire and Hackney Carriage*								
i)	Three Year	N	42001 9333	Each	1-Apr-19	213.00	214.00		CPI 0.2% rounded up
(b)	Competence Test	N	42001 9389	Each	1-Apr-19	43.00	45.00		Additional cost for off site test
(c)	Drivers Badge - Replacement	N	42001 9333	Each	1-Apr-19	23.00	23.00		
(d)	Private Hire Operator's Licence								
i)	Five Year	N	42001 9331	Each	1-Apr-19	1010.00	1012.00		CPI 0.2%
ii)	Operators Licence Competency Test*	N	42001 9389	Each	1-Apr-19	43.00	45.00		Additional cost for off site test
(e)	Private Hire Vehicle Licence	N	42001 9332	Each	1-Apr-19	300.00	301.00		CPI 0.2% rounded up
(f)	Hackney Carriage Vehicle Licence	N	42001 9335	Each	1-Apr-19	300.00	301.00		CPI 0.2% rounded up
(g)	Replacement of Vehicle Licence Plate	N	42001 9332	Each	1-Apr-19	28.00	28.00		
(h)	Transfer of Vehicle Licence to Another Licensee	N	42001 9332	Each	1-Apr-19	50.00	50.00		
(i)	Transfer of Licence from Private Hire Vehicle to Hackney Carriage (vice-versa)			Each	1-Apr-14	N/A	N/A		
(j)	Certificate of Compliance	N	42001 9201	Each	1-Apr-19	7.00	7.00		
(k)	Replacement of Vehicle Licence (paper)	N	42001 9332	Each	1-Apr-19	7.00	7.00		
(l)	Replacement docu-dash	N	42001 9201	Each	1-Apr-19	5.00	5.00		
(m)	Replacement Front Windscreen pouch	N	42001 9332	Each	1-Apr-19	7.00	7.00		
	* Excludes DBS fee £54.00 payable on application and £8.00 DVLA mandate fee								
(n)	HPI checks (new applicants)	N	42001 9383	Each	1-Apr-20	16.00	16.00		
(o)	Vehicle checks for 6 month inspections	N	42001 9384	Each	1-Apr-18	N/A	N/A		
(p)	Child Sexual Exploitation (CSE) Training (for new applicants & renewals)	N	42001 9385	Each	1-Apr-19	21.00	45.00		Additional cost for off site test
<b>2.2</b>	<b>LICENCE FEES</b>								
(a)	Animal Boarding Establishment (new)	N	42002 9323	Each	1-Apr-19	120.00	120.00	X	
(b)	Animal Boarding Establishment (renewal)	N	42002 9323	Each	1-Apr-19	120.00	120.00	X	
i)	One Year (Up to 6 animals)	N	42002 9396	Each	1-Apr-19	68.00	68.00	X	
ii)	Two Year (Up to 6 animals)	N	42002 9397	Each	1-Apr-19	89.00	89.00	X	
iii)	Three Year (Up to 6 animals)	N	42002 9398	Each	1-Apr-19	110.00	110.00	X	
iv)	One Year (7 or more animals)	N	42002 9396	Each	1-Apr-19	88.00	88.00	X	
v)	Two Year (7 or more animals)	N	42002 9397	Each	1-Apr-19	109.00	109.00	X	
vi)	Three Year (7 or more animals)	N	42002 9398	Each	1-Apr-19	130.00	130.00	X	
(c)	Breeding of Dogs (new)	N	42002 9326	Each	1-Apr-19	120.00	120.00	X	
(d)	Breeding of Dogs (renewal)	N	42002 9326	Each	1-Apr-19	120.00	120.00	X	
i)	One Year	N	42002 9396	Each	1-Apr-19	68.00	68.00	X	
ii)	Two Year	N	42002 9397	Each	1-Apr-19	89.00	89.00	X	
iii)	Three Year	N	42002 9398	Each	1-Apr-19	110.00	110.00	X	
(e)	Dangerous Wild Animals (new) + Vet Fees	N	42002 9334	Each	1-Apr-19	155.00	155.00		
(f)	Dangerous Wild Animals (renewal) + Vet Fees	N	42002 9334	Each	1-Apr-19	113.00	113.00		
(g)	Hiring out horses (new)	N	42002 9325	Each	1-Apr-19	120.00	120.00	X	
(h)	Hiring out horses (renewal)	N	42002 9325	Each	1-Apr-19	120.00	120.00	X	
i)	One Year	N	42002 9396	Each	1-Apr-19	68.00	68.00	X	
ii)	Two Year	N	42002 9397	Each	1-Apr-19	109.00	109.00	X	
iii)	Three Year	N	42002 9398	Each	1-Apr-19	150.00	150.00	X	
(i)	Selling animals as pets (new)	N	42002 9327	Each	1-Apr-19	120.00	120.00	X	
(j)	Selling animals as pets (renewal)	N	42002 9327	Each	1-Apr-19	120.00	120.00	X	
i)	One Year	N	42002 9396	Each	1-Apr-19	68.00	68.00	X	
ii)	Two Year	N	42002 9397	Each	1-Apr-19	89.00	89.00	X	
iii)	Three Year	N	42002 9398	Each	1-Apr-19	110.00	110.00	X	
(k)	Exhibiting animals (new)	N	42002 9386	Each	1-Apr-19	120.00	120.00	X	
(l)	Exhibiting animals (renewal)	N	42002 9386	Each	1-Apr-19	120.00	120.00	X	

**POLICY FINANCE AND DEVELOPMENT COMMITTEE**

	DESCRIPTION OF CHARGE	VAT	GL ACCOUNT CODE	UNIT	DATE OF LAST CHANGE	2020-21 £	2021-22 £	Externally Set	Explanation regarding the recommended level of charge
i)	Three Year (Only)	N	42002 9398	Each	1-Apr-19	89.00	89.00	X	

## POLICY FINANCE AND DEVELOPMENT COMMITTEE

	DESCRIPTION OF CHARGE	VAT	GL ACCOUNT CODE	UNIT	DATE OF LAST CHANGE	2020-21 £	2021-22 £	Externally Set	Explanation regarding the recommended level of charge
	(m) Variation of licence (no visit)	N	42002 9388	Each	1-Apr-19	68.00	68.00	X	
	(n) Variation of licence (visit)	N	42002 9388	Each	1-Apr-19	27.00	27.00	X	
	(o) Re-evaluation of rating	N	42002 9388	Each	1-Apr-19	109.00	109.00	X	
	(p) Additional activity Fee (50% of fee)	N	42002 9387	Each	1-Apr-19	60.00	60.00	X	
	i) One Year	N	42002 9396	Each	1-Apr-19	34.00	34.00	X	
	ii) Two Year	N	42002 9397	Each	1-Apr-19	45.00	45.00	X	
	iii) Three Year	N	42002 9398	Each	1-Apr-19	55.00	55.00	X	
	<b>NB</b> For licences (a) - (j), vets fees incurred by the Council will be charged to the applicant. POA = Price on Application.			Each	1-Apr-19	POA	POA		
	(q) Acupuncture, Tattooing, Ear piercing, Electrolysis - Registration of								
	i) Premises	N	42002 9329	Each	1-Apr-19	81.00	81.00		
	ii) Person	N	42002 9329	Each	1-Apr-19	81.00	81.00		
	iii) Person and premises combined	N	42002 9329	Each	1-Apr-19	123.00	123.00		
	(r) Hairdresser - Registration of Premises and Persons								
	i) Premises	N	42002 9336	Each	1-Apr-19	81.00	81.00		
	ii) Person	N	42002 9336	Each	1-Apr-19	81.00	81.00		
	iii) Person and premises combined	N	42002 9336	Each	1-Apr-19	123.00	123.00		
	(s) Scrap Metal Dealers Act 2013								
	i) Site Licence	N	42002 9337	Each	1-Apr-19	375.00	376.00		CPI 0.2% rounded up
	ii) Renewal of Site Licence	N	42002 9337	Each	1-Apr-19	375.00	376.00		CPI 0.2% rounded up
	iii) Collectors Licence	N	42002 9337	Each	1-Apr-19	332.00	333.00		CPI 0.2% rounded up
	iv) Collectors Renewal of Licence	N	42002 9337	Each	1-Apr-19	332.00	333.00		CPI 0.2% rounded up
	v) Variation to Licence (inc change of site manager)	N	42002 9337	Each	1-Apr-19	70.00	70.00		
	vi) Change of Circumstance	N	42002 9337	Each	1-Apr-19	38.00	38.00		
	(t) Street Trading (fixed) per outlet								
	i) 1 day a week Annual Licence	N	42002 9440	Each	1-Apr-19	102.00	102.00		
	ii) 1 month licence	N	42002 9440	Each	1-Apr-19	123.00	123.00		
	iii) 3 month licence	N	42002 9440	Each	1-Apr-19	177.00	177.00		
	iv) 6 month licence	N	42002 9440	Each	1-Apr-19	285.00	286.00		CPI 0.2% rounded up
	v) 12 month licence	N	42002 9440	Each	1-Apr-19	450.00	451.00		CPI 0.2% rounded up
	vi) Transfer of Consent (fixed or mobile)	N	42002 9440	Each	1-Apr-19	70.00	70.00		
	(u) Street Trading (mobile) per outlet								
	i) 1 day a week Annual Licence	N	42002 9440	Each	1-Apr-19	70.00	70.00		
	ii) 1 month licence	N	42002 9440	Each	1-Apr-19	91.00	91.00		
	iii) 3 month licence	N	42002 9440	Each	1-Apr-19	123.00	123.00		
	iv) 6 month licence	N	42002 9440	Each	1-Apr-19	199.00	199.00		
	v) 12 month licence	N	42002 9440	Each	1-Apr-19	343.00	344.00		CPI 0.2% rounded up
	vi) One off Event Licence	N	42002 9440	Each	1-Apr-19	86.00	86.00		
	(v) Sex Establishments	N	42002 9323	Each	1-Apr-19	2523.00	2528.00		CPI 0.2% rounded up
	<b>2.3 LICENSING ACT 2003</b>								
	(a) Personal Licence								
	Grant or Renewal of a Personal Licence (valid for 10 years)	N	42003 9371	Each	1-Apr-11	37.00	37.00	X	LA 2003 Schedule 6
	(b) Premises Licences / Club Premises Certificates								
	Annual Fees Rateable Value Bands :-								
	A (no rateable value to £4,300)	N	42003 9364	Each	1-Feb-05	70.00	70.00	X	LA 2003 Schedule 5
	B (£4,301 to £33,000)	N	42003 9364	Each	1-Feb-05	180.00	180.00	X	LA 2003 Schedule 5
	C (£33,001 to £87,000)	N	42003 9364	Each	1-Feb-05	295.00	295.00	X	LA 2003 Schedule 5
	D (£87,001 to £125,000)	N	42003 9364	Each	1-Feb-05	320.00	320.00	X	LA 2003 Schedule 5
	E (£125,001 and above)	N	42003 9364	Each	1-Feb-05	350.00	350.00	X	LA 2003 Schedule 5
	A multiplier is applied to premises in band D and E where they are exclusively or primarily in the business of selling alcohol								

**POLICY FINANCE AND DEVELOPMENT COMMITTEE**

POLICY FINANCE AND DEVELOPMENT COMMITTEE									
	DESCRIPTION OF CHARGE	VAT	GL ACCOUNT CODE	UNIT	DATE OF LAST CHANGE	2020-21 £	2021-22 £	Externally Set	Explanation regarding the recommended level of charge
	D (x2)	N	42003 9364	Each	1-Feb-05	640.00	640.00	X	LA 2003 Schedule 5
	E (x3)	N	42003 9364	Each	1-Feb-05	1050.00	1050.00	X	LA 2003 Schedule 5

**POLICY FINANCE AND DEVELOPMENT COMMITTEE**

	DESCRIPTION OF CHARGE	VAT	GL ACCOUNT CODE	UNIT	DATE OF LAST CHANGE	2020-21 £	2021-22 £	Externally Set	Explanation regarding the recommended level of charge
	(c) New or Variation of Premises Licences / Club Premises Certificates								
	Application fees Rateable Value Bands :-								
	A (no rateable value to £4,300)	N	42003 9364	Each	1-Feb-05	100.00	100.00	X	LA 2003 Schedule 2 (wrt Reg 4 (2), (3) and 6 (1))
	B (£4,301 to £33,000)	N	42003 9364	Each	1-Feb-05	190.00	190.00	X	LA 2003 Schedule 2 (wrt Reg 4 (2), (3) and 6 (1))
	C (£33001 to £87,000)	N	42003 9364	Each	1-Feb-05	315.00	315.00	X	LA 2003 Schedule 2 (wrt Reg 4 (2), (3) and 6 (1))
	D (£87,001 to £125,000)	N	42003 9364	Each	1-Feb-05	450.00	450.00	X	LA 2003 Schedule 2 (wrt Reg 4 (2), (3) and 6 (1))
	E (£125,001 and above)	N	42003 9364	Each	1-Feb-05	635.00	635.00	X	LA 2003 Schedule 2 (wrt Reg 4 (2), (3) and 6 (1))
	A multiplier is applied to premises in band D and E where they are exclusively or primarily in the business of selling alcohol								
	D (x2)	N	42003 9364	Each	1-Feb-05	900.00	900.00	X	LA 2003 Schedule 2 (wrt Reg 4 (2), (3) and 6 (1))
	E (x3)	N	42003 9364	Each	1-Feb-05	1905.00	1905.00	X	LA 2003 Schedule 2 (wrt Reg 4 (2), (3) and 6 (1))
	Minor Variation of Premises Licences	N	42003 9393	Each	1-Feb-05	89.00	89.00	X	LA 2003 Schedule 2 (wrt Reg 4 (2), (3) and 6 (1))
	(d) Application / Notice								
	i) Temporary Event notice	N	42003 9372	Each	1-Feb-05	21.00	21.00	X	LA 2003 Schedule 6
	ii) Theft, loss, etc of premises licence or summary	N	42003 9373	Each	1-Feb-05	10.50	10.50	X	LA 2003 Schedule 6
	iii) Application for a provisional statement where premises being built etc	N	42003 9374	Each	1-Apr-17	315.00	315.00	X	Increase under s29 of LA 2003, (Schedule 6)
	iv) Notification of change of name or address	N	42003 9375	Each	1-Feb-05	10.50	10.50	X	LA 2003 Schedule 6
	v) Application to vary licence to specify individual as premises supervisor	N	42003 9376	Each	1-Feb-05	23.00	23.00	X	LA 2003 Schedule 6
	vi) Application for transfer of premises licence	N	42003 9377	Each	1-Feb-05	23.00	23.00	X	LA 2003 Schedule 6
	vii) Interim authority notice following death etc of licence holder	N	42003 9378	Each	1-Feb-05	23.00	23.00	X	LA 2003 Schedule 6
	viii) Theft, loss, etc of certificate or summary	N	42003 9379	Each	1-Feb-05	10.50	10.50	X	LA 2003 Schedule 6
	ix) Notification of change of name or alteration of rules of club	N	42003 9380	Each	1-Feb-05	10.50	10.50	X	LA 2003 Schedule 6
	x) Change of relevant registered address of club	N	42003 9375	Each	1-Feb-05	10.50	10.50	X	LA 2003 Schedule 6
	xi) Theft, loss, etc of temporary event notice	N	42003 9379	Each	1-Feb-05	10.50	10.50	X	LA 2003 Schedule 6
	xii) Theft, loss, etc of personal licence	N	42003 9379	Each	1-Feb-05	10.50	10.50	X	LA 2003 Schedule 6
	xiii) Notification of change of name or address of premises licence holder	N	42003 9375	Each	1-Feb-05	10.50	10.50	X	LA 2003 Schedule 6
	xiv) Right to freeholder etc to be notified of licensing matters	N	49901 9356	Each	1-Feb-05	21.00	21.00	X	LA 2003 Schedule 6
	<b>2.4 GAMBLING ACT 2005</b>								
	(a) Small Society Lotteries								
	i) Initial Application Fee	N	42004 9420	Each	1-Sep-07	40.00	40.00	X	The Small society Lotteries (Registration of Non-Commercial Societies) Regulations 2007. Section 3 (b)
	ii) Renewal Fee	N	42004 9420	Each	1-Sep-07	20.00	20.00	X	The Small society Lotteries (Registration of Non-Commercial Societies) Regulations 2007. Section 5 (a)
	(b) Bingo Premises								
	i) Premises Licence	N	42004 9410	Each	1-Apr-20	1200.00	1200.00	X	
	ii) Annual Fee	N	42004 9412	Each	1-Apr-19	553.00	554.00		CPI 0.2% rounded up
	iii) Variation of Licence	N	42004 9410	Each	1-Apr-19	1314.00	1317.00		CPI 0.2% rounded up
	iv) Change of Circumstances	N	42004 9410	Each	1-Apr-20	50.00	50.00	X	
	v) Transfer of Licence	N	42004 9410	Each	1-Apr-19	553.00	554.00		CPI 0.2% rounded up
	vi) Re-instatement Fee	N	42004 9410	Each	1-Apr-19	553.00	554.00		CPI 0.2% rounded up
	vii) Provisional Statement	N	42004 9410	Each	1-Apr-19	1314.00	1317.00		CPI 0.2% rounded up
	viii) Copy of Licence	N	42004 9411	Each	1-Apr-20	25.00	25.00	X	The Gambling (Premises Licence Fees) (England and Wales) Regulations 2007 Regulation 13 (2)
	(c) Betting Premises (Track)								
	i) Premises Licence	N	42004 9404	Each	1-Apr-20	1200.00	1200.00	X	
	ii) Annual Fee	N	42004 9406	Each	1-Apr-19	553.00	554.00		CPI 0.2% rounded up
	iii) Variation of Licence	N	42004 9404	Each	1-Apr-20	1250.00	1250.00	X	
	iv) Change of Circumstances	N	42004 9404	Each	1-Apr-20	50.00	50.00	X	
	v) Transfer of Licence	N	42004 9404	Each	1-Apr-19	553.00	554.00		CPI 0.2% rounded up
	vi) Re-instatement Fee	N	42004 9404	Each	1-Apr-19	553.00	554.00		CPI 0.2% rounded up
	vii) Provisional Statement	N	42004 9404	Each	1-Apr-19	1314.00	1317.00		CPI 0.2% rounded up

**POLICY FINANCE AND DEVELOPMENT COMMITTEE**

	DESCRIPTION OF CHARGE	VAT	GL ACCOUNT CODE	UNIT	DATE OF LAST CHANGE	2020-21 £	2021-22 £	Externally Set	Explanation regarding the recommended level of charge
	viii) Copy of Licence	N	42004 9405	Each	1-Apr-20	25.00	25.00	X	The Gambling (Premises Licence Fees) (England and Wales) Regulations 2007 Regulation 13 (2)
	(d) Family Entertainment Centres								
	i) Premises Licence	N	42004 9323	Each	1-Apr-20	1000.00	1000.00	X	CPI 0.2% rounded up
	ii) Annual Fee	N	42004 9323	Each	1-Apr-19	553.00	554.00		
	iii) Variation of Licence	N	42004 9323	Each	1-Apr-20	1250.00	1250.00	X	
	iv) Change of Circumstances	N	42004 9323	Each	1-Apr-20	50.00	50.00	X	
	v) Transfer of Licence	N	42004 9323	Each	1-Apr-19	553.00	554.00		
	vi) Re-instatement Fee	N	42004 9323	Each	1-Apr-19	553.00	554.00		
	vii) Provisional Statement	N	42004 9323	Each	1-Apr-19	1314.00	1317.00		
	viii) Copy of Licence	N	42004 9323	Each	1-Apr-12	25.00	25.00	X	
	(e) Adult Gaming Centre								
	i) Premises Licence	N	42004 9414	Each	1-Apr-20	1200.00	1200.00	X	CPI 0.2% rounded up
	ii) Annual Fee	N	42004 9416	Each	1-Apr-19	553.00	554.00		
	iii) Variation of Licence	N	42004 9414	Each	1-Apr-20	1000.00	1000.00	X	
	iv) Change of Circumstances	N	42004 9414	Each	1-Apr-20	50.00	50.00	X	
	v) Transfer of Licence	N	42004 9414	Each	1-Apr-19	553.00	554.00		
	vi) Re-instatement Fee	N	42004 9435	Each	1-Apr-19	553.00	554.00		
	vii) Provisional Statement	N	42004 9436	Each	1-Apr-19	1314.00	1317.00		
	viii) Copy of Licence	N	42004 9434	Each	1-Apr-12	25.00	25.00	X	
	(f) Betting Premises (Other)								
	i) Temporary Use Notice	N	42004 9323	Each	7-Jan-07	500.00	500.00	X	The Gambling Act 2005 (Temporary Use Notices) Regulations 2007 Regulation 7 (1)
	ii) Replacement of Temporary Use Notice	N	42004 9323	Each	7-Jan-07	25.00	25.00	X	The Gambling Act 2005 (Temporary Use Notices) Regulations 2007 Regulation 7 (2) (a)
	iii) Premises Licence	N	42004 9400	Each	1-Apr-19	1314.00	1317.00		CPI 0.2% rounded up
	iv) Annual Fee	N	42004 9402	Each	1-Apr-19	553.00	554.00		CPI 0.2% rounded up
	v) Variation of Licence	N	42004 9400	Each	1-Apr-19	1314.00	1317.00		CPI 0.2% rounded up
	vi) Change of Circumstances	N	42004 9400	Each	1-Apr-19	50.00	50.00	X	
	vii) Transfer of Licence	N	42004 9400	Each	1-Apr-19	553.00	554.00		CPI 0.2% rounded up
	viii) Re-instatement Fee	N	42004 9323	Each	1-Apr-19	553.00	554.00		CPI 0.2% rounded up
	ix) Provisional Statement	N	42004 9323	Each	1-Apr-19	1314.00	1317.00		CPI 0.2% rounded up
	x) Copy of Licence	N	42004 9401	Each	1-Apr-12	25.00	25.00	X	The Gambling (Premises Licence Fees) (England and Wales) Regulations 2007 Regulation 13 (2)
	(g) Club Gaming Machine Permits								
	i) Grant of Permit	N	42004 9422	Each	1-Sep-07	200.00	200.00	X	The Gambling Act 2005 (Club Gaming and Club Machine Permits) Regulations 2007 Regulation 8 (1)
	ii) Grant of Permit (Club Premises Certificate holder)	N	42004 9422	Each	1-Sep-07	100.00	100.00	X	The Gambling Act 2005 (Club Gaming and Club Machine Permits) Regulations 2007 Regulation 8 (1) (a) or (b)
	iii) Variation of Permit	N	42004 9422	Each	1-Sep-07	100.00	100.00	X	The Gambling Act 2005 (Club Gaming and Club Machine Permits) Regulations 2007 Regulation 15
	iv) Renewal of Permit	N	42004 9422	Each	1-Sep-07	200.00	200.00	X	The Gambling Act 2005 (Club Gaming and Club Machine Permits) Regulations 2007 Regulation 8 (2) (a)
	v) Renewal of Permit (Club Premises Certificate holder)	N	42004 9422	Each	1-Sep-07	100.00	100.00	X	The Gambling Act 2005 (Club Gaming and Club Machine Permits) Regulations 2007 Regulation 8 (2) (b)
	vi) Annual Fee	N	42004 9432	Each	1-Sep-07	50.00	50.00	X	The Gambling Act 2005 (Club Gaming and Club Machine Permits) Regulations 2007 Regulation 12
	vii) Copy of Permit	N	42004 9422	Each	1-Sep-07	15.00	15.00	X	The Gambling Act 2005 (Club Gaming and Club Machine Permits) Regulations 2007 Regulation 16
	(h) Club Gaming Permits								

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	DESCRIPTION OF CHARGE	VAT	GL ACCOUNT CODE	UNIT	DATE OF LAST CHANGE	2020-21 £	2021-22 £	Externally Set	Explanation regarding the recommended level of charge
	i) Grant of Permit	N	42004 9421	Each	1-Sep-07	200.00	200.00	X	The Gambling Act 2005 (Club Gaming and Club Machine Permits) Regulations 2007 Regulation 8 (1)
	ii) Grant of Permit (Club Premises Certificate holder)	N	42001 9421	Each	1-Sep-07	100.00	100.00	X	The Gambling Act 2005 (Club Gaming and Club Machine Permits) Regulations 2007 Regulation 8 (1) (a) or (b)
	iii) Variation of Permit	N	42004 9421	Each	1-Sep-07	100.00	100.00	X	The Gambling Act 2005 (Club Gaming and Club Machine Permits) Regulations 2007 Regulation 15
	iv) Renewal of Permit	N	42001 9421	Each	1-Sep-07	200.00	200.00	X	The Gambling Act 2005 (Club Gaming and Club Machine Permits) Regulations 2007 Regulation 8 (2) (a)
	v) Renewal of Permit (Club Premises Certificate holder)	N	42004 9421	Each	1-Sep-07	100.00	100.00	X	The Gambling Act 2005 (Club Gaming and Club Machine Permits) Regulations 2007 Regulation 8 (2) (b)
	vi) Annual Fee	N	42004 9431	Each	1-Sep-07	50.00	50.00	X	The Gambling Act 2005 (Club Gaming and Club Machine Permits) Regulations 2007 Regulation 12
	vii) Copy of Permit	N	42004 9421	Each	1-Sep-07	15.00	15.00	X	The Gambling Act 2005 (Club Gaming and Club Machine Permits) Regulations 2007 Regulation 16
	(i) Family Entertainment Centre Permits								
	i) Grant of Permit	N	42004 9323	Each	1-Sep-07	300.00	300.00	X	The Gambling Act 2005 (Family Entertainment Centre Gaming Machine) (Permits) Regulations 2007 Reg 3 (a)
	Existing Operator Permit	N	42004 9424	Each	1-Apr-20	100.00	100.00	X	
	ii) Renewal of Permit	N	42004 9323	Each	1-Sep-07	300.00	300.00	X	The Gambling Act 2005 (Family Entertainment Centre Gaming Machine) (Permits) Regulations 2007 Reg 3 (c)
	iii) Change of Name on Permit	N	42004 9323	Each	1-Sep-07	25.00	25.00	X	The Gambling Act 2005 (Family Entertainment Centre Gaming Machine) (Permits) Regulations 2007 Reg 5
	iv) Copy of Permit	N	42004 9323	Each	1-Sep-07	15.00	15.00	X	The Gambling Act 2005 (Family Entertainment Centre Gaming Machine) (Permits) Regulations 2007 Reg 6
	(j) Prize Gaming Permits								
	i) Grant of Permit	N	42004 9424	Each	1-Sep-07	300.00	300.00	X	The Gambling Act 2005 (Prize Gaming) (Permits) Regulations 2007 Regulation 3(a)
	Existing Operator Permit	N	42004 9424	Each	1-Apr-20	100.00	100.00	X	
	ii) Renewal of Permit	N	42004 9424	Each	1-Sep-07	300.00	300.00	X	The Gambling Act 2005 (Prize Gaming) (Permits) Regulations 2007 Regulation 3(c)
	iii) Change of Name on Permit	N	42004 9424	Each	1-Sep-07	25.00	25.00	X	The Gambling Act 2005 (Prize Gaming) (Permits) Regulations 2007 Regulation 5
	iv) Copy of Permit	N	42004 9424	Each	1-Sep-07	15.00	15.00	X	The Gambling Act 2005 (Prize Gaming) (Permits) Regulations 2007 Regulation 6
	(k) Licensed Premises Gaming Machine Permits								
	i) Grant of Permit	N	42004 9423	Each	1-Apr-17	150.00	150.00	X	The Gambling Act 2005 (Licensed Premises Gaming Machine Permits) (England and Wales) Regulations 2007 Reg 3 (a) (ii)
	ii) Variation of Permit	N	42004 9423	Each	1-Apr-17	100.00	100.00	X	The Gambling Act 2005 (Licensed Premises Gaming Machine Permits) (England and Wales) Regulations 2007 Reg 3 (b)
	First and Annual Fee	N	42004 9423	Each	1-Apr-20	50.00	50.00	X	
	iii) Change of Name on Permit	N	42004 9423	Each	1-Apr-20	25.00	25.00	X	The Gambling Act 2005 (Licensed Premises Gaming Machine Permits) (England and Wales) Regulations 2007 Reg 8
	iv) Copy of Permit	N	42004 9423	Each	1-Apr-20	15.00	15.00	X	The Gambling Act 2005 (Licensed Premises Gaming Machine Permits) (England and Wales) Regulations 2007 Reg 9
	v) Transfer of Permit	N	42004 9423	Each	1-Apr-20	25.00	25.00	X	The Gambling Act 2005 (Licensed Premises Gaming Machine Permits) (England and Wales) Regulations 2007 Reg 3 (c)
	vi) Automatic Entitlement Notification	N	42004 9423	Each	1-Apr-20	50.00	50.00	X	The Gambling Act 2005 (Licensed Premises Gaming Machine Permits) (England and Wales) Regulations 2007 Reg 3
	<b>VAT Key</b>								
	I Inclusive of VAT								
	E Exempt from VAT								
	N Non Business Activity								
	Z Zero-rated VAT								

**SERVICE DELIVERY COMMITTEE**

	DESCRIPTION OF CHARGE	VAT	GL ACCOUNT CODE	UNIT	DATE OF LAST CHANGE	2020-21 £	2021-22 £	Externally Set	Explanation regarding the recommended level of charge
<b>3</b>	<b>ENVIRONMENTAL HEALTH</b>								
	<b>3.1 ENVIRONMENT &amp; SAFETY INFORMATION ACT 1988</b>								
	Copies of entries in register	I	14001 9356	Each	1-Apr-19	13.00	13.00		
	<b>3.2 FOOD SAFETY ACT</b>								
	Copies of Register of Food Business	I	14001 9356	Each	1-Apr-19	584.00	585.00		CPI 0.2%
	<b>3.3 ENVIRONMENTAL PROTECTION ACT</b>								
	Copies of Register of Authorisations	I	14001 9356	Each	1-Apr-19	62.00	67.00		raised in line with contaminated land enquiries
	<b>3.4 DOG CONTROL</b>								
	(a) Stray dogs - Statutory Charge	N	14007 9200	Each	1-Apr-16	25.00	25.00	X	The Environmental Protection (Stray Dogs) Regulations 1992 Sec. 2
	(b) Collect and Return to Owner (If Known)	N	14007 9200	Each	1-Apr-19	87.50	87.50	x	
	(c) Collect and Take to Kennels	N	14007 9200	Each	1-Apr-19	87.50	87.50	x	
	(d) Collect and Return if Dog Strays More Than Once (in a 6 month period)	N	14007 9200	Each	1-Apr-19	129.00	129.00	x	
	(e) Kennelling Fee	N	14007 9200	Per Day	1-Apr-18	14.50	14.50	x	
	(f) Emergency Vets Fee (plus 10% Admin Fee)	N	14007 9200	Visit	1-Apr-08	Actual	Actual		
	<b>3.5 FOOD EXPORT CERTIFICATE</b>	N	14001 9200	Each	1-Apr-19	130.00	131.00		CPI 0.2% rounded up
	<b>3.6 RE-INSPECTION FEE FOR THE FHRS INSPECTION (FOOD HYGIENE RATING SCHEME)</b>	N	14001 9200	Each	1-Nov-18	150.00	151.00		CPI 0.2% rounded up
	<b>3.7 PRIVATE SECTOR HOUSING</b>								
	(a) Accommodation Certificates	N	14001 9360	Each	1-Apr-19	124.00	125.00		CPI 0.2% rounded up
	(b) Change of Details on Certificate	N	14001 9360	Each	1-Apr-19	27.00	27.00		
	(c) Mandatory Five year Licensing of Houses in Multiple Occupation (HMO)	N	14001 9392	Each	1-Apr-19	805.00	807.00		CPI 0.2% rounded up
	(d) Additional Fee for Unlicensed Premises	N	14001 9392	Each	1-Apr-19	215.00	216.00		CPI 0.2% rounded up
	(e) Renewal of Mandatory Five Year Licences for HMO	N	14001 9392	Each	1-Apr-19	665.00	667.00		CPI 0.2% rounded up
	Deductions for -								
	i) Second house to be licensed	N	14001 9392	Each	1-Apr-19	(27.00)	(30.00)		Discretionary reduction incentive for application
	ii) Membership of approved accreditation schemes	N	14001 9392	Each	1-Apr-19	(108.00)	(100.00)		Discretionary reduction incentive for application
	iii) Membership of approved landlord scheme	N	14001 9392	Each	1-Apr-19	(54.00)	(100.00)		Discretionary reduction incentive for application
	(f) Notices served under Housing Act 2004	N	14001 9356	Per Hour	1-Apr-19	50.00	50.00		
	(g) Expenses incurred in determining Enforcement Action	N	14001 9356	Actual Cost	1-Apr-12	Actual	Actual		
	<b>3.8 ABANDONED VEHICLE</b>								
	(a) Abandoned Vehicle Charge								
	i) Abandoned Vehicle in Good condition	N	14004 9383	Each	1-Apr-18	150.00+	150.00+	X	The Removal, Storage and Disposal of Vehicles (Prescribed Sums and Charges) Regulations 2008 see Table 1, Reg. 4
	ii) Abandoned Vehicle in Bad condition	N	14004 9383	Each	1-Apr-18	150.00+	150.00+	X	The Removal, Storage and Disposal of Vehicles (Prescribed Sums and Charges) Regulations 2008 see Table 1, Reg. 4
	(b) Daily charge for every day we store vehicle with a maximum of 15 days storage & only if vehicle is worth more than £1000 in value	N	14004 9383	Daily	1-Apr-18	10.00+	10.00+	X	I am unsure of the origin of the narrative used to describe this charge. Increased by 1.9% RPI
	(c) For Disposal of Vehicle	N	14004 9383	Each	1-Apr-18	50.00+	50.00+	X	The Removal, Storage and Disposal of Vehicles (Prescribed Sums and Charges) Regulations 2008 see Table 2, Reg. 5



SERVICE DELIVERY COMMITTEE									
	DESCRIPTION OF CHARGE	VAT	GL ACCOUNT CODE	UNIT	DATE OF LAST CHANGE	2020-21 £	2021-22 £	Externally Set	Explanation regarding the recommended level of charge
	<b>3.9 CONTAMINATED LAND ENQUIRIES</b>								
	(a) Written Correspondence	N	14004 9200	Per Letter	1-Apr-19	66.00	67.00		CPI 0.2% rounded up raised in line with solicitor additional hourly rate charged
	(b) Additional Hourly charge	N	14004 9200	Per Hour	1-Apr-19	50.00	60.00		
	<b>3.10 CCTV</b>								
	(a) Request for viewing	I	14001 9348	Each	1-Apr-19	16.00	16.00		
	<b>3.11 SOLICITOR/BUSINESS REQUESTS including factual reports</b>								
	(a) Written Correspondence	I	14001 9356	Per Letter	1-Apr-19	60.00	67.00		raised in line with contaminated land enquiries
	(b) Additional Hourly charge	I	14001 9356	Per Hour	1-Apr-19	60.00	60.00		
	<b>VAT Key</b>								
	I Inclusive of VAT								
	E Exempt from VAT								
	N Non Business Activity								
	Z Zero-rated VAT								

**POLICY FINANCE AND DEVELOPMENT COMMITTEE**

	DESCRIPTION OF CHARGE	VAT	GL ACCOUNT CODE	UNIT	DATE OF LAST CHANGE	2020-21 £	2021-22 £	Externally Set	Explanation regarding the recommended level of charge
<b>4</b>	<b>CORPORATE RESOURCES</b>								These fees are statutory so they will remain the same.
<b>4.1</b>	<b>COPIES OF OFFICIAL / CERTIFIED COUNCIL DOCUMENTS</b>								
(a)	Annual Report & Budget Book (Hard-Copy Only)	Z	30201 9206	Each set	1-Apr-20	37.00	38.00	CPI only	
(b)	Agendas, Reports & Background Documents (Hard-Copy Only)	Z	30201 9206	Each set	1-Apr-20	20.50	21.00	CPI only	
(c)	Minutes (Hard-Copy Only)	Z	30201 9206	Each set	1-Apr-20	15.50	16.00	CPI only	
(d)	Miscellaneous Legal Contracts, Agreements, Deeds, Instruments etc.	I	39904 9206	Each doc	1-Apr-20	43.00	44.00	CPI only	
<b>4.2</b>	<b>LEGAL / ADMINISTRATIVE SERVICES</b>								
(a)	Simple Transfers, Charges, Leases, Licences, Other Agreements etc.	I	39904 9105	Each set	1-Apr-20	305.00	312.00	CPI only	
(b)	Complex Transfers, Charges, Leases, Licences, Other Agreements etc.	I	39904 9105	Each set	1-Apr-20	610.00	623.00	CPI only	
(c)	Commercial Transfers, Charges, Leases, Licences, Other Agreements etc.	I	39904 9105	Each set	1-Apr-20	POA	POA		
(d)	Freehold / Leasehold Property Enquiries	I	39904 9105	Each set	1-Apr-20	43.00	44.00	CPI only	
(e)	Statutory Declarations, Statements, Affidavits, Certificates	I	39904 9105	Each doc	1-Apr-20	43.00	44.00	CPI only	
(f)	Certification of Original Documents	I	39904 9356	Each doc	1-Apr-20	20.50	21.00	CPI only	
(g)	Miscellaneous Hourly Rates (Qualified)	I	39904 9105	Per hour	1-Apr-20	122.00	125.00	CPI only	
(h)	Miscellaneous Hourly Rates (Non-Qualified)	I	39904 9105	Per hour	1-Apr-20	61.00	63.00	CPI only	
(i)	Miscellaneous Expenses and Disbursements	E	39904 9054	-	1-Apr-20	POA	POA	X	
(j)	Miscellaneous Courts, Tribunals, Quangos etc. Costs and Fees	E	39904 9100	-	1-Apr-20	POA	POA	X	
(k)	Miscellaneous Civil / Administrative Penalties etc.	E	39904/9103	-	1-Apr-20	POA	POA	X	
	POA = Price on Application								
<b>4.3</b>	<b>LOCAL LAND CHARGES (LLC)</b>								
(a)	Full Search (LLC and Con29R) (Residential / Commercial)	N	30101 9200	Per Search	1-Apr-20	125.00	125.00	X	
(b)	LLC1 Search	N	30101 9200	Each	1-Apr-20	30.00	30.00	X	
(c)	CON29R Search	N	30101 9200	Each	1-Apr-20	95.00	95.00	X	
(d)	CON29 Optional (Questions 4-22 each)	N	30101 9200	Each	1-Apr-20	20.00	20.00	X	
(e)	CON29 Building Regs (Q1.1j-l and 3.8 each)	N	30101 9200	Each	1-Apr-20	7.00	7.00	X	
(f)	LLC1 Additional parcel fee	N	30101 9200	Each	1-Apr-20	1.00	1.00	X	
(g)	CON29R Additional parcel fee (up to a maximum of 10)	N	30101 9200	Each	1-Apr-20	18.00	18.00	X	
(h)	Own written questions	N	30101 9200	Each	1-Apr-20	35.00	35.00	X	
<b>4.4</b>	<b>COPIES OF BYLAWS (Statutory max 20p per 100 words)</b>	I	39904 9206	Each	1-Apr-98	2.00	2.00	X	
<b>4.5</b>	<b>ELECTORAL SERVICES</b>								
(a)	Written proof of registration	N	30401 9203	Each	1-Apr-19	0.00	0.00	X	
(b)	Forwarding of documents	N	30401 9203	Each	1-Apr-19	0.00	0.00	X	
(c)	Written proof of historical registration	N	30401 9203	Each	1-Apr-19	0.00	0.00	X	
(d)	Sale of registers (open register, marked register etc).	N	30401 9203	Each	1-Apr-19	POA	POA	X	
	POA = Price on Application								
<b>4.6</b>	<b>ENVIRONMENTAL INFORMATION REGULATIONS (EIR) CHARGES</b>								
(a)	Photocopy or printing, standard, black and white, normal paper - min A4	I	39904 9356	Per Page	1-Apr-15	0.10	0.10	No increase - in line with guidance from the ICO	
(b)	Photocopy or printing, standard, black and white, normal paper - A3	I	39904 9356	Per Page	1-Apr-16	0.15	0.15	No increase - in line with guidance from the ICO	
(c)	Photocopy or printing, standard, black and white, normal paper - A2	I	39904 9356	Per Page	1-Apr-18	0.45	0.45	No increase - in line with guidance from the ICO	
(d)	Photocopy or printing, standard, black and white, normal paper - A1	I	39904 9356	Per Page	1-Apr-18	0.85	0.85	No increase - in line with guidance from the ICO	

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(e)	Photocopy or printing, standard, black and white, normal paper - A0	I	39904 9356	Per Page	1-Apr-18	1.25	1.25		No increase - in line with guidance from the ICO
(f)	Reproduction of data onto CD, DVD, USB or other Portal / Cloud Device	I	39904 9356	Each	1-Apr-19	5.50	5.50		
(g)	Staff costs for location, collation, redaction and checking of information etc.	I	39904 9356	Per Hour	1-Apr-19	25.00	25.00	X	
(h)	Miscellaneous Expenses and Disbursements	E	39904 9054	-	1-Apr-19	POA	POA		
	POA = Price on Application								
	NB : If the total charge (at the rates above) does not exceed £3.00 then no charge will made to provide the requested copies								
<b>4.7</b>	<b>FREEDOM OF INFORMATION ACT (FOIA) CHARGES UNDER SECTION 12</b>								No increase - in line with guidance from the ICO
(a)	Standard - Refusals of requests on cost grounds (Limit 18 hrs / £450.00 Max)	E	39904 9356	Per Hour	1-Apr-19	25.00	25.00	X	
(b)	Extra - Requests exceeding cost limit at (a) [Necessary for Compliance]	E	39904 9356	-	1-Apr-19	POA	POA		
	POA = Price on Application								
	<b>VAT Key</b>								
	I Inclusive of VAT								
	E Exempt from VAT								
	N Non Business Activity								
	Z Zero-rated vat								

**SERVICE DELIVERY COMMITTEE**

	DESCRIPTION OF CHARGE	VAT	GL ACCOUNT CODE	UNIT	DATE OF LAST CHANGE	2020-21 £	2021-22 £	Externally Set	Explanation regarding the recommended level of charge
5	<b>HOUSING</b>								
5.1	Use of Guest Rooms	E	1150* 9552	Night	1-Apr-19	21.40			For use of guest room at sheltered schemes for residents to have friends/family visit. Less than market value rate of a room in B&B which would start from £40 per night and this is reflected in cost and also want to make affordable as helps residents get support from family and friends who live far aware. Increase charge by the Consumer Price Index (CPI) only  Charge for residents at Belmont House, which covers the cost of cleaning an utilities. Increase charge by the Consumer Price Index (CPI) only  Charge for residents placed in B&B by council, which needs to be affordable on the basis that residents may be in receipt of benefits and will need to afford food and other essentials. Increase charge by the Consumer Price Index (CPI) only.  increase charge by the Consumer Price Index (CPI) only  increase charge by the Consumer Price Index (CPI) only  increase charge by the Consumer Price Index (CPI) only
5.2	Hostel charge	E	14201 9600	Weekly	1-Apr-19	25.00			
5.3	Personal contribution for hotel accommodation	E	14201 9600	Weekly	1-Apr-19	15.50			
5.4	Charge for Scooter Storage (VAT rate of 5%)	I	1150* 9608	Weekly	1-Apr-19	8.50			
5.5	Room Hire - Communal lounge (sheltered housing scheme)	E	1150* 9554	Hourly	1-Apr-19	16.10			
5.6	Communal lounge and kitchen facilities	E	1150* 9554	Hourly	1-Apr-19	19.80			
	<b>VAT Key</b>								
	I Inclusive of VAT								
	E Exempt from VAT								
	N Non Business Activity								
	Z Zero-rated vat								

**SERVICE DELIVERY COMMITTEE**

	DESCRIPTION OF CHARGE	VAT	GL ACCOUNT CODE	DATE OF LAST CHANGE	2020-21 £	2021-22 £	Externally Set	Explanation regarding the recommended level of charge
<b>6</b>	<b>CEMETERIES</b>							
	The Cemeteries are open for interments from 9:30am to 3.45pm (2.30pm on Fridays); the latest time that an interment can be booked is 3.15pm (Monday to Thursday) and 2.00pm (Friday). For bookings outside of these hours the interment fee will be doubled.							
<b>6.1</b>	<b>PURCHASE OF GRAVE AND EXCLUSIVE RIGHT OF BURIAL</b>							
(a)	Resident							
i)	Adult grave (a single grave for two coffin burials and up to six ash caskets; includes application fee for memorial not exceeding 2' 6" (750mm).	E	20102 9200	1-Apr-19	820.00	850.00		Increase is in line with comparative authorities
ii)	Children's grave (a single grave for one coffin burial in the children's section of Oadby Cemetery or Wigston Cemetery for a child up to and including 12 years of age; includes application fee for memorial not exceeding 2' 6" (750mm).	E	20102 9200	1-Apr-19	225.00	230.00		Increase is in line with comparative authorities
iii)	Cremated remains plot in the Garden of Remembrance at Oadby Cemetery or Wigston Cemetery (a single plot for two caskets; includes application fee for memorial not exceeding 2' 6" (750mm).	E	20102 9200	1-Apr-19	415.00	430.00		Increase is in line with comparative authorities
(b)	Non Resident							
	The above charges are trebled in the case of a Non Resident of the Borough of Oadby and Wigston							
(c)	The fees above include the issue of the Deed of Grant of Burial which is given for a period of 100 years							
i)	To extend the exclusive right of burial in a grave previously purchased for a further 50 years.	E	20102 9200	1-Apr-19	165.00	165.00		Retain as existing as higher cost will deter people from extending deed which in turn leads to reduced cemetery capacity.
	<b>NOTES:</b>							
	The allocation of grave spaces for interment and exclusive rights of burial at both the cemeteries will be made available only in rotation.							
	Purchase of burial or cremation plots in advance is not permitted at Oadby Cemetery							
	Purchase of burial plots or cremation plots in Wigston Cemetery is limited to a maximum of 2 per applicant							
<b>6.2</b>	<b>INTERMENT - IN A PRIVATE OR COMMON GRAVE</b>							
	For Interment in a Grave :-							
(a)	Resident							
i)	A child whose age at the time of death did not exceed one month.			N/A	Free	Free		Retain as free
ii)	A child whose age at the time of death exceeded one month but did not exceed 12 years.	E	20102 9200	1-Apr-19	135.00	140.00		Increase required to cover interment costs
iii)	A person whose age at the time of death exceeded 12 years.	E	20102 9200	1-Apr-19	470.00	490.00		Increase required to cover interment costs
iv)	For the interment of cremated remains in a grave or vault.	E	20102 9200	1-Apr-19	165.00	170.00		Increase required to cover interment costs
v)	A scattering of Ashes	E	20102 9200	1-Apr-19	68.00	70.00		Increase required to cover interment costs
(b)	Non Resident							
	The above charges are double in the case of a non resident of the Borough of Oadby and Wigston.							
(c)	Additional charge for burial with less than 48 hours notice or cremated remains with less than 24 hours notice over and above charges at i) ii) iii) and iv) for residents and non residents.	E	20102 9200	1-Apr-19	210.00	220.00		Increase in line with comparative authorities
	<b>NOTE:</b>							
	The above charges include the digging of a grave where appropriate							
<b>6.3</b>	<b>BURIAL OF A RESIDENT IN A DIFFERENT DISTRICT WHERE FAITH NEEDS CANNOT BE MET WITHIN THE BOROUGH</b>							
	The Council subsidy where applicable will be limited to a maximum of £1,000	E	20102 2411	1-Apr-12	1,000.00	1,000.00		Retain at £1,000 max subsidy
<b>6.4</b>	<b>WALLED GRAVES AND VAULTS</b>							
(a)	For the right to construct a walled grave or vault:-							
i)	9ft x 9ft	E	20102 9200	1-Apr-19	1,095.00	1,135.00		Increase in line with comparative authorities
ii)	9ft x 4ft	E	20102 9200	1-Apr-19	885.00	920.00		Increase in line with comparative authorities

**SERVICE DELIVERY COMMITTEE**

	DESCRIPTION OF CHARGE	VAT	GL ACCOUNT CODE	DATE OF LAST CHANGE	2020-21	2021-22	Externally Set	Explanation regarding the recommended level of charge
					£	£		
<b>6.5</b>	<b>MONUMENTS, GRAVESTONES, TABLETS AND INSCRIPTIONS</b>							
(a)	For the right to erect or place on a grave or vault subject to approval of the Council; A headstone or memorial tablet, vase and base							
i)	not exceeding 1ft in height (300mm)	I	20102 9200	1-Apr-19	70.00	70.00		Apply CPI and round to nearest pound
ii)	exceeding 1ft but not exceeding 2ft 6in. (300mm to 750mm)	I	20102 9200	1-Apr-19	100.00	100.00		Apply CPI and round to nearest pound
iii)	exceeding 2ft 6in (over 750mm) (but see <b>NOTES</b> below)	I	20102 9200	1-Apr-19	200.00	200.00		Apply CPI and round to nearest pound
(b)	Kerbstone, Borderstone or Flatstone enclosing or over a grave (but see <b>NOTES</b> below)	I	20102 9200	1-Apr-19	225.00	225.00		Apply CPI and round to nearest pound
(c)	For the right to place an inscribed plaque on the memorial at the Garden of Remembrance at Oadby Cemetery.							
i)	Not Exceeding 6ins x 4ins (150mm x 100mm)	I	20102 9200	1-Apr-19	60.00	60.00		Apply CPI and round to nearest pound
ii)	Exceeding 6ins x 4ins (150mm x 100mm)	I	20102 9200	1-Apr-19	95.00	95.00		Apply CPI and round to nearest pound
(d)	For each inscription after the first inscription	I	20102 9200	1-Apr-19	48.00	48.00		Apply CPI and round to nearest pound
(e)	Replacement of existing memorial - administration fee	I	20102 9200	1-Apr-19	48.00	48.00		Apply CPI and round to nearest pound
	<b>NOTES:</b>							
	Kerb edgings, headstones and memorials exceeding 2'6" (750mm) are not allowed in the Gardens of Remembrance and if installed will be removed.							
	An additional inscription is defined as an action taken after the erection of the monument.							
	Fees are to be enclosed with all applications							
<b>6.6</b>	<b>MISCELLANEOUS</b>							
(a)	Transfer of Grave Ownership	N	20102 9200	1-Apr-19	52.00	52.00		Apply CPI and round to nearest pound
(b)	for Searches of registers, copies and extracts therefrom:							
(i)	Search of registers by Council staff - per hour or part hour	N	20102 9200	1-Apr-19	30.00	30.00		Apply CPI and round to nearest pound
	Search of registers - in person - per hour or part hour	N	20102 9200	1-Apr-19	10.00	10.00		Apply CPI and round to nearest pound
(ii)	Certificated copies of entry	N	20102 9200	1-Apr-19	30.00	30.00		Apply CPI and round to nearest pound
(c)	Notice of Interment Forms			N/A				
(d)	Use of the Chapel at Wigston Cemetery - per funeral	I	20102 9200	1-Apr-19	110.00	115.00		Increase in line with comparative authorities
(e)	Purchase and planting of memorial trees - Donation	I	20102 9200	1-Apr-19	200.00	200.00		Retain at current rate
(f)	Donation towards a memorial seat (provided and installed by Council)	I	20102 9200	1-Apr-19	700.00	700.00		Retain at current rate
(g)	Exhumation (where requested by Deed Holder - subject to the required statutory approvals) - burial plot	E	20102 9200	1-Apr-19	620.00	735.00		Should be 1.5 x cost of interment (6.2 (a) (iii) above)
(h)	Exhumation (where requested by Deed Holder - subject to the required statutory approvals) - casket plot	E	20102 9200	1-Apr-19	220.00	330.00		Should be 1.5 x cost of interment (6.2 (a) (iv) above)
	<b>* DEFINITION OF THE TERM RESIDENT *</b>							
	For Purchase of Grant of Right of Burial a <b>RESIDENT</b> is defined as:							
	A person who, at the time of applying, has a permanent home address within the Borough							
	For Interments a <b>RESIDENT</b> is defined as:							
i)	A person who had resided at a private address within the Borough for 5 consecutive years immediately preceding the date of death <b>OR</b>							
ii)	A person who had at the time of death, resided in a residential or nursing home (or similar establishment) outside of the Borough for 3 years or less but had resided at an address within the Borough for the 5 consecutive years (or more) immediately preceding moving to the residential or nursing home <b>OR</b>							
iii)	A person who had resided within the Borough for 5 consecutive years (or more) but had within the 6 months immediately preceding the date of death moved from the Borough.							
	<b>VAT Key</b>							
I	Inclusive of VAT							
E	Exempt from VAT							
N	Non Business Activity							
Z	Zero-rated VAT							

**SERVICE DELIVERY COMMITTEE**

	DESCRIPTION OF CHARGE	VAT	DATE OF LAST CHANGE	Leisure Card 01.01.20 £	Non Member 01.01.20 £	Leisure Card 01.01.21 £	Non Member 01.01.21 £	Externally Set
7	<b>SPORTS LEISURE MANAGEMENT LIMITED (SLM)</b>							
	<b><u>SWIMMING POOLS</u></b>							
	<b>7.1 ADMISSIONS / SESSION</b>							
	a) Adult	I	1-Jan-20	£3.80	£4.20	£3.90	£4.35	x
	b) Junior	I	1-Jan-20	£2.70	£3.00	£2.80	£3.10	x
	c) Concessions	I	1-Jan-20	£2.70	£3.00	£2.80	£3.10	x
	d) Inflatable session Junior	I	1-Jan-20	£2.70	£3.00	£2.80	£3.10	x
	e) Inflatable session Adult	I	1-Jan-20	£2.70	£3.00	£2.80	£3.10	x
	f) Aquafit	I	1-Jan-20	£4.90	£5.45	£5.05	£5.60	x
	<b>7.2 SWIM SCHOOL LESSONS / 1/2 HOUR</b>							
	a) Adult/Junior	E	1-Jan-20	£6.75	£7.50	£6.95	£7.75	x
	b) Private 1:1 (1/2hr)	E	1-Jan-20	£17.75	£19.50	£18.30	£20.10	x
	<b>7.3 PRIVATE HIRE</b>							
	a) Parties - ( 1hr in pool / 1hr in Food Area)	I	1-Jan-20		£150.00		£155.00	x
	b) Extra Charge for Lifeguards	I	1-Jan-20		£18.00		£20.00	x
	<b>7.4 SWIM DIRECT DEBITS</b>							
	a) Adult 1Hr	I	1-Jan-20		£40.37		£41.60	x
	b) Junior	I	1-Jan-20		£34.00		£35.00	x
	<b>7.5 SCHOOL HIRE (during school hours) / CLUB HIRE</b>							
	a) During School Hrs	I	1-Jan-20		£69.00		£71.00	x
	b) Extra Charge for Lifeguards	I	1-Jan-20		£18.00		£20.00	x
	<b>7.6 SAUNA</b>							
	a) Adult	I	1-Jan-20	£4.65	£5.15	£4.80	£5.30	x
	b) Concessions	I	1-Jan-20	£4.65	£5.15	£4.80	£5.30	x
	<b>PARKLANDS LEISURE CENTRE</b>							

**SERVICE DELIVERY COMMITTEE**

	DESCRIPTION OF CHARGE	VAT	DATE OF LAST CHANGE	Leisure Card 01.01.20 £	Non Member 01.01.20 £	Leisure Card 01.01.21 £	Non Member 01.01.21 £	Externally Set
	<b>7.7 SPORTS HALL</b>							
a)	Badminton - Peak	I	1-Jan-20	£10.20	£11.30	£10.50	£11.65	x
b)	Badminton - Off Peak	I	1-Jan-20	£8.35	£9.30	£8.60	£9.60	x
c)	Active Life morning	I	1-Jan-20	£4.20	£4.65	£4.35	£4.80	x
d)	Five a side - Peak	I	1-Jan-20	£42.30	£47.00	£43.60	£48.40	x
e)	Five a side - Off Peak	I	1-Jan-20	£34.50	£34.50	£35.55	£35.55	x
f)	Table Tennis - Peak	I	1-Jan-20	£4.90	£5.45	£5.05	£5.60	x
g)	Table Tennis - Off Peak	I	1-Jan-20	£3.70	£4.10	£3.80	£4.20	x
	<b>7.8 STUDIO</b>							
a)	Virtual Workout	I	1-Jan-20	£3.35	£3.35	£3.45	£3.45	x
c)	45 minute Sessions	I	1-Jan-20	£6.60	£7.30	£6.80	£7.50	x
d)	60 minute Sessions	I	1-Jan-20	£6.60	£7.30	£6.80	£7.50	x
e)	Junior Dance Sessions	I	1-Jan-20	£3.50	£3.80	£3.60	£3.90	x
	<b>7.9 GYM (Casual User)</b>							
a)	Adult / Session	I	1-Jan-20	£6.75	£7.50	£6.95	£7.75	x
b)	Concession / Session	I	1-Jan-20	£4.00	£4.55	£4.10	£4.70	x
c)	Disabled (Registered)	I	1-Jan-20	£3.30	£4.00	£3.40	£4.10	x
	<b>VAT Key</b>							
I	Inclusive of VAT							
E	Exempt from VAT							
N	Non Business Activity							



**SERVICE DELIVERY COMMITTEE**

	DESCRIPTION OF CHARGE	VAT	GL ACCOUNT CODE	UNIT	DATE OF LAST CHANGE	Leisure Card 2020-21 £	2020-21 £	Leisure Card 2021-22 £	2021-22 £	Externally Set	Explanation regarding the recommended level of charge
<b>8</b>	<b>RECREATION GROUNDS AND PAVILION HIRE</b>										
	<b>8.1 ROOM HIRE PER HOUR - VAT Exempt Pavilions</b>										
	Blaby Road Park Pavilion										
	Freer Centre										
	Sheila Mitchell Pavilion										
	Uplands Park Pavilion										
	Walter Charles Centre										
	(a) Non Commercial Use - first hour	E	20002 9539	First Hour	1-Apr-19		16.00		16.00		Apply CPI and round to nearest pound.
	Non Commercial Use - each subsequent hour or part hour	E	20002 9539	Per Hour	1-Apr-21				10.00		New charge to encourage groups to book longer hours thus reducing cleaning requirements between groups
	(b) Commercial Use - first hour	E	20002 9538	First Hour	1-Apr-19		20.50		20.50		Apply CPI and round to nearest pound
	Commercial Use - each subsequent hour or part hour	E	20002 9538	Per Hour	1-Apr-21				12.00		New charge to encourage groups to book longer hours thus reducing cleaning requirements between groups
	Saturday evening hire - minimum charge of 4 hours booking from 5pm onwards										
	(c) Refundable deposit per booking (full or part)	E	62023 9627	Deposit	1-Apr-19		165.00		175.00		Increase to cover cost of potential damage / additional cleaning
	(d) Charge for lost keys (in addition to (e) below)	E	20002 9539	Each	1-Apr-19		18.00		18.00		Retain as existing
	(e) Late return of keys (charge per working day)	E	20002 9539	Each	1-Apr-19		11.50		12.00		Marginal increase
	<b>8.2 ROOM HIRE PER HOUR - VATable Pavilions</b>										
	Coombe Park Pavilion										
	Thythorn Hill Community Centre										
	(a) Non Commercial Use - first hour	I	20002 9539	Per Hour	1-Apr-19		19.00		19.00		Charge will be 8.1(a) plus VAT
	Non Commercial Use - each subsequent hour or part hour	I	20002 9539	Per Hour	1-Apr-21				12.00		New charge to encourage groups to book longer hours thus reducing cleaning requirements between groups (VAT already included)
	(b) Commercial Use - first hour	I	20002 9538	Per Hour	1-Apr-19		25.00		25.00		Charge will be 8.1(b) plus VAT
	Commercial use - each subsequent hour or part hour	I	20002 9538	Per Hour	1-Apr-21				14.00		New charge to encourage groups to book longer hours thus reducing cleaning requirements between groups (VAT already included)
	(c) Refundable deposit per booking (full or part)	E	62023 9627	Deposit	1-Apr-19		165.00		175.00		Increase to cover cost of potential damage / additional cleaning
	(d) Charge for lost keys (in addition to (e) below)	E	20002 9539	Each	1-Apr-19		18.00		18.00		Retain as existing
	(e) Late return of keys (charge per working day)	E	20002 9539	Each	1-Apr-19		11.50		12.00		Marginal increase
	Saturday evening hire - minimum charge of 4 hours booking from 5pm onwards										
	<b>CANCELLATION OF ROOM HIRE</b>										
	Cancellation with more than 8 weeks notice - return 100% of hire fee										
	Cancellation less than 8 weeks but more than 6 weeks - return 75% of hire fee										
	Cancellations less than 6 weeks but more than 14 days- return 50% of hire fee										
	Cancellations less than 14 days but more than 7 days - return 25% of hire fee										
	Cancellations with less than 7 days notice - hire fee not returned										
	<b>8.3 RECREATION GROUNDS</b>										

**SERVICE DELIVERY COMMITTEE**

	DESCRIPTION OF CHARGE	VAT	GL ACCOUNT CODE	UNIT	DATE OF LAST CHANGE	Leisure Card 2020-21 £	2020-21 £	Leisure Card 2021-22 £	2021-22 £	Externally Set	Explanation regarding the recommended level of charge
	(a) Bowls										
	i) Season Ticket - Adult	I	20002 9530	Each	1-Apr-18	87.60	90.00	87.60	90.00		Retain as existing; charges already higher than neighbouring authorities
	ii) Half Season Ticket - Adult	I	20002 9530	Each	1-Apr-18	43.75	45.00	43.75	45.00		Retain as existing; charges already higher than neighbouring authorities
	iii) Season Ticket - Junior (under 18)	I	20002 9530	Each	1-Apr-18		28.00		28.00		Retain as existing; charges already higher than neighbouring authorities
	iv) Hourly Ticket - per person	I	20002 9532	Per Person	1-Apr-18	3.80	4.00	3.80	4.00		Retain as existing; charges already higher than neighbouring authorities
	v) Visiting Team				1-Apr-15	N/A	N/A	N/A	N/A		
	v) Season Ticket - New member (one year introductory offer)	I	20002 9530	Each	1-Apr-19		30.00		30.00		Retain as existing; charges already higher than neighbouring authorities
	(b) Cricket										
	i) Per match VATable	I	20002 9533	Per Match	1-Apr-19		75.00		75.00		Apply CPI and round to nearest pound
	ii) Per match Non VATable	E	20002 9534								
	(c) Football - Junior Clubs (Under 10's and below)										
	i) With shower facilities VATable	I	20002 9536	Per Booking	1-Apr-19		22.00		22.00		Apply CPI and round to nearest pound
	With shower facilities non VATable	E	20002 9537								
	ii) Without shower facilities VATable	I	20002 9536	Per Booking	1-Apr-19		11.00		11.00		charge should be half of c(i) above once CPI added & rounded
	Without shower facilities non VATable	E	20002 9537								
	iii) Academy (Coombe Park - subject to VAT at Standard Rate)	I	20002 9536	Per Booking	1-Apr-19		165.00		165.00		Apply CPI and round to nearest pound
	(d) Football - Youths (10 - 18 years)										
	i) With shower facilities VATable	I	20002 9536	Per Booking	1-Apr-19		40.00		40.00		Apply CPI and round to nearest pound
	ii) Without shower facilities Non VATable	E	20002 9537	Per Booking	1-Apr-19		20.00		20.00		charge should be half of c(i) above once CPI added & rounded
	(e) Football - Senior Clubs (Over 18s)										
	i) With shower facilities VATable	I	20002 9536	Per Booking	1-Apr-19		59.00		60.00		Apply CPI and round to nearest pound
	With shower facilities non VATable	E	20002 9537								
	ii) Without shower facilities VATable	I	20002 9536	Per Booking	1-Apr-19		29.50		30.00		Charge should be half of e(1) with showers below
	Without shower facilities non VATable	E	20002 9537								
	iii) Coombe Park - subject to VAT at Standard Rate	I	20002 9537	Per Booking	1-Apr-19		59.00		60.00		Apply CPI and round to nearest pound
	iv) Thythorn Hill (Horsewell Lane) - subject to VAT at Standard Rate	I	20002 9537	Per Booking	1-Apr-19		59.00		60.00		
	v) Peace Memorial Park - 5 a side	I	20002 9536	Per Booking	1-Apr-05		0.00		0.00		No charge - court freely available
	Bookings of 10 matches or more booked together, are exempt from VAT (except Coombe Park)										
	(f) Rounders - Senior Clubs (Over 18s)										
	(i) Willow Park VATable with changing rooms/showers	I	20002 9536	Per booking	1-Apr-19		59.00		60.00		Apply CPI and round to nearest pound
	(ii) Willow Park Non VATable with changing rooms/showers	E	20002 9537								
	(iii) Willow Park VATable pitch only	I	20002 9536	Per booking	1-Apr-19		29.50		30.00		charge should be half of f(i) once CPI added and rounded
	(iv) Willow Park Non VATable pitch only	E	20002 9537								
	(g) Rounders - Junior / Youth teams (under 18s)										
	(i) Willow Park VATable with changing rooms/showers	I	20002 9536	Per booking	1-Apr-19		40.00		40.00		Apply CPI and round to nearest pound
	(ii) Willow Park Non VATable with changing rooms/showers	E	20002 9537								
	(iii) Willow Park VATable pitch only	I	20002 9536	Per booking	1-Apr-19		20.00		20.00		charge should be half of g(i) once CPI added and rounded
	(iv) Willow Park Non VATable pitch only	E	20002 9537								
	Bookings of 10 matches or more booked together, are exempt from VAT (except Coombe Park and Thythorn Hill)										
	(h) Fetes and Galas - Activities for commercial gain										
	i) Use of Ground - per day	E	20002 9552	Per Day	1-Apr-19		250.00		500.00		Increase in line with comparative authorities

**SERVICE DELIVERY COMMITTEE**

	DESCRIPTION OF CHARGE	VAT	GL ACCOUNT CODE	UNIT	DATE OF LAST CHANGE	Leisure Card 2020-21 £	2020-21 £	Leisure Card 2021-22 £	2021-22 £	Externally Set	Explanation regarding the recommended level of charge
	ii) Deposit - to be returned in part or whole dependent on condition of ground.	N	62023 9624	Deposit	1-Apr-19		725.00		800.00		Increase in line with comparative authorities
	(i) Fetes and Galas - Community events supportive of Council priorities										
	i) Use of Ground - per day			Per Day	N/A		Free		Free		No change
	ii) Deposit - to be returned in part or whole dependent on condition of ground.	N	62023 9624	Deposit	1-Apr-19		165.00		175.00		Increase to cover cost of potential damage / additional cleaning
	Personal trainers and instructors - licence for use of parks	E	20002 9552	12 months	1-Apr-21				150.00		New charge
	Personal trainers and instructors - licence for use of parks	E	20002 9552	1 month	1-Apr-21				20.00		New charge
	<b>NOTES</b>										
	Deposits may be withheld in part or full for any damage caused and / or where the hirer fails to leave the building clean and tidy for the next user and / or where a hirer fails to remove and dispose of waste arising from their hire. An additional charge (over and above the deposit) is levied for the late return / non return of keys.										
	<b>VAT Key</b>										
	I Inclusive of VAT										
	E Exempt from VAT										
	N Non Business Activity										
	Z Zero-rated vat										

**SERVICE DELIVERY COMMITTEE**

	DESCRIPTION OF CHARGE	VAT	TYPE	DATE OF LAST CHANGE	2020 £	2021 £	Externally Set
<b>9</b>	<b>BROCKS HILL ENVIRONMENT CENTRE</b>						
<b>9.1</b>	<b>HIRE OF EXHIBITION HALL (TAKES UPTO 75 THEATRE STYLE)</b>						
	<b>2 hour hire rate for the hall or meeting room hire at £50.00</b>		All		50.00	50.00	x
(a)	Weekday 9:00 a.m. to 12:45 p.m. or 13:15 p.m to 16:30 p.m.	E	Private Hire	1-Apr-14	100.00	100.00	x
(b)	Weekday 9:00 a.m. to 12:45 p.m. or 13:15 p.m to 16:30 p.m.		Public Hire	1-Apr-14	90.00	90.00	x
(c)	Weekday 9:00 a.m. to 12:45 p.m. or 13:15 p.m to 16:30 p.m.		Charitable	1-Apr-14	75.00	75.00	x
(d)	Weekday All day (9:00 a.m. to 16:30 p.m.)	E	Private Hire	1-Apr-14	160.00	160.00	x
(e)	Weekday All day (9:00 a.m. to 16:30 p.m.)		Public Hire	1-Apr-14	150.00	150.00	x
(f)	Weekday All day (9:00 a.m. to 16:30 p.m.)		Charitable	1-Apr-14	140.00	140.00	x
(g)	Weekend 10:00 a.m. to 12:30 p.m or 13:00 p.m. to 15:30 p.m.		Private Hire	1-Apr-14	65.00	65.00	x
(h)	Weekend 10:00 a.m. to 12:30 p.m or 13:00 p.m. to 15:30 p.m.		Public Hire	1-Apr-14	60.00	60.00	x
(i)	Weekend 10:00 a.m. to 12:30 p.m or 13:00 p.m. to 15:30 p.m.		Charitable	1-Apr-14	50.00	50.00	x
(j)	Weekend All day ( 10:00 a.m. 16:30 p.m.)		Private Hire	1-Apr-14	115.00	115.00	x
(k)	Weekend All day ( 10:00 a.m. 16:30 p.m.)		Public Hire	1-Apr-14	105.00	105.00	x
(l)	Weekend All day ( 10:00 a.m. 16:30 p.m.)		Charitable	1-Apr-14	95.00	95.00	x
<b>9.2</b>	<b>HIRE OF THE CLASSROOM (TAKES UPTO 50 THEATRE STYLE)</b>						
(a)	Weekday 9:00 a.m. to 12:45 p.m. or 13:15 p.m to 16:30 p.m.		Private Hire	1-Apr-14	90.00	90.00	x
(b)	Weekday 9:00 a.m. to 12:45 p.m. or 13:15 p.m to 16:30 p.m.		Public Hire	1-Apr-14	75.00	75.00	x
(c)	Weekday 9:00 a.m. to 12:45 p.m. or 13:15 p.m to 16:30 p.m.		Charitable	1-Apr-14	60.00	60.00	x
(d)	Weekday All day (9:00 a.m. to 16:30 p.m.)		Private Hire	1-Apr-14	150.00	150.00	x
(e)	Weekday All day (9:00 a.m. to 16:30 p.m.)	E	Public Hire	1-Apr-14	140.00	140.00	x
(f)	Weekday All day (9:00 a.m. to 16:30 p.m.)		Charitable	1-Apr-14	100.00	100.00	x
(g)	Weekend 10:00 a.m. to 12:30 p.m or 13:00 p.m. to 15:30 p.m.	E	Private Hire	1-Apr-14	60.00	60.00	x
(h)	Weekend 10:00 a.m. to 12:30 p.m or 13:00 p.m. to 15:30 p.m.		Public Hire	1-Apr-14	50.00	50.00	x
(i)	Weekend 10:00 a.m. to 12:30 p.m or 13:00 p.m. to 15:30 p.m.	E	Charitable	1-Apr-14	50.00	50.00	x
(j)	Weekend All day ( 10:00 a.m. 16:30 p.m.)		Private Hire	1-Apr-14	105.00	105.00	x
(k)	Weekend All day ( 10:00 a.m. 16:30 p.m.)		Public Hire	1-Apr-14	95.00	95.00	x
(l)	Weekend All day ( 10:00 a.m. 16:30 p.m.)		Charitable	1-Apr-14	95.00	95.00	x
(m)	Digital media projectors are available at a hire charge of £5.00. Please provide your own laptop	I		1-Apr-14	5.00	5.00	x
	10% discount for booking both the meeting room and hall together						
	10% discount for block bookings of six or more - claimable on sixth						

**SERVICE DELIVERY COMMITTEE**

	DESCRIPTION OF CHARGE	VAT	TYPE	DATE OF LAST CHANGE	2020 £	2021 £	Externally Set
	booking (only applicable if all bookings made on same date)						
	<b>9.3 HIRE OF HALL FOR EXHIBITIONS (OPEN TO THE GENERAL PUBLIC) PER DAY</b>	E		1-Apr-14	25.00	25.00	x
	<b>£30.00 per day for groups selling pictures, cards etc.</b>			1-Apr-17	30.00	30.00	x
	<b>9.4 HIRE OF MEETING ROOM / HALL (EXCLUSIVE USE) - EVENINGS</b>						
	<b>WEEKDAY EVENING - 16:45 P.M ONWARDS (SUBJECT TO STAFF AVAILABILITY)</b>						
	<b>WEEKEND EVENINGS - 15:45 P.M. ONWARDS (SUBJECT TO STAFF AVAILABILITY)</b>						
	(a) up to 3 hours	E		1-Apr-14	121.00	121.00	x
	(b) up to 4 hours	E		1-Apr-14	131.00	131.00	x
	(c) up to 5 hours	E		1-Apr-14	144.50	144.50	x
	(d) Natural History Groups (per hour)	E		1-Apr-14	10.00	10.00	x
	Evening meeting must vacate the site by 21:30 p.m.						
	<b>9.5 ENTRY TO EXHIBITION CENTRE</b>						
	(a) Adults			1-Apr-14	Free	Free	x
	(b) Children / Senior Citizens			1-Apr-14	Free	Free	x
	(c) Children under 5			1-Apr-14	Free	Free	x
	<b>9.6 TALKS - PER GROUP</b>			1-Apr-14	55.00	55.00	x
	<b>9.7 TOURS - PER ORGANISED GROUP</b>			1-Apr-14	55.00	55.00	x
	<b>9.8 SCHOOL GROUPS</b>						
	Per school activity up to maximum size of 35 pupils.						
	A fixed charge is applicable based on the following :-						
	(a) Upto 20 children for schools outside the Borough Council's boundaries			1-Apr-14	55.00	55.00	x
	(b) Upto 20 children for schools located within Oadby and Wigston boundaries			1-Apr-14	45.00	45.00	x
	(c) For all schools the additional charge above 20 children (per child per session)			1-Apr-16	2.50	2.50	x
	Teachers/Leaders			1-Apr-14	Free	Free	x
	<b>9.9 SELF LED ACTIVITIES AVAILABLE FOR HIRE BY SCHOOLS AND GROUPS SUCH AS THE MINI-BEAST KIT BOX ( TERMS &amp; CONDITIONS APPLY)</b>			1-Apr-14	30.00	30.00	x

**SERVICE DELIVERY COMMITTEE**

	DESCRIPTION OF CHARGE	VAT	TYPE	DATE OF LAST CHANGE	2020 £	2021 £	Externally Set
<b>9.10</b>	<b>PAPER CHARGES</b>						
(a)	A4 black and white per sheet			1-Apr-14	0.10	0.10	x
(b)	A4 colour per sheet			1-Apr-14	1.00	1.00	x
(c)	A3 black and white per sheet			1-Apr-14	0.15	0.15	x
(d)	A3 colour per sheet			1-Apr-14	2.00	2.00	x
	<b>ORGANISED EVENTS AND ACTIVITIES OPEN TO THE PUBLIC (POA)</b>						
	Charges to the public for events vary according to the type of event & age of participants and so are not listed here.						
	They are calculated on an event by event basis taking into consideration materials provided, use of room, cost of instructor/speaker etc						
	(POA = Price On Application)						
	<b>FILMING AND PHOTOGRAPHY POA; small scale £55 per hour</b>			1-Apr-15	POA	POA	
	<b>WOOD SALES</b>			1-Apr-15	POA	POA	
	<b>VAT Key</b>						
I	Inclusive of VAT						
E	Exempt from VAT						
N	Non Business Activity						
Z	Zero-rated VAT						

**SERVICE DELIVERY COMMITTEE**

	DESCRIPTION OF CHARGE	VAT	GL ACCOUNT CODE	UNIT	DATE OF LAST CHANGE	2020-21 £	2021-22 £	Externally Set	Explanation regarding the recommended level of charge
<b>10</b>	<b>ALLOTMENTS</b>								
<b>10.1</b>	<b>RESIDENTS</b>								
	Rent of plot to residents of the Borough - - per square yard from 2020-21								
	1) Wigston Road	N	20001 9552	Each	1-Apr-20	0.19	0.19		Increase 1) 2) 3) 4) and 5) by CPI & round to nearest full pence
	2) Aylestone Lane	N	20001 9552	Each	1-Apr-20	0.19	0.19		
	3) Manchester Gardens - Rectangle	N	20001 9552	Each	1-Apr-20	0.17	0.17		
	4) Manchester Gardens - Triangle	N	20001 9552	Each	1-Apr-20	0.15	0.15		
	5) Brabazon Road	N	20001 9552	Each	1-Apr-20	0.17	0.17		
	<b>NB:</b> Allotment rent year runs from 29 September to 28 September the following year								
<b>10.2</b>	<b>SENIOR CITIZENS</b>								
	25% reduction on the above charge								
<b>10.3</b>	<b>DEPOSIT - REFUNDABLE</b>	N	20001 9622	Each	1-Apr-19	60.00	60.00		Retain charge at existing rate
<b>10.4</b>	<b>KEY - REPLACEMENT</b>	I	20001 9362	Each	1-Apr-19	18.00	18.00		Retain charge at existing rate
<b>VAT Key</b>									
	I	Inclusive of VAT							
	E	Exempt from VAT							
	N	Non Business Activity							
	Z	Zero-rated vat							

**SERVICE DELIVERY COMMITTEE**

	DESCRIPTION OF CHARGE	VAT	GL ACCOUNT CODE	DATE OF LAST CHANGE	2020-21 £	2021-22 £	Externally Set	Explanation regarding the recommended level of charge
11	<b>SPECIAL COLLECTION OF HOUSEHOLD REFUSE</b>							<p>Avril Lennox and Brian Kew reviewed the current fees and charges for the Depot Services. Avril and Brian are of the opinion that due to the current financial climate, with residents losing their jobs and reduced family income, that the 2020/21 fees should remain the same for 2021/22. Avril and Brian also feel that if there was an increase in the charges for next year this could result in an increase in fly tipping, particularly in relation to white goods and bulky waste. In addition, the garden waste collection fee went up this financial year (by £5.00), so we feel this should also remain the same. To summarise, the updated spreadsheet submitted to finance therefore reflects no change to the fees and charges for the Depot Services for the next financial year.</p>
	<b>11.1 COLLECTION OF HOUSEHOLD REFUSE</b>							
	(a) The following non electrical items can be collected :-							
	All Domestic items - house improvement or building work related.							
	Items such as building waste or replaced windows will not be collected.							
	Broken glass must be supplied in a box.							
	Bagged, boxed and tied waste will be classed as individual items.							
	Sheds <u>must</u> be dismantled and each panel classed as an item.							
	Items <u>must</u> be presented in a form that reasonably facilitates loading and satisfies manual handling requirements - failure to do so will result in non-collection and payment refunded for those items not collected.							
	Note - Bags should be strong enough so items do not split when being taken to vehicle.							
	Charges for Garden Tools and Equipment* are :-							
	i) 1 Item	N	20801 9310	1-Apr-19	22.00	22:00		
	ii) Each Additional Item	N	20801 9310	1-Apr-19	4.10	04:10		
	(b) The following electrical items can be collected :-							
	Vacuum Cleaners, Televisions, Fridge, Fridge/Freezer, Coolers, Washing Machines, Tumble Dryers, Dishwashers, Audio Visual Equipment.							
	Charges for Electrical Items are :-							
	i) 1 Item	N	20801 9310	1-Apr-19	22.00	22.00		
	ii) Each Additional Item	N	20801 9310	1-Apr-19	4.10	4.10		
	The collection of electrical and non-electrical items are two separate services.							
	Free collection for all items above, for those residents receiving :-							
	Housing Benefit, Council Tax Benefit or Disability Benefit, Military Service -							
	Maximum of four items - no more than two separate collections per annum							
	* Garden Tools can be taken to Brocks Hill Environment Centre ( for re-use by volunteers working in the Borough )							
	<b>11.2 GARDEN WASTE COLLECTION SERVICE</b>							
	(a) This charge applies to 1 x 240 litre bin or upto 2 x 140 litre bins	N	20805 9318	1-Apr-20	40.00	50.00		



**SERVICE DELIVERY COMMITTEE**

	DESCRIPTION OF CHARGE	VAT	GL ACCOUNT CODE	DATE OF LAST CHANGE	2020-21 £	2021-22 £	Externally Set	Explanation regarding the recommended level of charge
	(le still applies if there is only 1 x 140 litre bin) This provides a fortnightly collection all year round.							Retain as existing since costs associated with an increase (amended signage; reconfiguration of P&D machines) would cost more than would be gained by increasing the rate, since the majority of parking is free.
	(b) Additional bins of any size (These will incur a charge for collection - currently £20 per year) * Please see separate terms & conditions for further details	N	20805 9217	1-Apr-18	20.00	20.00		
	<b>11.3 RECYCLING COLLECTION SERVICE - ADDITIONAL WHEELIE BIN</b>	N	20802 9217	1-Apr-18	17.00	17.00		
	<b>11.4 DISPOSAL OF DECEASED DOMESTIC ANIMALS</b>	I	20701 9200	1-Apr-19	65.00	65.00		
	<b>11.5 REMOVAL OF UNAUTHORISED ADVERTISING ON STREETS, OPEN SPACES AND PUBLIC NOTICE BOARDS</b>							
	(a) Removal of unapproved advertising, promotional material or balloons on public spaces, street furniture or notice boards - per item per week	N	20701 9200	1-Apr-19	45.00	45.00		
	(b) Removal of unapproved notices	N	20701 9200	1-Apr-19	45.00	45.00		
	(c) Taking down and storage of fly posters	N	20701 9200	1-Apr-19	93.00	93.00		
	<b>11.6 COUNCIL CAR PARKS</b>							
	(a) Off Street parking							
	Parking charge for stays of over 3 hours (where applicable)	I	20501 9500	1-Apr-15	3.00	3.00		
	<b>11.7 CLEANSING OF PRIVATELY OWNED PARKING AREAS</b>							
	(a) Cleaning of Slabbed and Block Paved Areas							
	i) Up to 20 sq metres (subject to availability and site inspection for suitability)	N	20701 9200	1-Apr-19	115.00	115.00		
	ii) Greater than 20 sq metres	N	20701 9200	1-Apr-11	POA	POA		
	(b) Cleaning of Car Parks and other areas	N	20701 9200	1-Apr-11	POA	POA		
	(c) Mowing of Large Private Grassed Areas	N	20701 9200	1-Apr-11	POA	POA		
	POA = Price on Application							
	<b>11.8 RELOCATION OF STREET NAME PLATES</b>							
	(a) At the request of resident and subject to agreement at the discretion of the Council							
	i) Wall mounted name plates	N	20601 2013	1-Apr-19	125.00	150.00		
	ii) Frame mounted name plates	N	20601 2013	1-Apr-19	195.00	220.00		
	<b>VAT Key</b>							
	I Inclusive of VAT							
	E Exempt from VAT							
	N Non Business Activity							

**SERVICE DELIVERY COMMITTEE**

		DESCRIPTION OF CHARGE	VAT	GL ACCOUNT CODE	DATE OF LAST CHANGE	2020-21 £	2021-22 £	Externally Set	Explanation regarding the recommended level of charge
	Z	Zero-rated VAT							



<b>Full Council</b>	<b>Thursday, 18 February 2021</b>	<b>Matter for Information and Decision</b>
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**Report Title:** **Pay Policy Statement (2021/22)**

**Report Author(s):** **Anne Court (Chief Executive / Head of Paid Service)**

<b>Purpose of Report:</b>	The Localism Act 2011 ("the 2011 Act") requires every local authority to produce and publish a Pay Policy Statement ("the Statement") for each financial year from 2012/13. This report sets out the Council's proposed Pay Policy Statement for the coming financial year 2021/22.
<b>Report Summary:</b>	The Council is committed to transparency and fairness in its pay and remuneration of all its employees. The 2011 Act requires the Council to produce an Annual Policy statement that covers a number of matters concerning the pay of the Council's staff, namely its Chief Officers and its comparison to the authority's lowest paid employees.
<b>Recommendation(s):</b>	<p><b>A. That Council approves the Pay Policy Statement for 2021/22 (as set out in Appendix 1); and</b></p> <p><b>B. That Council approves the continued commitment to paying the Real Living Wage for 2021/22.</b></p>
<b>Senior Leadership, Head of Service, Manager, Officer and Other Contact(s):</b>	<p>Anne Court (Chief Executive / Head of Paid Service) (0116) 257 2602 <a href="mailto:anne.court1@oadby-wigston.gov.uk">anne.court1@oadby-wigston.gov.uk</a></p> <p>Vicki Hewitt (People Manager) <a href="mailto:victoria.hewitt@oadby-wigston.gov.uk">victoria.hewitt@oadby-wigston.gov.uk</a></p>
<b>Corporate Objectives:</b>	Providing Excellent Services
<b>Vision and Values:</b>	'A Strong Borough Together' (Vision) Accountability (V1) Respect (V2)
<b>Report Implications:-</b>	
Legal:	There are no implications directly arising from this report.
Financial:	There are no implications arising from this report.
Corporate Risk Management:	Reputation Damage (CR4) Decreasing Financial Resources / Increasing Financial Pressures (CR1)
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:	As the author, 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="#">Equality Act 2010</a></li> <li>• <a href="#">Localism Act 2011</a></li> <li>• <a href="#">Accounts and Audits (England) Regulations 2011</a></li> <li>• <a href="#">Openness and Accountability in Local Pay: Guidance under Section 40 of the Localism Act' Guidance</a></li> </ul>
<b>Appendices:</b>	<ol style="list-style-type: none"> <li>1. Pay Policy Statement (2021/22)</li> <li>2. Salary Pay Grades (2021/22)</li> <li>3. Senior Leadership Team (SLT) Organisation Chart</li> </ol>

## 1. Information

- 1.1 The Statement meets the requirements of the 2011 Act, taking into account guidance issued by the Secretary of State for Housing, Communities and Local Government: Openness and Accountability in Local Pay: Guidance under Section 40 of the Localism Act'.
- 1.2 The Statement for 2021/22 is attached at **Appendix 1**.
- 1.3 The Council's Salary Pay Grades is attached at **Appendix 2**.
- 1.4 The Council's Senior Leadership Team structure is attached at **Appendix 3**.
- 1.5 The salary pay grades apply from the 1 April 2021. No national pay awards beyond the end of March 2021 have yet been agreed. The Statement will be amended during the course of the year, as necessary for approval by Council.
- 1.6 The Real Living Wage (RLW) which the Council is committed to paying increased in November 2020 to £9.50 per hour and is to be implemented at the latest by the 9 May 2021. This is being reflected in the salaries of those employees affected.
- 1.7 The Local Government Transparency Code 2015 requires publications of posts with salaries over £58,200. The Accounts and Audits (England) Regulations 2011 require posts with salaries over £50,000 to be published in the annual accounts.
- 1.8 If approved by Council, the Statement shall take immediate effect, superseding the 2020/21 Statement, and will be published on the Council's website.

## OADBY AND WIGSTON BOROUGH COUNCIL

### PAY POLICY STATEMENT (2021/2022)

#### 1. Introduction

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

#### 2. Legislation

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

#### 3. Scope

- 3.1. This Pay Policy Statement includes a policy on:-

The level and elements of remuneration for each Chief Officer;

- (a) The remuneration of the lowest paid employees;
- (b) The relationship between the remuneration of Chief Officers and other officers; and

- (c) Other specific aspects of Chief Officer remuneration, fees and charges and other discretionary payments.

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

#### **4. Senior Pay**

4.1 In this policy the senior pay group covers posts in the top two tiers of the Council. These include the Chief Executive, the Deputy Chief Executive (formerly Director of Finance and Transformation/151 Officer post).

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

- Chief Executive (1)
- Deputy Chief Executive (1)

4.3 The policy for each group is as follows:-

#### **4.4 Chief Executive**

- (a) The Chief Executive's pay is a locally agreed and the Pay Grade currently in the following range:- C1 - 3 £95,587 to £105,196.
- (b) This salary was approved by Full Council and no additional bonus, performance, honoraria or ex gratia payments have been made.
- (c) Salary is subject to annual cost of living increases agreed by Joint Negotiating Committee for Chief Officers (JNC) for Local Authority Chief Executives national conditions.

#### **4.5 Deputy Chief Executive**

- (a) The Deputy Chief Executive's post has been evaluated externally and independently under the HAY Job Evaluation Scheme and the pay grade for the post is currently in the following range:- D4 – 6 £81,751- £86,557.
- (b) This salary was approved by Full Council and no additional bonus, performance, honoraria or ex gratia payments have been made.
- (c) Salary is subject to annual cost of living increases agreed by Joint Negotiating Committee for Chief Officers (JNC) for Local Authority Chief Executives national conditions.

#### **4.6 Heads of Service**

- (a) The Heads of Service posts have been evaluated using the Greater London Provincial Council Job Evaluation Scheme and the Management Levels 1-4 were agreed locally and are currently within the following range:- Heads of Service Management Levels 1 – 4 £51,719 to £72,441
- (b) Salary is subject to annual cost of living increases agreed by the National Joint Committee (NJC) for Local Authority Services.

#### 4.7 **Electoral fees**

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

#### 5. **Lowest paid employees**

5.1. The National Living Wage to be paid from 1st April 2021 is £8.91 (2020 - £8.72) per hour and the age threshold has been lowered from 25 years to 23 years. Below age 23 years, The National Minimum Wage applies on a sliding age band scale. The rates to be paid from April 2021 are:-

- 21-22 yrs - £8.36 (2020- £8.20)
- 18-20 yrs - £6.56 (2020- £6.45)
- Under 18 - £4.62 (2020- 4.55)

5.2 There are different rates that apply for those employees classed as an apprentice these rates are set out below. It is compulsory that employers pay the National Living Wage and national Minimum Wage to employees.

5.3 However on 15 March 2013, Councillors resolved to implement the Real Living Wage. The Real Living Wage is distinct from the National Living Wage and National Minimum Wage and is calculated by the Centre for Research in Social Policy which is an independent third party. The Centre for Research in Social Policy focuses on the wage rate that is necessary to provide workers and their families with a basic but acceptable standard of living. The minimum standard of living is socially defined and is often intrinsically linked to other social goals such as the fulfilment of care responsibilities. Any increase to the Real Living Wage is announced on an annual basis in November each year the Real Living Wage rate for November 2020 onwards was set at £9.50 per hour.

5.4 The lowest pay band within the council is Band 1 Scale Points 1 - 3, the pay scale points 1 & 2 have been amended to reflect the real living wage increase in our pay scale structure at Appendix 2 The Council currently employs 7 staff on Band 1 SCP 1.

5.5 The Council also operates an apprenticeship programme that is designed to give young people the opportunity to gain a relevant qualification through study and on-the-job training. The training opportunities afforded to individuals through the apprenticeship programme are not directly comparable to other positions filled by employees within the Council. These apprentices are employed under the Government's National Minimum Wage legislation dependent on their age rather than the flat apprentice rate of £4.30 per hour (2020- £4.15).

#### 6. **Pay Structure**

6.1. The pay structure for all employees except the Chief Executive, Deputy Chief Executive and Heads of Service is established using NJC for Local Authorities Services National Pay Spine. Please see **Appendix 2** for a copy of the Council's current pay structure.

- 6.2. All posts bar those of the Chief Executive and the Deputy Chief Executive are evaluated using the Greater London Provincial Council Job Evaluation Scheme, which is recognised by employers and trades unions nationally. This Scheme allows for robust measurement against set criteria resulting in fair and objective evaluations and satisfies equal pay requirements. In some instances from time to time, the ability to recruit to certain posts is dictated by market forces.
- 6.3. Job evaluation has been carried out in partnership with Trade Unions and in consultation with employees at all levels across the Council. Every post on the establishment has been evaluated and ranked using the Greater London Provincial Council Scheme (Green Book employees) and Hay (Chief Officers and Chief Executive). Both schemes were approved at the Full Council meeting in December 2003.
- 6.4. Following the outcome of the rank order exercise, a new pay and grading structure was designed, agreed and adopted by Full Council on 23 February 2006. Full implementation was achieved in May 2006 and backdated to 1 April 2005. Thereafter all subsequent new or altered jobs have been evaluated by the same scheme.
- 6.5. Progression within the band for all staff is subject to satisfactory performance on 1st April each year, provided that the employee has completed a minimum of 6 months service when an increment is awarded up to the maximum of the band. If the employee has not completed 6 months service, the increment will be payable in the employee's 6th month with the Council subject to satisfactory performance.

## **7. Multipliers**

- 7.1 The current establishment has 170 FTE posts. Publishing the pay ratio of the organisation's top earner to that of its lowest paid earner and median earner has been recommended to support the principles of Fair Pay (Will Hutton, 2011) and transparency.
- 7.2 The Chief Executive's post is the highest paid post at the Council and is paid at £105,196 (1 FTE) per annum and is currently at the top of the pay scale. This is 4.3 times the average earnings in the Council which is £24,491. The Chief Executive's pay is 5.7 times the lowest pay which is £18,278 this is with the recent increase to the real living wage at £9.50 per hour.

## **8. Payments/Charges and Contributions**

- 8.1 From 1st April 2014, there have been significant changes to the Local Government Pension Scheme.
- 8.2 All employees automatically become a member of the Local Government Pension Scheme, unless they exercise the opt-out clause. They will automatically be enrolled onto the "main scheme", where they meet the qualifying criteria.
- 8.3 The level of contribution payable by an employee in the "main scheme" will depend upon their actual salary received, rather than a full time equivalent. This means that part-time employees would only pay against their actual gross salary per annum and would not be expected to pay the higher rate of their full time equivalent. The employee contributions range from 5.5% to 12.5 %.
- 8.4 As an alternative to the "main scheme", employees have the option to enrol onto the "50/50 scheme". If they opt to join the "50/50 scheme" then, rather than making the full



contributions as set out above, they will only have to contribute one half of what they ordinarily would in the “main scheme”; however, the Council continues to pay a full contribution as though the employee were in the “main scheme”. This will obviously reduce the amount of contributions made by the employee to their pension which will have an effect on the overall value of the benefits due to them under the Local Government Pension Scheme (LGPS) when they retire. Members of the LGPS can switch between the main scheme and 50/50 scheme at any time and the appropriate form to do so can be obtained from the People Team.

- 8.5 Under the 2014 regulations of the LGPS, employees who meet the qualifying criteria will automatically be enrolled into the scheme and can only opt-out when they have become an active member. Employees, who elect to opt out of the scheme, must obtain a form to opt out directly from Leicestershire County Council (the scheme providers). The Council cannot opt any employees out of the scheme under the new ruling, nor can it provide the form to do so.
- 8.6 The Council makes employer’s contributions into the scheme; the current rate is 19.4% of the whole time salary.
- 8.7 Employees who are not automatically enrolled onto the 2014 scheme because they did not meet the qualifying criteria can elect to join the People Team. The membership will be effective from the next payroll date.
- 8.8 Employees who had already opted-out of the scheme on or after the Council’s staging date (1 April 2014) will automatically be enrolled under the 2014 ruling on 1 October 2017. This is the final date on which the Council is able to postpone auto enrolment. Once an employee has become an active member of the LGPS they can still choose to opt-out as per the process set out above. This auto-enrolment process will be repeated every three years.

## **9. Discretionary Payments**

- 9.1 The policy for the award of any discretionary payments is the same for all staff regardless of their pay level. The following arrangements apply: ‘Redundancy payments under regulation 5 of the Local Government (Early Termination of Employment) (Discretionary Compensation) (England & Wales) Regulations 2006.’
- 9.2 The Council has based redundancy payment calculations on an unrestricted week’s pay but using the statutory age and service related redundancy scale to determine the number of weeks to be used in the calculation. This is payable to employees made redundant with two or more years local government service.
- 9.3 Severance payments under regulation 6 Redundancy – The Council has not elected to pay any additional discretionary compensation in excess of the redundancy payment.
- 9.4 Regulation 18 of the Local Government Pension Scheme (Benefits, Membership & Contributions) Regulations 2007 – Requirements as to time of payment (Flexible Retirement) The Council had agreed to consider applying discretion when a scheme member who is over 55 reduces their hours and/or grade and wishes to receive their accrued pension benefits without having retired from employment. However, under the changes to the Local Government Pension Scheme which came into effect from 1 April 2014, the employee will be advised that early retirement will have an adverse effect on their entitlement to benefits used under the Scheme, and such benefits will be significantly reduced. Under the 2014 Regulations, employees will only be entitled to full benefits under the LGPS when they have reached state pension age. The legislation, in November

2020, implementing the £95k cap on exit payments is currently subject to judicial review proceedings and a further update on the position will be provided after the proceedings, due to be heard next month.

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

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

## **10. Decision Making**

10.1 Decisions on remuneration are made as follows:-

- Chief Executive Officer local pay level approved by Full Council;
- Pay structure for all other posts approved by Full Council.

## **11. Disclosure**

11.1 The Local Government Transparency Code 2015 requires publications of posts with salaries over £58,200. The Accounts and Audits (England) Regulations 2011 require posts with salaries over £50,000 to be published in the annual accounts. The pay policy statement will be published on the Council's website.

11.2 The posts are as follows:-

- Chief Executive
- Deputy Chief Executive
- Head of Law and Democracy
- Head of Community and Wellbeing
- Head of the Built Environment
- Head of Customer Service and Transformation
- Head of Finance

## **12. Performance related pay**

12.1 There are no performance related pay schemes in place.

## **13. Equality and Diversity**

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

### **For further information please contact:-**

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**2020/21 SALARY PAY GRADES  
(CURRENT AND FOR 2021/22 PENDING ANY INCREASE)**

		1st April 2020	Hourly Rate
	SCP	£	£
<b>Band 1</b>	1	17,940	9.30
<b>Amended to reflect RLW</b>	2	18,198	9.43
	3	18,562	9.62
<b>Band 2</b>	3	18,562	9.62
	4	18,933	9.81
	5	19,312	10.01
<b>Band 3</b>	5	19,312	10.01
	6	19,698	10.21
	7	20,092	10.41
<b>Band 4</b>	7	20,092	10.41
	8	20,493	10.62
	9	20,903	10.83
	10	21,322	11.05
	11	21,748	11.27
<b>Band 5</b>	12	22,183	11.50
	13	22,627	11.73
	14	23,080	11.96
	15	23,541	12.20
	16	24,012	12.45
	17	24,491	12.69
<b>Band 6</b>	18	24,982	12.95
	19	25,481	13.21
	20	25,991	13.47
	21	26,511	13.74
	22	27,041	14.02
	23	27,741	14.38
<b>Band 7</b>	24	28,672	14.86
	25	29,577	15.33
	26	30,451	15.78
	27	31,346	16.25
<b>Band 8</b>	28	32,234	16.71
	29	32,910	17.06
	30	33,782	17.51
	31	34,728	18.00
<b>Band 9</b>	32	35,745	18.53

	33	36,922	19.14
	34	37,890	19.64
	35	38,890	20.16
<b>Band 10</b>	36	39,880	20.67
	37	40,876	21.19
	38	41,881	21.71
	39	42,821	22.20
	40	43,857	22.73
<b>Band 11</b>	41	44,863	23.25
	42	45,859	23.77
	43	46,845	24.28
<b>Management Level 1</b>	Level a	51,719	26.80
	Level b	52,773	27.35
	Level c	53,829	27.90
	Level d	54,886	28.45
<b>Management Level 2</b>	Level 2	61,298	31.77
<b>Management Level 3</b>	Level 3	66,869	34.66
<b>Management Level 4</b>	Level 4	72,441	37.55
<b>Director D4-6</b>	D4	81,751	42.37
	D5	84,153	43.62
	D6	86,557	44.86
<b>Chief Executive</b>	C1	95,587	49.55
	C2	99,744	51.70
	C3	105,196	54.53

**Chief Executive**  
Anne Court  
Statutory Post - Head of Paid Service

**PA to Chief Executive**  
Jo Smith  
0116 2572606

**Deputy Chief Executive**  
Vacant

**Heads of Service**

