



TO COUNCILLOR:

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

F S Broadley
R F Eaton
D A Gamble (Chair)
Mrs S Z Haq
Miss P V Joshi

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

Dear Sir or Madam

I hereby **SUMMON** you to attend a meeting of the **POLICY, FINANCE AND DEVELOPMENT COMMITTEE** to be held **WIGSTON ACADEMY, STATION ROAD, WIGSTON, LEICESTERSHIRE, LE18 2DT** on **TUESDAY, 29 JUNE 2021** at **7.00 PM** for the transaction of the business set out in the Agenda below.

Yours faithfully

Council Offices
Wigston
21 June 2021

Mrs Anne E Court
Chief Executive



IMPORTANT COVID-19 NOTICE

In-person Council and Committee meetings which are open to the press and public to observe have resumed from 7 May 2021 following the expiry of the Regulations that allowed local authorities to hold remote meetings.

Whilst most of these meetings will take place in the Council Chamber at the Council Offices in Wigston, it may be necessary to host a meeting at an alternative venue and/or at short notice. This will allow all attendees to maintain social distancing and follow the latest COVID-secure guidelines.

If attending an in-person meeting, all attendees must wear a face covering (unless exempt or when seated) and must sanitise their hands on entry and exit to/from the meeting venue. Meeting venue capacity will be severely restricted due to COVID-19 regulations, however there will still be opportunities for public participation in accordance with the Council's Constitution.

Where the necessary technology is available and working, the press and public may still be able to watch the live streams of meetings without having to attend in-person. Instructions on how to access live streams can be found below where applicable. At a minimum, audio recordings of meetings will be made available on the Council's website shortly after any given meeting.

ITEM NO.

AGENDA

PAGE NO'S

① Live Stream of Meeting | Instructions

This meeting will be live streamed.



Postal Address: Council Offices, Station Road, Wigston, Leicestershire LE18 2DR

Refuse & Recycling Centre: The Depot, Wigston Road, Oadby, Leicestershire LE2 5JE

Tel: (0116) 288 8961 **Fax:** (0116) 288 7828 **Email:** csc@oadby-wigston.gov.uk



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OadbyWigstonBC



@Oadby_Wigston

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/j0lo-V2sYOs>

1. Apologies for Absence

To receive apologies for absence from Members to determine the quorum of the meeting in accordance with Rule 7 of Part 4 of the Constitution.

2. Appointment of Substitutes

To appoint substitute Members in accordance with Rule 26 of Part 4 of the Constitution and the Substitution Procedure Rules.

3. Declarations of Interest

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

4. Minutes of the Previous Meeting

4 - 6

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

5. Action List Arising from the Previous Meeting

There was no Action List arising from the previous meeting.

6. Petitions and Deputations

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

a. 'Keep Car Parking in Oadby & Wigston Free To Support Businesses and Your Local Community'

The submitted paper petition on the [Council's website](#) is available at: bit.ly/3iW2oI7.

The online version of the petition on [change.org](#) is available at: bit.ly/3cWD8xS.

A hard-copy of the full petition will be made available for inspection at the meeting.

7. Provisional Financial Outturn Report (Q4 2020/21)

7 - 13

Report of the Head of Finance / Acting Section 151 Officer

8. Standards & Ethical Indicators (Q4 2020/21)

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Report of the Head of Law & Democracy / Monitoring Officer

9. Local Development Scheme (2021)

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Report of the Planning Policy Manager

For more information, please contact:

Democratic Services

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

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Agenda Item 4

**MINUTES OF THE MEETING OF THE POLICY, FINANCE AND DEVELOPMENT COMMITTEE
HELD AT THE BY REMOTE VIDEO CONFERENCE (SEE INSTRUCTIONS BELOW) ON
TUESDAY, 16 MARCH 2021 COMMENCING AT TIME NOT SPECIFIED**

PRESENT

D A Gamble Chair
Dr I K Ridley Vice-Chair



COUNCILLORS

N Alam
G A Boulter
J W Boyce
Mrs L M Broadley
M L Darr
Mrs L Eaton JP
Miss P V Joshi
J Kaufman
Mrs L Kaufman
K J Loydall
D W Loydall

OFFICERS IN ATTENDANCE

S J Ball Assistant Solicitor
Miss E Byrne Democratic Services Officer
C Campbell Head of Finance / Deputy Section 151 Officer
D M Gill Head of Law & Democracy / Monitoring Officer
A Thorpe Head of Built Environment
S Tucker Democratic & Electoral Services Manager / Deputy Monitoring Officer

26. APOLOGIES FOR ABSENCE

An apology for absence was received from Councillors L A Bentley and R F Eaton.

27. APPOINTMENT OF SUBSTITUTES

None.

28. DECLARATIONS OF INTEREST

None.

29. MINUTES OF THE PREVIOUS MEETING

By affirmation of the meeting, it was

UNANIMOUSLY RESOLVED THAT:

The minutes of the previous meeting held on 2 February 2021 be taken as read, confirmed and signed.

30. ACTION LIST ARISING FROM THE PREVIOUS MEETING

Policy, Finance and Development Committee
Tuesday, 16 March 2021

Chair's
Initials

By affirmation of the meeting, it was

UNANIMOUSLY RESOLVED THAT:

The Action List arising from the previous meeting held on 2 February 2021 be noted.

31. PETITIONS AND DEPUTATIONS

None.

32. TREASURY MANAGEMENT POLICY AND STRATEGIES (2021/22)

The Committee gave consideration to the report as set out on pages 8-39 of the agenda, which asked it to approve the Treasury Management Policy, approve the Prudential Indicators for 2021/22 and approve the Treasury Strategy Plan 2021/22.

It was moved by the Chair, seconded by Councillor K J Loydall JP and

UNANIMOUSLY RESOLVED THAT:

The Treasury Management Policy, the Prudential Indicators for 2021/22 and the Treasury Strategy and Plan 2021/22 be approved.

33. FINANCIAL OUTTURN REPORT (Q3 2020/21)

The Committee gave consideration to the report as set out on pages 40-46 of the agenda, which asked it to note the overall Council position for the financial year 2020/21 at the end of the third quarter for both Revenue and Capital Expenditure.

It was moved by the Chair, seconded by Councillor L M Broadley and

UNANIMOUSLY RESOLVED THAT:

- (i) The contents of the report and appendix be noted; and**
- (ii) The additional Capital Expenditure for 2021/22 be approved.**

34. COLLECTION AND WRITE-OFF OF MISCELLANEOUS DEBTORS (Q3 2020/21)

The Committee gave consideration to the report as set out on pages 47-49 of the agenda, which asked it to note the collection rate of Council Tax and National Non Domestic Rates debt owed to the Council at the end of quarter three of 2020/21 and to approve any write-off of uncollectable debts as per the Council's Financial Regulations.

Councillors Mrs L M Broadley and Mrs L Eaton JP temporarily lost connection to the remote meeting during the debate and did not take part in the vote thereon.

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

RESOLVED THAT:

- (i) The content of the report be noted; and**
- (ii) The write-off as detailed at paragraph 3 of the report be approved.**

35. STANDARDS & ETHICAL INDICATORS (Q1 - Q3 2020/21)

The Committee gave consideration to the report as set out on pages 50-59 of the agenda, which asked it to note the figures for local determination of complaints and the ethical indicators from the first to the third quarter of 2020/21.

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

UNANIMOUSLY RESOLVED THAT:

The content of the report and appendix be noted.

36. SECTION 106 OPEN SPACE, SPORT AND RECREATION CONTRIBUTIONS UPDATE (MARCH 2021)

The Committee gave consideration to the report as set out on pages 60-76 of the agenda, which asked it to agree the list of projects that could be funded through financial off site Section 106 Open Space, Sport and Recreation contributions.

It was moved by the Chair, seconded by Councillor K J Loydall and

UNANIMOUSLY RESOLVED THAT:

- (i) The list of potential open space, sport and recreation infrastructure projects be agreed;**
- (ii) The priority locations be designated as Uplands Park, Willow Park and Blaby Road Park, and the three town centres; and**
- (iii) The projects be progressed in accordance with the Council's Capital Programme process.**

THE MEETING CLOSED AT TIME NOT SPECIFIED



Chair

Tuesday, 29 June 2021

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

Agenda Item 7



Policy, Finance and Development Committee	Tuesday, 29 June 2021	Matter for Information
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Report Title: **Provisional Financial Outturn Report (Q4 2020/21)**

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

Purpose of Report:	This report gives a summary of the overall Council position for the financial year 2020/21 at the end of the fourth quarter for both Revenue and Capital Expenditure.
Report Summary:	The Council has completed the 2020/21 financial year. Covid 19 has resulted in the Council incurring additional expenditure and income loss. A full 2020/21 Capital Programme is set out in Appendix 1
Recommendation(s):	That the contents of the report and appendix be noted.
Senior Leadership, Head of Service, Manager, Officer and Other Contact(s):	Comie Campbell (Head of Finance / Acting Section 151 Officer) (0116) 257 2713 comie.campbell@oadby-wigston.gov.uk
Corporate Objectives:	Providing Excellent Services (CO3)
Vision and Values:	"A Stronger Borough Together" (Vision) Accountability (V1)
Report Implications:-	
Legal:	There are no implications arising from this report.
Financial:	The implications are as set out at paragraphs 1 to 6 of this report.
Corporate Risk Management:	Decreasing Financial Resources / Increasing Financial Pressures (CR1) Reputation Damage (CR4) Economy / Regeneration (CR9)
Equalities and Equalities Assessment (EA):	There are no implications arising from this report. EA not applicable
Human Rights:	There are no implications arising from this report.
Health and Safety:	There are no implications arising from this report.
Statutory Officers' Comments:-	
Head of Paid Service:	The report is satisfactory.
Chief Finance Officer:	The report is satisfactory.
Monitoring Officer:	The report is satisfactory.
Consultees:	Senior Leadership Team and Heads of Service

Background Papers:	None.
Appendices:	1. Capital Programme (2020/21)

1. Introduction

- 1.1 In February 2020, the Council approved a General Fund Budget for 2020/21 of £6.119m. This budget has been revised to £6.019m. From March 2020, the Council has incurred additional expenditure due to the Covid 19 situation and has received government grant funding to offset these costs.

2. General Fund Position

- 2.1 The main reason the outturn position has improved is due to the Council receipt of additional Covid 19 government grants for 2020/21 see Table 2. The Council received a total of £1,794,511 Covid related grants that could be used directly to offset additional costs and loss of income due to the Covid 19 situation throughout 2020/21.
- 2.2 The Council Provisional 2020/21 Quarter 4 Outturn position is forecast to be an underspend of £296,047 which represents 4.9% of the overall budget. This is an improvement in the position of the Council forecast for Quarter 3 where an estimated overspend of £291,770 was expected. There still may be some adjustments to the 2020/21 Provisional Outturn whilst the 2020/21 Statement of Accounts are being prepared and the 2019/20 Accounts audit is being finalised.
- 2.3 On a departmental basis the breakdown of the budget, Provisional Outturn and Variance underspend is shown in **Table 1 – General Fund Budget Monitoring 2020/21**. Customer Services & Business Transformation shows an overspend of £96,708 which was primarily due to agency cost and a £70k target of unachievable staff savings attributed to that Service area which have now been removed. The 2021/22 staffing budget will need to be reviewed to ensure the correct cost of staffing for that service area is reflected. Other service areas such as Law & Governance and the Built Environment incurred small overspends of approx. £10k each.
- 2.4 Excess income of £153k over expenditure is shown for Covid 19. Although all efforts to transfer direct Covid 19 expenditure costs correctly to this area have been made. There still may be other direct or indirect costs that would be attributable to Covid 19 related expenditure.
- 2.5 Finance & Resources (including Corporate Budgets) show an underspend of £54k which is attributed across the Service Area. The underspend for Community & Wellbeing is mainly due to additional income of £50k collected for Garden waste, £30k underspend on Depot vehicle recharges and the previously forecasted £73k overspend at Quarter 3 did not happen.

Table 1
General Fund Budget Monitoring 2020/21

	Original Budget 2020/21	Revised Budget 2020/21	Provisional Outturn 2020/21	Variance
Services	£	£	£	£
Covid 19 Council Costs	0	0	(153,051)	(153,051)
Senior Leadership Team	473,400	473,400	424,752	(48,648)

Finance & Resources (Including Corporate Budgets)	2,218,468	2,224,068	2,169,967	(54,101)
Law & Governance	228,060	165,060	175,332	10,272
The Built Environment	793,974	757,584	768,186	10,602
Community & Wellbeing (C&W)	1,521,466	1,515,866	1,358,038	(157,828)
Customer Service & Business Transformation	1,026,100	1,026,100	1,122,808	96,708
HRA Recharge	(1,195,600)	(1,195,600)	(1,195,600)	0
Capital Financing	1,053,000	1,053,000	1,053,000	0
Net Expenditure	6,118,868	6,019,478	5,723,431	(296,047)

2.6

Table 2 - Covid 19 Income and Expenditure

	£	£
Salary and Agency Staff Costs	503,741	
Supplies and Services	1,137,718	
Covid 19 Related Expenditure		1,641,460
COVID 19 Emergency Funding Tranche 1 - 4 (DCLG)	(769,886)	
Other Grants including New Burdens	(479,349)	
Sales, Fees & Charges Support (COVID loss of income)(DCLG)	(515,733)	
Covid Grants Received (or claimed but not received yet)		(1,794,511)
Covid 19 Fixed Penalty Income	(2,000)	
Other Income	(27,543)	
		(29,543)
Covid 19 Grants and Other Income		(153,051)

2.7 The movement between the 2020/21 Quarter 3 forecast and the 2020/21 Quarter 4 Provisional Outturn is £587,818 (£296,047 +£291,770). Details of the list of items contributing to this movement are shown in **Table 3**.

Table 3- Movement between 2020/21 Quarter 3 Forecast and Provisional 2020/21 Quarter 4 Outturn

Forecast Quarter 3	291,771
Provisional Outturn Quarter 4	(296,047)

Movement	(587,818)	This is the difference between Q3 and Q4 Outturn
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Reason for Provisional 2020/21 under spend

New Burdens Covid Grant	(58,500)	Received	January
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New Burdens Covid Grant	(166,000)	Received May 2021 that relates to 2020/21
Community Champions Local Authority Fund (DCLG)	(85,640)	Funding received February 2021
SLT Underspend Staffing	(48,648)	Staff cost savings due to vacant posts
C&W Garden Waste Collection	(50,401)	Additional income collected more than forecasted at Q3
C&W Fleet	(29,525)	Underspend on Depot vehicle recharges
C&W Depot Cost	(72,653)	Overspend forecast for Q3 did not happen
Finance & Resources (Including Corporate Budgets)	(54,101)	Various underspends across cost centres
Service Areas	(22,350)	Various small differences in forecast across all Service Areas

Movement Total	(587,817)	The items identified are the main factors that contribute to the Movement between the Q3 and Q4 Provisional Outturn
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3. Covid Business Grants

- 3.1 The Council has received various other government Covid grants over the last year, which are required to be issued to businesses to support them through the Covid 19 situation. There has been different criteria business had to meet to qualify for each of these grants. Although the Council has been required to administer these grants, they do not form part of the Council budget.
- 3.2 Remaining Business Grant, funding is carried forward to 2021/22 or returned back to the relevant government department. Currently the Council is administering a £1.812m Restart grant and £1.646m for the Additional Restrictions Grant (ARG). The Track and Trace grant payable to individuals self-isolating due to Covid19 requirements is also administered by the Council.

4. Capital Programme 2020/21

- 4.1 **Table 4** shows a summary of the 2020/21 capital programme. The General fund capital variance is currently £0.540m underspent and the HRA is £0.649m. This is due to schemes not yet completed. The full capital programme is shown in **Appendix 1**.

Table 4 - 2020/21 Capital Programme

Capital Fund	Capital Budget 2020/21	31.03.2021 Spend to date	Variance
	£'000	£'000	£'000
General Fund	1,402	862	(540)
Housing Revenue Account	2,186	1,598	(588)
Total	3,588	2,460	(1,128)

5. Capital Programme 2021/22

- 5.1 There will be a revised capital programme put forward to Members at the September 2021 PFD meeting due to proposed Council office move and changes to large development project expenditure profiles. Approved IT capital expenditure required will be added to the amended 2021/22 capital programme to facilitate the Council running its own IT service from January 2022.

6. Housing Revenue Account (HRA)

- 6.1 The Housing Revenue Account has made a surplus in 2020/21. This is principally due to the COVID 19 pandemic restricting access to residential dwellings for all but emergency repairs. This underspend of £376K has been appropriated into an earmarked reserve for the repayment of HRA debt.
- 6.2 Although the capital programme was also underspent it is important that we still fully fund the planned amount of contribution to the MRR to fund the programme when it continues in 2021/22 and as a result the drop off in capital spend does not effect this revenue account balance. The position on the account at the 2020/21 year end is shown in **Table 5**

Table 5 - HRA

	Original Budget 2020/21 £	Revised Budget 2020/21 £	Outturn 2020/21 £	Variance + / (-) £
Supervision and Management	1,882,400	1,882,400	1,857,714	(24,686)
Repairs and Maintenance	1,150,300	1,150,300	848,556	(301,744)
Depreciation	1,338,000	1,338,000	1,338,000	0
	4,370,700	4,370,700	4,044,270	(326,430)
Rental Income	(4,973,100)	(4,973,100)	(4,966,160)	6,940
Net Expenditure	(602,400)	(602,400)	(921,891)	(319,491)
Capital Charges and Appropriations	575,000	575,000	921,891	346,891
Deficit/(Surplus) on the HRA	(27,400)	(27,400)	0	27,400
Balance on the HRA b/f	(1,083,000)	(1,131,000)	(1,131,000)	
Balance on the HRA c/f	(1,110,400)	(1,158,400)	(1,131,000)	

OADBY AND WIGSTON BOROUGH COUNCIL CAPITAL PROGRAMME

Project Code Reference	Scheme	2020-21 Total Budget	Actuals to 31st March 2021	Variance	
	Funding Available B/F Estimated Additions In Year	£			
	Total Funding Available				
	Housing Revenue Account				
50003	Central Heating	120,000	87,332.79	(32,667)	We are continuing with emergency boiler replacements and we have a programme of boiler replacements however this work has been suspended since 4 th January. We are anticipating commencement of the work programme on 22 nd March 2021.
50007	Car Hardstandings	6,000	0.00	(6,000)	There are no applications that currently meet the requirements registered for the installation of a car hardstanding. However there are several housing applications who have specific housing needs which includes off street parking. It is likely that should these housing applicants be offered a property applications for off street parking will be made
50016	Decent Homes Work	500,000	506,086.64	6,087	Works to repair minor voids (revenue) to achieve the lettable standard continued throughout the lockdown period with works to refurbish major voids
50017	Major Adaptations	85,000	12,337.38	(72,663)	Major adaptations work has been sporadic throughout the financial year due to Covid restrictions. There is currently a back log of applications for adaptations and commissioning works has commenced and will continue at pace.
50019	Fire Safety	150,000	0.00	(150,000)	The 2020-21 programme of fire risk assessments has continued during lockdown and will be completed by 31 October 2020. The programme of remedial works identified will now commence in April 2021.
50021	Timber Window Replacement incl external entrance / fire doors Kings Drive Area	83,000	42,979.66	(40,020)	The door and window replacement programme has been sporadic throughout the year. We currently behind on our replacement plan and works are due to recommence in April 2021
50030	Communal Heating System William Peardon Court	0	19,352.34	19,352	Residual costs of boiler replacement project.
50045	Conversion to 2 Homes	3,200	3,139.19	(61)	Project Complete
50046	Kitchen Replacements Decent Homes, incl Bathrooms 2018/19	1,000,000	784,985.04	(215,015)	The Home Improvement Programme re-commences 22 nd March 2021
50047	Housing Block Improvements	120,500	33,573.90	(86,926)	A programme of works to undertake improvements to communal areas and the surrounding environment to blocks of flats across the Borough during 2020-21 has been prioritised and works have been commissioned on a number of projects starting in March 2021 this includes roof replacements, door entry systems upgrades
50048	Asset Management System Upgrades	118,000	107,961.61	(10,038)	The Project Plan for the installation of a new asset management module and the upgrade of all existing housing modules to support improved service delivery has been agreed and commenced. It is anticipated it will be completed by March 2021
	Total - HRA	2,185,700	1,597,748.55	(587,951)	
	General Fund				
52002	Disabled Facilities Grant	0	131,761.00	131,761	As per contract with Lightbulb. Transfer into revenue.
52092	Oadby Pool Housing Project	0	50,030.00	50,030	Design study to inform full business case on the redevelopment of the Oadby Pool site. Work complete.
52093	Railway Corridor	0	98,266.01	98,266	Design study to inform the full business case on the redevelopment of the South Wigston Railway Corridor. Expect to complete by year end.

Project Code Reference	Scheme	2020-21 Total Budget	Actuals to 31st March 2021	Variance	
		£			
54010	Play Area Refurbishments	15,500	7,141.02	(8,359)	Work ongoing.
54012	Cemeteries - Memorial Safety	11,700	312.17	(11,388)	Budget no longer required.
54017	Xmas Decorations	0	8,375.00	8,375	Project complete
54055	Brocks Hill Car Park Drainage	12,800	8,771.00	(4,029)	Project complete
54063	Incorporating ex Scout Hut Land into Oadby Cemetery	3,400	13,384.53	9,985	Project complete. Linked to 54571
54080	Horsewell Lane Pavilion	0	28,890.39	28,890	Retention sum held due to COVID-19 delaying final snagging works.
54114	Car Park Resurfacing	36,700	0.00	(36,700)	Delayed by COVID-19. Carry forward into 21/22
54147	Recycling Wheelie Bins	0	14,130.00	14,130	Additional recycling bins purchased in bulk as required.
54151	Air Monitoring Equipment	0	(5,218.12)	(5,218)	Refund on electrical connection for air monitoring station.
54153	Fuel Tank Refurbishment	0	8,378.42	8,378	Project complete
54154	Kilby Bridge Canal & Towpath	60,000	20,000.00	(40,000)	Tow path design work complete. Bridge design underway, but will not complete before year end. Carry forward into 21/22
54155	Purchase of replacement trailer shredder/wood chipper.	25,000	14,051.48	(10,949)	Project complete. Review of requirements allowed for purchase of cheaper equipment. £11K saving.
54156	Crow Mill Fencing	5,000	9,692.54	4,693	Expected to complete by year end.
54158	Trade lift truck replacement	165,000	154,830.00	(10,170)	Vehicle expected to arrive in early March
54530	Horsewell Lane Play Area	3,300	6,519.83	3,220	Project complete.
54565	3G Pitch Oadby	75,000	75,000.00	0	Project complete.
54566	Brocks Hill Additional Play Equipment	82,000	0.00	(82,000)	Delayed by COVID-19. Carry forward into 21/22
54568	Coombe Park Pavilion Extension	170,000	0.00	(170,000)	Project funded by S106 income. The income has not yet be received as part of the Phase 2 of Cottage Farm. Carry forward into 21/22
54570	Footpaths in Blaby Road Park	9,000	0.00	(9,000)	In progress, but unlikely to complete by year end. Carry forward balance to 21/22
54571	Improvements to the entrance to Oadby Cemetery - Goddards Slang	11,600	14,370.87	2,771	Project complete. Linked to 54063
54574	Pitch Improvement Programme	80,000	0.00	(80,000)	Project delayed by COVID-19, and now work cannot start until the end of the 20/21 football season. Carry/forward to 21/22.
54575	Private Sports Grants	195,000	1,375.00	(193,625)	Project delayed due to COVID-19. Carry forward into 21/22
54576	Repairs to play area surface various play areas	17,900	2,000.00	(15,900)	Areas identified requiring repair. Aim to complete 20/21, if not to be carry forward to 21/22.
54578	Town Centre Wi-Fi	30,000	0.00	(30,000)	Project delayed due to delays in match funding agreement.
54581	Wigston Town Centre Car Parks	100,000	0.00	(100,000)	Delayed by COVID-19. Carry forward into 21/22
	Redeployable CCTV Camera Upgrade	30,000	0.00	(30,000)	Delayed by COVID-19. Carry forward into 21/22
	William Gunning Park Drainage	20,000	0.00	(20,000)	Delayed by COVID-19. Carry forward into 21/22
56001	Council Office Refurbishment	37,200	6,000.00	(31,200)	Ongoing, likely to be some carry-forward into 21/22
56010	IT Replacement Programme	40,700	34,415.97	(6,284)	Ongoing, likely to be some carry-forward into 21/22
56044	New Income Management System	24,000	2,853.63	(21,146)	Project complete.
56055	Document Management System Software	39,400	14,998.73	(24,401)	Idox implementation proceeding department-by-department. Carry forward unspent balance into 21/22
56063	Planning IDOX	3,300	3,250.00	(50)	Project complete.
56069	Licensing Service Software Review	8,900	0.00	(8,900)	Project complete.
56072	South Wigston Shop Fronts	6,100	0.00	(6,100)	Ongoing project from 2019/20. Likely to slip into 21/22
56073	Citrix upgrade	4,300	5,949.27	1,649	Project complete
56076	Windows server migrations	6,000	980.00	(5,020)	Expected to complete by year end.
56078	Chatbot	50,000	95,599.09	45,599	Complete. Transfer £14K license into revenue
56079	Enterprise for Uniform	13,700	17,665.19	3,965	Expected to complete by year end.
56080	Bushloe House Chimney Stack	10,000	18,441.18	8,441	Delayed due to car park access issues caused by test centre.
	Total - General Fund	1,402,500	862,214.20	(540,285.80)	
	PLANNED EXPENDITURE GRAND TOTAL	3,588,200	2,459,962.75	(1,128,237.25)	

Agenda Item 8



Policy, Finance and Development Committee	Tuesday, 29 June 2021	Matter for Information
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Report Title: Standards & Ethical Indicators (Q4 2020/21)

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

Purpose of Report:	To receive the figures for local determination of complaints and the ethical indicators for Q4 2020/21.
Report Summary:	The report provides information in relation to Member Complaints, Corporate and Ombudsman Complaints, Freedom of Information Requests and Anti-Social Behaviour Reports and Resolutions.
Recommendation(s):	That the content of the report and appendix be noted.
Senior Leadership, Head of Service, Manager, Officer and Other Contact(s):	Anne Court (Chief Executive) (0116) 257 2602 anne.court1@oadby-wigston.gov.uk David Gill (Head of Law & Democracy / Monitoring Officer) (0116) 257 2626 david.gill@oadby-wigston.gov.uk
Corporate Objectives:	Providing Excellent Services (CO3)
Vision and Values:	Accountability (V1) Respect (V2) "A Stronger Borough Together" (Vision) Customer Focus (V5)
Report Implications:-	
Legal:	There are no implications arising from this report.
Financial:	There are no implications arising from this report.
Corporate Risk Management:	Political Dynamics (CR3) Reputation Damage (CR4) Regulatory Governance (CR6)
Equalities and Equalities Assessment (EA):	There are no implications arising from this report. EA not applicable
Human Rights:	There are no implications arising from this report.
Health and Safety:	There are no implications arising from this report.
Statutory Officers' Comments:-	
Head of Paid Service:	The report is satisfactory.
Chief Finance Officer:	The report is satisfactory.

Monitoring Officer:	As the author, the report is satisfactory.
Consultees:	None.
Background Papers:	None.
Appendices:	1. Standards & Ethical Indicators (Q4 - 2020/21)

1. Information

1.1 Regular reporting about the Council's activities under the Regulation of Investigatory Powers Act 2000 is a statutory requirement under the oversight regime of the Investigatory Powers Commissioner.

1.2 This report to Members covers the final quarter (Q4) of 2020/21.

1.3 The report also contains other matters which Officers considered would be of interest to Members, including the number and disposal of Member Complaints, the number of Corporate and Ombudsman complaints, the number of Freedom of Information requests and the number of anti-social behaviour reports and resolutions.

1.4 The quarter four report for 2020/21 is attached at **Appendix 1** for Members' information.



OADBY AND WIGSTON BOROUGH COUNCIL

STANDARDS AND ETHICAL INDICATORS

QUARTER 4 REPORT

2020-21

1. Introduction

This is the quarterly report to the Policy Finance and Development Committee detailing both the figures for the Ethical Indicators and the figures for the Local Determination of Complaints process for 2020-21.

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

Quarter 1 – 1 April to 30 June
Quarter 2 – 1 July to 30 September
Quarter 3 – 1 October to 31 December
Quarter 4 – 1 January to 31 March

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

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

2. Part 1 – Local Determination of Complaints

The Monitoring Officer received 0 complaints in Quarter 4 of 2020-21.

2.1 Source of Complaint

Not applicable.

2.2 Assessment Sub-committee Decisions

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

2.3 Timeliness of Decision

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

2.4 Review Requests

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

2.5 Subsequent Referrals

None

2.6 Outcome of Investigations

There were no formal investigations concluded in this period.

2.7 Parts of the Code Breached

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

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

Not applicable

Ref	Performance Indicator Description	Officer responsible for providing information	Q1		Q2		Q3		Q4	
			2019/2020	2020/2021	2019/2020	2020/2021	2019/2020	2020/2021	2019/2020	2020/2021
LG1	Objections to the Council's Accounts	Head of Finance	0	0	0	0	0	0	0	0
LG2	Follow up Action relating to reaches of the Member/Officer Protocol (Members)	Head of Law & Democracy	0	0	0	0	0	0	0	0
LG3	Disciplinary Action relating to breaches of the Member / Officer Protocol (Staff)	HR Manager	0	0	0	0	0	0	0	0
LG4	Number of Whistle Blowing Incidents Reported	Head of Law & Democracy	0	0	0	0	0	0	0	0
LG5	No. of Recommendations made to improve Governance Procedures/Policies		0	0	0	0	0	0	0	0
LG6	No. of Recommendations Implemented		0	0	0	0	0	0	0	0

Corporate Complaints

Ref	Performance Indicator Description	Officer responsible for providing information	Q1		Q2		Q3		Q4	
			2019/2020	2020/2021	2019/2020	2020/2021	2019/2020	2020/2021	2019/2020	2020/2021
LG7	No. Corporate Complaints received	PA to Senior Leadership Team	27	19	36	15	24	29	25	43
	No. Corporate Complaints escalated to L2		3	3	2	1	5	4	1	2
	No. Corporate Complaints escalated to Ombudsman		2	1	0	0	0	0	1	0
LG7a	No. Corporate Complaints Resolved at L1		27	22	34	14	19	29	24	41
	No. Corporate Complaints Resolved at L2		0	3	0	1	5	4	0	2
LG7b	No. Corporate Complaints where compensation paid		1	0	0	0	0	0	0	0
	Service Area									0
LG8	No. Ombudsman complaints received		2	0	1	1	1	1	1	0
	Service Area					Comms		Housing	Housing	
LG8a	No. Ombudsman complaints resolved		2	1	0	1	0	1	0	0
LG8b	No. Ombudsman complaints not yet determined by the Ombudsman		0	1	0	0	0	0	0	0
LG8c	No. Ombudsman complaints where compensation paid		0	1	0	0	1	0	0	0

Freedom of Information Act Indicators

Ref	Performance Indicator Description	Officer responsible for providing information	Q1		Q2		Q3		Q4	
			2019/2020	2020/2021	2019/2020	2020/2021	2019/2020	2020/2021	2019/2020	2020/2021
LG9a	No. of FOI Requests Compliant	Data Protection Officer	214	88	158	127	146	135	168	163
LG9b	No. of Non-compliant FOI Requests		21	32	20	27	14	27	25	24
LG9c	No. of FOI Requests still open and within the 20 working days		0	0	0	0	9	5	4	0
LG9d	No. of FOI Requests withheld due to exemptions/fees applied		6	4	12	3	0	2	2	2

Regulation of Investigatory Powers Act Indicators

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

Anti-Social Behaviour Indicators

Ref.	Performance Indicator Description	Officer responsible for providing information	Q1		Q2		Q3		Q4	
			2019/2020	2020/2021	2019/2020	2020/2021	2019/2020	2020/2021	2019/2020	2020/2021
	No. of Complaints Registered	Head of Community & Wellbeing	20	31	17	28	16	11	22	35
	No. of Disposals		14	13	20	2	34	3	16	1
	No. of Complaints still Open		0	4	0	0	2	0	5	0
	No Further Action (where suspect identified)		-	3	0	3	2	1	1	3*
	No Further Action (no suspect identified)			11		23		7		32

- One reported incident resulted in 2 suspects being identified

Food Safety Inspections

Ref.	Performance Indicator Description	Officer responsible for providing information	Q1		Q2		Q3		Q4	
			2019/2020	2020/2021	2019/2020	2020/2021	2019/2020	2020/2021	2019/2020	2020/2021
BPE31	No. of Programmed Inspections	Head of Law & Democracy	20	46	50	43	23	24		101*
	No. of Programmed Inspections Completed		8	4	29	4	40	4		3
	No. of Programmed Inspections Outstanding		12	42	21	*81	8	*101	8	94**

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

Agenda Item 9



Policy, Finance and Development Committee	Tuesday, 29 June 2021	Matter for Information and Decision
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Report Title: **Local Development Scheme 2021**

Report Author(s): **Jamie Carr (Planning Policy Manager)**

Purpose of Report:	This report has been produced to highlight to Members what the timetable is for the Council's new Local Plan process.
Report Summary:	<p>The Local Development Scheme (LDS) is a statutory document that is required by Government and needs to be kept up-to-date.</p> <p>Recently, the Government announced that all local planning authorities must have an up-to-date Plan by the end of year 2023. This has put tremendous pressure on all local authorities to ensure that they meet this deadline.</p> <p>There are a number of risks to meeting the milestones set out within the LDS, mainly, available time, staff resource and Duty to Cooperate delays.</p> <p>Although extremely challenging, the Council will continue to ensure that it is in the strongest position it can be when it comes to managing appropriate and inappropriate development proposals.</p>
Recommendation(s):	<p>A. That the content of the report be noted; and</p> <p>B. That the Local Development Scheme 2021 (as set out in Appendix 1) be approved.</p>
Senior Leadership, Head of Service, Manager, Officer and Other Contact(s):	<p>Adrian Thorpe (Head of Built Environment) (0116) 257 2645 adrian.thorpe@oadby-wigston.gov.uk</p> <p>Jamie Carr (Planning Policy Manager) (0116) 257 2652 jamie.carr@oadby-wigston.gov.uk</p>
Corporate Objectives:	<p>Building, Protecting and Empowering Communities (CO1) Growing the Borough Economically (CO2) Providing Excellent Services (CO3)</p>
Vision and Values:	<p>"A Stronger Borough Together" (Vision) Accountability (V1) Respect (V2) Teamwork (V3) Innovation (V4) Customer Focus (V5)</p>
Report Implications:-	
Legal:	There are no implications directly arising from this report.

Financial:	There are no implications directly arising from this report.
Corporate Risk Management:	Regulatory Governance (CR6)
Equalities and Equalities Assessment (EA):	There are no implications directly arising from this report. EA not applicable
Human Rights:	There are no implications directly arising from this report.
Health and Safety:	There are no implications directly arising from this report.
Statutory Officers' Comments:-	
Head of Paid Service:	The report is satisfactory.
Chief Finance Officer:	The report is satisfactory.
Monitoring Officer:	The report is satisfactory.
Consultees:	None.
Background Papers:	None.
Appendices:	1. Local Development Scheme 2021

1. Introduction – What is the Local Development Scheme?

- 1.1 The Local Development Scheme (LDS) is a statutory document that is required by Government.
- 1.2 The LDS is a document that contains a local authority's timetable / programme of works for the production of their Development Plan and other planning related documents. The Planning and Compulsory Purchase Act 2004 (as amended by the Localism Act 2011) requires local planning authorities to prepare, maintain and publish an LDS. This enables local communities and stakeholders to find out which key planning documents are to be prepared for the area within the foreseeable future.
- 1.3 The Council seeks to update its LDS approximately every two to three years, with this LDS updating the Council's previously adopted LDS of autumn 2018. This LDS will cover the period summer 2021 to autumn / winter 2023.

2. Background – What is the focus of this Local Development Scheme?

- 2.1 This LDS outlines the Council's timetable for producing the new Local Plan. It also makes reference, where relevant to other planning related documentation, such as Supplementary Planning Documents (SPD) (and planning guidance), however does not set out any specific programme for future SPD, due to the focus of resource being on the production of the new Local Plan.
- 2.2 Having such information and timetabling enables communities, businesses, developers, service and infrastructure providers and other interested organisations to know which part of the new Local Plan is being prepared for the Borough area and when they will be able to participate in each stage of public consultation. Public participation within the production of the Council's new Local Plan is absolute paramount.

- 2.3 As briefly mentioned earlier, the sole focus of the timetabling in the LDS is the new Local Plan production process. Recently, the Government announced that all local planning authorities must have an up-to-date Plan by the end of year 2023. They did not however define what an up-to-date Plan would be or look like. Due to the lack of clarity, and the presence of Leicester City's unmet housing need; rather than waiting to find out whether or not the current Plan was still up-to-date in the year 2023, it is considered best to be proactive and start the new process.
- 2.4 The currently adopted Local Plan took circa 4-5 years to produce, which was much quicker than most other local authorities took...the average being circa 7-8 years. However, to fulfil the Government deadline of the end of year 2023, the new Local Plan needs to be delivered in about 2 ½ years from now.
- 2.5 Delivery of the new Local Plan in this short timescale is going to be extremely challenging, and may not even be possible. However, as previously mentioned, the decision was made to be proactive rather than reactive, to ensure that the Council is always in the strongest position it can be when it comes to managing sustainable development proposals and refusing unsustainable and unplanned development proposals.
- 2.6 The further the Council is along the production process of the new Local Plan, the stronger position the Council will be in come the end of the year 2023. Because the Council is being proactive, it is unlikely that it will be criticised by either the Government, the Planning Inspectorate, or developers.

3. Background – Key Stages of Production And Public Consultation

- 3.1 The LDS (Appendix 1 to this report) on page 8, sets out a detailed programme of works, however for the purpose of this report it was felt that outlining the key milestones with a brief description of what the consultation would entail, would be beneficial.
- 3.2 Issues and Options (August to September 2021) – this public consultation stage is the Council setting out what it considers to be the issues and challenges over the next so many years up-to the year 2041 and what the Council considers are the potential options to mitigate these issues, as well as asking the local communities what they consider to be the issues and options to mitigate. For example, developers wanting to build smaller homes (issue); should the Council let this happen or have a policy requiring all new homes to be built to the nationally prescribed minimum space standards (potential options).
- 3.3 Preferred Options (May to June 2022) – this public consultation stage is the Council setting out what it considers to be the best options for mitigating issues and challenges. For example, developers wanting to build smaller homes (issue); the Council has a policy requiring all new homes to be built at least to the nationally prescribed minimum space standards, so that all new homes built are of an adequate size and quality (preferred option).
- 3.4 Pre-submission (May to June 2023) – this is the final stage of public consultation and is essentially the Local Plan that the Council wants to adopt and will be submitting to the Planning Inspectorate for Examination. The Plan will include all of the policies and guidance that the Council wishes to be contained within the Plan.
- 3.5 It should be noted, that alongside the production of the new Local Plan a plethora of evidence base will need to be produced to underpin all of the policies and guidance set out within the Plan.

4. Background – Resourcing And The Risks To Delivering The New Local Plan

- 4.1 Due to the extremely tight timescales involved in producing the new Local Plan, the vast majority of the Planning Policy teams time over the next 2 ½ years will need to be focussed on new Local Plan production.
- 4.2 In addition to the Planning Policy teams time, limited staff resources will be required from a number of other Council departments, including – the Planning Control team, the Economic Regeneration team, the Planning Technical and Administration team, as well as the ICT and Legal Departments.
- 4.3 Further, it is also essential that the production of the new Local Plan includes elected Member input within not only the formal key decision making stages, but also more ad-hoc, throughout the production process.
- 4.4 Page 12 of the LDS (Appendix 1 to this report) sets out the key risks that may well challenge the production process of the new Local Plan. The table in the document uses a traffic light system to illustrate the likelihood of risks outlined. For the purposes of this report only the two red or highly likely risks will be mentioned, however the LDS document (Appendix 1) sets out in detail many more potential risks.
- 4.5 Insufficient staff resource available – as touched upon earlier in this report, the Council has around 2 ½ years to produce a document that usually takes over 5 years to produce. Currently the Planning Policy team is made up of 1 Manager and 2 ½ officers. It is therefore imperative that the focus for the next 2 – 3 years is solely on new Local Plan production. In addition, should experienced staff leave the authority, recruiting equivalent experience and knowledge could be extremely challenging.
- 4.6 Duty to cooperate delays – a number of the required pieces of evidence and strategies that will support the new Local Plan, are strategic in nature and involve all of the local authorities within Leicester and Leicestershire. Although the Leicester and Leicestershire local authorities work very well together, there inevitably has always been delays in joint evidence work due to governance processes and political sign-off.

5. Conclusion

- 5.1 The timetable set out within the LDS is extremely challenging and has been devised in attempt to meet the Government requirement for all local authorities to have up-to-date Plans in place by the end of year 2023.
- 5.2 The Council will do all it can to achieve the goals set out within the LDS, as the further along the new Local Plan production process the Council is, the stronger position it will find itself in when managing appropriate and inappropriate development proposals.
- 5.3 There are a number of potential risks to the new Local Plan production process, and should any of these risks come to fruition that require an amendment to the LDS, Members will be notified and the LDS amended accordingly.
- 5.4 It should be stressed that decision to begin the new Local Plan process has not been made because the current Local Plan is out of date. That is far from the case. The decision was made to begin the new process to ensure that the Council is always in the strongest position it can be.

Local Development Scheme



Summer 2021



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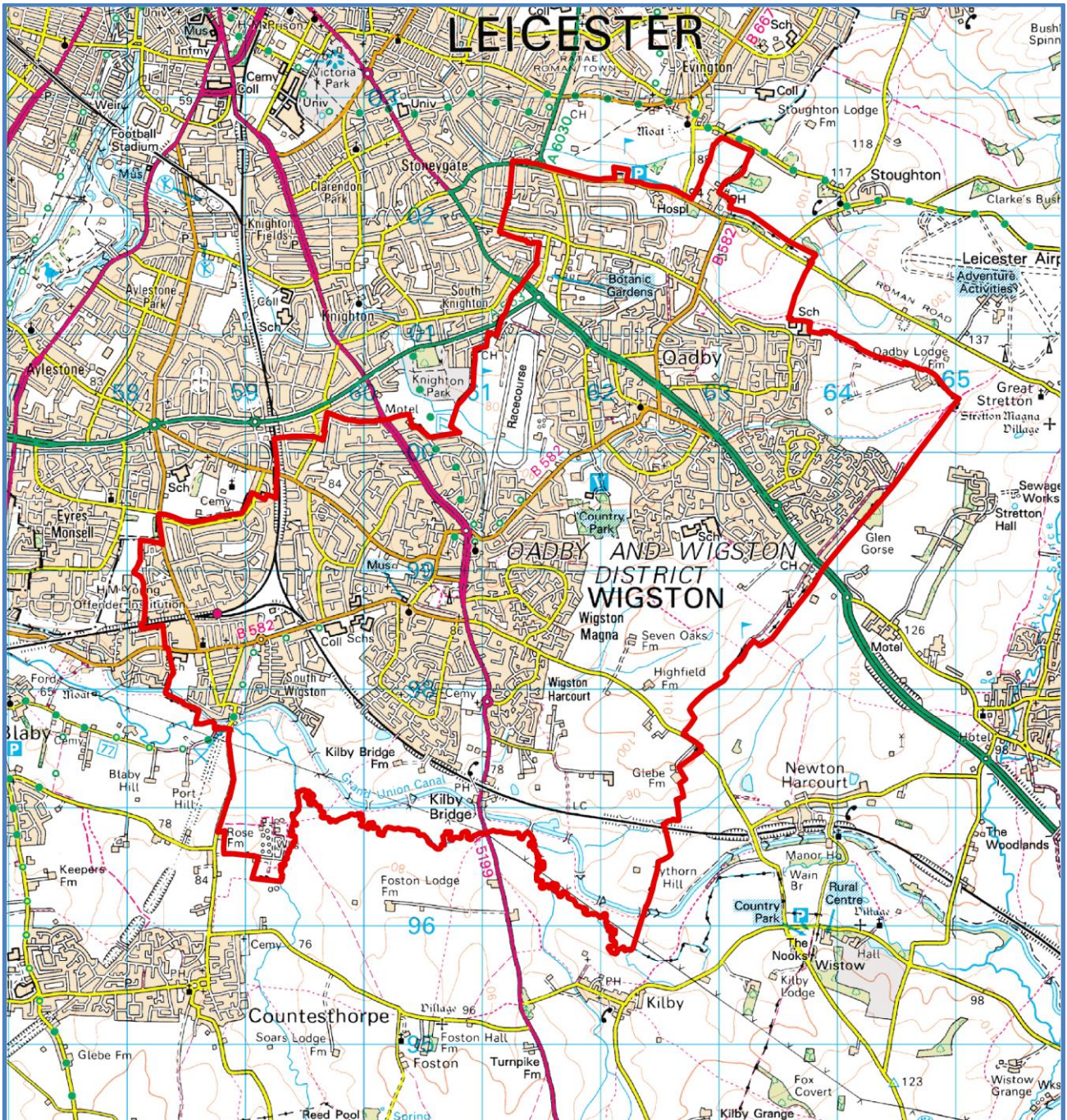
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1. Introduction

- 1.1 The Local Development Scheme (LDS) is a document which contains a local authority's timetable / programme of works for the production of their Development Plan and other planning related documents. The Planning and Compulsory Purchase Act 2004 (as amended by the Localism Act 2011) requires local planning authorities to prepare, maintain and publish an LDS. This enables local communities and stakeholders to find out which key planning documents are to be prepared for the area within the foreseeable future.
- 1.2 The Council seeks to update its LDS approximately every two to three years, with this LDS updating the Council's previously adopted LDS of autumn 2018. This LDS will cover the period summer 2021 to autumn / winter 2023.
- 1.3 This LDS will outline the Council's timetable for adopting the new Local Plan. It also makes reference, where relevant to other planning related documentation, such as Supplementary Planning Documents (SPD) (and planning guidance), however does not set out any specific programme for future SPD, due to the focus of resource being on the production of the new Local Plan. Having such information and timetabling enables the community, businesses, developers, service and infrastructure providers and other interested organisations to know which planning related documents are being and / or are to be prepared for the Borough area and when they will be able to participate in public consultation.
- 1.4 The Council is committed to working with its partners, stakeholders and all members of the local community in the preparation of new planning policy. Together, the LDS and the adopted Statement of Community Involvement (SCI) set out how and when the aforementioned can participate in the process. External participation throughout the process is integral to shaping the Boroughs future.
- 1.5 The Council's most up to date LDS will be published on its website – www.oadby-wigston.gov.uk

2. Geographical coverage area

- 2.1 The Planning and Compulsory Purchase Act 2004 (as amended by the Localism Act 2011) requires local planning authorities to set out the geographical area to which each planning document set out in this Local Development Scheme (LDS) applies.
- 2.2 The extent of the coverage area for the Development Plan, is the administrative local authority boundary of the Borough of Oadby and Wigston (see redline boundary in map below).



3. The Planning System

- 3.1 The National Planning Policy Framework (NPPF) was first published on 27th March 2012 and came into immediate effect. The NPPF document has been reviewed and updated by Government a number of times since. The NPPF sets out the Government's planning policies for England and how these are expected to be applied. It also provides a framework in which local authorities can produce their own distinctive Local Plans.
- 3.2 The NPPF confirms that the planning system is "plan-led" which means that planning applications have to be determined in accordance with the Development Plan unless material considerations indicate otherwise.
- 3.3 The NPPF also confirms that the policies in emerging plans will gather more weight as development plans progress towards adoption.
- 3.4 During March 2014 the government published the National Planning Practice Guidance (NPPG) which gives further guidance on specific aspects of the planning system, for example the Duty to Cooperate and housing and economic land availability assessments. The NPPG is a web-based 'live' resource and is updated on a regular basis by Government as and when required to do so.

4. The Council's current Development Plan

- 4.1 The National Planning Policy Framework (NPPF) states that a local authorities Development Plan comprises adopted Local Plans, Neighbourhood Plans, and the London Plan (where relevant). A local authorities Development Plan can also be supplemented by Supplementary Planning Documents (SPD) and relevant local planning guidance.
- 4.2 The Council's current Development Plan comprises the adopted Local Plan April 2019 (and its associated Adopted Policies Map) that sets out the spatial and development strategy for the Borough area for the period up to 2031. The Borough area does not currently have any adopted Neighbourhood Plans. The Council's Local Plan is supplemented by the following SPD and local planning guidance:
- Residential Development SPD
 - Conservation Areas SPD
 - Developer Contributions SPD
 - Public Realm Strategy SPD
 - Identified Employment Land SPD
 - Town and District Centre guidance
 - Supplementary local development control planning guidance
- 4.3 The Council forms part of a two tier local government structure. The Council comprises the lower tier and the planning function for the local authority area; the upper tier is coordinated by Leicestershire County Council. It is therefore the County Council that produce and manage the delivery of Minerals and Waste Plans.

5. The Council's Local Plan

- 5.1 National planning policy places Local Plans at the very heart of the planning system. It is essential that they are in place and kept up to date. The Council's adopted Local Plan was adopted on the 16th April 2019.
- 5.2 The Council's Local Plan sets out the vision, framework and spatial strategy for the future development of the entire Borough area for the period 2011 to 2031. The Plan addresses the needs and opportunities in relation to housing, the economy, community facilities and infrastructure; it also safeguards vital green open spaces and the environment, and illustrates how the Borough area can secure high quality sustainable design.
- 5.3 The Local Plan is also a critical tool in guiding decisions about individual development proposals, as the Plan is the starting-point for considering whether applications for development can be approved.
- 5.4 Government planning policy and guidance sets out the local planning authorities should review their Local Plans at least every 5 years from the date of adoption, to ensure that they are up to date and based on the most reliable and up to date evidence. It is also clear from national planning policy and guidance that relevant local policies for the supply of housing should not be considered up to date if the local authority cannot demonstrate a 5 year supply of deliverable housing sites.
- 5.5 The Council monitors the policies set out within the Local Plan on an annual basis through the production of the Annual Monitoring Report and other associated monitoring documents.
- 5.6 It should be noted that the Council's current adopted Local Plan, has not been considered out of date. The Council has taken the decision to be proactive in the preparation of its next Local Plan after taking into consideration the recent Government announcement that sets out that all local authorities should have an up-to-date Local Plan in place by the end of 2023.

6. Timetable for new Development Plan Documents

- 6.1 The following tables set out the delivery of the Council's Local Plan and the related planning documents that the Council will be preparing over the next 2 – 3 year period.
- 6.2 A profile for each document is provided, that sets out the documents role and subject, its geographical coverage and its planning status. A timetable of preparation is also illustrated for each document. It should be noted that although the Council will seek to follow the preparation timetables, it is difficult to be precise at the outset, therefore timings should be regarded as indicative. Should there be a need to update the preparation timings of a particular document this will be done so through regular review and will be highlighted on the Borough's dedicated Local Development Scheme (LDS) webpage.
- 6.3 It should be noted that the production of each of the documents set out in this chapter will be done so in conformity with the Duty to Cooperate, as well as the Council's adopted Statement of Community Involvement (SCI).

New Local Plan – Overview

Role and Subject	The Borough of Oadby and Wigston Local Plan document provides the overall spatial and development strategy for the Borough area for the period up to 2041. It contains both strategic and specific planning policy, as well as relevant designations and allocations. All planning decisions made within the Borough will need to be consistent with the Council's Local Plan unless material considerations indicate otherwise.
Geographical coverage area	The entire Borough area
Planning status	Development Plan Document
Conforms to	the National Planning Policy Framework (NPPF)
Timetable (key stages)	
Initial Call for sites	September 2020 to November 2020
Regulation 18 (Issues and Options)	August to September 2021
Regulation 18 (Preferred Options)	May to June 2022
Pre-Submission Consultation	May to June 2023
Submission to the Planning Inspectorate	June 2023
Examination Hearing Sessions	August / September 2023
Receipt of Inspectors Report	September / October 2023
Adoption	December 2023
Production arrangements	
Lead section	Planning Policy
Project Manager	Planning Policy Manager
Internal resources	All internal Council departments
External resources	Specific expert consultants
Community Involvement	As per the Council's SCI

Adopted Policies Map – Overview

Role and Subject	The Adopted Policies Map is directly related to the Council’s new Local Plan and illustrates the Plans key proposals, relevant policy areas, designations, allocations and locations of development within the Borough area.
Geographical coverage area	The entire Borough area
Planning status	Local Plan Adopted Policies Map
Conforms to	The new Local Plan and NPPF
Timetable (key stages)	The Adopted Policies Map is produced alongside the Council’s Local Plan and will be published alongside the Council’s Local Plan during December 2023.
Production arrangements	
Lead section	Planning Policy
Project Manager	Planning Policy Manager
Internal resources	Planning Policy and Regeneration
External resources	Leicestershire County Council
Community Involvement	As per the Council’s SCI

7. Other new documents

- 7.1 In addition to the documents highlighted in Chapter 6 of this document, the Council will also be producing a number of other planning related documents that will assist in the production and delivery of the new Local Plan.
- 7.2 The additional planning related documents that the Council will be producing over the next two – three years will include; guidance relating to the Borough's town and district centres; guidance relating to climate change and renewable energy; and, guidance relating to high quality design and use of high quality materials.
- 7.3 In addition to the guidance documents set out above, the Council regularly update its evidence base documents, and will continue to do so. For example, over the next two – three years, the Council will be updating evidence relating to housing need, employment need, highway capacity and sustainable transport and viability.
- 7.4 It should be noted that a Sustainability Appraisal (incorporating Strategic Environmental Assessment and Habitats Regulation Assessment) will be produced for each Development Plan Document (DPD) that the Council produces, as well as Supplementary Planning Documents (SPD) where relevant to do so.

8. Resourcing document production

- 8.1 The successful completion of the programme of works outlined in Chapter 6 of this document will be very challenging for the Council. The programme of works will be completed in the main by the Council's Planning Policy team. The Planning Policy team consists of; a Planning Policy Manager post; a Planning Officer (Senior) post; a Planning Officer post; and, a joint Planning Policy / Planning Control Officer post.
- 8.2 Of the posts illustrated above, the following resources will need to be made available to ensure delivery of the programme of works.

Post	Percentage of Time (%)
Planning Policy Manager	60 - 70 %
Planning Officer (Senior)	80 - 85 %
Planning Officer	80 - 85 %
Planning Policy / Planning Control Officer	40 - 45% (of the 50% available)

- 8.3 In addition to that highlighted above, limited staff resources will be required from a number of other Council teams, including – the Planning Control team, the Economic Regeneration team, the Planning Technical and Administration team, as well as the ICT and Legal Departments of the Council.

Councillors

- 8.4 As well as Council officer time, the successful completion of the programme of works outlined in Chapter 6 of this document will require Councillor time. A cross party Place Shaping Member Working Group involving elected Members meets throughout the calendar year to discuss the Local Plan as well as other planning related projects. The group has the following terms of reference:
- Provide input in relation to issues where guidance from Councillors is required
 - Provide advice on issues where guidance is needed quickly in order to meet milestones set out in this Local Development Scheme (LDS)
 - Provide advice on the various methods for undertaking public consultation
 - Represent the Council in relation to Local Plan issues, including chairing meetings and providing statements to the press through official press releases and interviews.
- 8.5 Place Shaping Member Working Group does not make decisions regarding the Council's Development Plan or related documentation. Such decisions are made at Full Council or Policy, Finance and Development Committee depending on the nature of the decision required. Through reporting to the committee's and working groups, Councillors will have the opportunity to shape the planning related documents set out in this LDS. It is vitally important that Councillors have these opportunities.

9. Risks to delivery of the programme of works

9.1 A number of 'risks' could arise over the next two – three year period, which could affect the delivery of the programme of works set out in this Local Development Scheme (LDS). A number of potential risks are outlined below.

Potential Risk	Likelihood	Notes	Action
Insufficient staff resource available.	High	Being a small local authority, the Planning Policy team has required involvement in many projects not necessarily associated to planning policy. The Planning Policy team is involved in an ever broadening work programme. In addition, should experienced staff leave the authority, recruiting equivalent experience and knowledge could be extremely challenging.	Continue to work as efficiently as possible. Be able to concentrate on the production of the Local Plan. The completion of the work programme outlined in this LDS is the priority for the Planning Policy team.
Duty to Cooperate delays	High	The Duty to Cooperate requires local authorities to work together spatially and produce joint pieces of evidence base work. Delays can occur from the different governance processes.	The Council will continue to work closely with local authorities and will timetable work and projects accordingly, taking account of potential delays.
Loss of financial resource due to government funding cuts.	Medium to High	Government funding cuts have already required the Council to review its staffing structure and use of external expertise. Further structure reviews and use of external expertise could be required.	Continue to work as efficiently as possible. Always seek cost savings where possible as well as 'value for money' opportunities.
Missing project milestones and deadlines set out in this Local Development Scheme.	Medium to High	The Planning Policy team is undertaking an ever increasing and diverse workload and is seeking to achieve an ambitious Local Plan production timetable.	Continue to work as efficiently as possible. Use external resources where relevant and appropriate to do so.
Lack of public interest in the planning process.	Medium	The general public may not want to get involved in the planning process.	The Borough Council's Statement of Community Involvement (SCI) sets out how the Council will consult with the public. The SCI sets out how the Council goes 'above and beyond' when consulting the public to ensure that as many people as possible can get involved.
Planning Inspectorate taking time to assess the Plan	Medium	The timetabling and requirements of the Planning Inspectorate are beyond the Council's control and the Council can only be reactive once the plan is submitted for examination.	Continue to work as efficiently as possible. Use external resources where relevant and appropriate to do so.
Pandemic slowing the production process	Low to Medium	The recent Covid-19 Pandemic could not have been foreseen and has had an impact on plan preparation processes. It is likely that further period of restrictions due to Covid-19 could slow the production process.	Local Planning Authorities are instructed by Government to continue with plan making and some flexibilities have been introduced to facilitate this.

10. Monitoring and review

- 10.1 A number of planning monitoring reports, for example the Residential Land Availability Assessment and the Strategic Housing Land Availability Assessment, are produced on an annual basis by the Council to feed into the Annual Monitoring Report (AMR). This all-encompassing report (AMR) is produced each year and published on the Council's website. The report assesses progress towards the implementation of the Local Development Scheme, and the extent to which the policies in Council's Development Plan are being achieved. If necessary, the Local Development Scheme will be revised in light of these monitoring reports.