



TO COUNCILLOR:

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

M H Charlesworth (Chair)
Mrs H E Darling JP
D A Gamble
Mrs S Z Haq
Miss P V Joshi
J Kaufman

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

I summon you to attend the following meeting for the transaction of the business in the agenda below.

Meeting: Policy, Finance and Development Committee
Date and Time: Tuesday, 7 February 2023, 7.00 pm
Venue: Council Offices, Bushloe House, Station Road, Wigston, Leicestershire, LE18 2DR
Special Title: Draft Budget (2023/24) & Medium-Term Financial Strategy (MTFS) etc.
Contact: Democratic Services
t: (0116) 257 2775
e: democratic.services@oadby-wigston.gov.uk

Yours faithfully

Council Offices
Wigston
30 January 2023

Mrs Anne E Court
Chief Executive



Meeting ID: 2289



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ITEM NO.

AGENDA

PAGE NO'S

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YouTube Live Stream

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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 - 8

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

5. Action List Arising from the Previous Meeting

There was no Action List arising from the previous meeting.

6. Petitions and Deputations

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

7. Budget Monitoring (Q3 2022/23)

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Report of the Head of Finance / Deputy Section 151 Officer

8. 2023/24 Draft Revenue Budget, Medium Term Financial Plan and 2023/24 - 2025/26 Draft Capital Programmes

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Report of the Strategic Director / Section 151 Officer

9. Treasury Management Policy and Strategies and Prudential Indicators (2023/24)

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Report of the Strategic Director / Section 151 Officer

Report of the Head of Finance / Deputy Section 151 Officer

10. Proposed Disposal of Land at London Road, Oadby (Consultation Outcome)

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Report of the Legal & Democratic Services Manager / Deputy Monitoring Officer

11. Brocks Hill Budget Update (February 2023)

To Follow

Report of the Head of Built Environment

12. Committee Work Plan (2022 - 2023)

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For information only.

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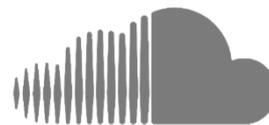
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Agenda Item 4

**MINUTES OF THE MEETING OF THE POLICY, FINANCE AND DEVELOPMENT COMMITTEE
HELD AT THE COUNCIL OFFICES, BUSHLOE HOUSE, STATION ROAD, WIGSTON,
LEICESTERSHIRE, LE18 2DR ON TUESDAY, 6 DECEMBER 2022
COMMENCING AT 7.00 PM**

PRESENT

M H Charlesworth Chair



Meeting ID: 2278

COUNCILLORS

N Alam
J W Boyce
Mrs H E Darling JP
Mrs S Z Haq
Miss P V Joshi
J Kaufman
Mrs L Kaufman
K J Loydall
D W Loydall
Mrs S B Morris

OFFICERS IN ATTENDANCE

S J Ball	Legal & Democratic Services Manager / Deputy Monitoring Officer
T Bingham	Strategic Director / Section 151 Officer
P Fisher	Strategic Director
D M Gill	Head of Law & Democracy / Monitoring Officer
T Hatton	Head of Customer Service & Transformation
R Sohal	Finance Manager
A Thorpe	Head of Built Environment

OTHERS IN ATTENDANCE

Cllr G A Boulter (Attended Remotely)

47. APOLOGIES FOR ABSENCE

An apology for absence was received from Councillors L A Bentley, F S Broadley, Mrs L M Broadley, D A Gamble and Dr I K Ridley.

Councillor G A Boulter attended the meeting remotely, but in accordance with the provisions in the Local Government Act 1972, was not considered present for the purposes of voting.

48. APPOINTMENT OF SUBSTITUTES

None.

49. DECLARATIONS OF INTEREST

None.

Policy, Finance and Development Committee
Tuesday, 6 December 2022, 7.00 pm

Chair / Vice-
Chair's Initials

50. MINUTES OF THE PREVIOUS MEETING

By affirmation of the meeting, it was

UNANIMOUSLY RESOLVED THAT:

The minutes of the previous meeting held on 15 November 2022 be taken as read, confirmed and signed.

51. ACTION LIST ARISING FROM THE PREVIOUS MEETING

By affirmation of the meeting, it was

UNANIMOUSLY RESOLVED THAT:

The Action List arising from the previous meeting held on 15 November 2022 be noted.

52. PETITIONS AND DEPUTATIONS

None.

53. ETHICAL STANDARDS AND INDICATORS (Q2 2022/23)

The Committee gave consideration to the report and appendix (as set out at pages 8 – 18 of the main agenda reports pack) which provided Members with the figures for the local determination of complaints and ethical indicators for Q2 2022-23.

By affirmation of the meeting, it was

UNANIMOUSLY RESOLVED THAT:

The content of the report and appendix be noted.

54. TREASURY MANAGEMENT ANNUAL REPORT (2021/22)

The Committee gave consideration to the report and appendices (as set out at pages 19 - 34 of the agenda reports pack) which provided details regarding the performance and activities of the authority's treasury management function for the financial year 2021/22.

The Committee was asked to note that the total figures produced in the table at Appendix 1 (at page 25) where incorrect and should read '184' for 'Cumulative No. of Investments In Year' and '£103,061' for 'Total Value Invested in Year' respectively.

By affirmation of the meeting, it was

UNANIMOUSLY RESOLVED THAT:

The content of the report and appendices be noted.

55. BUDGET MONITORING (Q2 2022/23)

The Committee gave consideration to the report and appendix (as set out at pages 3 - 17 of the first agenda update reports pack) which provided an update on the forecast

financial position for the Council for the financial year 2022/23, as at the end of Q2 2022/23.

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

UNANIMOUSLY RESOLVED THAT:

- (i) The contents of the report and appendix be noted; and**
 - (ii) The decisions of the Section 151 Officer to repurpose earmarked reserves back to General Unallocated General Fund and Housing Revenue Account reserves (as set out in section 6 of the report) be ratified.**
-

The following postscript explanations of the 'other' variances included in Budget Monitoring (Q2 2022/23) for inclusion in these minutes was agreed with the Chair.

The Built Environment

- Homelessness – additional pressures on the service in relation to emergency accommodation and underachievement of salary savings previously reported - £20k
- Environmental Strategy – Inclusion of Shared Services Officer post - £18k
- Private Sector Housing - Repayment of improvement grants forecast to underachieve against budgeted level. Improvement grants are required to be repaid if the resident moves within a set timeframe, therefore the level of repayments received is unpredictable - £11k

Customer Services and Transformation

- Corporate Projects - This is an accounting adjustment; the variance will be reversed in the following period – £39k

56. LOCAL DEVELOPMENT SCHEME (WINTER 2022)

The Committee gave consideration to the report and appendix (as set out at pages 35 - 54 of the agenda reports pack) which illustrated the proposed revised timetable for the Council's new Local Plan process and asked it to approved Local Development Scheme for 2022.

It was moved by the Chair, seconded by Councillor J W Boyce and

RESOLVED THAT:

- (i) The content of the report be noted; and**
- (ii) The Local Development Scheme 2022 (as set out in Appendix 1) be approved.**

Votes For	9
Votes Against	0
Abstentions	2

57. 2023/24 DRAFT REVENUE BUDGET, MEDIUM TERM FINANCIAL PLAN AND 2023/24 - 2025/26 DRAFT CAPITAL PROGRAMMES

The Committee gave consideration to the report and appendices (as set out at pages 55 -

102 of the agenda reports pack) together with the updated appendix (as set out at pages 3 - 27 of the second agenda update reports pack) which asked the Committee to recommend to Council the General Fund and Housing Revenue Account revenue budget proposals and the Draft Capital Programmes for consultation.

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

RESOLVED THAT:

- (i) A recommendation to increase Council Tax by the core referendum limit of 2.99%, from the options as set out in Table 4 in the report, be approved;**
- (ii) A recommendation to increase Rents by the maximum social rent level of 7%, from the options as set out in Table 5 in the report, be approved;**
- (iii) Having approved the recommendations as set out above, the draft revenue budgets for 2023/24 and Draft Capital Programmes 2023/24 – 2025/26 for statutory consultation be recommend to Council; and**
- (iv) The indicative assurance statement provided by the Section 151 Officer be noted.**

Votes For	9
Votes Against	2
Abstentions	0

58. COMMITTEE WORK PLAN (2022 - 2023)

By affirmation of the meeting, it was

UNANIMOUSLY RESOLVED THAT:

The Committee Work Plan (2022-23) as at 29 November 2022 be noted.

59. BROCKS HILL - BUDGET UPDATE (URGENT ITEM)

Under section 100B(4)(B) of the Local Government Act 1972, by reason of special circumstance, in that an additional item of business needed to be considered before the next meeting of the Committee.

The Chair was of the opinion that an urgent item of business regarding a budget update on the ongoing Brocks Hill re-location project was be considered at this meeting as a matter of urgency as a decision was required so not to unduly delay the construction work schedule.

The Committee gave consideration to the urgent item report (as set out at pages 3 -6 of the third agenda update reports pack) provided an update on the overall budget position and sought approval of a supplementary budget.

It was moved by the Chair, seconded by Councillor J W Boyce and

UNANIMOUSLY RESOLVED THAT:

- (i) A supplementary budget of £210,000 to cover the cost of the works outlined in paragraph 1.3 of the report be approved;**
- (ii) It be noted that if the contingency budget remains unspent, or spent in part, at the end of the project, then the monies left in the contingency**

- budget will be used to fund the costs of the works outlined in paragraph 1.3 of the report, thus reducing or eliminating the need to spend the supplementary budget; and
- (iii) The update on the overall budget position be noted.

THE MEETING CLOSED AT 8.36 pm



Chair / Vice-Chair

Tuesday, 7 February 2023

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

Agenda Item 7



Policy, Finance and Development Committee	Tuesday, 07 February 2023	Matter for Information and Decision
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Report Title:

Budget Monitoring (Q3 2022/23)

Report Author(s):

Bev Bull (Head of Finance / Deputy Section 151 Officer)

Purpose of Report:	To provide the Committee with an update on the forecast financial position for the Council for the financial year 2022/23, as at the end of the third quarter.
Report Summary:	<p>The Q3 forecast position for the year on the General Fund is a deficit of £425k compared to a revised budgeted balance position using £346k of earmarked reserves including approved carry forwards from 21/22.</p> <p>The Q3 forecast position for the year for the HRA is a total deficit of £294k, compared to the budgeted position of £50k deficit to be met from the HRA reserve.</p> <p>Spending on the Council's HRA and General Fund Capital Programmes continue to make good progress. However, slippage has now been identified to be carried into 2023/24.</p>
Recommendation(s):	<p>That the Committee:</p> <p>A. Notes the contents of the report and appendix; and</p> <p>B. Ratifies the decisions of the S151 Officer to repurpose earmarked reserves back to General Unallocated General Fund reserves (as set out in section 6 of the report).</p>
Senior Leadership, Head of Service, Manager, Officer and Other Contact(s):	<p>Tracy Bingham (Strategic Director / Section 151 Officer) (0116) 257 2690 tracy.bingham@oadby-wigston.gov.uk</p> <p>Bev Bull (Head of Finance / Deputy Section 151 Officer) (0116) 257 2649 bev.bull@oadby-wigston.gov.uk</p> <p>Rashpal Sohal (Finance Manager) (0116) 257 2705 Rashpal.Sohal@oadby-wigston.gov.uk</p>
Corporate Objectives:	Providing Excellent Services (CO3)
Vision and Values:	"A Stronger Borough Together" (Vision)
Report Implications:-	
Legal:	There are no implications arising from this report.
Financial:	The implications are as set out in 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:	None.
Background Papers:	None.
Appendices:	1. Capital Programme (2022/23)

1. Introduction

- 1.1 In February 2022, the Council approved its revenue and capital budgets, with additional changes to the General Fund Capital Programme approved by Council in July to facilitate additional fleet requirements and the Council accommodation move to Brocks Hill.
- 1.2 As reported in previous budget monitoring reports for 2022/23 the economic conditions in the UK have worsened throughout the year. Actions undertaken as part of the mitigations set out at Quarter 1 and 2 in response to the forecast outturn position and any new actions are detailed below within the explanations for variances.
- 1.3 This report provides an update on the progress of the Cost of Living support proposals approved by Full Council in November 2022.
- 1.4 Finally, building on a repurposing exercise undertaken in December 2022, the report seeks ratification of further repurposing of General Fund earmarked reserves in order to bolster reserves and the ability of the Council to balance its budget into the future. More detail can be found in Section 6.

2. Financial Overview

- 2.1 As at Quarter 3 the forecast overspend is £425k on its General Fund, in the region of 6% of the council's overall net revenue spend budget. The main cause of the overspend relates to pay inflation for implementing the national pay award.
- 2.2 To balance the General Fund for the year, the Council will need to utilise the general reserves, which currently stand at £1.551m. Assuming forecast outturn is as per projections, a considerable level of reserves will be used. As such, the Section 151 Officer has undertaken a further review of earmarked reserves and proposes further

repurposing to general reserves to bolster the council's financial sustainability, building on the exercise undertaken in December 2022.

- 2.3 At the time of writing this report, an accounting issue concerning the council's budgeted business rates for the current year is being investigated. The potential issue has been identified as the budget for the 2023/24 level of business rates is being determined – the process will highlight any issues in the current year because the accounting and budgeting approach for business rates involves calculating surpluses and deficits which arise between the estimated and actual positions, and which are the spread over the following two financial years. The Council's internal auditors, CW Audit (soon to be merged with 360 Assurance), have been instructed by the Section 151 Officer to undertake a review of the accounting and budgeting position to determine whether any accounting liability exists. It is anticipated that the outcome of this position will be confirmed upon outturn for the current, 2022/23 year.
- 2.4 In addition, there remains an uncertain and significant financial risk surrounding leisure services nationally which are likely to affect the council directly. At the time of writing this report, work is ongoing to quantify the financial impact. The outcome of this will now unlikely be known until towards the end of the financial year.
- 2.5 On the Housing Revenue Account, the position has worsened since Quarter2, with a deficit of £294k now projected (an increase £90k from the forecast at Quarter 2). This is due to energy costs for Communal Heating that will not be fully recovered by the heat charges set for 2022/23, noting that it is now too late to vary charges in year due to the requirements to give tenants 4 weeks' notice. This is similar to some other councils locally and is due to substantial price increases from October onwards even after the energy bill reduction scheme reduces some of our costs. Further detail is included in the budget report in respect of heating charges for 2023/24. Additionally, the adverse outturn forecast is also due to an increase in recharge for Corporate Management Costs to reflect the HRA share of the pension deficit.
- 2.6 Inflationary pressures continue to affect all services across the Council such as substantially increased costs for contracts, utility costs, fuel, supplies and services, building material and repair costs.

3. Cost of Living support update

- 3.1 At the Full Council Meeting on 15 November 2022 funds were identified for specific proposals to provide support to residents and businesses through the Cost-of-Living crises. Table 1 shows the value of awards that have been made to date against each approved support proposal.

Table 1 – General Fund Cost of Living Support

Area	Upper Value	Actual to Date	Remaining Grant	No. of residents/ businesses supported
Top up DHP with £50,000 of Council funding	£50,000	£2,033	£47,967	N/A
Top up the Council funded Discretionary Council Tax Support Fund	£5,000	£2,495	£2,505	13
Support and promote public-sector partner-led "Warm Hubs"	£5,000	£5,000	£0	10

Consider and action requests for support from 3 rd sector partners	£10,000	£7,188	£2,812	4
Residual funds – ability to be drawn down by the Strategic Director/Section 151 Officer in consultation with the PFDC Chair, for additional needs identified	£10,000	£0	£10,000	
Total General Fund Cost of Living reserve	£80,000	£16,716	£63,284	

- 3.2 In relation to the top up DHP funding, officers are continuing to receive and process new requests for support from the DHP fund. Since the additional funding was allocated, 22 awards have been made, initially met for the original DHP funding and now starting to drawdown from the top up that was allocated as cost-of-living support. Officers are considering extensions and increases to awards made in Q2 when the support provided was at a lower level. It is expected the remaining top up funding will be fully allocated by the end of the year.
- 3.3 During the final quarter of 2022/23 to date, a further request for Warm Hub Support has been received. Subject to consultation with the PFDC Chair, the Section 151 Officer will propose to meet the award from the residual fund. The residual fund will continue to be used for this purpose should further Warm Hub Support requests be received.

Table 2 – HRA Cost of Living Support

Area	Upper Value	Actual to Date	Remaining Grant	No. of residents/ businesses supported
Create a new £10,000 HRA Hardship Fund for supporting Council Tenants	£10,000	£0	£10,000	
Residual funds – ability to be drawn down by the Strategic Director/Section 151 Officer in consultation with the PFDC Chair, for additional needs identified	£20,000	£0	£20,000	
Total HRA Cost of Living reserve	£30,000	£0	£30,000	

- 3.4 The scheme criteria and application process for the Tenant Hardship Fund was finalised on the 31st January 2023, after which a consultation with the Tenant Group was undertaken. At the time of writing this report, the scheme is due to become live and operational week commencing 6th February 2023. At this stage there are no plans to utilise the residual funds.

4. General Fund Forecast Outturn 2022/23

- 4.1 Table 3 below sets out the 2022/23 net revenue forecast outturn position based on actual income and expenditure to December 2022 and forecast income and expenditure from January 2023 to March 2023, compared to the current revised budget.

4.2 As part of the quarter 3 monitoring process, the 2021/22 quarter 3 and outturn variance position have been reviewed and used to inform forecasts for quarter 3 2022/23. This is to aid the accuracy of the forecasts with a view to reducing the movement in variance between this report and the outturn position.

4.3 The current General Fund forecast variance against budget is a £0.425m overspend.

Table 3 – General Fund Budget Monitoring 2022/23

Service	Original Budget 2022/23	Revised Budget 2022/23	YTD	Forecast Outturn	Variance
	£	£	£	£	£
Senior Leadership Team	427,730	427,730	315,180	443,734	16,004
Finance & Resources (Including Corporate Budgets)	2,517,063	2,333,583	2,523,906	2,395,731	62,148
Law & Democracy	654,170	664,170	606,647	666,256	2,086
The Built Environment	897,020	980,020	759,395	1,194,224	214,204
Community & Wellbeing	(10,643)	13,795	738,068	55,720	41,925
Depot	1,050,370	1,055,370	512,398	1,178,158	122,788
Customer Service & Business Transformation	1,391,416	1,677,858	1,427,663	1,644,178	(33,680)
HRA Recharge	(1,240,435)	(1,240,435)	(1,240,435)	(1,240,435)	0
Capital Financing	720,900	720,900	720,900	720,900	0
Net Revenue Expenditure	6,407,591	6,632,991	6,363,722	7,058,465	425,474
Earmarked reserves	(125,272)	(345,672)		(345,672)	0
General Fund Reserve Supplementary Budget		(5,000)		(5,000)	0
Funding	(6,282,319)	(6,282,319)		(6,282,319)	0
Budget Gap	0	0		425,474	425,474

4.4 At this stage, no adjustments have been made to the forecast for the potential additional funding that will flow to the council as a result of the distribution of the accumulated funds within the business rates pool. Whilst the funding presents an opportunity to reduce revenue costs by utilising the funds to fund growth related activity the council already funds, the value currently remains unconfirmed pending discussions between all councils in Leicestershire. The funds are also one-off and whilst that might serve to indirectly reduce forecast budget gaps, there will be no ongoing reduction.

4.5 The remainder of Section 3 provides explanation of the variances for each Service Area.

4.6 Senior Leadership Team (SLT) – Forecast Overspend (£16k).

Service	Variance £'000	Reason for variance
Inflation – Pay	10	Actual pay award 2022/23 greater than budgeted.

Legal Fees	6	Legal fees incurred in relation to recovering circa £80k in relation to Bushloe Developments. The funds to be recovered were recognised in 2021/22. The Court Hearing completed in November 2022 and recovering the funds should complete in 2022/23. There has been no movement on this from Q2.
Total	16	

4.7 **Finance and Revenues and Benefits – Forecast Overspend (£62k).** The main factors contributing to the department’s net overspend are set out in the table below.

Service	Variance £'000	Reason for variance
Inflation – Pay	51	Actual pay award 2022/23 greater than budgeted.
Finance	47	£35k for Civica Income Management System costs not provided for in 22/23 budget. (Provided for in 23/24 budget onwards), no change since Q2. £12k forecast overspend on bank interest costs resulting from increased interest rates due to the current economic climate.
Corporate Management	(32)	Final Track & Trace Admin grant of £32k received and recognised in this year.
Debt Charges	11	Forecast overspend on interest costs on short term borrowing resulting from increased interest rates due to the current economic climate. Forecast overspend has reduced since Q2 due less borrowing being required than anticipated due to capital slippage & slightly higher interest rates received on balances against previous forecast.
Net cost of Benefit	57	This deficit relates to the reduction in income estimated on the recovery of Benefit over payments and is based on the actuals to date compared to budget, forecast to the end of the year. There has been a small reduction in the forecast deficit since Q2.
Revenue and Benefits	66	Agency costs to cover vacancies to deliver statutory service. Partially offset by £54k of New Burdens funding being received not budgeted for. The Revenues and Benefits Service restructure has now concluded and recruitment to permanent positions is underway. This will mitigate any further increases in agency costs over the remainder of the year.

New Burdens – Revenues and Benefits	(100)	New Burdens grant in respect of administering relief and rebate schemes for Central government. To be confirmed by the end of the financial year.
Council Tax	(40)	Court Cost income received exceeding budget.
	2	Other
Total	62	

4.8 **Law & Democracy – Forecast Overspend (£2k).** The main factors contributing to the department’s net overspend are set out in the table below.

Service	Variance £'000	Reason for variance
Inflation – Salary	30	Actual pay award 2022/23 greater than budgeted.
Election expenses	(62)	£49k salary savings in relation to the vacant Democratic Services Manager post being merged with another post and now filled by the Legal and Democratic Services Manager and Deputy Monitoring Officer. £13k income received higher than accrued on election expenses claimed. This has not moved from Q2.
Register of Electors	(18)	Postage and printing saving. Postage and printing needs fluctuate depending on demand which is impacted on by the election cycle.
Legal & Admin Service	(18)	Legal costs of £25k for recovery of the costs of works in default at a premises in Long Street. The court hearing was in favour of the council and cost will be recovered but the timing is unknown. This is being offset by £43k compensation received and due arising from an historic fraud case.
Taxi Licences	47	Reduction in income for taxi licences based on historical figures and the current economic situation.
Licensing Service	18	£55k Private Landlord Property Licence partially caused by under achievement, offset by £3k net overspends against all budget headings, £29k capitalisation of salary cost for work on the decarbonisation capital schemes and a further £11k vacancy savings.
Other	5	
Total	2	

4.9 **The Built Environment – Forecast Overspend (£214k).** The main factors contributing to the department’s net overspend are set out in the table below.

Service	Variance £'000	Reason for variance
Inflation – Salary	50	Actual pay award 2022/23 greater than budgeted.
Economic Development	(62)	Vacancy savings and capitalisation of salary cost for posts involved in delivering capital projects. Forecast underspend increased by £11k from Q2 position.
Planning Policy, Planning Control & Planning Section	126	Currently there are national recruitment difficulties, and some vacant positions are being filled by agency staff. During Q3 we have managed to recruit to one vacant post on a permanent basis that was previously being covered by an agency member of staff and released 2 other members of agency staff. In addition, we are currently advertising to recruit to 5 other positions on permanent basis. Total agency overspend to date is £333k and total vacancy savings are £149k. This has been offset by income exceeding budget for planning applications by £40k and other releases of small budgets.
Homelessness	68	Net overspends as a result of a number of changes including: Increase in emergency accommodation costs over recovery from housing benefit due to greater demand and price increases. Salaries not provided for in 2022/23 budget. (Provided for in 23/24 budget onwards.) Non-renewal on a lease of temporary accommodation property. Partially offset by unbudgeted Domestic Abuse Safe Accommodation Support funding received. This has not changed since Q2.
Belmont House Hostel	36	Reduction in Housing benefit income due to reduction in occupancy during the pandemic. The hostel is back to full occupancy, as of the end of Q3. This has increased by £3k since Q2.
	(4)	Other
Total	214	

4.10 **Community & Wellbeing – Forecast Overspend (£42k).** The forecast overspend in this department is mainly due to the items set out in the table below.

Service	Variance £'000	Reason for variance
Inflation – Pay	51	Actual pay award 2022/23 greater than budgeted.

SLM contractual variance	62	This includes £220k costs due to reverting to 19/20 management fees, which was negotiated down by £58k following Officer action to engage specialist support renegotiate the contractual position. These costs are being offset by £100k budget for external contractors that is not expected to be spent. This has not changed from Q2.
Cemeteries	29	This position has moved favourably since Quarter 1 (where the position reported was £34k income reduction). The reason for the forecast under achievement in income is due to there being an assumption that service use would be maintained as per previous year and to date that is not the case. The forecast has reduced by £5k since Q1.
Car Parks	(59)	Transactional fees and other running costs of scheme are exceeding budget. There have been some fees relating to car parking that was estimated and the actual charges are much higher (NPU Levy £10k adverse, Metric fees to date £10k and there was no budget for this). This is being offset by increased income generated by a higher level of usage than anticipated. This forecast has moved favourably since Quarter 2.
Grounds Maintenance	(35)	Section 106 funding released from revenue reserve for grounds repair and maintenance.
	(6)	Other
Total	42	

4.11 **Waste Service – Domestic, Recycling & Green Waste - Forecast Overspend (£123k).** The forecast overspend in this department is mainly due to the items set out in the table below.

Service	Variance £'000	Reason for variance
Inflation – Pay	61	Actual pay award 2022/23 greater than budgeted.
Inflation – Diesel	56	Overspend in diesel costs for fleet – The fuel market is volatile and continues to fluctuate – the forecast overspend has reduced by £10k since quarter 2.
Domestic Refuse Collection	70	To offer the current weekly service provision agency staff are hired to cover days off in lieu as part of contractual obligations for providing a service on all bank holidays. Additional staff hired for an unplanned B/H due to Queen's death. Additional reliance on agency to cover long term sickness which has now been resolved.

White Goods Collection Service	(17)	There has been an increase in white goods collection income this year and the forecasted outturn has been revised to reflect this.
Garden Waste Collection	(46)	There has been an increase in garden waste collections permits sold this year, resulting in additional income.
Garden Waste Collection	(14)	There has been savings on photocopier and printer costs for this financial year.
Workshop – Repairs and Maintenance	31	£15k costs to repair damage to the workshop which was not covered by insurance. As reported at Q2 £16k salary overspend as actual salary costs are not in line with legacy budget, corrected in 23/24 budget onwards.
Travel and Expenses	(9)	There has been savings on travel and expenses for this financial year.
	(9)	Other
Total	123	

4.12 **Customer Services and Transformation – Forecast Underspend (£34k).** This service area includes Customer Services, System Support and Transformation Services including the newly created in-house IT team. The forecast overspend is due to the following items set out in the table below.

Service	Variance £'000	Reason for variance
Inflation – Salary	48	Actual pay award 2022/23 greater than budgeted.
Human Resources	(8)	Underspend due to HR team vacancies throughout the year. There have been difficulties in recruiting permanent positions. Team will be fully established by end of February 23.
Communications and Marketing	(19)	Service responsibilities and budgets moved into Communications and Marketing. Service needs are to be reviewed and budgets realigned in 2023/24 taking into consideration the current forecast underspend for 2022/23.
Head of Customer Services & Transformation	(16)	Salary saving due to change in personnel.
Customer Services Improvement	(75)	Salary saving for the first quarter of the year when the Customer Service Improvement Manager position was vacant. The post has now been filled. £50k costs in relation to supporting transformation is to be capitalised under flexible use of capital receipts.
Customer Services	(20)	Salary savings on a Technical Officer position due to difficulties with recruitment and the phased employment of new starter. This has not changed from Q2.

ICT	57	Overspend in relation to corporate networking and software costs. This has been reflected in 23/24 budget onwards.
	(1)	Other
Total	(34)	

5. Housing Revenue Account (HRA)

5.1 The position on the account as the end of Quarter 3 is set out in the Table below.

Table 4 - HRA Budget Monitoring 2022/23

	Original Budget 2022/23	Forecast Outturn 2022/23
	£'000	£'000
Net Cost of Services on the HRA	(575)	(218)
Capital Charges	625	512
Revenue Contributions to Capital Appropriations to Earmarked Reserves	0	0
	50	294
Actual Balance b/f HRA a/c	(1,139)	(1,155)
Budget Deficit in the Year	50	294
Balance c/f HRA a/c	(1,089)	(861)

5.2 The Housing Revenue Account is forecasting a deficit of £294k as at quarter 3 compared to a budgeted deficit of £50k. The explanation of the £244k variance are detailed below.

5.3 The balance on the main HRA reserve as at the 31 December 2022 was £1.485m. The current forecast use of reserve of £294k to fund the forecast 2022/23 deficit will leave an estimated HRA Reserve balance of £1.191m.

5.4

Service	Variance £'000	Reason for variance
Council Tax on Void Properties	6	Council tax on void properties is £6K higher and is due to a greater number of voids than budgeted. Some voids from last year were carried over to this year which has impacted upon these figures. Measures are in hand to manage carry forwards more closely at the end of 22/23.
Service Charges for Lease Held Flats	(13)	There has been an increase in income of £13k from service charges for leasehold flats as a result of increases to the management and caretaker charges.
Depreciation	162	This is a statutory accounting adjustment for depreciation of £162k and is based on the asset values and useful life from most recent annual accounts.

Computer Software	45	There has been increased costs as a result of our move to a managed service for our Housing IT system of £45K. However, this move to a managed service is important to allow staff to effectively use the IT system which will in turn result in efficiencies in terms of staff time.
Corporate Management Contribution	50	Corporate Management Recharge to GF increased by £50k to include HRA Pension Lump sum.
Legal Fees	15	Expected to spend £15K on legal fees relating to a number of repairs at a property with this work still ongoing.
Compensation	10	Compensation amounting to £10k paid for 2 housing disrepair claims. It is usual that Council's managing a housing stock have to pay legal fees and compensation on occasion. However, historically there has been no budget allocated for this which has led to the impact on the variance. This will be rectified in 23/24.
Housing Tenancy Management posts	(17)	This is being offset by salary underspend on Housing Tenancy Management posts due to vacant posts in the team of £11k and £6k underspend on software costs £3k other small net underspends.
Communal Heating Charges	53	Gas prices have substantially increased from October onwards with the energy bill reduction scheme reducing some of our costs. Income from heating charges for all 3 schemes will not be enough to cover our costs. Consideration of the level of heating charges for 2023/24 is covered on the separate budget report on the same meeting agenda as this report. The report includes proposals for reviewing charges in-year in 2023/24.
Communal Areas	5	Sharp increase in electricity charges for the year £17k. Savings of £12k from day-to-day repairs and maintenance of speech call systems at the sheltered schemes because we haven't had repairs to attend to.
Repairs & Maintenance	45	Outturn for this year is based on actual spend each month while considering commitments for planned maintenance. The cost of repairs and maintenance have also increased due to high inflation. We will limit the impact of this overspend by deferring some works to planned maintenance where it is appropriate to do so.
Capital Charges	(113)	This favourable movement in interest costs is based on our capital programme and current borrowing requirement, which will not reach the levels budgeted for.
	(4)	Other
	244	

6. Reserves

- 6.1 The Council holds reserves for a manner of reasons. Earmarked reserves are held to manage future financial stress that may occur in specific areas in relation to identified risks. They are also held to manage timing differences of when income has been received and when costs will be incurred.
- 6.2 Earmarked reserves must be reviewed as risks and needs change. Further to the review of the Council's reserves that was undertaken at Q2, reserves have continued to be reviewed and the Section 151 Officer has identified a further repurposing, this proposal is identified in Table 4.
- 6.3 The following table sets out the current level of reserves for each of the council's revenue accounts: the General Fund and the Housing Revenue Account. It also sets out the proposed reserve to be reallocated to the General Fund Reserve.

Table 4 – General Fund reserves

Reserve	Purpose	Balance @ December 2022 £	Proposed to be reallocated?
General Fund Reserve @ 31/12/22		-1,550,826	
Earmarked Reserves			
Disabled Facilities	Monies put aside specifically to fund Disabled Facilities Grants.	-22,450	
Greening the Borough	Resources available to improve the environment of the Borough and well-being of residents.	-60,550	Yes
Land Valuation Reserve Balance	To allow the Council to value land within the Borough with a view to selling.	-16,563	Yes
Borough Events Reserve Balance	To fund commemorative events held in the borough by the Council or other grant assisted groups.	-5,537	Yes
COVID-19 Reserve Balance	To hold unspent grant funding received from central government for the financing of COVID-19 business support grants. This is a temporary reserve, with the expectation that all funding will either be granted or reclaimed by central government.	-364,355	£130,000 to be repurposed – this was new burdens grant for administering Covid-19 grants that has now been completed.
Elections Reserve	To balance the budget for the four-yearly borough election cycle. Contributions of one quarter of the anticipated cost of the election are appropriated into the reserve in each of years 1-3, and then the balance is	-50,000	

	appropriated out in the year of the election.		
Corporate Peer Challenge Reserve	For the purpose of resourcing the recommendations as set out in the Corporate Peer Challenge	-58,400	
Other Earmarked reserve	Reserves containing the proceeds of revenue grants and Contributions grants and other external contributions that are yet to be used.	-122,568	
PDG Reserve Balance	Formerly Housing and Planning Delivery Grant Reserve and will be used to fund the development of the Local Plan in future years.	-269,563	
Grounds Maintenance Reserve Balance	This reserve holds commuted lump sums received from a developer earmarked for the maintenance of a specific green space.	-256,480	
Total General Fund		-2,777,294	

Table 5 – HRA reserves

Reserve	Purpose of reserve	Balance @ December 2022 £	Proposed to be reallocated ?
HRA Reserve @ 31/12/22		-1,484,961	
Major Repairs Reserve Balance	Resources set aside to meet capital investment in council housing per statutory requirement.	-449,473	
Regeneration	Additional reserve set aside for regeneration and new build of council housing.	-361,443	
Budgets Carried Forward HRA Reserve Balance	Contains authorised budget carry forwards from this year, to be used in the next financial year.	-8,500	
Total General Fund		-2,304,377	

6.4 Assuming the proposals are approved, the revised General Fund reserve would be £1,763,476 and the HRA reserves will remain at £1,484,961.

7. Capital Programme

7.1 The 2022/23 Capital Programme was set at Full Council in February 2022 and amended in July 2022. Table 6 shows a summary of the 2022/23 capital programme and the full capital programme is shown in Appendix 1.

7.2 The forecast outturn for the General Fund capital programme is £4.534m. A number of changes have been forecast since Quarter 2 and these include an additional provision of £210k for Brocks Hill, and slippage in the following areas:

- S106 funded sports grounds projects £495k.
- £484k vehicle refurbishment and fleet replacement.

- £320k general fund housing schemes removed, of which £80k has been allocated to residual costs forecast for Oadby Pool and the remaining £240k has been removed from the capital programme, recognising that Housing schemes that will be delivered by the Council will be as part of the Housing Revenue Account.

7.3 The forecast outturn for the HRA capital programme is £1.038m. A number of changes been forecast since Q2, and these include slippage in the following areas:

- The remainder (£500k) of the provision for the New Housing Supply scheme (formerly Horsewell Lane – which was renamed in recognition of comments received as part of the 2023/24 Budget consultation and that the budgetary provision will be utilised to deliver the Horsewell Lane scheme as well as the programme of further housing schemes
- £100k on New Housing Initiatives, which will also be merged with the “New Housing Supply” budget to bolster resources into one main provision;
- £212k on Housing Block Improvements

Table 6 – Capital Programme Summary

Fund	Revised Budget 2022/23	Spend and Commitments to Date	Variance to Budget	Forecast Outturn
	£'000	£'000	£'000	£'000
General Fund	4,483	4,334	(149)	4,534
Housing Revenue Account	1,038	544	(494)	1,038
Total	5,521	4,878	(643)	5,572

7.4 Brocks Hill Project update

7.5 At PFD Committee on 6th December 2022, Members agreed a supplementary budget of £210,000 to reflect repairs required to the Atrium glazing and the doors and windows to the first floor balcony. The revised budget now stands at £3.819m. All spending to date remains on course. 39% of the contingency budget has been committed with £0.138m remaining intact. This is considered to be an acceptable position at this stage in the project.

Table 7 – Total Project Budget and Forecast Costs

	Approved Budget (£m)	Revised Budget (£m)	Actual and Commitments to Date (£m)	Forecast Outturn (£m)	Var to Revised Budget (£m)
Committed before the project went to committee	£0.285	£0.231	£0.167	£0.224	-£0.007
Brocks Hill Construction, incl Energy Efficiency	£2.800	£3.010	£2.979	£3.070	£0.060
Non-construction related costs	£0.298	£0.352	£0.219	£0.387	£0.035

Contingency	£0.226	£0.226		£0.088	0.138
Total	£3.609	£3.819	£3.365	£3.681	£0.088

Contingency

£0.226	Total Contingency
£0.088	Variance to budget
£0.138	Remaining Contingency

OADBY AND WIGSTON BOROUGH COUNCIL CAPITAL PROGRAMME

Project Code Reference	Scheme	Budget Holder	Responsible Person	2022-23 Approved Budget	2021-22 Final C/F	Additions/Removals/Sippages	2022-23 Total Budget	Actual to 31st December 2022	Variance	Forecast	Comments
				£	£	£	£	£			
Housing Revenue Account											
50003	Central Heating	Chris Eyre	Martin Crowther	0	26,521	173,479	200,000	72,094	(127,906)	200,000	Issue with getting parts/ boilers. To be spent by year end mostly on current tenants with some voids. Change in contractor has caused a delay in expenditure.
50006	Front & Rear Doors	Chris Eyre	Martin Crowther	0	(49,585)	89,585	40,000	31,375	(8,625)	40,000	Will not spend the entire amount as we have not yet procured a door contractor. Work will not be ordered unless one is in place. To be used mostly in emergencies. Waiting for the stock condition survey.
50009	Fire Safety	Chris Eyre	Martin Crowther	0	0	0	0	(5,633)	(5,633)	0	Cancelled PO
50016	Decent Homes Work	Chris Eyre	Martin Crowther	1,500,000	242,872	(1,492,872)	250,000	189,463	(60,537)	250,000	We still have a couple of properties to do with 2 major works voids currently in the system. There is a risk of overspend depending on the condition of the property. We can hold off until new year if we have any voids at year end. Waiting on the stock condition survey to drive the programme going forward.
50017	Major Adaptations	Chris Eyre	Martin Crowther	0	40,529	109,471	150,000	62,124	(87,876)	150,000	Work worth £100K has now been signoff by SLT. Adaptations are led by demand and received from the occupational therapist team.
50019	Fire Safety	Chris Eyre	Martin Crowther	0	128,939	121,061	250,000	129,792	(120,208)	250,000	Lots of work still to be undertaken and expectation this will be spent by year end. Electrical upgrade work is still being carried out.
50021	Timber Window Replacement incl external entrance / fire doors Kings Drive Area	Chris Eyre	Martin Crowther	0	37,341	(27,341)	10,000	0	(10,000)	10,000	We have not got a window contractor. We are not expecting a substantial amount to be spent as currently it's only going towards inspection work and surveys. Only to be spent in emergencies.
50029	New Housing Supply	Chris Eyre	Chris Eyre	2,330,000	(29,693)	(2,280,307)	20,000	5,929	(14,071)	20,000	Leave £20K in for feasibility study, slip remainder into 23/24
50030	Communal Heating System William Peardon Court	Chris Eyre	Martin Crowther	0	18,815	(18,815)	0	0	0	0	
50046	Kitchen Replacements Decent Homes, incl Bathrooms 2018/19	Chris Eyre	Martin Crowther	0	138,575	(138,575)	0	9,942	9,942	0	Residual costs of last year's scheme
50047	Housing Block Improvements	Chris Eyre	Martin Crowther	0	(23,742)	111,742	88,000	40,856	(47,144)	88,000	Door Entry Replacements, we have received the data back and are looking at the logistics of this. The system is in line with existing new installations and is a proposed KMS system. Leaseholder consultation required.
50048	Asset Management System Upgrades	Chris Eyre	Chris Eyre	0	13,400	16,600	30,000	8,035	(21,965)	30,000	Asset Mgt system has been implemented by Capita. CE to check which invoices are capital. All upgrades to this and Home Connections are completed and paid for.
	Decarbonisation of Housing Stock Horsewell Lane housing development, Modular Build	Chris Eyre	Chris Eyre	0	0	0	0	0	0	0	To be used for carbon reduction scheme in 23/24
		Chris Eyre	Chris Eyre	0	0	0	0	0	0	0	Highly unlikely to spend in 22/23. Expect whole scheme to slip into 23/24.
Total - HRA				3,830,000	514,142	(3,306,142)	1,038,000	543,978	(494,022)	1,038,000	
General Fund - Service Delivery											
52002	Disabled Facilities Grant	Adrian Thorpe	Chris Eyre	0	0	0	0	300,148	300,148	0	Purchase orders should be raised on revenue code for Lightbulb Project
54092	Oadby Pool Housing Project	Adrian Thorpe	Jeffery Kenyon	0	430,013	(274,813)	155,200	112,943	(42,257)	155,200	Awaiting final pre-planning report to determine course of action with respect to site. Slip remainder into 23/24
54093	Railway Corridor	Adrian Thorpe	Jeffery Kenyon	0	0	0	0	5,927	5,927	5,927	Residual costs
54095	Local Authority Delivery 2	David Gill	Jon Wells	0	301,484	0	301,484	1,119	(300,365)	301,484	Expenditure on revenue code. Move to capital.
54010	Play Area Refurbishments	Margaret Kind	Stuart Marbrook	0	8,400	0	8,400	0	(8,400)	4,200	Progressing 22/23
54012	Wigston Cemetery Memorial	Margaret Kind	Margaret Kind	0	0	0	0	(5)	(5)	0	Cancelled PO
54017	Xmas Decoration Infrastructure	Adrian Thorpe	Mark Hyniw	7,500	1,830	0	9,330	9,359	29	9,330	Expect to spend in full.
54055	Brooks Hill Car Park Drainage	Margaret Kind	Margaret Kind	0	4,000	(4,000)	0	0	0	0	Project complete
54114	Car Park Resurfacing	Margaret Kind	Margaret Kind	0	27,975	0	27,975	5,280	(22,695)	5,280	Ongoing
54133	Replacement RVC	Philippa Fisher	Brian Kew	0	0	0	0	212,560	212,560	0	Order placed. Long lead time on vehicles means that expenditure will fall in 23/24, so budget slipped.
54147	Recycling Wheelie Bins	Philippa Fisher	Brian Kew	0	0	0	0	13,195	13,195	13,195	Additional recycling wheelie bins
54150	Redeployable CCTV Camera Upgrade	David Gill	Mark Smith	0	30,000	(3,450)	26,550	26,550	0	26,550	Complete
54151	Air Monitoring Equipment	David Gill	Tony Cawthorne	0	0	0	0	5,481	5,481	10,506	36 month subscription for operation of air monitoring station. Eligible for capitalisation.
54154	Kilby Bridge Canal & Towpath	Adrian Thorpe	Ed Morgan	0	15,328	0	15,328	2,846	(12,483)	15,328	Expect to complete soon
54157	Electric Car Charging Points	Adrian Thorpe	Ed Morgan	0	0	0	0	29,527	29,527	29,527	Expect to complete soon
54161	E-Bikes	Adrian Thorpe	Mike Benetto	0	0	0	0	5,480	5,480	5,480	E-bikes for site visits within the borough. Funded by £5K LCC smarter travel grant.
54162	Vehicle Refurbishment	Philippa Fisher	Brian Kew/Mark Westkamp	60,000	0	(15,000)	45,000	70,403	25,403	45,000	Orders placed for refurbishment, but costs likely to fall in 23/24. Purchase of two small vans likely to fall in 22/23
54533	Treescape Fund	Adrian Thorpe	Mike Benetto	0	0	0	0	101	101	0	Residual cost
54566	Brooks Hill Additional Play Equipment	Margaret Kind	Stuart Marbrook	82,000	0	0	82,000	0	(82,000)	82,000	Work has gone to tender. Progressing in 22/23
54568	Coombe Park Pavilion Extension	Adrian Thorpe		170,000	0	(170,000)	0	0	0	0	Remove from program until \$106 funds actually received.
54570	Blaby Park Footpath	Margaret Kind	Margaret Kind	0	9,000	(9,000)	0	0	0	0	Project will not be happening. To be removed from programme.
54574	Pitch Improvement Programme	David Gill	Andrew Dingley	80,000	0	(80,000)	0	0	0	0	Funding transferred to new range of schemes agreed at Service Delivery committee in November.
54575	Private Sports Grants	David Gill	Andrew Dingley	195,000	0	(195,000)	0	0	0	0	Funding transferred to new range of schemes agreed at Service Delivery committee in November.
54576	Repairs to play area surface various play areas	Margaret Kind	Stuart Marbrook	0	12,730	0	12,730	0	(12,730)	12,730	Progressing 22/23
54578	Town Centre Wi-Fi	Adrian Thorpe	Mark Hyniw	0	73,058	0	73,058	47,460	(25,598)	73,058	Expected to complete this year.
54581	Wigston Town Centre Car Parks	Adrian Thorpe	Jeffery Kenyon	100,000	0	0	100,000	0	(100,000)	100,000	Match funding to levelling up fund bid submitted 2nd August. Awaiting outcome of bid.
54582	Blaby Road Pavilion Sewage Pumping System	Margaret Kind	Don Rudd	0	5,500	0	5,500	5,954	454	5,954	Expect to complete in September
54583	Oadby Cemetery – Biere House structural repairs	Margaret Kind	Don Rudd	20,000	0	0	20,000	21,100	1,100	22,600	Complete
54584	Uplands Park Pavilion – replacement boiler and floor repairs	Margaret Kind	Don Rudd	0	12,695	0	12,695	14,136	1,442	13,215	Possible overspend due to issues found during survey
54585	Wigston Cemetery – entrance drive resurfacing and disabled parking	Margaret Kind	Margaret Kind	12,000	0	0	12,000	0	(12,000)	12,000	Expected to complete in-year
56001	Council Office Refurbishment	Margaret Kind	Don Rudd	0	22,800	(22,800)	0	0	0	0	Budget slipped into future years to support capital maintenance at Brooks Hill
56003	Customer Services	Trish Hatton	Ben Wilson	0	0	0	0	579	579	0	Cancelled PO
56010	IT Replacement Programme	Trish Hatton	Ben Wilson	0	26,799	0	26,799	20,207	(6,592)	26,799	Residual budget from old ICT arrangements. Will be used for members' devices, around 25k
56037	PARIS Upgrade	Rashpal Sohal	Rashpal Sohal	0	0	0	0	20,000	20,000	20,000	Opayo gateway Migration Services & Licence
56044	New Income Management System	Rashpal Sohal	Rashpal Sohal	0	0	0	0	746	746	0	Miscoded stationery. Move to revenue.
56055	Document Management System Software	Trish Hatton	Ben Wilson	6,200	754	0	6,954	500	(6,454)	2,000	Changes to the software - upgrade
56056	Server / Network Hardware Replacements	Trish Hatton	Ben Wilson	0	8,158	0	8,158	990	(7,168)	8,158	Replacement of end-of-life network components prior to Brooks Hill move.
56069	Licensing Service Software Review	David Gill		0	8,900	(8,900)	0	0	0	0	Project complete
56070	Envelope Folding Machine	Trish Hatton	Ben Wilson	0	0	0	0	1,215	1,215	0	Maintenance costs. Should be in revenue.
56072	South Wigston Shop Fronts	Adrian Thorpe	Mark Hyniw	0	6,100	0	6,100	0	(6,100)	6,100	Contingent on demand.
56076	Windows server migrations	Trish Hatton	Ben Wilson	0	5,000	0	5,000	0	(5,000)	5,000	BW confirmed full budget use in CY.

Project Code Reference	Scheme	Budget Holder	Responsible Person	2022-23 Approved Budget	2021-22 Final C/F	Additions/Removals/Sippages	2022-23 Total Budget	Actual to 31st December 2022	Variance	Forecast	Comments
				£	£	£	£	£			
56081	IT Transition	Trish Hatton	Ben Wilson	0	0		0	179,825	179,825	0	Transition now complete. PO's raised to date shdn't be in this cost centre but in appropriate revenue codes
56082	Bushloe House Car Park Surface repairs and lining	Margaret Kind	Margaret Kind	0	28,000	(28,000)	0	0	0	0	Budget slipped into future years to support capital maintenance at Brocks Hill
56083	Remote Working - Regulatory Services	David Gill		0	3,968	(3,968)	0	0	(0)	0	Project complete
56084	IDOX Upgrade			0	0		0	3,750	3,750	0	Mis-code. Move to revenue.
56085	New Council Offices	Comie Campbell	Rashpal Sohal	1,700,000	(33,990)	1,720,000	3,386,010	3,205,423	(180,588)	3,386,010	Work underway. Post-construction costs; ICT installation, furniture, moving will slip into 23/24
56087	Oadby Depot Reburishment	Margaret Kind	Don Rudd	10,000	0		10,000	5,448	(4,552)	10,000	Ongoing
56090	Depot CCTV	Philippa Fisher	Brian Kew/Mark Westkamp	0	0		0	6,000	6,000	6,000	Project Complete
	William Gunning Park Drainage	Margaret Kind	Stuart Marbrook	20,000	0	(20,000)	0	0	0	0	Project will not be happening. To be removed from programme.
	Replacement of Grounds Maintenance Dennis bowling green mower	Philippa Fisher	Brian Kew	6,000	0	(6,000)	0	0	0	0	Slip into 23/24
	Replacement of Grounds Maintenance Vehicle FE09 XOT	Philippa Fisher	Brian Kew	30,000	0	(30,000)	0	0	0	0	Slip into 23/24
	Replacement of Grounds Maintenance Vehicle FG12 MVN	Philippa Fisher	Brian Kew	33,000	0	(33,000)	0	0	0	0	Slip into 23/24
	Sports Facility Improvement Programme	David Gill	Andrew Dingley	220,000	0	(220,000)	0	0	0	0	Funding transferred to new range of schemes agreed at Service Delivery committee in November.
	Peace Memorial Park Bowls Green- replace steps to bowling green	Margaret Kind	Don Rudd	5,000	0		5,000	0	(5,000)	5,000	Start at end of September
	Invest to Save	Philippa Fisher	Ben Wilson	350,000	0	(300,000)	50,000	0	(50,000)	50,000	Slip into 23/24
	Transformation	Philippa Fisher	Rashpal Sohal	400,000	0	(400,000)	0	0	0	0	Funding transferred to New Council Offices project
	Flude's Lane	Margaret Kind	Stuart Marbrook	20,000	0		20,000	0	(20,000)	20,000	
	HR Software	Trish Hatton	Ben Wilson	0	10,000	(10,000)	0	0	0	0	Obsolete budget
	Data Centre	Trish Hatton	Ben Wilson	0	16,500		16,500	0	(16,500)	10,000	Increased server capacity for resilience purposes.
	Website accessibility	Trish Hatton	Robert Helliwell	5,000	0		5,000	0	(5,000)	5,000	
	Finance System Upgrade	Comie Campbell	Rashpal Sohal	80,000	0	(80,000)	0	0	0	0	Slip into 23/24
	New Internal Website	Trish Hatton	Robert Helliwell	10,000	0		10,000	0	(10,000)	10,000	Research into design currently underway
	Provision of Energy Efficiency Technologies at Brocks Hill	Comie Campbell	Rashpal Sohal	200,000	0	(200,000)	0	0	0	0	Amalgamated with main Brocks Hill budget.
	Laptop Renewal	Trish Hatton	Ben Wilson	74,000	0	(74,000)	0	0	0	10,000	10k to be spent on new equipment only.
	Miscellaneous Equipment and New Starters	Trish Hatton	Ben Wilson	20,000	0		20,000	0	(20,000)	5,000	Likely to be spent in CY for new starters.
	New Facility at Uplands Park	David Gill	Andrew Dingley				0	0	0	0	
	Cricket Nets at Uplands Park	David Gill	Andrew Dingley				0	0	0	0	
	Football Goals	David Gill	Andrew Dingley				0	0	0	0	
	Pitch Improvement Equipment	David Gill	Andrew Dingley				0	0	0	0	
	Skatepark and Parkour or BMX facilities	David Gill	Andrew Dingley				0	0	0	0	No realistic chance of any of this being spent by year end. Tom/ Dave/ Stuart to meet in Feb to assess how this can be delivered in 23/24.
	Residue of reassigned sports budgets held as hedge against cost inflation.	David Gill	Andrew Dingley				0	0	0	0	
	Housing Projects	Adrian Thorpe					0	0	0	0	Slip into 23/24
	Total - Policy, Finance and Development			3,915,700	1,035,003	(467,931)	4,482,772	4,334,245	(148,527)	4,533,631	
	PLANNED EXPENDITURE GRAND TOTAL			7,745,700	1,549,145	(3,774,073)	5,520,772	4,878,223	(642,549)	5,571,631	

Agenda Item 8



Policy, Finance and Development Committee	Tuesday, 07 February 2023	Matter for Information and Decision
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Report Title: **2023/24 Draft Revenue Budget, Medium Term Financial Plan and 2023/24 – 2027/28 Draft Capital Programmes**

Report Author(s): **Tracy Bingham (Strategic Director /Section 151 Officer)**

Purpose of Report:	For Policy, Finance and Development Committee to consider the comments received as part of the budget consultation, receive an update on the medium term financial outlook and recommend to Council the General Fund and Housing Revenue Account (HRA) revenue budget proposals and the Draft Capital Programmes for approval.
Report Summary:	<p>The report outlines the final budget position for the 2023/24 year for the Council’s General Fund, which is an anticipated deficit position of £422k which will need to be met through the use of reserves. The five year medium term financial plan shows deficits arising each year and reserves depleted in 2026/27. The report sets out the need for targets within the Sustainability Programme to be met, which will reduce the size of projected budget gaps and enhance the longevity of the council’s reserves position.</p> <p>The report also presents the draft Housing Revenue Account which is a deficit of £313k and sets out the high level 5 year position.</p> <p>The proposed Capital Programme for 2023/24 is £2.28m and £4.91m on the General Fund and HRA respectively. The indicative position for 2024/25 and beyond is also presented.</p> <p>Finally, the report sets out the Section 151 Officer’s statement on robustness of estimates and adequacy of reserves, as required by Section 25 of the Local Government Act 2003.</p>
Recommendation(s):	<p>That the Committee:</p> <ul style="list-style-type: none"> A. Notes the S151 Officer’s statement on the robustness of the budget and the adequacy of reserves as set out in Section 11 of the report; B. Considers the proposals contained in Section 6 of the report in respect of the Community and Wellbeing service and approves the proposed recommendation to Council for approval as part of this budget; C. Recommend to Council to increase Council Tax by the maximum core referendum limit, including the 2.99% or £10 limit, should the government amend this as part of the Final Local Government Settlement, from the options as set out in Section 4; D. Having approved the recommendations as set out above, recommend to Council the General Fund Revenue Budget

	<p>for 2023/24 subject to any final adjustments as may be required for new information prior to Full Council (such as the NNDR1 final estimates and the Final Local Government Finance Settlement 2023/24), as set out in Appendix 5;</p> <p>E. Considers the proposed level of Heating Charge from the options contained within Section 8 of the report and confirms the level to be recommended to Council;</p> <p>F. Recommend that Full Council approve the HRA budget for 2022/23 as detailed in Appendix 8.</p> <p>G. Recommends that Full Council approves the Scale of Fees and Charges as set out in Appendix 9.</p> <p>H. Recommends that Full Council approves the new Capital Schemes of the General Fund and HRA, as set out in Appendix 10.</p> <p>I. Notes the Capital Programme provision for the 2024/25 year and recommends that Council approve this to allow for the ordering of replacement fleet allowing for longer lead-in times.</p> <p>J. Notes the intention to seek approval for establishing a Capital Projects Sub-Committee to monitor the proposed capital schemes.</p>
Senior Leadership, Head of Service, Manager, Officer and Other Contact(s):	<p>Tracy Bingham (Strategic Director / Section 151 Officer) (0116) 257 2845 tracy.bingham@oadby-wigston.gov.uk</p> <p>Bev Bull (Head of Finance / Deputy Section 151 Officer) (0116) 257 2649 bev.bull@oadby-wigston.gov.uk</p> <p>Rashpal Sohal (Finance Manager) (0116) 257 2705 rashpal.sohal@Oadby-Wigston.gov.uk</p>
Corporate Objectives:	Providing Excellent Services (CO3)
Vision and Values:	<p>Accountability (V1) Respect (V2) Teamwork (V3) Innovation (V4) Customer Focus (V5)</p>
Report Implications:	
Legal:	There are no implications arising from this report.
Financial:	The implications are as set out throughout this report.
Corporate Risk Management:	Decreasing Financial Resources / Increasing Financial Pressures (CR1)

Equalities and Equalities Assessment (EA):	There are no implications directly 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:	As the author, the report is satisfactory.
Monitoring Officer:	The report is satisfactory.
Consultees:	Public Consultation.
Background Papers:	<ul style="list-style-type: none"> • Exempt Report and Minutes entitled 'Budget Proposals (2023/24) (Exempt)' to Policy, Finance and Development Committee on 15 November 2022 • 2023/24 Draft Revenue Budget, Medium Term Financial Plan and 2023/24 - 2025/26 Draft Capital Programmes, Policy, Finance and Development Committee on 6 December 2022 • 2023/24 Draft Revenue Budget and 2023/24 – 2027/28 Draft Capital Programmes, Council, 13 December 2022
Appendices:	<ol style="list-style-type: none"> 1. Summary of Consultation Responses Received 2. Oadby & Wigston Borough Council Response to Provisional Local Government Finance Settlement Consultation 3. Funding Outlook 4. General Fund Revenue Budget Proposals 5. Draft 2023/24 General Fund Budget 6. Community and Wellbeing Proposal and Service Structure 7. Housing Revenue Account (HRA) Budget Proposals 8. Draft 2023/24 HRA Budget 9. Proposed 2023/24 Scale of Fees and Charges 10. 2023/24 – 2027/28 Capital Programmes

1. INTRODUCTION

- 1.1 The draft General Fund and HRA Revenue proposals, Scale of Fees and Charges and Capital Programmes were considered and approved for consultation by Council on 13 December 2022, following earlier engaging and consideration of the proposals with the Policy Finance and Development Committee (PFDC) in November and December 2022.
- 1.2 This report summarises changes proposed since the last Council report and presents the responses to the budget consultation so that any further final recommendations can be made to Council on 23 February 2023.

2. CONSULTATION

- 2.1 The consultation on the budget for 2023/24 consisted of statutory and public consultation between 14 December 2022 and 27 January 2023.

- 2.2 The statutory consultation was undertaken with Trade Unions and the Federation of Small Businesses, all of whom were provided with copies of the budget reports and given the opportunity to provide feedback. No responses were received.
- 2.3 The public consultation was undertaken via an online consultation. The survey shared a number of high level features of the budget for 2023/24 and asked respondents whether they were in support and any further views. A total of 85 responses were received which are set out in Appendix 1.
- 2.4 One change is proposed as a direct result of feedback received. This change is in response to comments received around the intention to spend £2.33 million from the HRA Capital Programme to build 6 – 8 new council homes on Horsewell Lane. It is proposed that the "Horsewell Lane" housing scheme is renamed to reflect that it is likely that the budget will be able to be utilised for other housing scheme(s) across the Borough. The revised Capital Programme at Appendix 10 now presents this funding as "New Housing Supply" to reflect that we do not yet have indicative costs for the Horsewell Lane scheme and that the budget provision is likely to have some capacity to develop a pipeline of other potential housing schemes.
- 2.5 The Committee are invited to instruct officers with any further changes they wish to make to the budgets based on the consultation responses and comments received.

3. 2023/24 LOCAL GOVERNMENT FINANCE SETTLEMENT

- 3.1 The government published its Provisional Local Government Finance Settlement on 19 December 2022. The settlement forms the annual determination of funding to local government. It announced a 9% increase in national Core Spending Power (the measure of the resources available to local authorities to fund service delivery) and stability by introducing a one-off Funding Guarantee to ensure that every council sees at least a 3% increase in Core Spending Power next year before any local decisions on council tax rates.
- 3.2 In comparison to other tiers of local government, Shire Districts achieved just little over 5% in the increase in core spending power.
- 3.3 The settlement confirmed a position that was broadly anticipated as part of the draft budget. There was therefore very little movement in the anticipated funding position for 2023/24 since the draft budget was prepared.
- 3.4 Oadby and Wigston Borough Council have not received any additional funding under the Funding Guarantee, because it has maintained its funding position above 3% due to its New Homes Bonus position.
- 3.5 In total, a further £25,000 in funding was confirmed. Key features and movements as a result of the settlement (and since the draft budget was produced) are as follows:
- Inflationary increases to the settlement funding assessment, meaning we will be able to retain £2.26 million (around £84,000 more than predicted) in Business Rates. At the time of writing this report, the "NNDR1" which formally sets the council's level of retained rates for the year is still being compiled. Any variations from the value in this report will be included in the final budget report presented to Council.
 - Confirmation of £258,000 in New Homes Bonus. This is £11,000 more than budgeted for in the draft budget. It is considerably more than we received in 2021 because Oadby & Wigston has seen its highest housing growth since 2017, meaning more bonus this year.

- Confirmation of the referendum limit for Shire Districts of the highest of 2.99% or £5. The Band D precept increase at the highest level is £7.16, taking the precept from £239.5 to £246.66, assuming Council do approve the maximum increase. There is ongoing speculation around whether the government will raise the referendum limit to the highest of 2.9% or £10, based on lobbying from districts on this matter. More detail around this in relation to the Council's position can be found in Section 4 below.
- Removal of £61,000 Lower Tier Settlement Grant. This grant was removed for all district councils and replaced for some with a new grant called the Funding Guarantee. This new grant has only been paid to council's whose spending power without the grant was below 3%.
- Confirmation of £60,000 of Services Grant funding. This is £20,000 less than we had assumed as part of the draft budget.
- An extra £10,000 on other grants (local council tax support and Housing Benefit).

3.6 The council responded to the consultation on the provisional Local Government Finance Settlement – the response can be found in Appendix 2.

3.7 The final Local Government Finance Settlement is expected to be confirmed mid-February 2023.

3.8 Comparatively, the Council has not fared well compared to peers. Core Spending Power has fallen behind and has diminished in recent years. In tandem, the Council has not, been able to benefit from growth incentivised funding and therefore has seen lower-than-average council tax funding, new homes bonus and accumulated business rates gains. As a result, the council continues to fare adversely from the lack of funding reform. Appendix 3 sets out more detail in respect of the council's unique funding circumstances and the current funding outlook.

4. COUNCIL TAX

4.1 At its meeting in December, Council confirmed its intention to raise Council Tax by the maximum level before a referendum is required and that this is in order to ensure that services are protected.

4.2 As a result, the Band D council Tax will increase by 2.99% and £7.16, representing the highest increase available under the referendum limit of highest of 2.99% or £5, and taking the Band D from £239.5 to £246.66. The funding arising on this increase is forecast to be £4.44m next year.

4.3 As detailed above, there is ongoing speculation in the sector as to whether the government will instead raise the referendum limit for districts from the highest of 2.99% or £5 to 2.99% or £10. This is because there has been ongoing lobbying from districts around this, recognising that the "or £10" only favours a small number of councils.

4.4 Ahead of the publication of the final Local Government Finance Settlement, the Committee are asked to consider whether they would raise the precept level by the maximum of £10, should the referendum limit be enhanced.

4.5 The effect of this would be to raise the precept by an additional £2.84, increasing total council tax by a further £51,000 to £4.49m. Assuming future years increases of 2.99% (and not allowing for any further base growth) the effect of the additional £2.84 increase in 2023/24 into future years is a minimum of an additional £270k over the life of the five-year medium-term financial plan, subject to paragraph 4.6 below and the creation of any further hardship scheme

- 4.6 Should the government confirm a revised upper referendum limit of “or £10” then members may be minded to take this forward with additional measures to enhance the level of support to those in financial hardship, with part of the increase set aside for the purposes of supporting residents by removing the increase.
- 4.7 Subject to discussion at Committee, officers will work up any further budgetary implications as part of the final budget to Council, as per members’ instructions.

5. SUSTAINABILITY PROGRAMME

- 5.1 Within the Medium Term Financial Strategy, a Sustainability Plan was approved for delivering savings. This plan also sets the approach that will be taken to explore, identify and deliver savings over the life of the plan. Savings total £976k from the current year to 2026/27.
- 5.2 Since the strategy was approved in September, the council’s Senior Leadership Team have begun to mobilise the Sustainability Plan Programme and associated projects.
- 5.3 The Chief Executive will now take ownership as project sponsor, with the Strategic Directors acting as project leads.
- 5.4 Leads for each theme in the Sustainability Plan are agreed and set out in the table below. Project leads are underway with preparing project initiation documents (PIDs) which outline the scope, milestones, and review of deliverability and timing of savings for their respective areas.
- 5.5 A provision of £200k exists within the capital programme under the council’s Flexible Use of Capital Receipts Strategy for the purpose of funding transformation and invest to save activities as part of the Sustainability Programme.
- 5.6 A status update is included in the table below and further updates will be presented to PFDC from Quarter 1 2023/24 as part of the quarterly budget monitoring reports.

Table 1 – Sustainability Plan Programme and Update

(Continued overleaf)

Theme	Lead	22/23	23/24	24/25	25/26	26/27	Status Update
Financial Management	Strategic Director and S151 Officer	200,000					Review of earmarked reserves was completed in December. Further repurposing of earmarked reserves is being taken forward as part of Quarter 3 budget monitoring.
Service Review	Strategic Director		50,000	150,000	150,000	150,000	Community and Wellbeing service review underway. Timetable developed for further programme of service reviews which is now underway. £50k saving is built into the budget for 2023/24 but as yet it is not clear where this will be achieved.
Outcome Based Budgeting	Strategic Director / Head of Finance			47,000	47,000	47,000	This area of work will now be taken forward by the Head of Finance now in post
Asset Management	Head of Law and Governance and Monitoring Officer			25,000	25,000	25,000	The Council's landholdings have been identified and a surveyor is being sourced to undertake a tabletop review of potential development sites for disposal.
Income Generation	Head of Finance and Deputy S151 Officer		15,000	15,000	15,000	15,000	Two new income generating concepts were approved and incorporated into the budget for 2023/24: Community Lottery and Events. Achievement of this income target will be monitored. Further work will be taken forward by the Head of Finance now in post
Contracts	Head of Customer Services & Trans / Head of Built Environment		Tbc	Tbc	Tbc	Tbc	Work has now commenced, and a project team has been established. Review of current contact management processes underway. The team will now focus on establishing the level of savings targets that can be achieved.
		200,00	65,000	237,00	237,00	237,000	

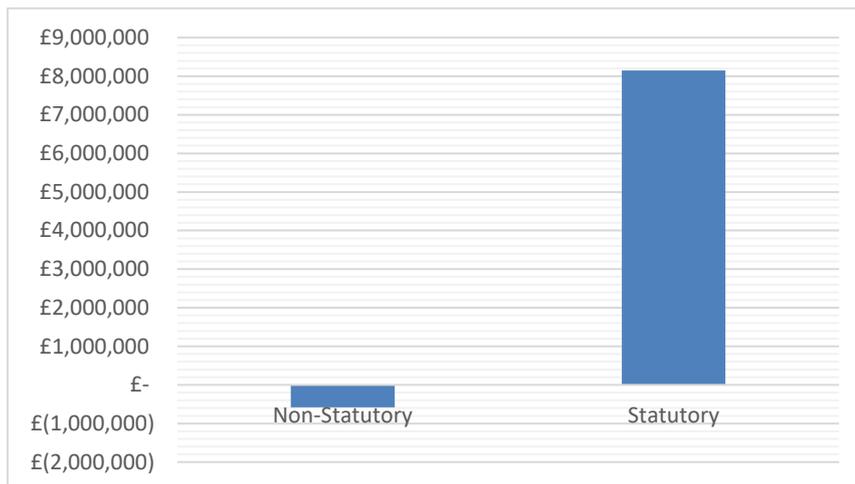
6. GENERAL FUND

- 6.1 The draft net revenue expenditure position for the 2023/24 year is estimated to be £7.53m and funding is anticipated to be £7.11m. A deficit of in the region of £422k would be achieved on this basis. The General Fund Budget Summary can be found in Appendix 5.
- 6.2 This position represents a net increase in the net revenue expenditure of £934k and an increase in funding of £512k compared to the position in 2022/23.
- 6.3 Since the Council budgets on an incremental basis, the individual changes compared to the 2022/23 position are set out in Appendix 4. The combined position of changes proposed to the 2022/23 position are:

- 6.3.1 Funding – additional funding of £512k
- 6.3.2 Savings - £1.593m
- 6.3.3 Cost pressures - £2.472m

6.4 The following chart shows the level of core statutory services and discretionary services costs included in the 2023/24 budget. The chart shows that discretionary services, on aggregate, generate circa £600k in income for the Council. Further work will be undertaken so that a more in depth analysis on the total spend of individual Core Statutory and Discretionary Service areas can be shared in future.

Chart 1 – Total Spend of Core Statutory and Discretionary Service areas



Changes since the draft budget

6.5 The following paragraphs detail the changes that have been made to the budget since the presentation of the draft budget to Council in December.

- 6.5.1 **Increased Pay Award provision resulting in an additional cost pressure of £36k** - Staffing costs represent a significant amount of expenditure on the General Fund, with broadly three quarters of all spend relating to staffing. The draft budget included a 3.5% pay award assumed for the 2023/24 year. Since the draft report was prepared, the Senior Leadership Team have received a recommendation from East Midlands Councils to budget for a pay award of between 4 and 6%. On this basis, the Section 151 Officer proposed to increase the provision to 4%. This results in an additional pressure of £x on the General Fund.
- 6.5.2 **Deletion of vacant post, resulting in a staffing saving of £47k** – There is currently a vacant post within the Finance team that has been confirmed as no longer required, following recruitment to the remainder of team roles.
- 6.5.3 **Increased costs of pension contributions, resulting in an additional cost pressure of £197k** – Confirmation has now been received in relation to the Council’s required contributions for the Local Government Pension Fund. Part of this is recharged to the HRA via the HRA recharge, which has also seen an increase (see below).
- 6.5.4 **Reduction in the amount of Minimum Revenue Provision payable, by £34k, as a result of slippage on the 2022/23 Capital Programme** – A review of the capital programme for the 2022/23 year has identified a number of schemes that will slip into the 2023/24 financial year. The impact of this includes the delay to the

repayment of borrowing, therefore reducing the forecast MRP due to be charged to revenue next year.

- 6.5.5 **Additional £10k to provide ongoing recruitment support** – This budget will be used to fund marketing and advertisement of vacant key roles in order to maximise market exposure and attract high calibre candidates.
- 6.5.6 **Additional £13k New burdens grant** for 23/24 Electoral Integrity.
- 6.5.7 **An additional £25k by way of service investment into the Council's Community and Wellbeing provision** - Since the draft budget was last presented to Committee officers have been undertaking a service review of the Community and Wellbeing Team following the departure of several core staff. That review involved engaging with other authorities to consider a joint a joint service and the Council is now in receipt of a firm proposal from Blaby District Council. Officers believe that the proposal will enhance the current offering and the details are set out below in Appendix 6. This enhanced service will require an additional £25,000 to implement, however implementation will ensure that the Council is able to maximise the grant income that it receives for sports and physical activities and health and wellbeing.
- 6.5.8 **£193k additional income because of inflationary increase on the HRA recharge** – This additional income reflects the increase in income because of recovery of the cost of corporate services provided to the Housing service.
- 6.5.9 **£87k Increased interest costs on borrowing as a result of adverse movements in forecasts** – This additional charge is based on latest forecasts for interest for 2023/24 against our borrowing needs.
- 6.5.10 **An additional £5k for Senior Leadership Sector Engagement** – This small provision will ensure travel costs associated with the attendance and representation of senior leaders at key events and conferences within the sector are covered.
- 6.5.11 **Reduction in the cost of photocopier lease charges by £14k** – this decrease is due to a rationalisation in the number of printers and multifunctional devices resulting from the move to Brocks Hill.
- 6.5.12 **Additional £60k for Hired Staff in Refuse & Recycling** – This additional pressure needs to be sufficiently covered in the budget to cover service provision over bank holidays.
- 6.5.13 **Capitalisation of work done by Transformation team £50k** – per flexible use of capital receipts strategy.

Impact on reserves

- 6.6 The below shows the impact of the proposed draft budget on the level of General Fund unallocated reserves. The position forecast at March 2023 is based on current reserves (which includes the amounts reallocated detailed in 3.2 above) adjusted for the forecast outturn on the 2022/23 General Fund which will need to be met through reserves.

Table 2 – General Fund Reserves

(Continued overleaf)

Type of Reserve	1 April 2022 Opening Balance	Adjustments made in year	Balance November 2022	Used to close budget/i n-year variance	1 April 2023 Estimated Balance	Estimated Use of Reserves 23/24	31 Mar 2024 Estimated Balance
	£000s			£000s	£000s	£000s	£000s
General Fund	1,144	620	1,764	-425	1,339	-422	917
Earmarked Reserves	1,672	-881	791	-35	756	-143	613
Total Usable Revenue Reserves	2,816	-261	2,555	-460	2,095	-565	1,530
Capital Reserves	806	-800	6	0	6	1,183	1,189
Capital Grants Unapplied	25	0	25	0	25	0	25
Total Usable Capital Reserves	831	-800	31	0	31	1,183	1,214
Ringfenced - Covid 19; Disabled Facilities and S31 Monies	387	-364	23	0	23	0	23
Total General Fund Reserves	4,034	-1,448	2,586	-460	2,126	618	2,744

7. GENERAL FUND MEDIUM TERM FINANCIAL PLAN

7.1 In September 2022 the Council approved its Medium Term Financial Strategy (MTFS). The projected position over the forthcoming period at that time was a cumulative budget gap of £2m to 2027.

Table 3 – Medium Term Financial Plan – Projections as at September 2022

Item	2022/23 Forecast Outturn	2023/24	2024/25	2025/26	2026/27
Net Revenue Expenditure					
Locally generated income	-1,430,000	-1,460,000	-1,490,000	-1,520,000	-1,550,000
Recharge from HRA	-1,240,000	-1,360,000	-1,380,000	-1,410,000	-1,440,000
Pay related costs (incl pension)	7,410,000	7,460,000	7,600,000	7,740,000	7,880,000
Capital financing / MRP	730,000	840,000	890,000	940,000	940,000
Other Supplies, Services & Contracts	1,690,000	1,610,000	1,490,000	1,430,000	1,620,000
Total Net Revenue Expenditure	7,160,000	7,090,000	7,110,000	7,180,000	7,450,000
Funding					
Contribution from reserves	-130,000				
Council Tax	-4,220,000	-4,330,000	-4,440,000	-4,560,000	-4,680,000
Retained Business Rates	-2,010,000	-2,280,000	-2,220,000	-2,290,000	-2,330,000
Collection Fund (Surplus)/Deficit	150,000	100,000	150,000	100,000	
New Homes Bonus	-130,000	-170,000	-170,000		
Revenue Support Grant					
Lower Tier Services Grant	-70,000	-60,000	-60,000		
Services Grant	-110,000	-110,000	-110,000		
Total Funding	-6,520,000	-6,850,000	-6,850,000	-6,750,000	-7,010,000
In-Year Budget Gap / (Surplus)	640,000	240,000	260,000	430,000	440,000
Cumulative Budget Gap /(Surplus)	630,000	870,000	1,130,000	1,560,000	2,000,000

Review of assumptions and changes made

- 7.2 The review of the plan has focussed on rebasing the projections so that the 5 year timeframe aligns with the proposed 2023/24 budget, including the funding provisionally confirmed in the Local Government Finance Settlement.
- 7.3 The effect of this is that:
- There is an additional new financial year included in the plan – 2027/28, meaning there is another 'budget gap' added;
 - Funding now aligns with the settlement for this year and projections for future years adjusted, including the removal of the Lower Tier Services Grant, increased New Homes Bonus to reflect additional growth has increased in value; and
 - All supplies and services and pay and other areas of expenditure and income align with the budget projections – these have the effect of altering forward forecasts for future years also.
- 7.4 All assumptions that are driven by inflationary forecasts for future years have been reviewed in light of the updated Office for Budget Responsibility forecast that was published alongside the Autumn Statement in November 2022.
- 7.5 Based on the rebasing exercise and review, the projected budget gap has increased from £2m to £2.63m over the new forthcoming five year period. The movements between the plans is set out in Table 4 below:

Table 4 – Movements between Medium Term Financial Plans

MTFP cumulative Budget Gap @ September 2022		2,010,000
Removal of effect of forecast budget gap 2022/23	- 640,000	
Additional deficit year as a result of rebasing model (2027/28)	457,000	
Movements on estimates between 2023/24 and 2026/27, as a result of changes in budget position for 2023/24 and assumptions for future years:		
-Increase in pay and pension related costs over the period	2,584,000	
-Net increase in costs as a result of movement in supplies & services and local income	- 248,000	
-Increase in capital financing	381,000	
-Additional HRA recharge over period	262,000	
-Additional Council Tax assumed, incl Collection Fund Surplus	- 737,000	
-Additional Business Rates assumed, incl Collection Fund	835,000	
-Additional New Homes Bonus assumed	180,000	
-Reduction in assumed Lower Tier Services Grant	120,000	
-Reduction in assumed Services Grant	100,000	

-Reduction in contribution from reserves	- 110,000	
Net movements	630,000	
MTFP cumulative Budget Gap @ February 2023		2,640,000

* Subject to rounding difference of £10k

- 7.6 As always, there are a range of possible outcomes in respect of the future position and the chart below shows how over this period the financial results of the organisation could be different. It is important to recognise however, that the base version of the plan presents the most likely set of outcomes given known information.
- 7.7 Table 5 below sets out the current projections and resultant budget gaps without the Sustainability Programme savings. Table 6 shows the impact of the savings within the Sustainability Plan having been made. The information presented evidence that even with the delivery of savings as part of the Sustainability Plan, there is a significant residual budget gap.
- 7.8 Given the reserves position of the Council, the projections mean that reserves are set to be depleted by 2026/27. Chart 3 below shows this impact to reserves. The assumptions surrounding reserves include additional reserves repurposed for the purposes of bolstering general reserves as detailed on the Quarter 3 Budget Monitoring report which is on the same agenda as this report.
- 7.9 At this stage, no adjustments have been made to account for the potential additional funding that will flow to the council as a result of the distribution of the accumulated funds within the business rates pool. Whilst the funding presents an opportunity to reduce revenue costs by utilising the funds to fund growth related activity the council already funds, the value currently remains unconfirmed pending discussions between all councils in Leicestershire. The funds are also one-off and whilst that might serve to indirectly reduce forecast budget gaps, there will be no ongoing cost reduction or income.

Table 5 – Medium Term Financial Plan – Revised Projections

Item	2023/24	2024/25	2025/26	2026/27	2027/28
Net Revenue Expenditure					
Locally generated income	- 3,046,000	- 3,138,000	- 3,201,000	- 3,265,000	- 3,330,000
Recharge from HRA	- 1,436,000	- 1,472,000	- 1,472,000	- 1,472,000	- 1,472,000
Pay related costs (incl pension)	8,022,000	8,277,000	8,413,000	8,552,000	8,683,000
Capital financing / MRP	1,016,000	982,000	992,000	1,001,000	1,001,000
Other Supplies, Services & Contracts	2,942,000	3,047,000	3,250,000	3,293,000	3,258,000
Total Net Revenue Expenditure	7,498,000	7,696,000	7,982,000	8,109,000	8,140,000
Funding					
Contribution from reserves (Earmarked Reserves)	- 108,000	-	-	-	-
Council Tax	- 4,437,000	- 4,597,000	- 4,763,000	- 4,935,000	- 5,113,000
Collection Fund (Surplus)/Deficit - Ctax	- 15,000	-	-	-	-
Retained Business Rates	- 2,312,000	- 2,510,000	- 2,409,000	- 2,488,000	- 2,570,000
Collect Fund (Surplus)/Deficit - Brates	114,000	-	-	-	-

New Homes Bonus	-	-	-	-	-
Revenue Support Grant	258,000	258,000	-	-	-
Lower Tier Services Grant	-	-	-	-	-
Services Grant	-	-	-	-	-
	60,000	60,000	-	-	-
Total Funding	7,076,000	7,425,000	7,172,000	7,423,000	7,683,000
In-Year Budget Gap / (Surplus)	422,000	271,000	810,000	686,000	457,000
Cumulative Budget Gap / (Surplus)	422,000	693,000	1,503,000	2,189,000	2,646,000

** Note that there have been some updates made in the revised MTFP to locally generated income and other supplies, services and contracts, to correct classification issues in the September version of the plan – the updates affect the overall net forecast only marginally (circa £40k) and can therefore be disregarded.

Table 6 – Medium Term Financial Plan Budget Gap position post-delivery of Sustainability Plan Programme targets

Item	2023/24	2024/25	2025/26	2026/27	2027/28
In-Year Budget Gap / (Surplus)	422,000	271,000	810,000	686,000	457,000
Cumulative Budget Gap / (Surplus)	422,000	693,000	1,503,000	2,189,000	2,646,000
Sustainability Plan Programme Savings		- 237,000	-237,000	- 237,000	
In-Year Budget Gap / (Surplus) after delivery of savings	422,000	34,000	573,000	449,000	457,000
Cumulative Budget Gap / (Surplus) after delivery of savings	422,000	456,000	1,029,000	1,478,000	1,935,000

Chart 2 – Comparison of Budget Gaps under different scenarios

(Continued overleaf)

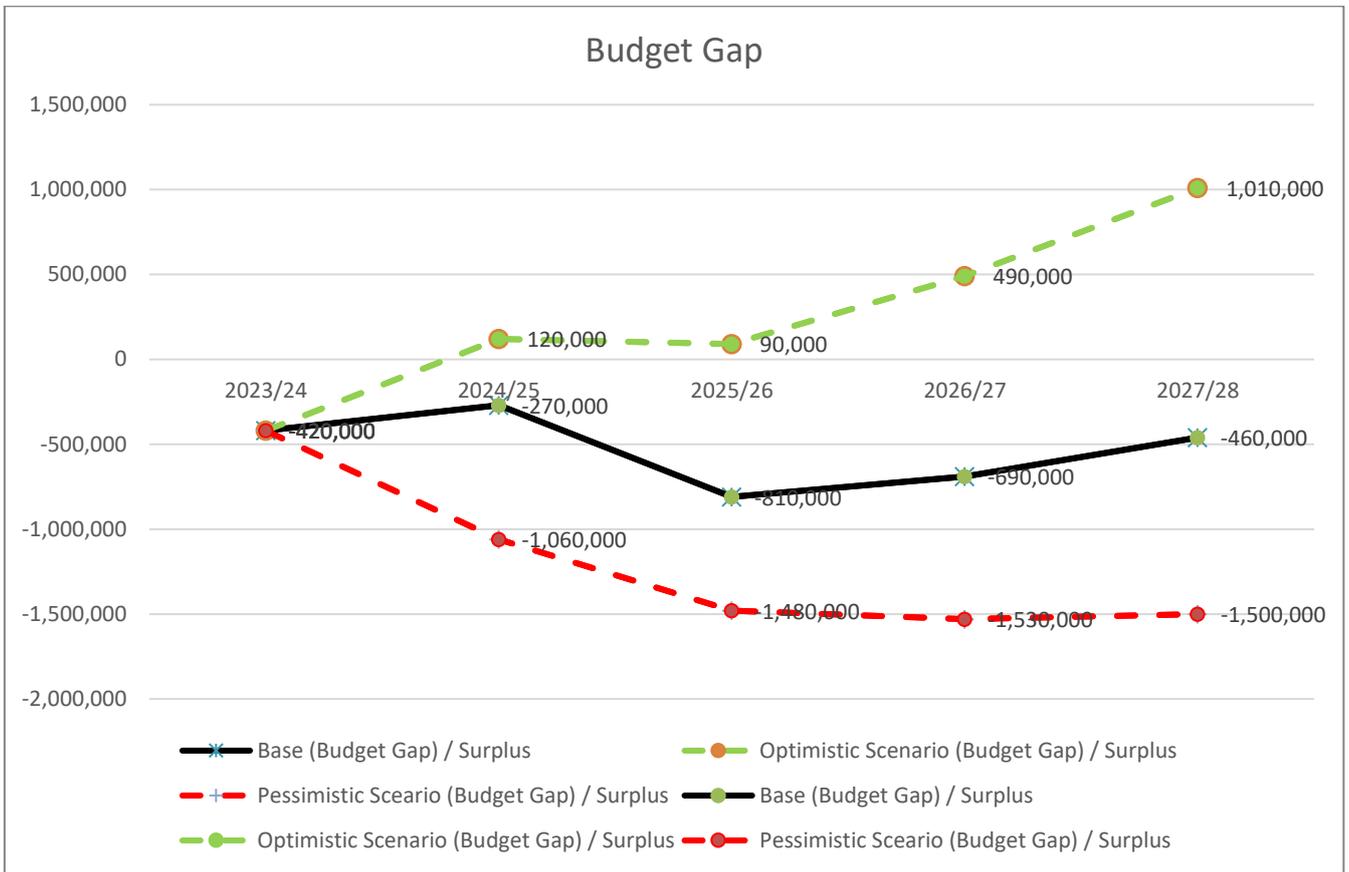
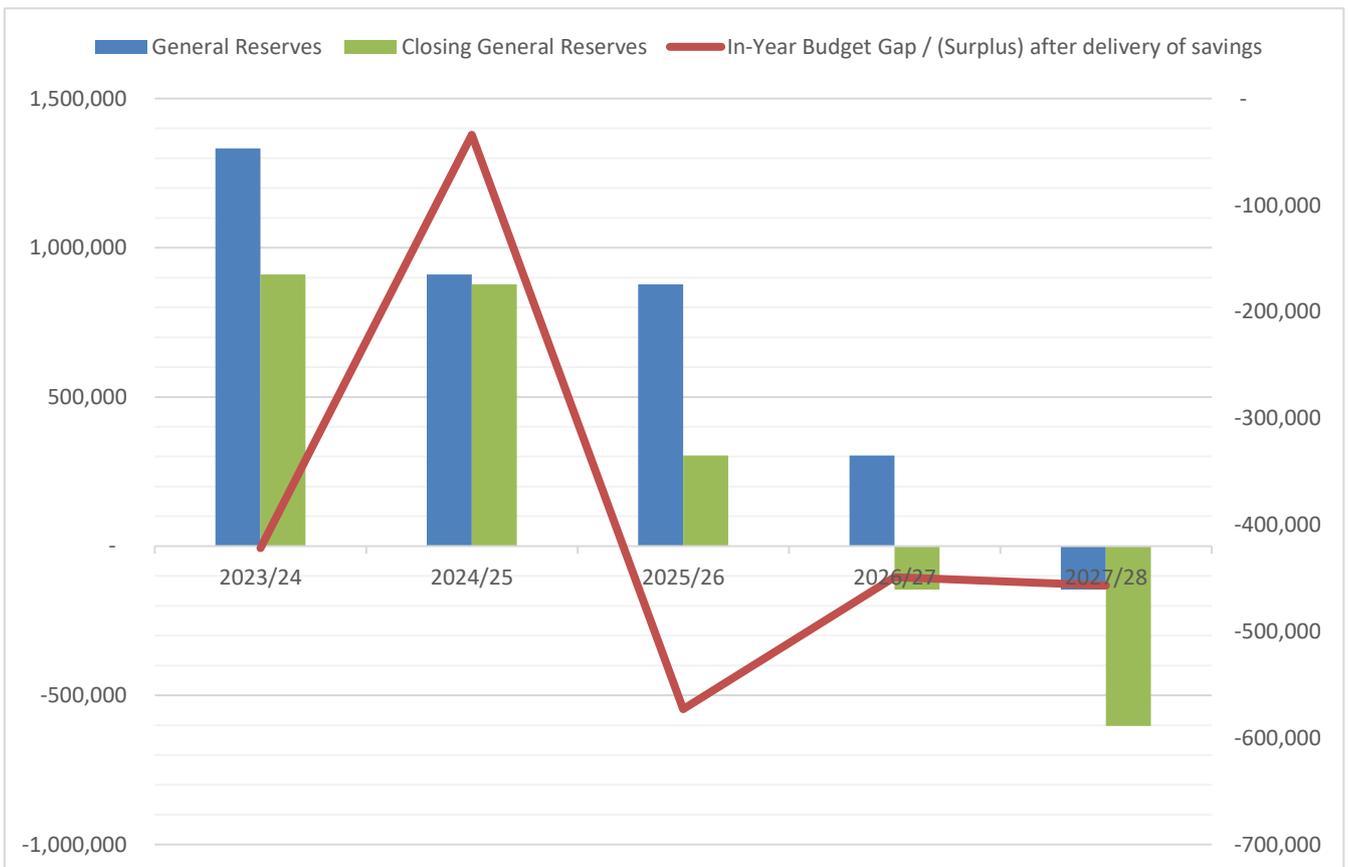


Chart 3 – Reserves position post delivery of savings.



8. HOUSING REVENUE ACCOUNT

- 8.1 The draft net cost of service position for the 2023/24 year is estimated to be a balanced position, with a deficit of £313k Appendix 4 sets out the HRA budget summary.
- 8.2 This position represents a net decline of £263k compared to the budgeted position in 2022/23.
- 8.3 The individual changes compared to the 2022/23 position are set out in Appendix 3. The combined position of changes proposed to the 2022/23 position are:
- 8.3.1 Savings and Income Growth - £435k
 - 8.3.2 Cost pressures - £697k

Changes since the draft budget

- 8.4 The following paragraphs detail the changes that have been made to the budget since the presentation of the draft budget to Council in December.
- 8.4.1 **Increased Pay Award provision resulting in an additional cost pressure of £13k** – As per the General Fund, the pay award built into next years budget is being increased from 3.5% to 4% on advice received from East Midlands Councils. This results in an additional pressure of £x on the HRA.
 - 8.4.2 **Correction of National Insurance calculation in the draft budget which was inflated in error, a reduction in £17k** – The HRA NI calculation was performed before the announcement of the cancellation of the planned 1.25% increase in employers NI.
 - 8.4.3 **Increased costs of pension contributions, resulting in an additional cost pressure of £68k** – As per the General Fund, confirmation has now been received in relation to the Council's required contributions for the Local Government Pension Fund.
 - 8.4.4 **£193k additional costs as a result of inflationary increase on the HRA recharge** – This additional cost reflects the increase in corporate costs provided to the Housing service which are funded from the General Fund.
 - 8.4.5 **£88k Increased interest costs on borrowing as a result of adverse movements in forecasts** – This additional charge is based on latest forecasts for interest for 2023/24 against our borrowing needs.
 - 8.4.6 **Heating expense and income** – Subject to the preference of members in respect of the heating charges for 2023/24, there may be a net impact to the HRA on the level of heating expense recovered through heating charges to tenants. More detail is provided below.

Heating expense and income

- 8.5 During the Quarter 3 budget monitoring process, it has been identified that the heating charges levied to tenants within the council's three sheltered schemes in the 2022/23 year are now out of sync with the gas charges the council is incurring. The impact in-year has been somewhat mitigated by the government's energy support.
- 8.6 However, since the energy support scheme is due to end in March 2023, the ongoing expenses incurred would require an increase to tenants for 2023/24 of in the region of 200%.

Chart 4 – Price overview

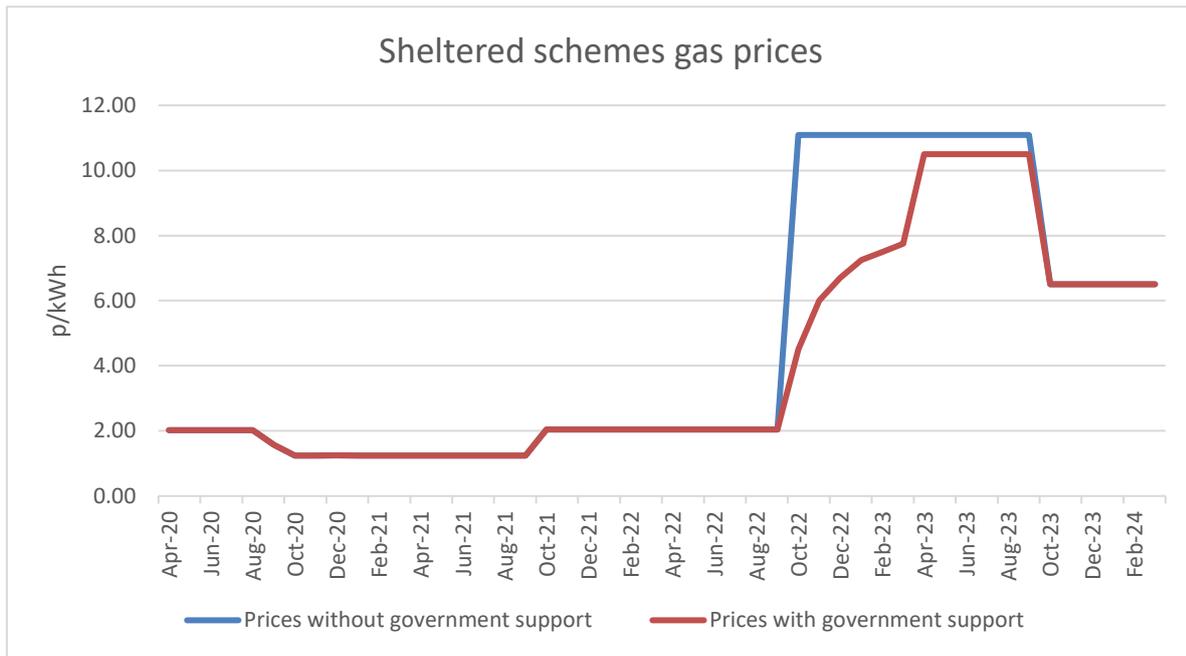
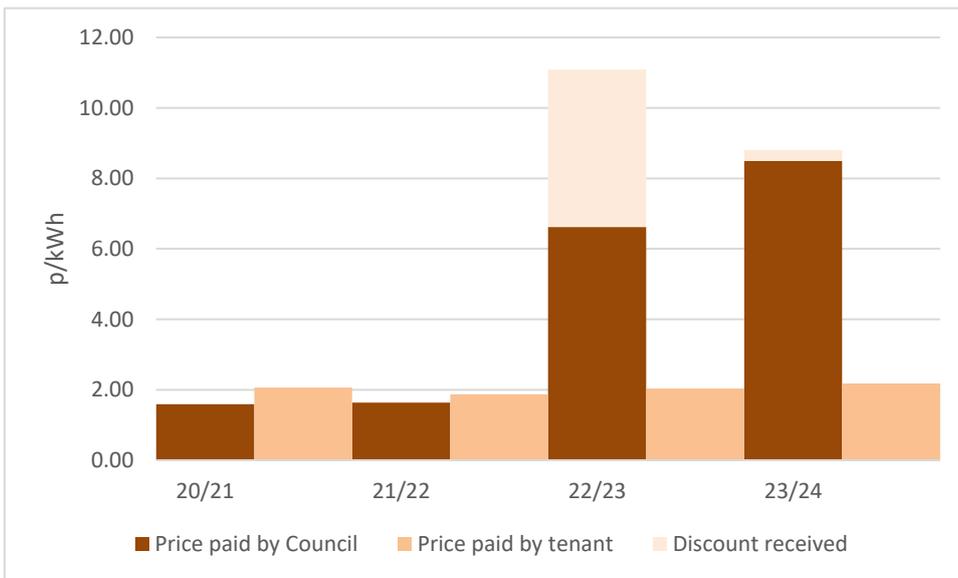


Chart 5 – Price overview at rates per kwh



- 8.7 Given the timing of this information being fully understood, an in-year increase to tenant charges is not proposed since the requirements to allow for 4 weeks’ notice would mean the charge would not be able to be increased until at least the beginning of March. As such, it is proposed that any increase is taken forward from the new financial year.
- 8.8 To ensure the council maintains full cost recovery, the required level of increase on tenant charges is 225%. Given the significant impact on tenants, officers have prepared a number of other charge options. Only option 1 presents a solution where costs are recovered. If Options 2 – 4 are taken forward there will be a residual cost to the council that will remain unrecovered.
- 8.9 Subject to the outcome of the Committee’s discussion, it is proposed that under any option, review dates are agreed for assessing the performance of charges against expenses, with a view to varying the charge in year if necessary and deemed appropriate. The Section 151 Officer proposes that the review periods are agreed in line with the end of the financial

quarters and timescales for undertaking the review as the subsequent period. If charges are in excess of expenses, there will be an option to reimburse tenants. Likewise, if charges are below the level by which the council would recover its costs, the council could raise charges in year.

8.10 Members are reminded that like all households, tenants have received the following financial support from government, which includes specifically £400 for energy:

- £150 Council Tax rebate paid to all households in Bands A to E
- Energy Discount - £400 applied over 6 months from October, deducted from electricity bills
- Winter Fuel Allowance – a payment of between £250 and £600 depending on qualifying benefits
- Cost of Living Payment – an £650 payment for individuals on certain benefits or tax credit

Table 7 – Charging options and impact on charges

Scheme	Property Type	22/23 Current Charge	Option 1 - 23/24 Proposed Charge to remain at full cost recovery	Option 2 - 150%	Option 3 – 100%	Option 4 – 50%
William Peardon Court	1 Bedroom Flat (rate 1)	8.38	27.24	20.95	16.76	12.57
Marriott House	Bedsit	9.92	32.24	24.80	19.84	14.88
William Peardon Court	1 Bedroom Flat (rate 2)	9.92	32.24	24.80	19.84	14.88
William Peardon Court	2 Bedroom Flat	10.84	35.23	27.10	21.68	16.26
Marriott House	1 Bedroom Flat	12.54	40.76	31.35	25.08	18.81
Chartwell House	1 Bedroom Flat	12.96	42.12	32.40	25.92	19.44
Chartwell House	2 Bedroom Flat	16.42	53.37	41.05	32.84	24.63

WPC – 2 separate rates for 1 bedroom flats due to property size.

Table 8 – Charging options and impact on cost recovery position

	Option 1 - 23/24 Proposed Charge to remain at full cost recovery	Option 2 - 150%	Option 3 – 100%	Option 4 – 50%
Net expense	Nil	44,000	74,000	103,000

Impact on reserves

8.11 The below shows the impact of the proposed draft budget on the level of Housing Revenue Account unallocated reserves. The position forecast at March 2023 is based on current reserves (which includes the amounts reallocated detailed above) adjusted for the forecast outturn on the 2022/23 General Fund which will need to be met through reserves.

Table 9 – HRA Reserves

Type of Reserve	1 April 2022 Opening Balance	Adjustments made in year	Balance November 2022	Used to close budget/in- year variance	1 April 2023 Estimated Balance	Estimated Use of Reserves 23/24	31 Mar 2024 Estimated Balance
	£000s			£000s	£000s	£000s	£000s
HRA	1,155	330	1,485	-294	1,191	-313	878
Earmarked Reserves	730	-360	370	0	370	0	370
Total Usable Revenue Reserves	1,885	-30	1,855	-294	1,561	-313	1,248
Capital Reserves	677	-0	677	0	677	-677	0
Total Usable Capital Reserves	677	-500	677	0	677	-677	0
Ringfenced - Major Repairs Reserve	449	542	991	0	991	-991	0
Total HRA Reserves	3,011	512	3,523	-294	3,229	-1,981	1,248

9. HRA FIVE-YEAR MEDIUM-TERM FORECASTS

9.1 In September 2022 the Council set out the projected position for the HRA over the forthcoming five year period in its approved its Medium Term Financial Strategy (MTFS). The projected position over the forthcoming period at that time was a cumulative surplus position of £639k. This forecast surplus would bolster HRA reserves over the period.

Table 10 – HRA Five Year Projections as at September 2022

	2022/23	2022/23	2023/24	2024/25	2025/26	2026/27
	Budget	Forecast	Forecast	Forecast	Forecast	Forecast
	£'000	£'000	£'000	£'000	£'000	£'001
EXPENDITURE						
Management	1,958	1,988	2,030	2,059	2,077	2,093
Repairs and maintenance	1,067	1,019	1,102	1,150	1,173	1,197
Council Tax	10	10	10	10	11	11
Debt Management	10	10	10	10	10	11
Depreciation (MRA cont.)	1,580	1,722	1,808	1,853	1,899	1,946
Provision for Bad Debts	75	75	100	100	100	100
Gross Expenditure	4,700	4,824	5,060	5,182	5,270	5,358
INCOME						
Rents - Dwelling	(4,985)	(4,965)	(5,439)	(5,741)	(5,859)	(5,980)
Rents - Non Dwellings	(93)	(93)	(113)	(114)	(117)	(120)
Charges for Services and Facilities	(197)	(197)	(201)	(205)	(210)	(215)
Gross Income	(5,275)	(5,255)	(5,753)	(6,060)	(6,186)	(6,315)
Interest payable	630	503	636	672	707	743
Interest Receivable	(5)	(5)	(5)	(5)	(5)	(5)
Revenue Contribution to Capital						
Transfers to/(from) Reserves	0	0	0	0	0	0
Total Capital Charges and Appropriations	625	498	631	667	702	738
(Surplus)/Deficit for the Year	50	67	(62)	(211)	(214)	(219)

9.2 Since September 2022, the rent increase formula was confirmed to be capped at 7% rather than follow the standard rent increase formula of CPI + 1%. The rent increase for 2023/24 is therefore sub-inflation meaning that rent is not keeping pace with the general level of inflation on Housing staffing, supplies and services.

9.3 As a consequence of this, the HRA forecasts for the forthcoming five year period now present a £149k deficit over the period, which will be balanced through the use of reserves. This forecast is made up of a projected deficit of £313k deficit in 2023/24, a further £53k deficit in 2024/25, with small and increasing surpluses projected from 2025/26.

Table 11 – HRA Five Year projections

	2023/24	2024/25	2025/26	2026/27	2027/28
	Budget	Forecast	Forecast	Forecast	Forecast
	£'000	£'000	£'000	£'000	£'000
Salaries	721,218	742,900	765,300	788,200	811,800
Supervision and Management - Other Residential Community Care and Communal Services	265,300	294,368	298,535	302,804	307,178
Repairs and Maintenance - Responsive	309,640	314,285	318,999	323,784	328,641
Repairs and Maintenance - Planned	330,000	334,950	339,974	345,074	350,250
Repairs and Maintenance - Voids	227,600	231,014	234,479	237,996	241,566
Repairs and Maintenance - Gas Servicing	280,500	284,708	288,978	293,313	297,712
Repairs and Maintenance - Adaptations	165,000	167,475	169,987	172,537	175,125
Recharge from General Fund	22,000	22,330	22,665	23,005	23,350
Depreciation	1,433,803	1,240,000	1,240,000	1,240,000	1,240,000
Total Expenditure	1,580,000	1,612,000	1,644,000	1,677,000	1,711,000
	5,335,061	5,244,029	5,322,917	5,403,713	5,486,622
<u>SUMMARY OF INCOME</u>					
Rental - Dwellings	(5,333,160)	(5,402,052)	(5,540,249)	(5,681,804)	(5,827,247)
Rental - Other	(106,383)	(108,663)	(111,011)	(113,430)	(115,922)
Service Charges	(330,183)	(337,495)	(346,822)	(356,429)	(366,324)
Total Income	(5,769,72)	(5,848,21)	(5,998,08)	(6,151,66)	(6,309,49)
<u>CAPITAL CHARGES & APPROPRIATIONS</u>					
Interest and Principal repaid	752,397	662,342	673,964	684,879	684,879
Interest Received	(5,000)	(5,000)	(5,000)	(5,000)	(5,000)
Total CC & A	747,397	657,342	668,964	679,879	679,879
NET (SURPLUS)/DEFICIT	312,732	53,161	(6,201)	(68,072)	(142,991)

10. SCALE OF FEES AND CHARGES

10.1 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, in line with the Corporate Charging Policy:

- Statutory obligations
- Policies 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.

10.2 Included at Appendix 9 is the final proposed charge position of individual charges. The only updated areas since Council review in December 2022 is in relation to the charges from the council's contracted leisure provider.

11. CAPITAL PROGRAMMES

11.1 The proposed draft Capital Programme position for 2023/24 and indicative position for 2024/25 – 2027/28 is set out in Appendix 10.

General Fund Capital Programme

11.2 Proposals funded through 'unsupported borrowing' on the General Fund impact the 'Minimum Revenue Provision' (MRP) estimate for future years, which effectively is a method of calculating the estimated repayment of that internal borrowing. MRP is funded through revenue, and so an increase in capital expenditure plans funded through unsupported borrowing, increases expenditure on the General Fund in respect of MRP. The proposals below constitute new capital schemes only.

11.3 The total General Fund programme for 2023/24 is £2.333m, consisting of slippage and new schemes.

11.4 Slippage of £1.745k is assumed on the General Fund: £300k Brocks Hill construction, £300k "Invest to Save" (pending the identification of suitable projects), £495k Sports facilities, £80k replacement Finance ERP system upgrade, £36k for Oadby Pool and £51k originally set aside for capital maintenance of Bushloe House and the car park, which has now been reprofiled into future years for the purposes of maintaining Brocks Hill. In addition to this there was £484k of Fleet replacement slippage due to long lead time on vehicles.

11.5 The total of the General Fund new schemes are as were presented as part of the draft budget and total £579k. There has been one change; the inclusion of the air quality monitor that was omitted from the draft.

11.5.1 **£35k for Multi use basketball / football court at Freer Park, Carlton Drive, Wigston** – to fund installation of an all-weather, fenced, level surfaced basketball and football combination play area.

11.5.2 **£15k for Tree Works – All Saints and St Wistans.**

11.5.3 **£5k for Repairs to Roll of Honour.**

11.5.4 **£7.5K for Partial Replacement of Christmas Lights.**

11.5.5 **£5.6K for an Air Quality Monitor on Blaby Road**

11.5.6 **£510k for Vehicle Refurbishment** – This forms part of a rolling capital budget to ensure the fleet programme is undertaken. The capital provision for 2024/25 – 2027/28 is also set to allow the service to order vehicles in time, allowing for lengthy lead-in times.

Housing Revenue Account Capital Programme

11.6 The total HRA Capital Programme for 2023/24 is proposed to be £4.906m.

11.7 £3.306m of this represents slippage from the 2022/23 year.

- 11.8 The new proposals which were presented as part of the draft budget total £2.11m and have not changed:
- 7.8.1. **£0.51m of the slippage to match fund the Social Housing Decarbonisation Fund** - to upgrade approximately 130 of the Council's housing stock with retrofit measures to reduce carbon emissions and tackle fuel poverty.
 - 11.8.1 **Annual Program of HRA Works £1.5m** - Annual HRA Program of Works for maintaining the decent homes standard.
 - 11.8.2 **£100k for Stock Condition Survey & Business Plan review** – A comprehensive survey of all council housing stock to inform the exact allocation of funds for the annual HRA Programs of Works.
- 11.9 One change is proposed on the HRA Capital Programme as a direct result of feedback received as part of the budget consultation. The change is in response to comments received around the intention to spend £2.33 million from the HRA Capital Programme to build 6 – 8 new council homes on Horsewell Lane. It is proposed that the "Horsewell Lane" housing scheme is renamed to reflect that it is likely that the budget will be able to be utilised for other housing scheme(s) across the Borough. The revised Capital Programme at Appendix 10 now presents this funding as "New Housing Supply" to reflect that we do not yet have indicative costs for the Horsewell Lane scheme and that the budget provision is likely to have some capacity to develop a pipeline of other potential housing schemes.

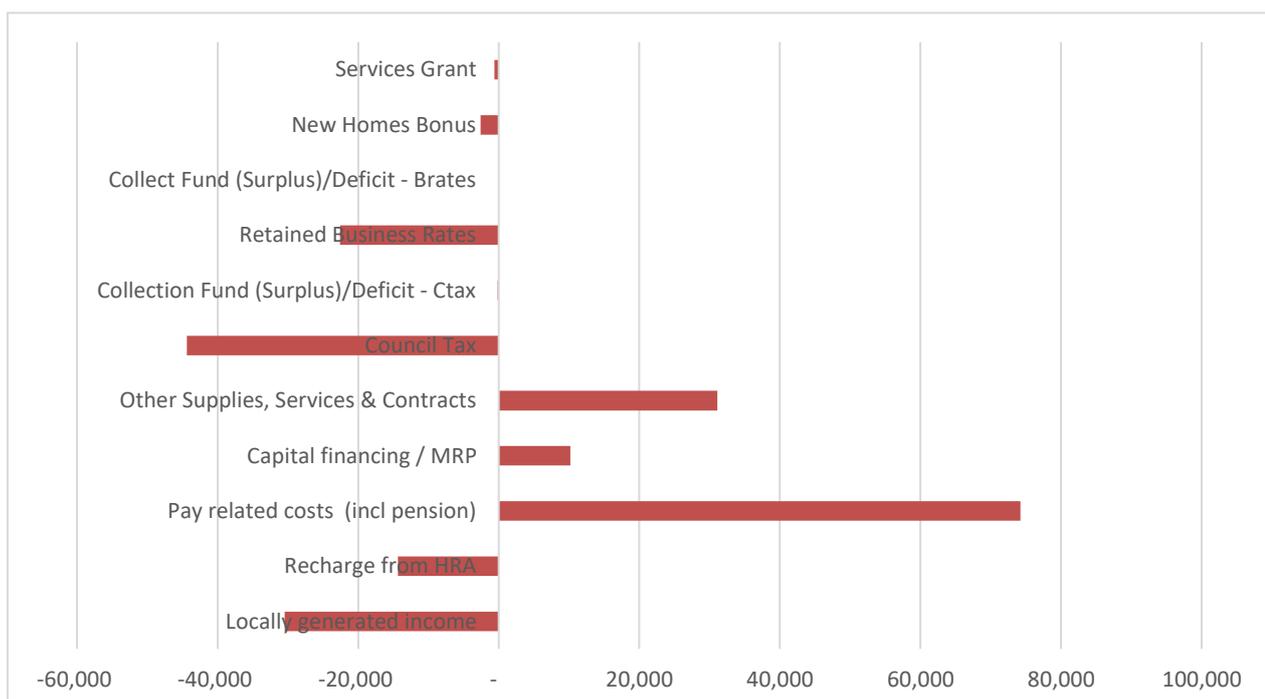
12. CAPITAL PROJECTS SUB-COMMITTEE

- 12.1 Following the successful operation of both the Oadby Pool and Brocks Hill sub-committees, it is proposed that a standing sub-committee should be established that will monitor Capital projects delegated to it by Full Council.
- 12.2 Draft Terms of Reference for that sub-committee have been prepared and circulated to the members of the Constitutional Working Group and following the receipt of any comments or amendments it is intended to take a report establishing the sub-committee to Full Council on 23 February.
- 12.3 In preparation of this, officers propose that PFDC should consider the capital schemes within the Capital Programme at Appendix 10 and recommend those schemes to Council for delegation to the Sub-Committee.
- 12.4 PFDC may consider the following relevant for delegation to the new Sub-Committee on the basis that these schemes are material financially, reputationally and in terms of operational resources required to procure and deliver.
- 12.4.1 Housing New Supply (formerly titled "Horsewell Lane") - £2.33m, HRA
 - 12.4.2 Social Housing Decarbonisation Fund, £0.51m, HRA
 - 12.4.3 Oadby Pool Project - £36k (slippage to 2023/24), General Fund. Recognising that the Former Oadby Pool Sub-Committee has now fulfilled its original purpose.
 - 12.4.4 New Council Offices – £3.08m, General Fund. Recognising that the Brocks Hill Sub-Committee has now fulfilled its original purpose.
 - 12.4.5 Vehicle Refurbishment - £0.51m, (General Fund).

13. ROBUSTNESS OF ESTIMATES AND ADEQUACY OF RESERVES (SECTION 25 STATEMENT)

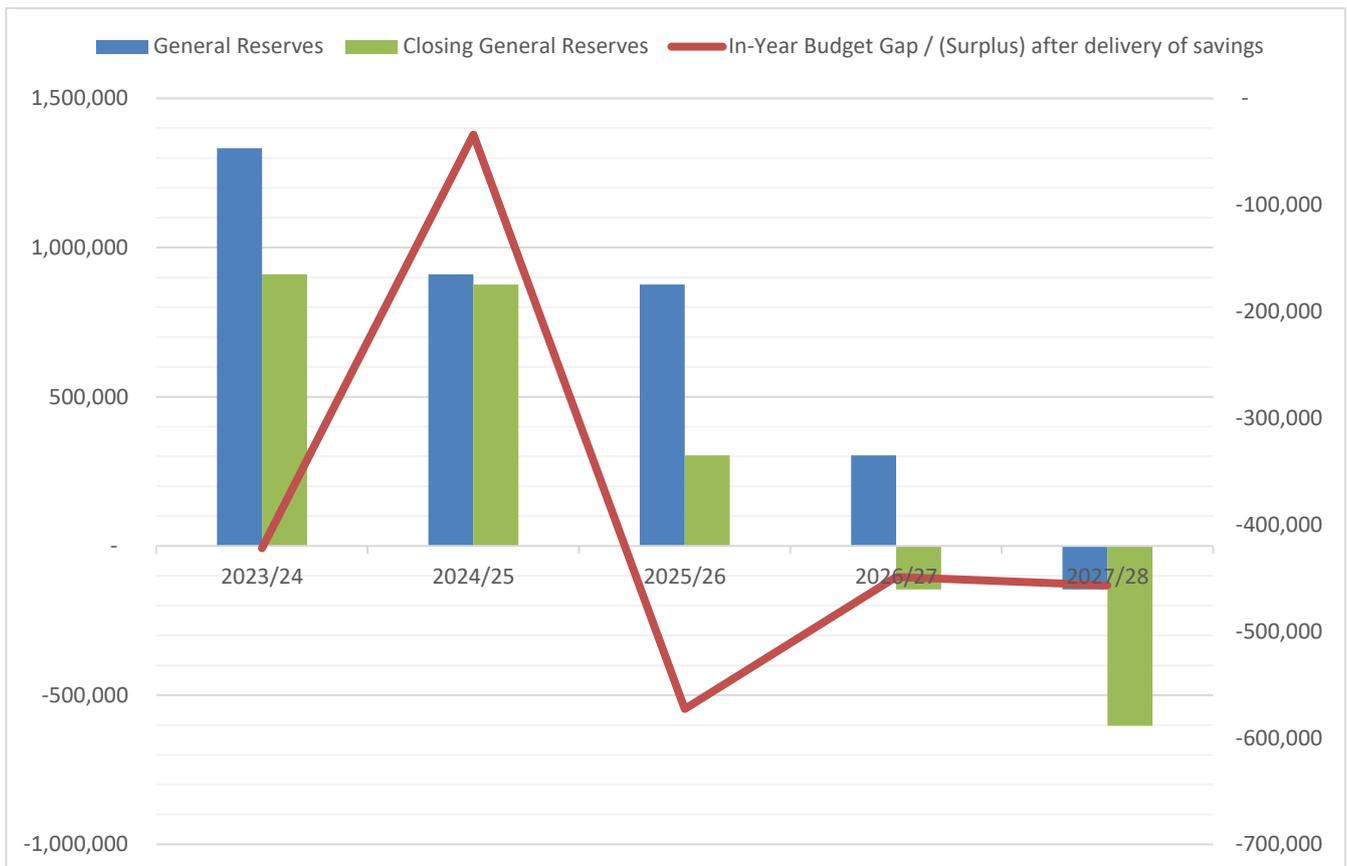
- 13.1 The Local Government Act 2003 requires the Council’s Chief Financial Officer (Section 151 Officer) to comment on the robustness of the estimates and also on the adequacy of the proposed reserves. Members must have regard to these comments when making a decision on the budget proposals for the forthcoming year.
- 13.2 The Section 151 Officer considers that the estimates which form the General Fund and Housing Revenue Account are robust and prudent, and the proposals are deliverable for 2023/24.
- 13.3 Based on current estimates for 2022/23 outturn and the 2023/24 year, the Council has an adequate level of reserves to balance the budget in 2023/24 on its General Fund. The reserves position has been bolstered through a repurposing of earmarked reserves carried out at Quarter 3. Estimates project the closing reserves to be £911k at March 2024. At £911k, the reserves level at March 2024 will represent just 12% of the net revenue expenditure position for 2024/25, which is considered low.
- 13.4 The Section 151 Officer has revisited the reserves risk assessment undertaken as part of the Medium Term Financial Strategy in September and concludes that in considering the Council’s general fund reserves, the level is now well outside of the safe tolerance level.
- 13.5 This assessment is further evidenced by the latest CIPFA Financial Resilience Index release, which considers the position of councils at the end of the 2021/22 financial year. The index, which is accessible online at <https://www.cipfa.org/services/financial-resilience-index/resilience-index> shows that Oadby & Wigston Borough Council is “Higher Risk” in respect of its level of reserves. The index also shows the council to be higher risk in relation to fees and charges and its ratio of council tax compared to spending, meaning the council is heavily reliant on council tax versus other types of funding.
- 13.6 Additionally, the Council is susceptible to volatility in budgetary estimates and a relatively small change in the underlying assumptions can produce significant results for the Council. The below chart set out the impact of a 1% change in assumptions within the 2023/24 budget.

Chart 6 – Annual impact of a 1% change



- 13.7 If outturn forecasts for the current (2022/23) or the 2023/24 year are even less favourable than projected, the Council could be in a position where it has exhausted all its reserves by earlier than the current projected 2026/27 financial year. If this situation occurred, urgent corrective action would need to be undertaken and if such action is not successful, a section 114 notice issued and a period of spending prohibition begins (where new spend agreements are effectively halted).
- 13.8 The current projections show that the council’s reserves, including further repurposing remaining earmarked reserves that are available for the purposes of meeting budget gaps (as set out above), would be exhausted within the 2026/27 year. This means, in setting the 2026/27 budget, unless it had taken action to close the gap, the Council would be unable to meet the legal requirement to set a balanced budget. The chart below shows the effect of projected budget gaps on reserve levels.

Chart 7 – Budget Gap and Impact to Reserves



- 13.9 It is noted that Council considered as part of the draft budget, to increase its council tax by the maximum level available, representing 2.99%. This is a prudent decision given the government funding position and the Committee should consider raising council tax by £10 if the maximum referendum limit is increased in the final local government settlement, as is currently being speculated within the sector.
- 13.10 Clearly, the current outlook of closing budget gaps through the utilisation of reserves is not ideal and the Council needs to manage its expenditure within its funding and income means. This issue has been highlighted by the councils external auditors, Grant Thornton UK LLP.
- 13.11 At its meeting on 25 January 2022, Grant Thornton delivered their “Auditor’s Annual Report” to the Audit Committee. The report forms part of the outcome of the audit of the 2021/22 and 2022/23 financial statements and the council’s arrangements for use of resources. Two improvements recommendations around financial sustainability were made which are relevant to this section 25 statement:

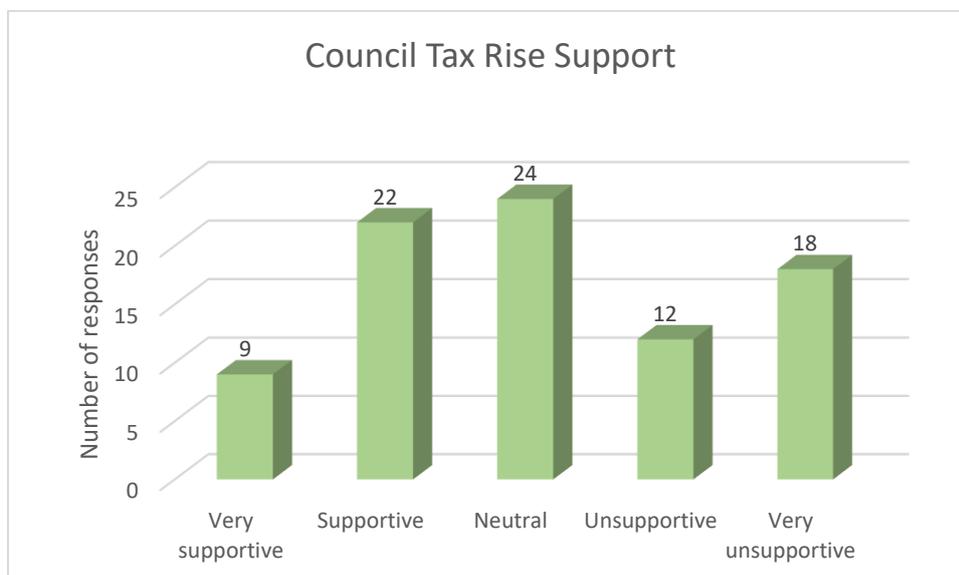
- *Improvement recommendation 1 – Ensure that financial plans are developed and implemented to close the funding gap that are not dependent on the use of reserves.*
- *Improvement recommendation 2 - Progress with delivering the recently agreed Sustainability plan which needs to be monitored and reported to the Policy, Finance and Development Committee.*

- 13.12 Clearly, the delivery of savings will be instrumental to the Council's ongoing financial stability. As such, the council has developed a Sustainability Programme and related savings. The savings for 2023/24 are built into the General Fund for 2023/24, but not beyond.
- 13.13 Members should note that savings will pose a challenge for both officers and members in 2023/24 and further in the future when savings required increase. This is particularly so for service reviews where the targeted saving is included for 2023/24 but it is currently unknown where this will be delivered from.
- 13.14 The Sustainability Programme savings are currently set out to 2027 and do not meet the projected budget gap, which has now increased further over the term, in full. Taking the auditor's recommendations into account it is paramount that the Senior Leadership Team, with elected members, enact both the review and enhancement of planned savings and their timely delivery. Given the severity of the forecasted financial position, it is imperative that SLT and members focus urgently on steps to address the financial challenge and organise its activities in a way that focuses efforts on this single biggest risk.
- 13.15 Changes in grant funding continue to present a further significant risk to the Council and the Section 151 Officer continues to work with key sector representatives to raise the profile of the unique issues faced by the Council and lobby for more financial freedoms around council tax precept levels and currently heavily regulated income streams. As detailed above, the restraints of the current funding system are set out in the Funding Outlook document in Appendix 3.
- 13.16 In contrast, the Housing Revenue Account position remains in a more sustainable position, particularly now that the rent cap is confirmed at 7% and this is proposed to be taken forward. However, financial risks exist around: rising interest rates and the fact that the service needs to refinance debt on a regular basis and is therefore exposed to further increases in this regard; the need to decarbonise the stock and the associated financial burden this presents; ongoing volatility in respect of energy costs; which are highly susceptible to economic conditions; and the level of properties sold through right to buy.

Customer Type

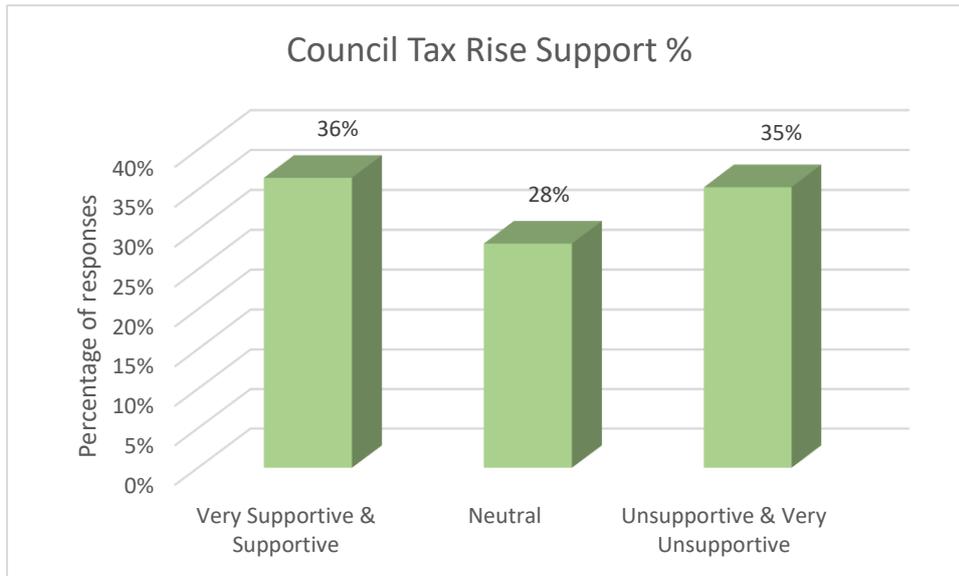


Q - How supportive are you of this Council Tax rise?



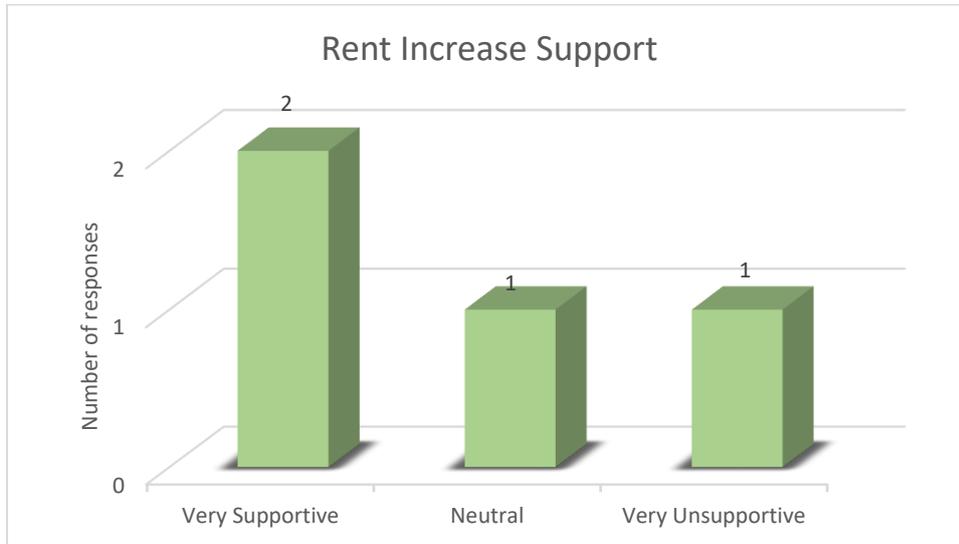
Budget 2023/24 Consultation Responses

85 responses received.



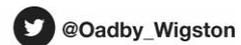
4 responses are from Tenants, who answered the rent and service charge increase questions:

Q - How supportive are you of this rent increase?



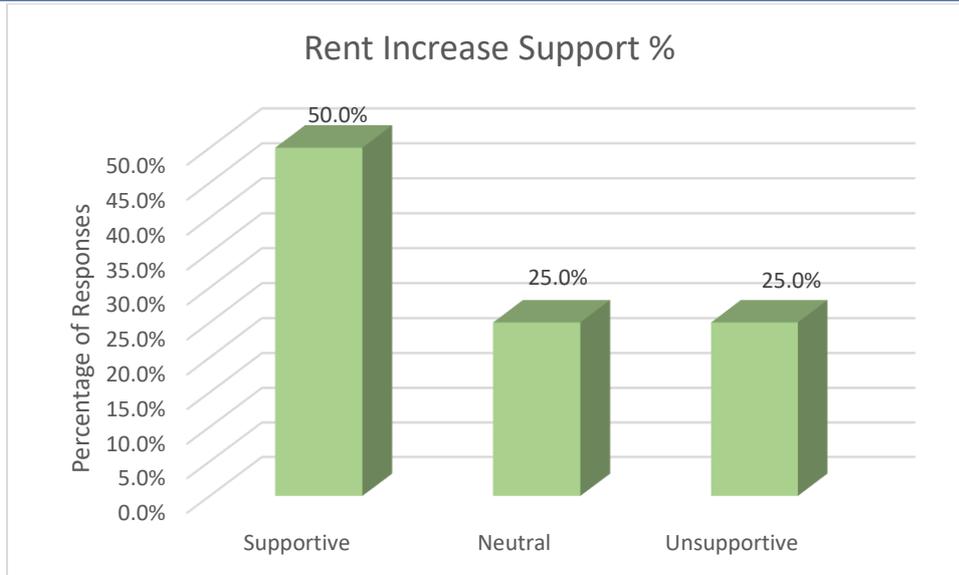
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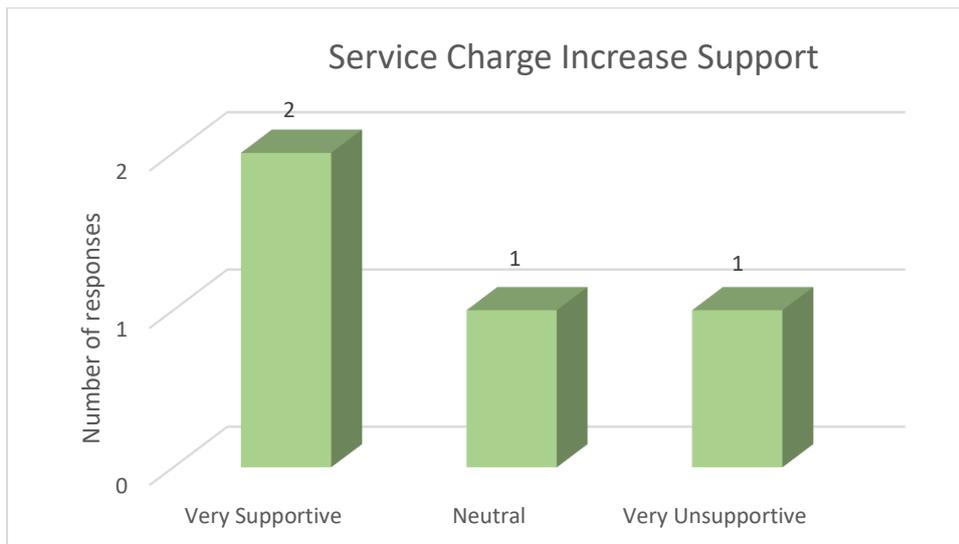


Budget 2023/24 Consultation Responses

85 responses received.



Q - How supportive are you of this service charge increase?



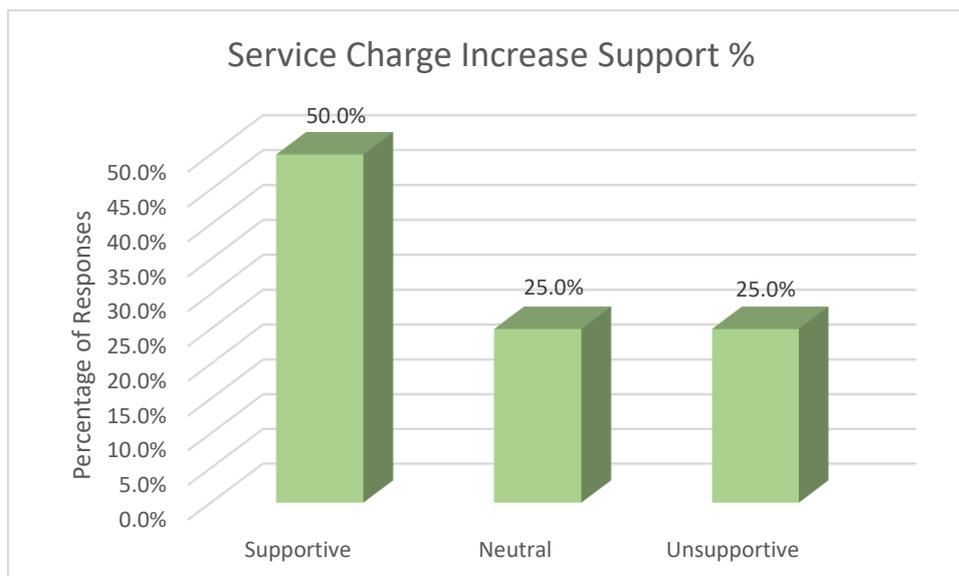
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Comments received

Revenue Expenditure Comments (Residents)

Theme – Information provided by the Council

You have given no details of the revenue expenditure, so how can I or any resident make any kind of informed comment? Is there a link to the proposed budget which should have been included here?

provide a high-level breakdown of expenditure, would be good to understand the overheads are and justification for spending that amount. is there a finance meeting where the public can join? or a report that can be shared for review? (asking as I have never see a breakdown or justification survey on where funding should be spent. more communication needs to be done around this view)

The Council spent an extraordinarily large amount of money on a staffing dispute, which benefitted no-one and provided no services. Because of this, it is essential that the Council provides a full breakdown of where the money is being spent.

It would be good to see transparency on what the council is spending. I personally would be happy with less bus services as they are always empty as they go past my home on ridgeway. Also going to 2 weeks bin collection would be okay for us. And bring back a free garden service collection for 6 months instead. If you are wanting to build on services then offer a gardening service fee or pathway and driveways service. I'm sure people would pay for the extra service. The council now need to modernise and think like a business.

How exactly is the Council planning to spend £7.48 million next year?
What are the Council's specific spending priorities?

The lack of transparency here makes it impossible to critically comment. Issues such as statutory expenditure versus elective need to be highlighted. The change in expenditure forecasts for the last 5 years should be provided to make a comparison, along with where it ranks for other English councils generally and then within Leicestershire.

I have moved from the city to wigs ton & council tax is higher which I can't understand



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BOROUGH COUNCIL

Theme - Quality/cost of services

Grounds maintenance services seem to have declined to what it was so would like to see the borough looking better than it does to attract more businesses which bring in more money

Avoid any waste of resources/duplication but maintain the quality of service to which we have become accustomed.

It would be good to make sure that homelessness is tackled.

stop squeezing the living daylights out of your residents the charges are already too high we do not have a bottomless pit of money to keep our head above water.

Do we need a fund-raising think-tank?

I would rather pay more council tax than see services reduced or cut.

We are all suffering but unlike you we have to keep within our budget and have no options but to make it work. We have to cut back not just keep everything going. Care costs need to be borne by individuals or their families.

Please keep the weekly refuse collection. Shame the car parking charge was introduced. The centre of Wigston is really suffering. More and more people are living in the borough no more amenities though.

I am happy that waste disposal has been weekly and would like this to continue. I am happy with garden waste as it is.

Theme – other

Don't put council tax up.

Members allowances and expenses should be reconsidered. Additional allowances for roles such as chair, champion and leader are excessive for the ratio of work input and attendance.

more funding from government is required to enable the Council to balance its books.

Please remember to support voluntary organisations since they contribute so much to the residents of the Borough

Check those who the council are supporting still need supporting. As there are people playing the system while others are not being supported

Revenue Expenditure Comments (Organisations) – None received

Council Tax Comments (Residents)

Theme - Cost of Living

Cost of living is high, people cannot afford anymore rises

Just resigned to an increase

With increase in the cost of everything, council tax has increased every year and is making financial matters worse for homeowners with all other increases.

I don't think it's right to increase the council tax in this cost of living crisis.

Just be careful that although it looks like a small increase to you, everything is going up in price and its families who are footing the bill



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<p>This rise will have a huge impact on individuals already struggling with the cost of living. I suspect thought this 'consultation' will be ignored by the Council and the Council will rise Council Tax anyway, resulting in spending more in other areas</p>
<p>The cost of living crisis will affect ability to pay bills, including council tax. The council tax should be frozen in order to help families survive the next year. I am unconvinced that we need a police and crime commissioner. That element of the council tax should not be increased.</p>
<p>Lots of new houses and no increase in services must mean more money for the council and no need to raise taxes.</p>
<p>With the cost of living, such as gas and electric prices, and cost of petrol and food rising, its almost like you want your share of peoples money. Bit of a stinker when you could keep it the same price or lower it to help your residents out in these hard times. People are struggling to heat their homes and eat, now you want more money too. Bir distasteful to be honest.</p>
<p>Just resigned everything mid going up.</p>
<p>While people are struggling to hear or feed, the council need to support its residents. Hold off of any council increase as people can not afford it. People already have mental health issues and increasing, help and support is taking to long.</p>
<p>Tax has already been raised last year by big margin. I am a family of 4 and only have a small bin. You've already cut garden waste by 3 months. Everything is going council tax raise won't help with struggling families</p>

Theme – Council Tax Support

<p>I don't think a council tax rise should happen as claiming for council tax support is so complicated and outdated that I don't bother and I struggle to pay as it is. Rubbish doesn't get collected often enough either. I would expect to see some improvement in our parks as a lot of the local parks are not maintained very well. I would encourage money to be spent on improving roads and pathways. There is a lot of litter on the streets and this needs to be addressed.</p>
--

Theme – Council service provision

<p>As long as bin collection is still weekly</p>
<p>Obviously no one wants a council tax rise but if I can be confident that the money is being spent wisely then I am prepared to pay my way. My general impression is that the borough council does spend wisely - I hope I am right?!</p>
<p>On balance the increase in council tax is quite small; I would rather pay the increase than see services cut or reduced, especially for the vulnerable.</p>
<p>Since the government is so mean and unfair to local councils I understand why you have to do it</p>
<p>I don't want to pay it but I think it may have to increase</p>
<p>Worrying but accepting in the current climate</p>
<p>Proposed increase is well below current rate of inflation</p>

Theme – Council Services

<p>O&W's Council Tax is higher than many councils but the services do not reflect this!</p>



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Rise for what? Have to pay for grass bins. Roads are resurfaced for no reason other than to spend money. Parks are never updated to new equipment for older children.
Having a rise now is bot the answer especially when the services are terrible already.
I live in a block of flats of 8 each flat pays over a £100 a month which is way too much for the service we get. The garden is left overgrown and the cleaning of the outside does not exist, the residents do it.
Council tax rises every year but we keep getting reduced services. How can you justify raises council tax when everything else is getting more expensive, the only thing not going up is my wages!
Not sure depends on how much the Police, Fire Service and LCC put up their costs. The Police have ripped us all off. The OWBC has increased the tax through parking and green bin collections on top of the increases
Our money is not being put to good use. Grass verges not cut as often etc. How about you use the money you have from charging for parking and not put up our bills during a cost of living crisis. Also why not look to reduce your over inflated wage bill?

Theme – Transparency

Are the county council giving us our fair share from their 72%? Who is holding them to account? I would rather we knew how much they spend on Oadby & Wigston.
again, a breakdown on this rise would be good to see. correct me if I'm wrong but with public funding we should provide a more detail view of why there is a 2.99% increase and what has been done in this control period for efficiency and cost savings
I observe the huge amount of properties that have been extended (some considerably) over recent years and wonder if you are aware and alter the tax band accordingly?
Can you publish a more detailed account of what you spend the money on? This could help people realise the bigger picture, rather than concentrating on local issues. Your "Borough" newsletter or email could be used for this.
Yes moved from the city to Wigston & council tax bill is a lot higher why

Theme – Other

Perhaps the millionaires in the area should pay ? instead of receiving huge tax breaks
There needs to be many higher tax bands for the enormous properties which have been created in Oadby to house large extended families. Furthermore, council tax should be levied at the full rate if refurbishments or extensions take more than 6 months. Some properties have been "work-in-progress" for over 2 years.
I do not understand why O & W which was a low tax Borough is now a high tax Borough. Every effort should be made to chase and collect debt.
I must move to a band D property that is a lot less than I am paying now for a band B property are your figures right. we are too highly taxed it is not just council tax it is income tax vat etc.
Government is inefficient. The Police do not appear to do a good job and crime is still increasing. I would rather see an elected Sheriff like the US who can then be held accountable.
Another taxation increase caused by the government.



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This will not mean the removal of parking charges in your car parks.

Council Tax Comments (Organisation)

Any additional Council Tax raised and retained must be spent on visible improvements to the borough for both residents and businesses. For too long I believe the council have not spent the money wisely.

Capital Expenditure Comments (Residents)

Theme – Brocks Hill Refurbishment

How much has been/is being spent on the refurbishment of Brocks Hill Centre to become the council offices?

I seem to recollect that the Council spent about £900,000 on Brockshill Visitor Centre to make it suitable for use by Everyone Active as an extension to their sports facilities, which was to be on a "shared profit" basis. It was never significantly used for that purpose, and now the Council proposes major new capital expenditure to transform it once again to use as the main council offices. I do not think this has been properly thought through; once employees realise how expensive it is to provide their own workspace at home, they may not be prepared to work from home. I anticipate that within a couple of years, the Council will be having to spend yet more money to provide additional operational space.

Apparently £5 million was wasted on a staffing dispute. Then £900,000 was spent on Brocks Hill refurbishment (including a sprung floor in the main hall) with profits to be shared with the leisure centre. There is no evidence that the new facilities were much used. You now intend to spend more to convert Brocks Hill to Council offices. What happens when working from home becomes too expensive because of heating costs and they all want to come back to the office?

Theme - Church

Why is the council responsible for church property.

15000 for tree work seems very high too. Would that be council workers doing it, or could it be done cheaper through a outside company.

I would like to know why the Council are paying to maintain the church yards, surely this is the responsibility of the Diocese and not funded by the public purse.

Also, all of the churchyard items should be paid for by the church if they own the property.

Why isn't the church looking after its own grounds, why replace lights when energy costs so high,

I query why tree works in the Wigston churchyards are the responsibility of the Borough Council. Were recent tree works at St Peter's, Oadby carried out at the expense of the Council?

Theme – Horsewell Lane Development



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I would like to have a breakdown of the £1.9 million to build 6-8 new council homes, and to know for whom they are intended.
£1,9 m for 6-8 houses on land that is free is Robbery, someone is taking the Micky!
Do we need more housing? Is the impact of spending that money better than the impact of not spending it?
I support the increase in council house stock.
Where exactly on Horsewell lane are these houses going. .?
Is OWBC able to use any unused or derelict properties for upgrading and potential use instead of building on green sites?
The policy of building small numbers of houses on existing estate to improve your figures is a flawed strategy and will not attract residents to support the council in the future. There must be better options!
Building of new council houses is essential. Do more if you can
Spending £1.9 million on 6 to 8 homes being built appears excessive. Have you considered purchasing houses on the market?
More council houses are needed in the area, the new builds that are going up are far too expensive for first time buyers.
£1.9 million seems a great deal to pay for only 6-8 new council homes which will not bring any money into the area
Housing Revenue, Excellent to build new council houses on Horsewell lane hopefully for local people.
Council housing schemes are a waste of money which has been proven historically.
Build more properties for those who have been waiting a long time.
The current planning application (22/00448/OUT) for a new housing estate in Oadby, highlights the additional issues that the council will have to cover, including expansion to schools, a lack of doctors and dentists, as well as refuse. I appreciate that you may need to allow more homes to be built, but the infrastructure is slowly breaking down and therefore, I would suggest putting a hold on new builds in "Countryside" spaces and instead, concentrating on existing brownfield sites. The alternative is to ensure that any new development includes a huge investment from the builders to enable money to be available to the council to make suitable improvements to infrastructure. The people want to see that they get value for their money, not more houses being built with fewer facilities!

Theme – Litter bins

Freer Park Sports Court: Will this be maintained properly? i.e.: kept litter and glass free. I regularly walk my dog on Freer. For weeks in 2022, there was broken glass all over the tarmac area. I've reported rubbish accruing underneath the hedges in the past and I've litter picked there myself. When the existing basketball frame was lying on the ground, it didn't move till I reported it. Will another litter bin be provided to encourage people to dispose of their rubbish in the proper manner?



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Oadby & Wigston
BOROUGH COUNCIL

Theme – Sports and Parks

You should also add funds to maintain the upkeep of current park facilities.
Works on churches are not "public services". The money would be better spent on the borough's parks and green spaces.
Is there a real need for an additional sports court? As a community user and league secretary, I don't recall being canvassed about the need for this
I very much like the idea of a new multi-use sports court at Freer Park if it includes a badminton court as 4 badminton courts were lost at Parklands when the children's play area was introduced.
Not so fussed about expenditure on Christmas lights as it's all light pollution anyway. I have to trust your judgement on the other items as I have no idea!
35,000 for a new sports court in which will probably only become a harbour for anti social behaviour. They already gather in South Wigston park so it will be another after dark hot spot for youths to get up to no good.

Theme - Vehicles

Which end-of-life vehicles? If you buy new street sweepers, make sure that they can also clear the drains! Why should the Council do work on a churchyard?
Which end-of-life fleet vehicles are being replaced? This is a large expenditure and residents are entitled to have more detail to determine whether these vehicles have provided good value for money.
I don't think you should replace end-of-life fleet vehicles or replace the Christmas lights. This would save the council £517,500.
Why do you need so many fleet vehicles? The church should be paying for the tree work in it's churchyard. There is nothing wrong with the current Christmas lights!
How vital is the spend on vehicles? How efficiently are the vehicles used now? Does the spend need to be at this level?
Are fleet vehicles purchased or leased! - Leasing offers improved control of budget going forwards.
Are the vehicles been leased or purchased? I see no reason why the council should buy new vehicles when the majority of the depreciation is front loaded. Do you get any meaningful discounts?
could vehicles wait a little longer for replacement?
£510,000 to replace end-of-life fleet vehicles Why are they end of life. Surely if cars and vans are serviced properly they will carry on working. I drive a 13 year old car do fine.
Delay end of life vehicles for 12 months where safe to do so.
Is it possible to obtain surplus vehicles from other councils or make do and mend existing vehicles especially in this inflationary time.

Theme – High Street

Warm hubs and food banks are not the answer, they excuse Governmental policy, based on deliberate divisions, I do not believe the goal of council is to protect the most vulnerable, all of your decisions during covid disproportionately



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damaged the poorest the greatest, Oadby has been decimated by bank closures, many customers cannot get to Oadby, there smokescreen of mental health concerns is wholly insincere and corrupt, bank closures, bank bonuses, there concerns are based in greed , as a council you should speak out against their corrupt service and feigned concerns, these are things that decimate villages as people travel elsewhere to go bank and spend, if the council also had an honest policy on the obesity levels in the area we could turn Oadby Wigston into a far healthier community, almost all diseases are linked to high obesity levels, ,covid especially, no one even discusses this,

Theme - Oadby Pool

I can see nothing in the budget to deal with the ongoing issue of the old Oadby swimming pool. Sadly, due to poor advice (if any was given) by external professional advisers, Architects or Planners, and poor decision making by Council employees and Councillors, the Borough is saddled with this headache. I asked a simple question about reinstatement of the site on Ellis Park some years ago only to uncover a can of worms! What is the current plan and what is happening to the site now ?

if this question/ comment is more applicable to a different area of the budget, then please redirect it.

Many thanks.

An open reply that can be read and understood by all residents would be appreciated.

Theme - Reduce capital expenditure

Christmas lights are nice, but are they essential?

How urgent are items 2, 4 and 5? Would it be detrimental to defer for a year or so.

The authority should be more careful in its capital expenditure. Unnecessary works like creating customer contact centres in Bell Street that were generally not supported have wasted much need funds. The capital fund raised from the sale of Bushloe House should be used to cover the additional funds needed.

Rolls of honour repairs, xmas lights,? when people are going without heating ?

Survey these capital expenditures with the public. I don't see how you need everything above. Modernise your systems and ways.

Are these 'new; projects that crucial for Oadby and Wigston residents as a whole, could this money be used more effectively on projects that help residents during the cost of living crisis, help small businesses to survive, help more local employment initiatives that support green jobs, help support disabled people live in their own homes

I don't support the other expenditure. The Christmas lights upgrade, the sports court and the roll of honour repairs should be postponed. The fleet vehicle proposal should also be reviewed and trimmed. Pushing ahead with these projects at a time of financial hardship for many people is unreasonable.



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I think things like trees and play area could wait, do all the fleet need up dating now, can this not be done over a period of time.
When quoting for work, do you get more than three quotes, outside of council contracts?

Theme - Other

Do all of these projects really need to go ahead?

Expenditure seems OK

The expenses quoted seem reasonable to me.

Do you have a waiting list for an old peoples bungalow and I will trade you for my house as I can no longer manage its upkeep and gardens because you take all my cash in council tax.

There is nothing in these proposals specifically for the benefit of Oadby residents.

I think more schools are needed - or present schools extended. School places are worryingly in short supply.

Capital Expenditure Comments (Organisation)

How vital is the spend on vehicles? How efficiently are the vehicles used now? Does the spend need to be at this level?

The policy of building small numbers of houses on existing estate to improve your figures is a flawed strategy and will not attract residents to support the council in the future. There must be better options!

Fees and Charges Comments (Residents)

Theme – Car Parking Charges

Although there is a deficit of £520,000 I believe the use of car parking charges to get some money is a bad move as the centre is struggling to attract shoppers already and this will only make it worse. Can't we charge more to all the new house builders to build houses in the area as they do not increase facilities in the area, no shops, schools etc They should contribute to the area as they make good profits

Car parking at leisure centres and brocks hill should be free shopping car parks just makes people park in local streets and go shopping at out of town places

Car park fees seem to be putting people off shopping in Wigston. The car parks seem rather empty and the shops. Would an overall extra on the council tax have been possible to avoid the fee. I know people who will not meet up with friends in the cafes because they are having to "watch the clock" and do not browse in shops.

Carpark charges shouldn't be in force. Oadby and Wigston shops do not have enough to offer to warrant charging to park.

Residents should have free parking in O&W, at least for some of the time. We're reduced leisure and retail spend since this was introduced

Charging for these services are pointless. Parking grounds have been terrible and you are asking for a fee to park for an hour at silly prices when you can go to fosse park for free and offers more for customers. You need to rethink your garden services.

CAR PARKING CHARGES DETER ME FROM GOING INTO WIGSTON

Car parking charges are doing no favours to businesses in the borough so should not be increased this year.



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Car Parking - Charges for car parking has and will continue to have an impact on the community. If charges really do need implementing, then make it more affordable
Car parking fees are killing Wigston and Oadby. No residents or businesses wanted them but you took absolutely no notice. Meant people have stopped using the local shops as there is more variety and no charges elsewhere.
I think the parking charges have been detrimental to residents and businesses and should be scrapped.
Car parking (local businesses are having a tough time financially and this must surely make things worse for them owing to reduced footfall).
Car parking charges. I see a lot less cars parked since the charge was introduced, has the council reviewed the impact (if any) on local businesses?
Your charges in both cases should at least raise a small profit. As an employer, it is great to be able to offer staff reduced parking charges, but is unfair as the public are now being charged for using car parks.
I don't agree with the parking charges. Must be affecting the local businesses
The new car parks that you have put in place, especially outside parklands school haven't really worked to be honest, another waste of money, people simply don't park in there, they use the surrounding streets. And I don't think I've ever seen the electric charge points used either. Waste of time and money. And the workers that did the work, destroyed a part of the road outside the school and it has been coned off and damaged for the past few months, which also causes parents to have to walk in the road around it at busy school times.
I am firmly against having to pay for parking in Wigston, the amount of empty shops can only be due to the rents that you charge and the fact that people now have to pay to park. I know lots of people who now shop at fosse park, Asda or Sainsbury because parking is free and convenient.
There shouldn't be car parking charges. It was said the money was needed for the upkeep of the car parks, but they don't seem to be maintained. The town is not as busy as it used to be.
Car parking fees need to be removed to try and stop the GENERAL DECLINE of Wigston Magna !
The car parking charges in Oadby is a mistake and will destroy Oadby Parade. I have not shopped there now for over 6 months and will probably only visit 3 times a year rather than 3 times a month.
get rid of the car parking charge
No although I continue to object to parking charge.
Should be free then we would support our local shops
Car parking charges are affecting local trade, people go else where for free parking.
Disagree completely with Car Park charging - it had been free for my entire lifetime some 50 years. Will not support the Lib Dem council that unilaterally decided to implement.
Parking should be free to bring people into Wigston.
Car parking charges to continue until the 2024/2025 budget.

Theme – Car Parking free spaces

Still disagree with parking charges. Not enough 30 min free spaces
Car Parking: Is there any particular reason why a one hour charge isn't available? i.e.: 50p.



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I know that there are free half hour spaces on Spring Lane, but might it encourage people to use the car parks more if they only need to be in Wigston town centre for a short amount of time? People clog up Wilkinson's car park because it is free, yet Frederick Street neighbouring it is often half empty in comparison.

Car parking should have spaces where it should be free for 1hr in Wigston and Oadby not 1/2hr as its killing trade.

Car parking should be free for 30 mins in all car parking spaces to encourage footfall!

Businesses are suffering in Oadby. To charge £1 even in a Sunday is a joke. Parking in London is even free. Why would ppl come to Oadby. I stopped going to shops lost my business as I can't park. The first 15/20 mins should be free. I only want to pop in and grab stuff. Shame it lost my business.

Theme – Car Parking Public Conveniences

Re car parking charges, £1 to park is not, in itself, that much, but the charges do appear to have increased car parking on streets and supermarket car parks. If the council is levying a charge to use council owned car parks, then the public conveniences should be open, particularly in Wigston, where there is no large supermarket with toilets (Oadby has Asda). It is not reasonable to assume that everyone is using cafes, hairdressers etc and can use their facilities. Personally, I never stop anywhere for coffee, I don't have time.

Agree to holding costs for waste and car park. How much profit is the new car park charge generating. Could be used to put back in the public toilets near the East Street Car Park.

Theme – Car Parking Permits and rebates

Car parking charges were paused during the Severn Trent works, so why were permit holders not offered a rebate on their renewal?

Also, as the parking charges were suspended while The Parade in Oadby was closed, a proportion should have been refunded to Oadby residents who had paid for a permit.

Car parking charges have negatively affected Oadby shopping. Oadby residents should have some form of charge rebate to encourage visits to local shops

Theme – Car Parking other

The car parking charges have not affected me this year as I continue to cycle everywhere (despite owning a car) even when doing my weekly shop. I would encourage others to do the same for both financial and environmental reasons.

Theme – Garden Waste

Green waste should be for 12 months not 9

I would prefer it if garden waste was taken free of charge and there was no car parking charge.

It remains to be seen whether the charges for Garden Waste remain viable. You already increased the charge and reduced the number of collections.

What next?



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yes you effectively increased the charge for garden waste by cutting the number of collections and stopped collections too early before all the leaves had fallen from the trees.
Garden Waste - there needs to be more communication about this service and the benefits to the environment, community and individuals. However, cost is a crucial factor - many people simply cannot afford it.
Like everyone, I'm sad that charges were increased for these but I will always need my garden waste bin.
Agree with garden waste proposal.
I think the no. of collections should be reduced, likewise with refuse collection. A lot of old people and live-alone don't require weekly collections. Save money!
Garden waste collection has already been increased by 25% by ceasing the service for 3 winter months, when in fact a lot of green waste is produced.
Green waste charges are not frozen until 2024. that is a mis-leading statement. The green waste collections has been reduced, therefore the collection vs charges has increased where was the consultation for this reduction before implementing it? if it was communicated, it was extremely poorly done.
In practice, the garden waste charges have already increased by 25% because the collections have been suspended for three months in the winter. This is way above the rate of inflation. Garden waste is still produced in the winter, but, as it comprises leaves and woody prunings, it is not home compostable. The green waste collections should be year round.
The garden waste charged were in effect an increase when the collections were reduced last year so should not go up again.
Garden waste charge should be reduced slightly due to the fact it's no longer for twelve months
Garden waste collection went from £35 to £50 AND then you reduced service by 25 % - enough is enough!
Garden waste hardly frozen when you already decided not to collect throughout winter
Garden waste collection fees recently up by almost 50% and the number of collections down by about 25%. This service will soon become unviable so will that save the council money, cost it money, or make no material difference?
Garden waste collection has already been increased by 25% by ceasing the service for 3 winter months, when in fact a lot of green waste is produced.
I think that it's a pity to charge for garden waste (because it encourages fly-tipping).
Bins green, think the cost is high at the moment. This is why we see more fly tipping which is cost the council more money to collect.
Garden waste more than others councils charge and this year a cut in collections.
I think you should look at a monthly charge for garden waste. I believe other county council work on a DD scheme for garden waste

Theme – other

great move.
No
Charges are a joke. We pay enough in council tax!!
Very reasonable at current rates



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oadby-wigston.gov.uk



OadbyWigstonBC



@Oadby_Wigston

Budget 2023/24 Consultation Responses

85 responses received.



No comment
Councillors should bear in mind that any price increase for garden waste or car parking would be a complete disaster for the Lib Dems at the May elections. For the electorate to have any faith in this council, free car parking needs to be reintroduced, and garden waste collections restored to a 12 month service.
Both of these fees should rise, and future commitments should not be guaranteed.
Acceptable
I welcome the freeze in charges on both of these items.
Good that the garden waste service and parking charges are frozen for another year
These are increases and show that you are increasing taxes
Charges for garden waste and parking should be frozen until the government increases the base level tax allowance on earning.

Rent Increase Comments (Tenants)

With the current cost of utilities, a rent increase is just putting more pressure on people's finances, most people have their own energy saving projects. The council have never offered me any support on insulating my home. There should not be such a big increase.

Service Charge Increase Comments (Tenants)

The council is just trying to increase its income without considering the cost-of-living crises and lack of increase in the public's income.

Housing Expenditure Comments (Tenants)

I have a 30-year-old kitchen and I make do. Why is my council tax money going to improve others' homes. Surely it should only be done if absolutely needed it sounds a necessary thing to do but the stock survey sounds a very expensive survey?

Put on hold until crisis is over stop spending money

Budget 2023/24 Consultation Responses

85 responses received.



Other Demographics

Age



25 - 35	5
44	7
45 - 54	9
55 - 64	21
65 - 74	20
75 and over	15
Prefer not to say	8



Disability/Health Issue

Yes	15
No	52
Prefer not to say	18

Ethnicity



White	62
Asian	7
Mixed	1
Black	1
Prefer not to say	14



Sexual Orientation

Heterosexual	63
Bisexual	4
Other	1
Prefer not to say	17

Religion



Christian	45
Hindu	5
Muslim	3
Jedi	1
Spiritualist	1
Agnostic	1
No Religion	25
Prefer not to say	4

Appendix 2

Question 1: Do you agree with the government's proposed methodology for the distribution of Revenue Support Grant in 2023/24?

No.

Grant funding has diminished for Oadby & Wigston but the Council has not been able to benefit from growth-incentivised funding. Because of density and limited opportunity for housing or employment land growth there has been lower-than-average increases in council tax and new homes bonus from housing growth or accumulated business rates gains achieved through business growth.

The effect is that the Council's spending power and absolute funding has diminished. It is becoming increasingly difficult to continue to fund core services. The Council will balance the current year with reserves and has a budget gap of £0.5m forecast for the next year. Our Medium Term Financial Plan projects budget gaps on an ongoing basis.

We join the District Council Network in noting that the government has provided very little certainty about the provision of grant funding to district councils in future years. In fact, the prospect of income from the Extended Producer Responsibility (EPR) scheme being factored into the calculation of needs and resources for district councils creates significant uncertainty given the paucity of information currently available about the nature and amount of EPR income. We call on DLUHC and DEFRA to work closely with district councils as soon as possible to provide the certainty our councils need to plan ahead and to sustain vital frontline services.

Question 2: Do you agree with the government's proposals to roll grants into the local government finance settlement in 2023/24?

Yes.

Question 3: Do you agree with the proposed package of council tax referendum principles for 2023/24?

No.

We believe that council tax level decisions are for democratically elected councillors who are accountable to the electorate, in the same way as MPs.

Notwithstanding this position, we accept that the government wishes for referenda to be in place.

However, as one of the smallest councils in the UK and whose area remains entirely "unparished" we must raise the issue of "Special Expenses", that is, expenditure incurred by districts either in the absence of a functioning town or parish council or on their behalf. Town/parish councils have no referendum limits in raising their council taxes, whilst councils in unparished areas are limited to raising our total precept, including the element that covers town/parish council function expenditure, by £5/2.99%. This is insufficient.

Whilst recognising the raising of the 2% to 3% allows more flexibility, we therefore urge the government to raise the "or £5" to "or £10" limit, to allow councils like us to put us, in part, on an equal footing with town and parish councils in respect of this area of spend.

Question 4: Do you agree with the government's proposals for a new Funding Guarantee?

No. The Funding Guarantee has diverted funding away from our area where the rewards from growth have not been possible and hence we have not experienced a drop in business rates and New Homes Bonus.

Since Oadby & Wigston has never fared well on NHB (but have done so in the one off reward payment due for 2023/24), the Funding Guarantee approach has resulted in a loss in Lower Tier Services Grant funding with no replacement funding guarantee received. We recognise the government will state that we have maintained funding above 3%, however, for a small council such as Oadby & Wigston, the funding is relatively small and therefore remains insufficient.

Question 5: Do you agree with the government’s proposals on funding for social care as part of the local government finance settlement in 2023/24?

No.

While the increase in social care grants is welcome, we support our County Council in not agreeing with the basis of the allocations or the size of these funds.

The use of the existing Adult Social Care RNF as the main basis of allocating these monies means that they have been distributed on what is, in the Council’s opinion, a deeply flawed and significantly out of data formula.

Similarly, while the additional tranche of grant provided in 2023/24 is welcome, the County Council does not agree with the basis of the allocations of these funds, which repeats the flawed process applied in the 2021/22 and 2022/23 Settlements.

The allocation provides a stark illustration of the problems with the existing approach. In the 2020-21 allocation Leicestershire received 0.9% of the national allocation, based on the ASC RNF. For the 2023-24 allocation this share had reduced to 0.86%, a loss of £2.7m, due to the inclusion of adjustments relating to the ASC Precept. Was this reduction of support to an already poorly funded area Government’s intention?

Councils, mainly in Inner London, who have benefited from the current funding system in terms of unfairly high grant levels and have as a consequence been able to set significantly lower council tax levels, receive even more benefit due to this unfair mechanism, while authorities who have had unfairly low grant levels and have had to raise council tax to much higher levels received a double kicking via this distribution method.

When the provisional allocations of the various 2023-24 social care-related grants totalling £6.854bn are compared with the mid-2021 ONS population estimates for people 85 and over, the following class averages can be derived. These figures illustrate the unfairness of the proposed distribution, particularly for County Councils:

Grant funding per person

Aged over 85.

Inner London	£14,828
Outer London	£5,502
Metropolitan Districts	£7,194
Unitaries	£4,524
County Councils	£3,495
Leicestershire	£3,106

Whilst the grant (and more) will be spent on Social Care in Leicestershire, the poor distribution will result in certain authorities being overfunded. Rather than the social care grants being spent as intended they will simply support low Council Tax increases, primarily in those areas where

council tax levels are already much lower than average thus further exacerbating the underlying unfairness of the system.

While additional funding is welcome it is already several years late and the allocation received will not even cover the increases driven by the National Living Wage. Funding should be applied before overspends take hold; unless some catch-up funding is found services will decline to a lower level than would otherwise have been the case.

Question 6: Do you agree with the government's proposals for New Homes Bonus in 2023/24?

Yes. But New Home Bonus (NHB) should continue into 2024-25 and beyond. It is important to provide certainty and maintain stability.

We echo's the DCN's comments in that the future position of NHB should be set out not only "ahead of the 2024-25 local government finance settlement" but *well ahead* of that settlement.

We also urge the government to consider how councils like ours can continue to benefit in a growth incentivised funding system, when there is low or often no prospects for growth due to the constraints of the area. Furthermore, if the NHB scheme is to be retained either in its current or a similar future form, it needs reform to incentivise construction of more of both social housing and affordable housing.

Question 7: Do you agree with the government's proposals for Rural Services Delivery Grant in 2023/24?

This does not affect Oadby & Wigston Borough Council and we therefore have no comments.

Question 8: Do you agree with the government's proposals for Services Grant in 2023/24?

Yes. We understand the reasons why the total value of the grant is being adjusted. There should be greater transparency about the amounts of the adjustments.

The sum set aside for contingency should be redistributed to all councils if not required, as part of the final settlement.

Question 9: Do you have any comments on the impact of the proposals for the 2023/24 settlement outlined in this consultation document on the aims outlined above? Please provide evidence to support your comments.

The proposed settlement does not cover all the funding needs of our Council and as such, we face difficulty in maintaining our current services. We will utilise reserves to balance this financial year and we project not only a sizeable budget gap for 2023/24 but also every year for the foreseeable future.

Funding outlook:

Tracy Bingham

Strategic Director – S151 Officer

January 2023



Spending Power has fallen behind for Oadby & Wigston

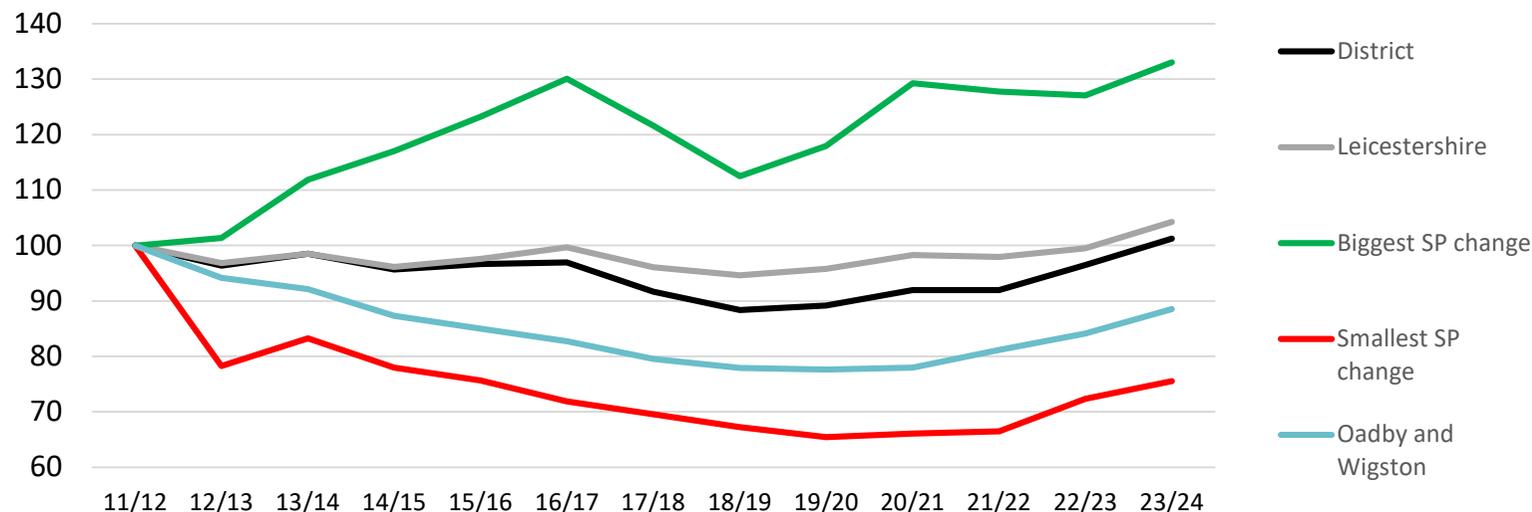
Grant funding has diminished as the Council has not been able to benefit from growth-incentivised funding

- Funding for the Council has altered dramatically in recent years, with the loss of Revenue Support Grant from 2019. As recent as 2016/17, this level of funding was over £700,000.
- Because of density and limited opportunity for housing or employment land growth there has been **lower-than-average increases in council tax and new homes bonus** from housing growth or **accumulated business rates gains** achieved through business growth.

Consequently, Spending Power and absolute funding has diminished

- Like all other district councils, net general fund annual budget has reduced over a number of years, from £8.5 million in 2010/11 to £7.0 million in 2021/22 and £6.5million in 2022/23.
- Front line services have been maintained but income generation has recently become the means of balancing the books.
- Alternative ways of delivery (such as sharing resources with other local authorities) and a range of other initiatives to reduce costs/increase income/funding are now being taken forward through our Sustainability Programme.

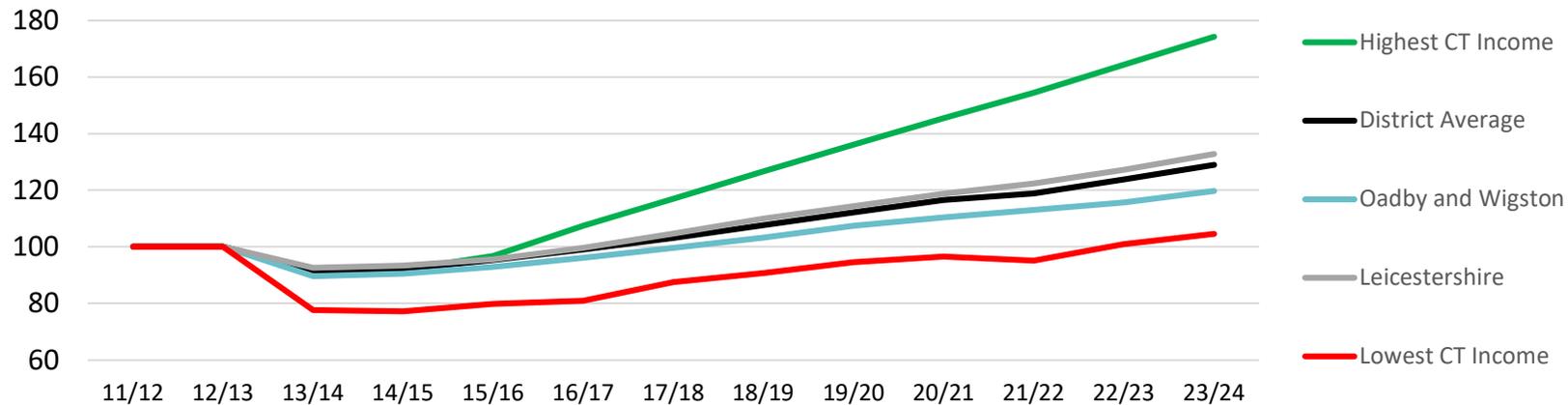
Spending Power since 2011/12: Oadby and Wigston compared with other benchmarks



Low housing growth has resulted in a low Council Tax Base, but uniquely, we are also a wholly “unparished” area

- Low housing growth because there is a lack of suitable land and infrastructure constraints and this issue will become worse in the future.
- Compared to peers the Council has a high value of Band D (£239.50), but this comparison does not take into account the fact that the Oadby and Wigston area is unparished, and as such, the level of Council Tax is inflated because it also funds spending that for other Council’s is wholly or in part funded and delivered by a parish or town council.
- Town/parish councils have no referendum limits in raising their council taxes, whilst we are limited to raising our total precept, including the element that covers town/parish council function expenditure by £5/2.99%. This is insufficient.
- There are more lower band (bands A – C) in the borough, which generate less in council tax income.
- The tax base is lower quartile when compared to other Councils, due to low housing growth.

Council Tax Income since 2010/11: Oadby and Wigston compared with relevant benchmarks



Low housing growth has also resulted in limited incentivised funding in the form of New Homes Bonus.

- Lower than average housing growth (due to the constraints mentioned above) has resulted in lower amounts of NHB funding, as well as lagging Council Tax income.
- 2023/24 NHB funding represents the highest payment for any one year since the scheme began, due to growth achieved October 2021 - October 2022 being highest since 2016. (NB – the payment is highest for one year and not the total of payments received in a year, which historically has included legacy reward payments).

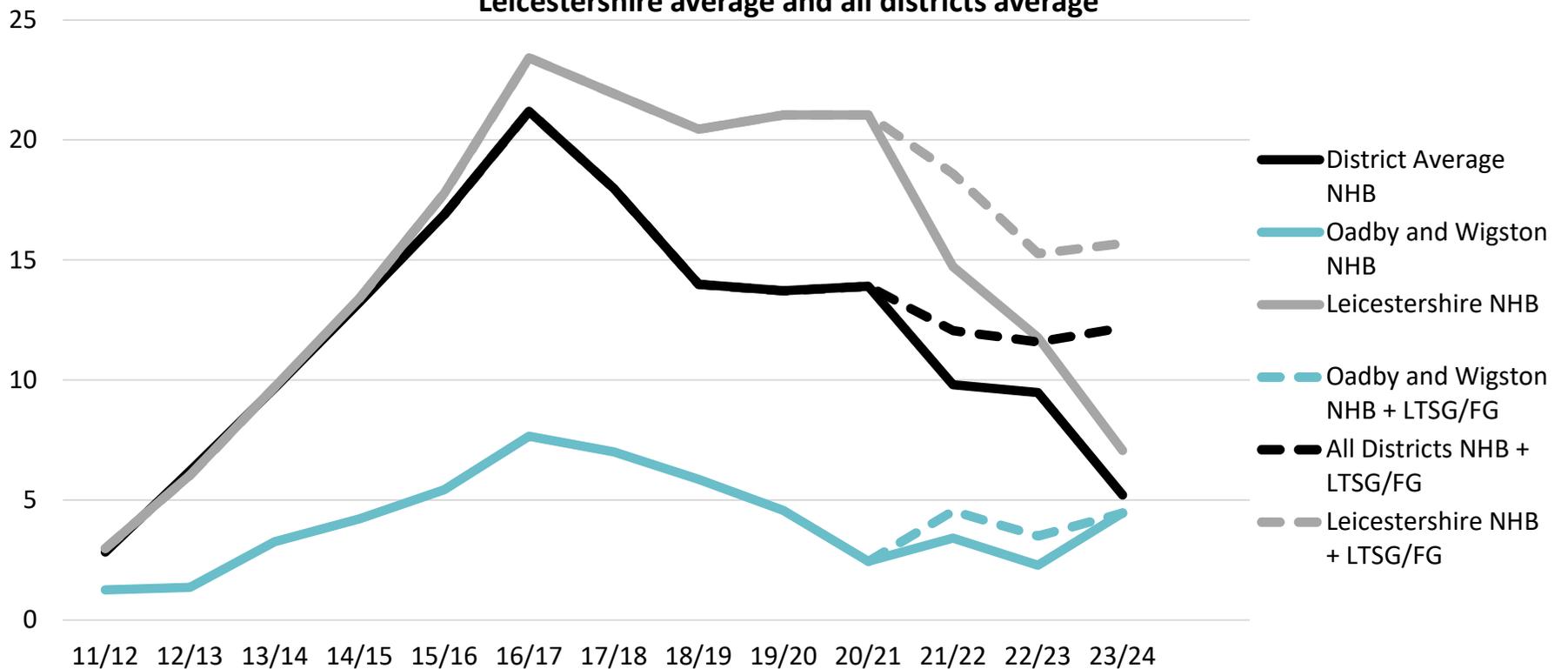
New Homes Bonus per Head - 2011/12 to 2023/24 - All Years in Aggregate - All Districts (£)



Whilst the Council benefit from the “3% increase” in funding, the Funding Guarantee included in the 2023/24 Settlement comparatively worsened the funding position because the Council has not achieved growth historically

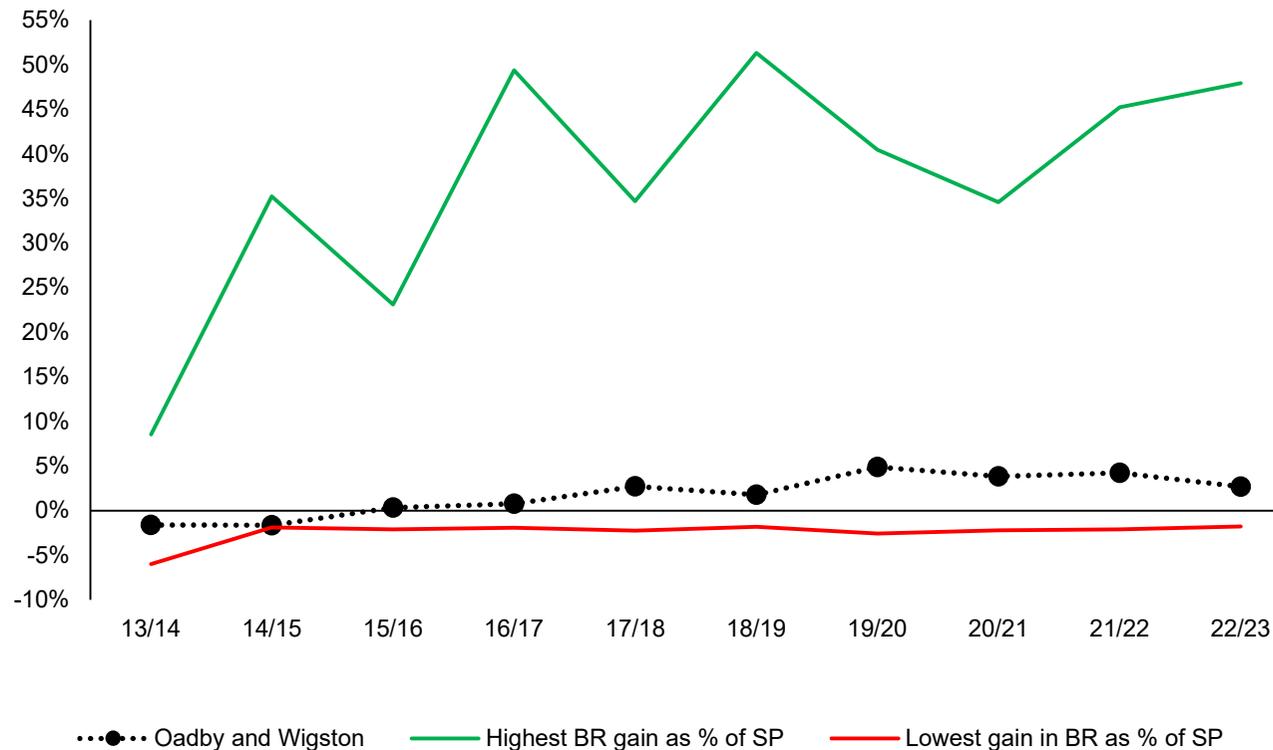
- Whilst it was unlikely the intention the repurposed Lower Tier Services Grant into the Funding Guarantee for 2023/24 has served to effectively dampen the effect of council’s losing their legacy New Homes Bonus payments – with only council’s who have had reduced amounts of NHB having received the Funding Guarantee.
- Since Oadby & Wigston has never fared well on NHB (but have done so in the one off reward payment due for 2023/24!), the Funding Guarantee approach has resulted in a loss in Lower Tier Services Grant funding.

New Homes Bonus per Head: 2011/12 to 2023/24: Oadby and Wigston compared with Leicestershire average and all districts average



Although outside of Spending Power, there has been no rates growth gains achieved

- The Council has benefitted very little from business rates growth above the baseline, which is expected because of the constraints around employment land and the nature of the area being predominantly residential.
- In contrast, some Councils who have been able to retain significant amounts of rates, meaning greater opportunity to bolster reserves and remain financially sustainable.
- Whilst the Council cannot expect to retain any substantial additional rates once the business rates baseline reset is determined and implemented, it is expected that there will be some upside benefit once the accumulated growth in the system is redistributed.



CONCLUSION - The current local government funding regime, exacerbated by the 2023/24 Settlement, does not Level Up for the residents of Oadby & Wigston.

Appendix 4 – GF Non-Staff Budget Proposals

Cost Pressures – Increase in Expenditure

Service	Revised Budget 22/23	2023-24 Permanent Growth	2023-24 One-off Growth	Description
Emergency Accommodation	14,300	31,700		The net growth of £32k is in relation to several movements in budgets associated with the provision of emergency accommodation.
Metric & WorldPay	0.00	18,000		£12k for the maintenance and servicing contract -new expenditure following the extension of car parking charges since the machines only came with 12 month warranty. Plus, a further £6k to cover the increase in banking fees for the Pay by Phone app. The figure is higher than anticipated due to the popularity of this payment option and is covered by additional income generated due to scheme demand.
Hired Staff	35,400	60,000		Cover for Refuse & Recycling bank holiday arrangements
Community & Wellbeing	0	25,000		Proposal for Blaby Borough Council to deliver health and wellbeing services on our behalf
Subscriptions	17,000.00	9,000		- Permanent growth for annual subscription costs for the council's main digital communication platform (Gov Delivery) and staff access health and safety administration system (DashPivot). This would be utilised across all departments and modernising the monitoring of business critical health and safety practices to a digital format will improve record keeping and accuracy, ensuring the Council's working practices and procedures are robust.
Audit Fees	149,000.00	72,000.00		This budget proposal includes External Audit Fees £48k and Internal audit £24k. Authorities have been advised to anticipate a major reset of total external audit fees following an announcement made by the Public Sector Auditor Appointments in October 2022 The Internal Audit budget was not correctly budgeted for in previous years and this change

			reflect this and the achievement of a (£10K) saving because of the management of risk being brought back in-house.
Debt Charges	720,900	296,200	The budget increase of £295k is for the expected increase in the MRP provision of £37k for the year and a further, largely unanticipated increase in interest payments of £258k, to reflect the ongoing outlook in respect of interest rates.
Recruitment	8,000	10,000	Recruitment support costs (finder fees, recruitment specialist, adverts in specialist publications etc)
Software Costs	308,400	192,300	The increase in costs is predominantly due to a range of budget areas to cover the cost of managing the Council's IT service in-house. Various changes are proposed, including specific inflationary increases to the Council's Customer Service Relationship Manager system, specific software in respect of IT infrastructure, security and backup and a new licence for the revenues and benefits system.
Local Plan	0.00	105,000	No contribution was made in the 2022/23 financial year to assist with 2022/23 budget setting on the basis that a larger value would be set aside from 2023/24. Currently, £270k is set aside in an earmarked reserve for the purposes of funding the Local Plan examination. Indications are that the total cost of the local plan examination could be between £385k and £575k. Given the budget challenges the Council faces, the median position (the middle position of the low and high estimates) of £480k will be budgeted for, meaning a further £210k is required. In order to spread this cost, this will be split over the next 2 years at £105k in 2023/24 and £105k in 2024/25.
Insurance Recharge	185,600	17,500	Increases due to Insurance contract renewal
Fuel Oil & Grease	128,900	46,700	Increase in budget due to the high energy prices. This is currently in line with the latest OBR forecasts (March 2022) which show a reduction in

				prices compared to levels currently being experienced. This may change and will be reviewed again after the OBR refresh in November.
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Cost Pressure – Reduction in Income

Service	Revised Budget 22/23	2023-24 Permanent Growth	2023-24 One-off Growth	Description
Grant Repayment	-10,000.00	10,000.00		Lightbulb Scheme came into effect in 2017. After 5 years any repayment of Disabled Facilities Grant will be administered directly through the scheme. The Council has received less income because of fewer deaths and property sales. We do not expect to receive repayments for grants awarded from this point forward as grants are administered through the Lightbulb Scheme.
Rent	-6,240.00	6,240.00		Reduction in income. This budget is no longer achievable as we no longer use council housing stock for homelessness prevention and is legacy budget correction.

Savings – Increase in Income

Service	Revised Budget 22/23	2023-24 Savings Plan	2023-24 One-off Growth	Description
Parking Charges	-550,000.00	-25,000.00		An increase in parking charges is not proposed, since the current projections based on existing and forecast demand is that the scheme will maintain its full cost recovery position for the foreseeable future, with the position on the car parking trading account being that the historic deficit will be fully recovered in circa 2025/26.
White Goods	-14,300.00	-15,700.00		Based on demand for this service being higher than previously budgeted plus an assumed increase of 7% to reflect the increase in fuel, other supplies and services and staffing cost

				increases (this year and next) in providing the service.
Garden Waste Service	-494,000.00	-56,000		The income projection is based on the performance in respect of demand 2022/23.
HRA Recharge	-1,240,435	-193,368		Increase in HRA Recharge calculated from increase in costs of central services
Elections	0		-12,978	New burdens grant for administering the ensuring electoral integrity programme
Legal Fees	-5,000.00	-20,000.00		Charge out professional legal services of qualified personnel to other Council's on an ad-hoc or shared service arrangements. Benchmarking has identified that several other Local Authorities (LA's) already offer this paid for service. Of the LA's identified the fee charged ranges between £100 to £300 for householder planning applications depending on the guaranteed Decision date. This change is in relation to demand and not the level of charges.
Taxi Licencing	-131,600.00	-6,000.00		Based on a 3% increase to cover the increased costs of staffing arising from the national pay award this year (2022/23) and likely next year (2023/24) in providing the service.
Business Licencing	-228,200.00	-10,000.00		It is accepted that there is the potential to increase income by c£10k through recovery of outstanding fees. This is in relation to demand only and there are no changes proposed to charges here.

Savings – Reduction in Expenditure

Service	Revised Budget 22/23	2023-24 Savings Plan	2023-24 One-off Growth	Description
External Contractors	100,000.00	-100,000.00		This is in respect of a contingency budget of £100k that was utilised in 2022/23 to cover the reduced manage fee receivable from SLM. Now that the SLM contract renegotiation has been agreed by Council, this £100k has been adjusted to reflect the renegotiated contract position for 2023/24

Public Cleansing Recharge	21,000.00	-21,000.00		This charge used to cover cleaning for bottle banks historically and is no longer required.
Printing Charges	56,000.00	-20,000.00		A reduction in expenditure of (£6k) to be achieved by reducing the printing, packaging, and posting and increasing electronic messaging of agenda packs for committee meetings. A reduction of (£14k) to be achieved through a new lease contract for fewer printers/copiers.
Sustainability Programme	0.00	-50,000.00		This is the first annual Sustainability Plan target in respect of service reviews next year. The saving has not yet been identified from budget lines and is subject to the Service Review timetable being implemented as part of the Sustainability Plan programme. The result of the service review will be for officers to make recommendations to members on service provision, which may include models of alternative delivery, including sharing with another council and outsourcing, will be considered as options to identify savings, along with service changes. An update, including the intended approach and service review programme, is due to be presented to the Service Delivery Committee at its next meeting.
Flexible use of Capital Receipts	0.00	-50,000.00		Capitalisation of revenue costs associated with cross-organisation work to streamline processes and achieve technological transformation, per Flexible use of Capital Receipts Strategy.

Service Development

Service	Revised Budget 22/23	2023-24 Savings Plan	2023-24 One-off Growth	Description
Bushloe House	130,415.00	-71,734.00		Expected savings on utilities and maintenance due to move, pro rata'd on the assumption that we move end of Jun 23.
Community Lottery JW	0.00	-20,000.00		Community Lottery was approved at Full Council in September 2022. Based on assumed demand in the

				form of ticket sales, of approximately 6,000 tickets per year, the net income achievable in year 1 is estimated at £20,000 for year 1.
Events - Rob Helliwell	0.00	-8,000.00		Events in the borough was approved by the Full Council in September 2022. It is anticipated that a target level of £10k will be achieved if the council uses its existing resources to support events in the Borough

Revised Budget 21/22	Service	Revised Budget 22/23	2023-24 Savings Plan	2023-24 Permanent Growth	2023-24 One-off Growth	2023-24 Transfers	2023-24 Proposed Budget
		£	£	£	£	£	£
165,060	Legal & Governance	669,270	(144,620)	182,280	52,222	(1,500)	757,652
2,279,600	Customer Services & Transformation	2,452,008	(258,640)	712,020	5,000	0	2,910,388
2,235,953	Finance & Resources	1,814,048	(389,179)	548,882	0	0	1,973,751
(1,053,000)	Debt Charges	(720,900)	0	(296,200)	0	0	(1,017,100)
1,182,953	Finance & Resources	1,093,148	(389,179)	252,682	0	0	956,651
834,000	Senior Leadership Team	652,210	(12,300)	78,280	0	1,500	718,190
600,438	Community & Wellbeing	30,735	(376,344)	259,077	0	0	(86,532)
966,600	Built Environment	980,020	(412,030)	690,996	0	0	1,258,986
6,028,651	NET COST OF SERVICES	5,877,391	(1,593,113)	2,175,335	57,222	0	6,515,335
200,900	Net Interest Costs	191,100	0	258,700	0		449,800
852,100	Provision for Repayment of Borrowing	529,800	0	37,500	0		567,300
7,081,651	TOTAL EXPENDITURE	6,598,291	(1,593,113)	2,471,535	57,222	0	7,532,435

(579,827)	TOTAL EARMARKED RESERVES	(315,972)	315,972	0	(143,200)	0	(143,200)
	FUNDING						
(579,827)	Earmarked Reserves	(315,972)	315,972	0	(143,200)	0	(143,200)
(2,120,801)	Retained Business Rates	(1,911,955)	(399,874)				(2,311,829)
2,178,713	Collection Fund (Surplus)/Deficit – BR	184,449	(70,564)				113,885
(2,178,713)	S31 Business Rates EMR Funding	0					0
0	BR Pooling Dividend (including 100%/75%)	0					0
0	Lower Tier Grant	(70,555)	70,555				0
(242,000)	Covid Support Grant	0					0
0	Services Grant - One-off	(106,320)	46,410				(59,910)
(195,000)	New Homes Bonus	(131,610)	(125,990)				(257,600)
(4,117,515)	Council Tax – OWBC	(4,215,703)	(221,000)				(4,436,703)
173,492	Collection Fund Bal – CTax	(30,625)	15,625				(15,000)
(7,081,651)	TOTAL FUNDING	(6,598,291)	(368,866)	0	(143,200)	0	(7,110,357)

0	BUDGET GAP	0	(1,961,979)	2,471,535	(85,978)	0	422,078
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Appendix 6

Community and Wellbeing Team (CWT)

(Sport and Physical Activity – Health and Wellbeing)

Members will be well aware of the positive impact that the CWT has had in the Borough throughout the pandemic and as we came out of lockdown.

The CWT offer has always been provided through grant funded posts, generally on temporary contracts of between 12 – 24 months.

Following the loss of a number of key members of staff from the team which in the main is directly attributable to the inability to offer permanent contracts which presents ongoing challenges in providing resilient and consistent service delivery, officers have been looking at its future provision through the service review mechanism, sustainability and service delivery model including discussions on a shared service model.

Initially informal discussions were held with both Harborough District Council and Blaby District Council, however the interest from Harborough waned with their focus being on the strategic partnership with Melton. However on balance it is felt that BDC is a natural partner given its proximity and service offering which is akin to that which we have provided to date.

OWBC needs to take immediate steps to preserve the current level of funding that it receives and officers are unconvinced that the funding can be preserved by merely recruiting a new CWT Manager with the capacity and expertise to write, develop and deliver the strategic commissioning plans required to access funding from Public Health as by the time that the recruitment process is completed the funding windows will have closed.

Officers are now in receipt of a proposal from BDC which will act as the strategic lead for the SPA Commissioning Plan drawing down funding from Public Health as well as developing and delivering a Community Health & Wellbeing Plan (CHWB) for Oadby and Wigston. Details of the proposal are set out at Appendix 1 below along with a proposed structure at Appendix 2. Officers are satisfied that the proposed arrangement will greatly enhance the current SPA and H&W offering by allowing us to draw on a greater range of staff and expertise whilst still retaining the benefit of dedicated officers working within the Borough albeit based at BDC's offices working under the supervision of permanent team leader staff. Of particular interest is the proposal to explore opportunities for a fully externally funded Neighbourhood Mental Health Coordinator for the O&W Borough.

The dedicated officers will complement the continuing work of the Health and Wellbeing Board, Community Engagement Forum, the Residents Forums and the Community Safety and Youth Officer. In addition they will support the Air Quality School Project being undertaken in Blaby Road, South Wigston. Further continuity is provided by the fact that Blaby have recruited the remaining member of the team who will transfer over on 1 April taking with her, her knowledge, experience and contacts.

Any agreement will be based on Section 113 of the Local Government Act 1972 which enables local authorities to share staff to provide a specific service or specialism. Any Section 113 agreement entered into will contain appropriate break clauses and notice periods should either party decide to bring the arrangement to an end.

The total cost of providing the service through this proposal with BDC is £97,520.00.

The draft budget for 2023/24 contains a provision of £80,250 for the salary related costs of the Community and Wellbeing Manager's post which it is intended to delete from the establishment.

subject to member's approval to enter into this arrangement. The salary related costs will then be utilised to part fund the shared service leaving a current shortfall of circa £17k. In order to ensure that there is sufficient reserve to deliver and improve the service a request is made for additional funding of £25,000.

Should members determine not to join up with BDC then it is likely that the Sport and Physical Activity – Health and Wellbeing offering will not be offered as the Council does not currently have the resources to complete the necessary funding bids before the bidding windows close.

Appendix 1

1. Introduction

Oadby & Wigston Borough Council (OWBC) are exploring alternative options to deliver their SPA and H&W services. They have approached Blaby District Council (BDC) as a neighbouring authority to deliver these services on their behalf.

2. Service Provision

The overview of service provision below is split into A) Sport & Physical Activity and B) Health & Wellbeing:

A) The Sport & Physical Activity (SPA) service provision being offered by BDC is to deliver an O&W SPA Plan through the development and delivery of the SPA Commissioning Plan (funding from Public Health via Active Together). BDC would write, deliver and evaluate a plan acceptable to OWBC and Active Together based on the needs of OWBC residents. Programmes and work areas will include:

- Exercise Referral
- Cardiac Rehab
- Steady Steps (funding dependent)
- Walking
- Running
- Cycling
- Communicating the Physical Activity Narrative (Let's Get Moving campaign)
- Digital Offer through LSA website and Social Media
- Link to SSPAN programmes
- Workforce Development
- Supporting Active Together and Public Health programmes/campaigns locally

BDC will also support the provision for more strategic actions relating to SPA, such as;

- Writing of Commissioning Plans
- Reporting of Commissioning Plans twice a year as requested by Active Together
- Attend meetings linked to SPA (i.e.. CSCOPs; Locality Leads; Task & Finish groups; YEA leads; Steady Steps co-ordinators; Exercise Referral co-ordinators)

- Write appropriately proportional funding applications for associated programmes
- Internal OWBC reports to an identified OWBC officer at an agreed schedule

B) The Health & Wellbeing (H&W) service provision being offered is to work with the Integrated Care System (ICS) to develop and deliver a Community Health & Wellbeing (CHWB) Plan for O&W, identifying local health priorities and then a clear action plan of how partners can work together to deliver this. The work will include:

- Development of CHWB Plan – identifying health priorities in the O&W Borough, across the key life stages
- Line management of a dedicated Health & Wellbeing Officer for work in the O&W Borough (3 days per week - to be recruited by BDC)
- Operational delivery of the priorities identified in CHWB Plan
- Monitor, evaluate and report on the CHWB Plan progress to the ICS and an identified OWBC officer
- Identify and build relationships with key stakeholders & partners to support delivery of the CHWB action plan
- Co-ordinate quarterly strategic / operational updates with the ICS (a local partnership group)
- Line Management of Public Health Apprentice from Leicestershire County Council
- Explore the opportunity for a fully externally funded Neighbourhood Mental Health Coordinator for the O&W Borough (Blaby has been able to secure this additional resource and can explore the same for O&W)
- Line Management of the above post if funding is secured / available for this

3. Model of Delivery

The proposed model of delivery to achieve the greatest outcomes would be for OWBC to contract with BDC all SPA and H&W services. BDC will employ additional staff members (as identified above) and deliver a proportionate level of services to the funding received. (This can be done via a 113 agreement).

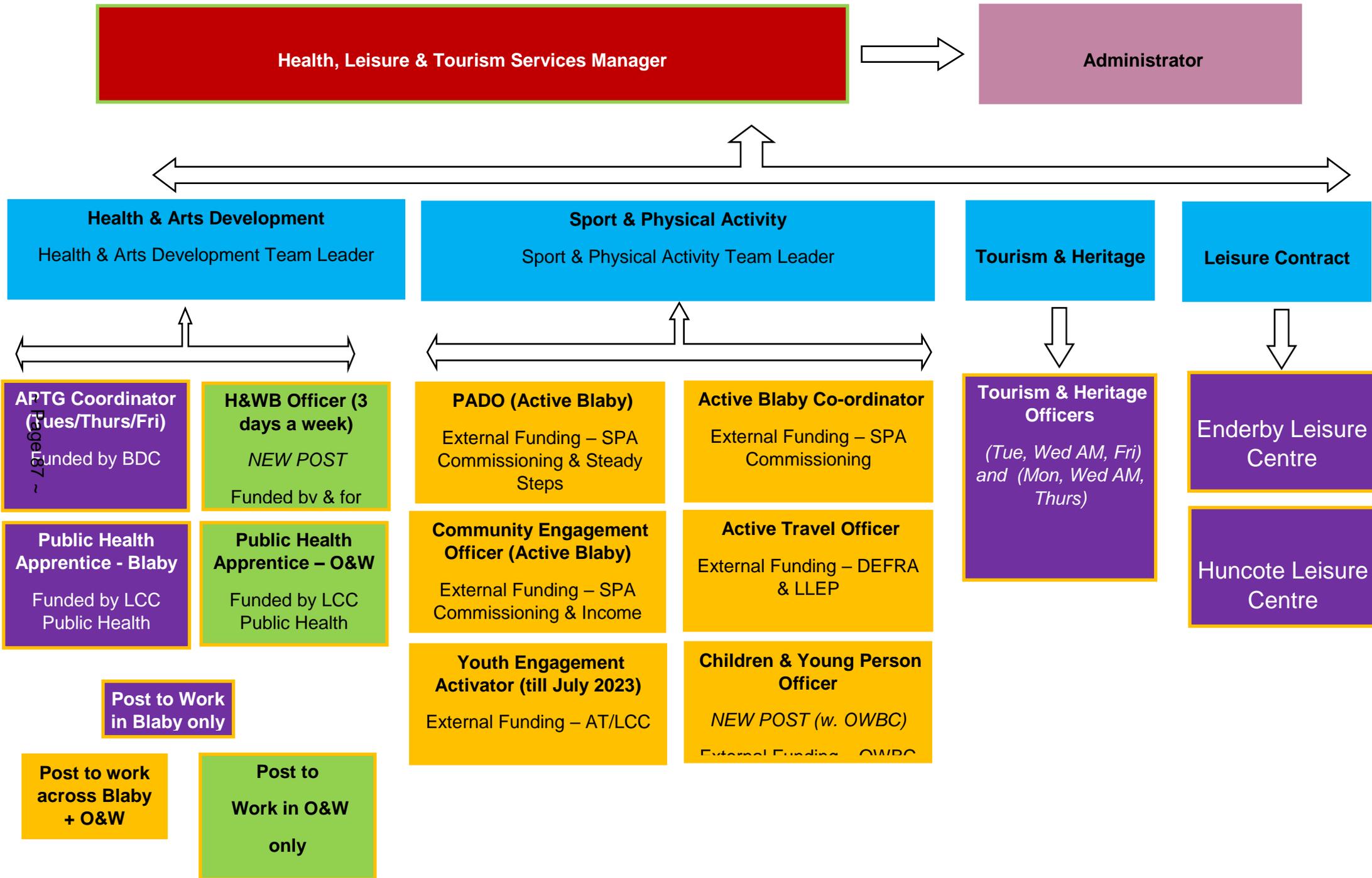
4. Finance

This proposal includes direct staffing costs (with on-costs), managerial costs, support services costs and revenue budget to deliver programmes. An overview is shown below:

- A) The total cost to deliver the SPA service for OWBC is £82,000 this is a combination of SPA Commissioning funding (not including SSPAN contribution), and Steady Steps funding which equates to £53,000 of external funding and a **£29,000** contribution from OWBC to BDC.
- B) The total cost to deliver the H&W service for OWBC is **£68,520**

So, the total cost of this proposal to OWBC for the SPA and H&W services is **£97,520**

Health, Leisure and Tourism Services Team Structure



Appendix 7

Appendix 7 – HRA Non-Staff Budget Proposals

Cost Pressures – Increase in Expenditure

Service	Revised Budget 22/23	2023-24 Permanent Growth	2023-24 One-off Growth	Description
Corporate Management Contribution	1,240,000	193,803		Increase in corporate management fee to reflect increased costs of management with the General Fund
LGPS Lump Sum	0	52,320		Lump sum contribution to HRA employee pensions, formerly recharged from the General Fund
Electricity	38,500	18,000		The increase in the cost for electricity reflects the sharp rise in energy prices. We expect this charge to be passed on to tenants via service charges.
Computer Software	65,200	45,200		Orchard and Asset Management have been transferred to MRI for hosting and day to day management of the systems. Historic budgets had not increased to reflect annual management and hosting charges. A budget of (£45k) is required.
Compensation	0	10,000		Guidance and regulation require social landlords to pay compensation for service failures. A budget of (£10k) is required to accommodate the current level of complaints received.
Repairs & Maintenance	860,000	165,100		The increase in costs are predominantly due to forecast increase in Contractor and Supplier costs. Schedule of Rates (SOR), the basis for which repairs costs are charged, are estimated to increase by 14%, according to the National Housing Federation.
Interest Charge			34,082	Increase in interest charges.

Savings – Reduction in Expenditure

Service	Revised Budget 22/23	2023-24 Savings Plan	2023-24 One-off Growth	Description
De-minimus savings		(7,300)		

Savings – Increase in Income

Service	Revised Budget 22/23	2023-24 Savings Plan	2023-24 One-off Growth	Description
Rents - Dwellings	(5,086,000)	(356,020)		This budgetary increase is based on the anticipation that a rent cap of 7% will be applied for 2023-24 and that Members support this.
Service Charges for Lease Held Flats	(24,900)	(1,743)		This budgetary increase is based on the anticipation that a rent cap of 7% will be applied for 2023-24 and that Members support this.
Rents - Shop	(16,900)	(1,183)		This budgetary increase is based on the anticipation that a rent cap of 7% will be applied for 2023-24 and that Members support this.

Revised Budget 21/22	Service	Revised Budget 2022/23	2023-24 Savings Plan	2023-24 Permanent Growth	2023-24 One-off Growth	2023-24 Proposed Budget
(3,523,800)	Housing Revenue Account	(3,528,800)	(358,946)	0	0	(3,887,746)
1,689,600	Estate Management	1,809,300	(6,200)	310,433	0	2,113,533
	Older Persons Services and Community Care:					
(7,700)	Churchill Close	(8,800)	0	0	0	(7,200)
4,000	Marriott House	3,500	0	0	0	7,000
5,500	William Peardon Court (Kings Drive)	4,900	0	0	0	8,000
77,540	Communal Services	77,540	(1,100)	18,000	0	94,440
	Caretakers Services:					
200	Elizabeth Court	200	0	0	0	200
100	Bennett Way	100	0	0	0	100
100	Boulter Crescent	100	0	0	0	100
100	Burgess St, Maromme Sq, Junction Rd	100	0	0	0	100
0	Housing Section	0	0	0	0	0
	Total Supervision & Management:					
1,300,420	Repairs & Maintenance	1,067,000	(68,263)	238,150	0	1,236,888
(453,940)	NET COST OF SERVICES	(574,860)	(434,509)	566,583	0	(434,586)
625,000	Capital Charges	625,000	0	122,397	0	747,397
90,660	Appropriations	0	0	0	0	0
	Year End Adjustments	0				
715,660	(Surplus) / Deficit	50,140	(434,509)	688,980	0	312,812
	Reserve Balance B/Fwd	(1,155,000)				(1,191,000)
261,720	(Surplus) / Deficit for Year	50,140				312,812
	Reserve Balance C/Fwd	(1,104,860)	0	0	0	(878,189)

DEVELOPMENT CONTROL COMMITTEE

1	DESCRIPTION OF CHARGE	VAT	GL ACCOUNT CODE	UNIT	DATE OF LAST CHANGE	2022-23	2023-24	%age	£ increase	Externally Set	Explanation regarding the recommended level of charge
						£	£	increase			
	BUILDING CONTROL & PLANNING - COMMON CHARGES										
	1.1 PLANNING AND BUILDING CONTROL FEES									X	
	(a) Statutory Charge set by Central Government and Local Authorities										
	1.2 BUILDING AND PLANNING RECORDS SEARCH										
	(a) Domestic development	N	40001 9356	Per Hour	01-Apr-21	42.48	50.00	17.69%	7.52		Charge raised to a £50 minimum charge.
	(b) Commercial enquiries	N	40001 9356	Per Hour	01-Apr-21	84.44	85.00	0.66%	0.56		Charge raised based on benchmarks
	1.3 COPY OF PLANS, DOCUMENTS & DECISIONS**										
	If the total charge (at the rates below) does not exceed £3.00 then no charge will made to provide the requested copies.										
	(a) A4 size (black and white) per sheet*	N	40001 9206	Each	01-Apr-13	0.10	0.10	0.00%	0.00		
	(b) A4 size (colour) per sheet*	N	40001 9206	Each	01-Apr-13	1.00	1.00	0.00%	0.00		
	(c) A3 size (black and white) per sheet*	N	40001 9206	Each	01-Apr-13	0.15	0.15	0.00%	0.00		
	(d) A3 size (colour) per sheet*	N	40001 9206	Each	01-Apr-13	2.00	2.00	0.00%	0.00		
	(e) A2 size per sheet	N	40001 9206	Each	01-Apr-17	8.50	8.50	0.00%	0.00		
	(f) A1 per sheet	N	40001 9206	Each	01-Apr-17	8.50	8.50	0.00%	0.00		
	(g) A0 per sheet	N	40001 9206	Each	01-Apr-17	8.50	8.50	0.00%	0.00		
	1.4 PRE APPLICATION CHARGES										
	TPO or Conservation Area Enquiry (i.e. is my property is a Conservation Area or do I have trees subject to a Tree Preservation Order)		40001 9395	Each			20.00				New charge. Previously a free service. Information available for free online, but if Officer response wanted a fee is now charged.
	Written Householder Advice – small scale extensions to one house or a single flat; small scale development within the curtilage of the property.		40001 9395	Each			115.00				Replaced previous Householder Proposal Enquiry charges.
	Written Householder Advice (with heritage / arboricultural issues) – small scale extensions to one house or a single flat; small scale development within the curtilage of the property.		40001 9395	Each			165.00				New charge to take account of additional expense of heritage and arboricultural officer advice.
	Small scale development advice (commercial) - Small scale extensions / alterations (including advertisements) to commercial or similar premises, below 100 m2.		40001 9395	Each			185.00				New charge. Replaces previous charge relating to Change of Use / No additional floor space / telecoms / advertisements etc.
	Small to Medium scale development advice (commercial) - small to medium scale extensions / alterations (including advertisements) to commercial or similar premises, between 100 and 500 m2.		40001 9395	Each			290.00				New charge. Replaces previous charge relating to Additional floor space up to 500 square metres.
	Medium scale development advice (commercial) - medium scale extensions / alterations (including advertisements) to commercial or similar premises, between 500 and 999 m2.		40001 9395	Each			810.00				New charge. Replaces previous charge relating to Between 500 and 999 additional square metres.
	Larger scale development advice (commercial) - larger scale extensions / alterations (including advertisements) to commercial or similar premises, over 1,000 m2.		40001 9356	Each			1,625.00				New charge. Replaces previous charge relating to Over 1000 additional square metres.
	(a) New Residential Unit Enquiries (including if permission is required)										
	1-3 new dwellings	I	40001 9395	Per Enquiry	01-Apr-21	314.70	350.00	11.22%	35.30		Increased by circa 10 per cent from 2022-23 charge
	4-9 new dwellings	I	40001 9395	Per Enquiry	01-Apr-21	734.30	810.00	10.31%	75.70		Increased by circa 10 per cent from 2022-23 charge
	10-49 new dwellings	I	40001 9395	Per Enquiry	01-Apr-21	1573.50	1,740.00	10.58%	166.50		Increased by circa 10 per cent from 2022-23 charge
	50-199 new dwellings	I	40001 9395	Per Enquiry	01-Apr-21	2622.50	2,895.00	10.39%	272.50		Increased by circa 10 per cent from 2022-23 charge
	200-399 new dwellings		40001 9395	Per Enquiry							New charge
	400 or more new dwellings		40001 9395	Per Enquiry							New charge
	Site visit / applicant meeting (additional fee) relating to any pre-application enquiry.		40001 9395	Per Enquiry			200.00				New charge
	Site visit / applicant meeting (additional fee) relating to any pre-application enquiry with heritage or arboricultural issues.		40001 9395	Per Enquiry			300.00				New charge
	1.5 HIGH HEDGE COMPLAINTS										
	Complaints via verbal or electronic means	N	40001 9369	Per Enquiry	01-Apr-21	520.30	520.30	0.00%	0.00		
	Those on means tested benefits and war pensions will receive 33% discount	N	40001 9369	Per Enquiry	01-Apr-21	347.22	347.22	0.00%	0.00		

1.6 WEEKLY LIST OF ALL PLANNING APPLICATIONS	N	40001 9354	Per Year	01-Apr-21	147.91	147.91	0.00%	0.00		
1.7 OADBY AND WIGSTON LOCAL PLAN										
New Local Plan DPD (non resident or local group)	N	40101 9206	Each	01-Apr-18	45.00	45.00	0.00%	0.00		
New Local Plan DPD (resident or local group)	N	40101 9206	Each	01-Apr-18	20.00	20.00	0.00%	0.00		
1.8 OTHER DOCUMENTS										
(a) Annual Monitoring Documents (Published Annually) **	N	40101 9206	Each	01-Apr-17	20.00	20.00	0.00%	0.00		
(b) Supplementary Planning Document / Statements of Consultation **	N	40101 9206	Each	01-Apr-17	20.00	20.00	0.00%	0.00		
(c) Employment Land Availability Study (Published Annually) **	N	40101 9206	Each	01-Apr-17	20.00	20.00	0.00%	0.00		
(d) Landscape Character Assessment	N	40101 9206	Each	01-Apr-17	35.00	35.00	0.00%	0.00		
(e) Oadby & Wigston Green Wedge Management Strategy	N	40101 9206	Each	01-Apr-17	35.00	35.00	0.00%	0.00		
(f) Oadby & Wigston Phase 1 Habitat Survey & Biodiversity Audit (Available on CD only)	N	40101 9206	Each	01-Apr-17	35.00	35.00	0.00%	0.00		
(g) Oadby and Wigston Employment Land and Premises Study**	N	40101 9206	Each	01-Apr-17	35.00	35.00	0.00%	0.00		
(h) Statement of Community Involvement **	N	40101 9206	Each	01-Apr-17	15.00	15.00	0.00%	0.00		
(i) Annual Monitoring Report **	N	40101 9206	Each	01-Apr-17	20.00	20.00	0.00%	0.00		
(j) Nature Conservation Strategy	N	40101 9206	Each	01-Apr-17	35.00	35.00	0.00%	0.00		
(k) Local Development Scheme**	N	40101 9206	Each	01-Apr-17	10.00	10.00	0.00%	0.00		
(l) Strategic Housing Land Availability Assessment/HEDNA **	N	40101 9206	Each	01-Apr-17	35.00	35.00	0.00%	0.00		
(m) Retail Study**	N	40101 9206	Each	01-Apr-17	35.00	35.00	0.00%	0.00		
(n) Faith Community Study & Places of Worship Needs Assessment**	N	40101 9206	Each	01-Apr-17	35.00	35.00	0.00%	0.00		
(o) Play & Recreational Facilities Study	N	40101 9206	Each	01-Apr-17	35.00	35.00	0.00%	0.00		
(p) Affordable Housing Viability Assessment	N	40101 9206	Each	01-Apr-17	35.00	35.00	0.00%	0.00		
(q) Whole Plan Viability Assessment	N	40101 9206	Each	01-Apr-18	35.00	35.00	0.00%	0.00		
(r) Assessment of Highways and Transportation Implications	N	40101 9206	Each	01-Apr-17	35.00	35.00	0.00%	0.00		
(s) Employment Sites & Brownfield Land Study	N	40101 9206	Each	01-Apr-17	35.00	35.00	0.00%	0.00		
(t) Adopted Policies Map	N	40101 9206	Each	01-Apr-17	20.00	20.00	0.00%	0.00		
** Documents are available on the Councils Website free of charge										
www.oadby-wigston.gov.uk										

BUILDING CONTROL

Oadby and Wigston Borough Council part of the Leicestershire Building Control Partnership. Please see the following link for fees charged by the Partnership: <https://www.lbcp.co.uk/online-services/fees-and-charges/>

1.9 ADVERTISING ON THE DIGITAL DISPLAY SCREENS

(a) Community Groups/Charity	I	41001 9053	Per Week/Slot	01-Apr-16	0.00	0.00	0.00%	0.00
(b) Business Within the Borough	I	41001 9053	Per Week/Slot	01-Apr-19	15.00	15.00	0.00%	0.00
i) Introductory Offer of 4 weeks at Half Price	I	41001 9053	Per Week/Slot	01-Apr-19	7.50	7.50	0.00%	0.00
(c) Business Outside the Borough	I	41001 9053	Per Week/Slot	01-Apr-19	30.00	30.00	0.00%	0.00
i) Introductory Offer of 4 weeks at Half Price	I	41001 9053	Per Week/Slot	01-Apr-19	15.00	15.00	0.00%	0.00

NB: A Slot will show an Advert for one minute in every ten minutes
Total Advertising Time of 9 hours 6 minutes a week (8am-9pm 7days a week)
5% discount for 3 - 6 months
10% discount for 6 - 12 months
20% discount for 12 months

VAT Key

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

	DESCRIPTION OF CHARGE	VAT	GL ACCOUNT CODE	UNIT	2022-23 £	2023-24	%age increase	£ increase	Externally Set	Explanation regarding the recommended level of charge
2	LICENCES									
	2.1 HACKNEY CARRIAGE AND PRIVATE HIRE CARS									
(a)	Driver's Licence - Private Hire and Hackney Carriage* one Year - renewal only	n	42001 9333	Each	n/a	180	n/a	n/a		
	two Year - renewal only	N	42001 9333	Each	n/a	280	n/a	n/a		
i)	Three Year application and renewal	N	42001 9333	Each	280	350	25%	70		In line with benchmarks
(b)	Competence Test	N	42001 9389	Each	50	55	10%	5		
(c)	Drivers Badge - Replacement	N	42001 9333	Each	30	35	17%	5		
(d)	Private Hire Operator's Licence									
i)	Five Year 1-5 Vehicles	n	42001 9331	each	1012	1050	4%	38		Increase in line with cost increases
i)	Five Year 6-10 Vehicles	N	42001 9331	Each	1500	1550	3%	50		
	Five Year 11 + vehicles	n	42001 9331	each	2000	2060	3%	60		
ii)	Operators Licence Competency Test*	N	42001 9389	Each	50	55	10%	5		Increase in line with cost increases
e	Private Hire Vehicle Licence	n	42001 9389	each	315	350	11%	35		
(e)	Private Hire Vehicle Licence renewal	N	42001 9332	Each		350		350		in line with new application - same amount of work involved
(f)	Hackney Carriage Vehicle Licence	N	42001 9335	Each	315	350	11%	35		in line with Private hire vehicles same work involved.
	Hackney Carriage Vehicle Licence renewal	N	42001 9335	Eaach		350		350		
	Rear Bracket for Hackney and Private hire vehicle	N	42001 9332			25		25		
(g)	Replacement of Vehicle Licence Plate	N	42001 9332	Each	35	36	3%	1		Increase in line with cost increases
(h)	Transfer of Vehicle Licence to Another Licensee	N	42001 9332	Each	60	62	3%	2		
(i)				Each	n/a					
(j)	Certificate of Compliance	N	42001 9201	Each	20	25	25%	5		In line with benchmarks
(k)	Replacement of Vehicle Licence (paper)	N	42001 9332	Each	20	25	25%	5		Vehicles - All new vehicles are to include a bracket/doccy dash/ safety stickers
(l)	Replacement docu-dash	N	42001 9201	Each	8	10	25%	2		Vehicles - All renewal vehicles are to include safety stickers
(m)	Replacement Front Windscreen pouch	N	42001 9332	Each	8	10	25%	2		Rear brackets will be available to buy at £ 20.00 each
*	Excludes DBS fee £54.00 payable on application and £8.00 DVLA mandate fee									
(n)	HPI checks (new applicants)	N	42001 9383	Each	20	22	10%	2		
(o)	Vehicle checks for 6 month inspections paid to external MOT stations	N	42001 9384	Each	n/a					
(p)	Child Sexual Exploitation (CSE) Training (for new applicants & renewals)now paid to external company by applicant	N	42001 9385	Each	n/a					
	2.2 LICENCE FEES									
(a)	Animal Boarding Establishment (new) application Fee plus vet fees	n	42002 9323	Each	155	320	106%	165		Since 2018 all Animals Fees are set by LA's. In line with benchmarks
	Animal Boarding Establishment (new) grant of licence	N	42002 9323	Each	125	150	20%	25		Animal Welfare licences - New applicants have to pay for the vets fees on top.
(b)	Animal Boarding Establishment (renewal) Fee	N	42002 9323	Each	155	280	81%	125		
	Animal Boarding Establishment renewal grant of licence	N	42202 9323		125	150	20%	25		
i)	One Year (Up to 6 animals) see matrix	N	42002 9396	Each	280					
ii)	Two Year (Up to 6 animals) see matrix	N	42002 9397	Each						
iii)	Three Year (Up to 6 animals) see matrix	N	42002 9398	Each						
iv)	One Year (7 or more animals) see matrix	N	42002 9396	Each	300					
v)	Two Year (7 or more animals) see matrix	N	42002 9397	Each						
vi)	Three Year (7 or more animals) see matrix	N	42002 9398	Each						
(c)	Breeding of Dogs (new) application 1 breeding bitch plus vet fees	N	42002 9326	Each	155	320	106%	165		In line with benchmarks
	Breeding of Dogs 1 breeding bitch grant of licence	N	42002 9326	Each	130	150	15%	20		
(d)	Breeding of Dogs (renewal) 1 breeding bitch application	N	42002 9326	Each	155	250	61%	95		
	Breeding of Dogs (renewal) 1 breeding bitch grant of licence	N	42002 9326		130	150	15%	20		
	Breeding of Dogs 2 -3 breeding bitches application fee / renewal fee same as new	N	42002 9326		155	350	126%	195		
	Breeding of Dogs 2 -3 breeding bitches grant of licence	N	42002 9326		185	150	-19%	-35		
	Breeding of Dogs 4-5 breeding bitches application fee/renewal	N	42002 9326		155	450	190%	295		
	Breeding of Dogs 4-5 breeding bitches grant of licence	N	42002 9326		238	150	-37%	-88		
	Breeding of Dogs 6 + breeding bitches application	N	42002 9326		155	500	223%	345		
	Breeding of Dogs 6 + breeding bitches grant of licence	n	42002 9326		345	150	-57%	-195		
i)	One Year see matrix	N	42002 9396	Each						

ii)	Two Year see matrix	N	42002 9397	Each						
iii)	Three Year see matrix	N	42002 9398	Each						
(e)	Dangerous Wild Animals (new) Application fee plus Vet Fees	N	42002 9334	Each	200	250	25%	50		In line with benchmarks
	Dangerous Wild Animals grant of licence	N	42002 9334		130	150	15%	20		
	Dangerous Wild Animal grant of licence	N	42002 9334		130	150	15%	20		
(f)	Dangerous Wild Animals (renewal) application+ Vet Fees	N	42002 9334	Each	200	250	25%	50		
(g)	Hiring out horses (new) application fee 1-5 horses + Vet fees renewal fee the same	N	42002 9325	Each	155	440	184%	285		
(h)	Hiring out horses grant of licence for 1 -5 horses	N	42002 9325	Each	285	290	2%	5		
	Hiring out horses (new) application fee 6-10 horses + Vet fees renewal fee the same	N	42002 9325		155	500	223%	345		
	Hiring out horses (new) Grant of licence 6-10 horses	N	42002 9325		338	340	1%	2		
i)	Hiring of horses (new application fee of 11-20 horses	N	42002 9325		155	560	261%	405		
	Hiring out horses (new) Grant of licence 11-20 horses	N	42002 9325		392	395	1%	3		
ii)	Two Year	N	42002 9397	Each						
iii)	Three Year	N	42002 9398	Each						
(i)	Selling animals as pets (new) 1 speices application fee	N	42002 9327	Each	155	180	16%	25		In line with benchmarks
(j)	Selling animals as pets grant of licence 1 speices	N	42002 9327	Each	130	150	15%	20		
	Selling animals as pets (renewal) application fee	N	42002 9327		155	180	16%	25		
	Selling animals as pets renewal grant of licence	N	42002 9327		130	150	15%	20		
	Selling animals as pets (new) 2 + speices application fee	N	42002 9327		155	180	16%	25		
	Selling animals as pets (new) 2 + speices grant of licence		42002 9327		290	300	3%	10		
	Selling animals as pets (renewal) 2 + speices application fee		42002 9327		155	180	16%	25		
	Selling animals as pets (renewal) 2 + speices grant of licence		42002 9327		290	300	3%	10		
i)	One Year see matrix	N	42002 9396	Each						
ii)	Two Year see matrix	N	42002 9397	Each						
iii)	Three Year see matrix	N	42002 9398	Each						
(k)	Exhibiting animals (new) application fee 3 year only plus vet fvees	N	42002 9386	Each	155	180	16%	25		In line with benchmarks
	Exhibiting animals (new) grant of licence	N	42002 9386		120	150	25%	30		
	Exhibiting animals (renewal) application fee 3 year only	n	42002 9386		155	180	16%	25		
(l)	Exhibiting animals (renewal) grant of licence	N	42002 9386	Each	120	150	25%	30		
i)		N	42002 9398	Each						
(m)	Variation of licence (no visit)	N	42002 9388	Each	80	120	50%	40		
(n)	Variation of licence (visit)	N	42002 9388	Each	120	150	25%	30		
(o)	Re-evaluation of rating	N	42002 9388	Each	150	200	33%	50		
(p)	Additional activity Fee (50% of fee)	N	42002 9387	Each	77.5	80	3%	2.5		
i)	One Year	N	42002 9396	Each	50	55	10%	5		
ii)	Two Year	N	42002 9397	Each	66	75	14%	9		
iii)	Three Year	N	42002 9398	Each	82	90	10%	8		
NB	For licences (a) - (j), vets fees incurred by the Council will be charged to the applicant. POA = Price on Application.									
(q)	Acupuncture, Tattooing, Ear piercing, Electrolysis - Registration of									
i)	Premises	N	42002 9329	Each	150	200	33%	50		In line with benchmarks
ii)	Person	N	42002 9329	Each	115	120	4%	5		
iii)	Person and premises combined	N	42002 9329	Each	225	350	56%	125		
(r)	Hairdresser - Registration of Premises and Persons									
i)	Premises	N	42002 9336	Each	150	200	33%	50		
ii)	Person	N	42002 9336	Each	115	120	4%	5		
iii)	Person and premises combined	N	42002 9336	Each	225	350	56%	125		
(s)	Scrap Metal Dealers Act 2013									
i)	Site Licence	N	42002 9337	Each	400	500	25%	100		
ii)	Renewal of Site Licence	N	42002 9337	Each	400	500	25%	100		
iii)	Collectors Licence	N	42002 9337	Each	350	400	14%	50		
iv)	Collectors Renewal of Licence	N	42002 9337	Each	350	400	14%	50		
v)	Variation to Licence (inc change of site manager)	N	42002 9337	Each	90	110	22%	20		
vi)	Change of Circumstance	N	42002 9337	Each	50	60	20%	10		
(t)	Street Trading (fixed) per outlet									
i)	1 day a week	N	42002 9440	Each	105	150	43%	45		
ii)	1 month licence	N	42002 9440	Each	125	200	60%	75		
iii)	3 month licence	N	42002 9440	Each	273	300	10%	27		
iv)	6 month licence	N	42002 9440	Each	545	580	6%	35		
v)	12 month licence	N	42002 9440	Each	740	770	4%	30		
vi)	Transfer of Consent (fixed or mobile)	N	42002 9440	Each	100	100	0%	0		
(u)	Street Trading (mobile) per outlet									
i)	1 day a week	N	42002 9440	Each	105	150	43%	45		
ii)	1 month licence	N	42002 9440	Each	125	200	60%	75		

iii)	3 month licence	N	42002 9440	Each	273	300	10%	27	
iv)	6 month licence	N	42002 9440	Each	545	580	6%	35	
v)	12 month licence	N	42002 9440	Each	740	770	4%	30	
vi)	One off Event Licence	N	42002 9440	Each	105	125	19%	20	
(v)	Sex Establishments	N	42002 9323	Each	3200	4000	25%	800	
2.3 LICENSING ACT 2003									
(a)	Personal Licence								
(b)	Grant or Renewal of a Personal Licence (valid for 10 years)	N	42003 9371	Each	37	37	0%	0	x
	Premises Licences / Club Premises Certificates								
	Annual Fees Rateable Value Bands :-								x
	A (no rateable value to £4,300)	N	42003 9364	Each	70	70	0%	0	x
	B (£4,301 to £33,000)	N	42003 9364	Each	180	180	0%	0	x
	C (£33001 to £87,000)	N	42003 9364	Each	295	295	0%	0	x
	D (£87,001 to £125,000)	N	42003 9364	Each	320	320	0%	0	x
	E (£125,001 and above)	N	42003 9364	Each	350	350	0%	0	x
	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	640	640	0%	0	x
	E (x3)	N	42003 9364	Each	1050	1050	0%	0	x
(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	100	100	0%	0	x
	B (£4,301 to £33,000)	N	42003 9364	Each	190	190	0%	0	x
	C (£33001 to £87,000)	N	42003 9364	Each	315	315	0%	0	x
	D (£87,001 to £125,000)	N	42003 9364	Each	450	450	0%	0	x
	E (£125,001 and above)	N	42003 9364	Each	635	635	0%	0	x
	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	900	900	0%	0	x
	E (x3)	N	42003 9364	Each	1905	1905	0%	0	x
	Minor Variation of Premises Licences	N	42003 9393	Each	89	89	0%	0	x
(d)	Application / Notice								
i)	Temporary Event notice	N	42003 9372	Each	21	21	0%	0	x
ii)	Theft, loss, etc of premises licence or summary	N	42003 9373	Each	10.5	10.5	0%	0	x
iii)	Application for a provisional statement where premises being built etc	N	42003 9374	Each	315	315	0%	0	x
iv)	Notification of change of name or address	N	42003 9375	Each	10.5	10.5	0%	0	x
v)	Application to vary licence to specify individual as premises supervisor	N	42003 9376	Each	23	23	0%	0	x
vi)	Application for transfer of premises licence	N	42003 9377	Each	23	23	0%	0	x
vii)	Interim authority notice following death etc of licence holder	N	42003 9378	Each	23	23	0%	0	x
viii)	Theft, loss, etc of certificate or summary	N	42003 9379	Each	10.5	10.5	0%	0	x

All charges are set by central government, assumed no increase in line with Licensing Act 2003.

ix)	Notification of change of name or alteration of rules of club	N	42003 9380	Each	10.5	10.5	0%	0	x
x)	Change of relevant registered address of club	N	42003 9375	Each	10.5	10.5	0%	0	x
xi)	Theft, loss, etc of temporary event notice	N	42003 9379	Each	10.5	10.5	0%	0	x
xii)	Theft, loss, etc of personal licence	N	42003 9379	Each	10.5	10.5	0%	0	x
xiii)	Notification of change of name or address of premises licence holder	N	42003 9375	Each	10.5	10.5	0%	0	x
xiv)	Right to freeholder etc to be notified of licensing matters	N	49901 9356	Each	21	21	0%	0	x
2.4 GAMBLING ACT 2005									
(a)	Small Society Lotteries								
i)	Initial Application Fee	N	42004 9420	Each	40	40	0%	0	x
ii)	Renewal Fee	N	42004 9420	Each	20	20	0%	0	x
(b)	Bingo Premises								
i)	Premises Licence	N	42004 9410	Each	1200	1200	0%	0	x
ii)	Annual Fee	N	42004 9412	Each	554	554	0%	0	x
iii)	Variation of Licence	N	42004 9410	Each	1317	1317	0%	0	x
iv)	Change of Circumstances	N	42004 9410	Each	50	50	0%	0	x
v)	Transfer of Licence	N	42004 9410	Each	554	554	0%	0	x
vi)	Re-instatement Fee	N	42004 9410	Each	554	554	0%	0	x
vii)	Provisional Statement	N	42004 9410	Each	1317	1317	0%	0	x
viii)	Copy of Licence	N	42004 9411	Each	25	25	0%	0	x
(c)	Betting Premises (Track)								
i)	Premises Licence	N	42004 9404	Each	1200	1200	0%	0	x
ii)	Annual Fee	N	42004 9406	Each	554	554	0%	0	x
iii)	Variation of Licence	N	42004 9404	Each	1250	1250	0%	0	x
iv)	Change of Circumstances	N	42004 9404	Each	50	50	0%	0	x
v)	Transfer of Licence	N	42004 9404	Each	554	554	0%	0	x
vi)	Re-instatement Fee	N	42004 9404	Each	554	554	0%	0	x
vii)	Provisional Statement	N	42004 9404	Each	1317	1317	0%	0	x
viii)	Copy of Licence	N	42004 9405	Each	25	25	0%	0	x
(d)	Family Entertainment Centres								
i)	Premises Licence	N	42004 9323	Each	1000	1000	0%	0	x
ii)	Annual Fee	N	42004 9323	Each	554	554	0%	0	x
iii)	Variation of Licence	N	42004 9323	Each	1250	1250	0%	0	x
iv)	Change of Circumstances	N	42004 9323	Each	50	50	0%	0	x
v)	Transfer of Licence	N	42004 9323	Each	554	554	0%	0	x
vi)	Re-instatement Fee	N	42004 9323	Each	554	554	0%	0	x
vii)	Provisional Statement	N	42004 9323	Each	1317	1317	0%	0	x
viii)	Copy of Licence	N	42004 9323	Each	25	25	0%	0	x
(e)	Adult Gaming Centre								
i)	Premises Licence	N	42004 9414	Each	1200	1200	0%	0	x
ii)	Annual Fee	N	42004 9416	Each	554	554	0%	0	x
iii)	Variation of Licence	N	42004 9414	Each	1000	1000	0%	0	x
iv)	Change of Circumstances	N	42004 9414	Each	50	50	0%	0	x
v)	Transfer of Licence	N	42004 9414	Each	554	554	0%	0	x
vi)	Re-instatement Fee	N	42004 9435	Each	554	554	0%	0	x
vii)	Provisional Statement	N	42004 9436	Each	1317	1317	0%	0	x
viii)	Copy of Licence	N	42004 9434	Each	25	25	0%	0	x
(f)	Betting Premises (Other)								
i)	Temporary Use Notice	N	42004 9323	Each	500	500	0%	0	x
ii)	Replacement of Temporary Use Notice	N	42004 9323	Each	25	25	0%	0	x
iii)	Premises Licence	N	42004 9400	Each	1317	1317	0%	0	x
iv)	Annual Fee	N	42004 9402	Each	554	554	0%	0	x
v)	Variation of Licence	N	42004 9400	Each	1317	1317	0%	0	x
vi)	Change of Circumstances	N	42004 9400	Each	50	50	0%	0	x
vii)	Transfer of Licence	N	42004 9400	Each	554	554	0%	0	x
viii)	Re-instatement Fee	N	42004 9323	Each	554	554	0%	0	x
ix)	Provisional Statement	N	42004 9323	Each	1317	1317	0%	0	x
x)	Copy of Licence	N	42004 9401	Each	25	25	0%	0	x
(g)	Club Gaming Machine Permits								
i)	Grant of Permit	N	42004 9422	Each	200	200	0%	0	x
ii)	Grant of Permit (Club Premises Certificate holder)	N	42004 9422	Each	100	100	0%	0	x
iii)	Variation of Permit	N	42004 9422	Each	100	100	0%	0	x
iv)	Renewal of Permit	N	42004 9422	Each	200	200	0%	0	x

All charges are set by central government, assumed no increase in line with Gambling Act 2005.

v)	Renewal of Permit (Club Premises Certificate holder)	N	42004 9422	Each	100	100	0%	0	x	
vi)	Annual Fee	N	42004 9432	Each	50	50	0%	0	x	
vii)	Copy of Permit	N	42004 9422	Each	15	15	0%	0	x	
(h)	Club Gaming Permits									
i)	Grant of Permit	N	42004 9421	Each	200	200	0%	0	x	
ii)	Grant of Permit (Club Premises Certificate holder)	N	42001 9421	Each	100	100	0%	0	x	
iii)	Variation of Permit	N	42004 9421	Each	100	100	0%	0	x	
iv)	Renewal of Permit	N	42001 9421	Each	200	200	0%	0	x	
v)	Renewal of Permit (Club Premises Certificate holder)	N	42004 9421	Each	100	100	0%	0	x	
vi)	Annual Fee	N	42004 9431	Each	50	50	0%	0	x	
vii)	Copy of Permit	N	42004 9421	Each	15	15	0%	0	x	
(i)	Family Entertainment Centre Permits									
i)	Grant of Permit	N	42004 9323	Each	300	300	0%	0	x	
	Existing Operator Permit	N	42004 9424	Each	100	100	0%	0	x	
ii)	Renewal of Permit	N	42004 9323	Each	300	300	0%	0	x	
iii)	Change of Name on Permit	N	42004 9323	Each	25	25	0%	0	x	
iv)	Copy of Permit	N	42004 9323	Each	15	15	0%	0	x	
(j)	Prize Gaming Permits									
i)	Grant of Permit	N	42004 9424	Each	300	300	0%	0	x	
	Existing Operator Permit	N	42004 9424	Each	100	100	0%	0	x	
ii)	Renewal of Permit	N	42004 9424	Each	300	300	0%	0	x	
iii)	Change of Name on Permit	N	42004 9424	Each	25	25	0%	0	x	
iv)	Copy of Permit	N	42004 9424	Each	15	15	0%	0	x	
(k)	Licensed Premises Gaming Machine Permits									
i)	Grant of Permit	N	42004 9423	Each	150	150	0%	0	x	
ii)	Variation of Permit	N	42004 9423	Each	100	100	0%	0	x	
	First and Annual Fee	N	42004 9423	Each	50	50	0%	0	x	
iii)	Change of Name on Permit	N	42004 9423	Each	25	25	0%	0	x	
iv)	Copy of Permit	N	42004 9423	Each	15	15	0%	0	x	
v)	Transfer of Permit	N	42004 9423	Each	25	25	0%	0	x	
vi)	Automatic Entitlement Notification	N	42004 9423	Each	50	50	0%	0	x	

VAT Key

- 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	2022-23 £	2023-24 £	2023-24 Expected Volume	%age increase	£ increase	Externally Set	Explanation regarding the recommended level of charge
3	ENVIRONMENTAL HEALTH										Proposed changes based on benchmarked position.
3.1	ENVIRONMENT & SAFETY INFORMATION ACT 1988 Copies of entries in register	I	14001 9356	Each	14.00	14.00	0.00	0.00%	0.00		
3.2	FOOD SAFETY ACT Copies of Register of Food Business	I	14001 9356	Each	597.00	630.00	0.00	5.53%	33.00		
3.3	ENVIRONMENTAL PROTECTION ACT Copies of Register of Authorisations	I	14001 9356	Each	68.00	68.00	0.00	0.00%	0.00		
3.4	DOG CONTROL										
(a)	Stray dogs - Statutory Charge	N	14007 9200	Each	25.00	25.00		0.00%	0.00	X	
(b)	Collect and Return to Owner (If Known)	N	14007 9200	Each	87.50	87.50		0.00%	0.00	x	
(c)	Collect and Take to Kennels	N	14007 9200	Each	87.50	87.50		0.00%	0.00	x	
(d)	Collect and Return if Dog Strays More Than Once (in a 6 month period)	N	14007 9200	Each	129.00	129.00		0.00%	0.00	x	
(e)	Kennelling Fee	N	14007 9200	Per Day	14.50	14.50		0.00%	0.00	x	
(f)	Emergency Vets Fee (plus 10% Admin Fee)	N	14007 9200	Visit	Actual	Actual					
3.5	FOOD EXPORT CERTIFICATE	N	14001 9200	Each	137.42	137.42	4.00	0.00%	0.00		
3.6	RE-INSPECTION FEE FOR THE FHRs INSPECTION (FOOD HYGIENE RATING SCHEME)	N	14001 9200	Each	158.40	170.00	4.00	7.32%	11.60		
3.7	PRIVATE SECTOR HOUSING										
(a)	Accommodation Certificates	N	14001 9360	Each	170.00	170.00	5.00	0.00%	0.00		
(b)	Change of Details on Certificate	N	14001 9360	Each	28.32	28.32	1.00	-0.01%	0.00		
(c)	Mandatory Five year Licensing of Houses in Multiple Occupation (HMO)	N	14001 9392	Each	690.00	690.00	2.00	0.00%	0.00		
(d)	Additional Fee for Unlicensed Premises Enforcement fee	N	14001 9392	Each	255.00	255.00	2.00	0.00%	0.00		
(e)	Renewal of Mandatory Five Year Licences for HMO Enforcement Fee	N	14001 9392	Each	255.00	255.00	2.00	0.00%	0.00		
	Deductions for -				255.00	255.00	2.00		0.00		
i)	Second house to be licensed	N	14001 9392	Each	-30.00	-30.00		0.00%	0.00		
ii)	Membership of approved accreditation schemes	N	14001 9392	Each	-100.00	-100.00	0.00	0.00%	0.00		
iii)	Membership of approved landlord scheme	N	14001 9392	Each	-100.00	-100.00	2.00	0.00%	0.00		
(f)	Notices served under Housing Act 2004	N	14001 9356	Per Hour	50.00	50.00		0.00%	0.00		
(g)	Expenses incurred in determining Enforcement Action	N	14001 9356	Actual Cost	Actual	Actual					
3.8	ABANDONED VEHICLE										
(a)	Abandoned Vehicle Charge										
i)	Abandoned Vehicle in Good condition	N	14004 9383	Each	150.00+	150.00+				X	
ii)	Abandoned Vehicle in Bad condition	N	14004 9383	Each	150.00+	150.00+				X	
(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	10.00+	10.00+				X	
(c)	For Disposal of Vehicle	N	14004 9383	Each	50.00+	50.00+				X	
3.9	CONTAMINATED LAND ENQUIRIES										
(a)	Written Correspondence	N	14004 9200	Per Letter	70.28	70.28	0.00	0.00%	0.00		
(b)	Additional Hourly charge	N	14004 9200	Per Hour	62.94	62.94	0.00	0.00%	0.00		
3.10	CCTV										
(a)	Request for viewing	I	14001 9348	Each	17.00	17.00	0.00	0.00%	0.00		

3.11	SOLICITOR/BUSINESS REQUESTS including factual reports											
(a)	Written Correspondence	I	14001 9356	Per Letter	70.28	70.28	0.00	0.00%	0.00			
(b)	Additional Hourly charge	I	14001 9356	Per Hour	62.94	62.94	0.00	0.00%	0.00			

VAT Key

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POLICY FINANCE AND DEVELOPMENT COMMITTEE

	DESCRIPTION OF CHARGE	VAT	GL ACCOUNT CODE	UNIT	2022-23 £ (a)	2023-24 £ (c)	%age increase	£ increase	Externally Set	Explanation regarding the recommended level of charge
4	CORPORATE RESOURCES									
	4.1 COPIES OF OFFICIAL / CERTIFIED COUNCIL DOCUMENTS									
	(a) Annual Report & Budget Book (Hard-Copy Only)	Z	30201 9206	Each set	50.00					
	(b) Agendas, Reports & Background Documents (Hard-Copy Only)	Z	30201 9206	Each set	21.00		-100.00%	-21.00		
	(c) Minutes (Hard-Copy Only)	Z	30201 9206	Each set	16.00					
	(d) Miscellaneous Legal Contracts, Agreements, Deeds, Instruments etc.	I	39904 9206	Each doc	46.16	50.00	8.33%	3.84		
	4.2 LEGAL / ADMINISTRATIVE SERVICES									
	(a) Simple Transfers, Charges, Leases, Licences, Other Agreements etc.	I	39904 9105	Each set						
	(b) Complex Transfers, Charges, Leases, Licences, Other Agreements etc.	I	39904 9105	Each set						
	(c) Commercial Transfers, Charges, Leases, Licences, Other Agreements etc.	I	39904 9105	Each set						
	(d) Freehold / Leasehold Property Enquires	I	39904 9105	Each set						
	(e) Statutory Declarations, Statements, Affidavits, Certificates	I	39904 9105	Each doc						
	(f) Certification of Original Documents	I	39904 9356	Each doc						
	(g) Miscellaneous Hourly Rates (Qualified over 8ys)	I	39904 9105	Per hour	200.00				x	
	(h) Miscellaneous Hourly Rates (Non-Qualified)	I	39904 9105	Per hour	125.00		-100.00%	-125.00		
	(i) Miscellaneous Expenses and Disbursements	E	39904 9054	-					x	
	(j) Miscellaneous Courts, Tribunals, Quangos etc. Costs and Fees	E	39904 9100	-					x	
	(k) Miscellaneous Civil / Administrative Penalties etc.	E	39904/9103	-					x	
	POA = Price on Application									
	4.3 LOCAL LAND CHARGES (LLC)									
	(a) Full Search (LLC and Con29R) (Residential / Commercial)	N	30101 9200	Per Search					x	
	(b) LLC1 Search	N	30101 9200	Each					x	
	(c) CON29R Search	N	30101 9200	Each					x	
	(d) CON29 Optional (Questions 4-22 each)	N	30101 9200	Each					x	
	(e) CON29 Building Regs (Q1.1j-l and 3.8 each)	N	30101 9200	Each					x	
	(f) LLC1 Additional parcel fee	N	30101 9200	Each					x	
	(g) CON29R Additional parcel fee (up to a maximum of 10)	N	30101 9200	Each					x	
	(h) Own written questions	N	30101 9200	Each					x	
	4.4 COPIES OF BYLAWS (Statutory max 20p per 100 words)	I	39904 9206	Each					x	
	4.5 ELECTORAL SERVICES									
	(a) Written proof of registration	N	30401 9203	Each					x	
	(b) Forwarding of documents	N	30401 9203	Each					x	
	(c) Written proof of historical registration	N	30401 9203	Each					x	
	(d) Sale of registers (open register, marked register etc.).	N	30401 9203	Each					x	
	POA = Price on Application									
	4.6 ENVIRONMENTAL INFORMATION REGULATIONS (EIR) CHARGES									
	(a) Photocopy or printing, standard, black and white, normal paper - min A4	I	39904 9356	Per Page						
	(b) Photocopy or printing, standard, black and white, normal paper - A3	I	39904 9356	Per Page						
	(c) Photocopy or printing, standard, black and white, normal paper - A2	I	39904 9356	Per Page						
	(d) Photocopy or printing, standard, black and white, normal paper - A1	I	39904 9356	Per Page						
	(e) Photocopy or printing, standard, black and white, normal paper - A0	I	39904 9356	Per Page						
	(f) Reproduction of data onto CD, DVD, USB or other Portal / Cloud Device	I	39904 9356	Each						
	(g) Staff costs for location, collation, redaction and checking of information etc.	I	39904 9356	Per Hour					x	
	(h) Miscellaneous Expenses and Disbursements	E	39904 9054	-						
	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									
	4.7 FREEDOM OF INFORMATION ACT (FOIA) CHARGES UNDER SECTION 12									
	(a) Standard - Refusals of requests on cost grounds (Limit 18 hrs / £450.00 Max)	E	39904 9356	Per Hour					x	
	(b) Extra - Requests exceeding cost limit at (a) [Necessary for Compliance]	E	39904 9356	-						
	POA = Price on Application									

VAT Key

- 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	2022-23 £	2023-24 £	2023-24 Expected Income £	%age increase	£ increase	Externally Set	Explanation regarding the recommended level of charge
5	HOUSING										
5.1	Use of Guest Rooms	E	1150* 9552	Night	23.00	25	350.00	8.70%	2.00		Increases are based on benchmarks and inflationary position.
5.2	Hostel charge	E	14201 9600	Weekly	30.00	32	3328.00	6.67%	2.00		
5.3	Personal contribution for hotel accommodation	E	14201 9600	Weekly	20.00	22	14080.00	10.00%	2.00		
5.4	Charge for Scooter Storage (VAT rate of 5%)	I	1150* 9608	Weekly	9.00	10	0.00	11.11%	1.00		
5.5	Room Hire - Communal lounge (sheltered housing scheme)	E	1150* 9554	Hourly	20.00	22	0.00	10.00%	2.00		
5.6	Communal lounge and kitchen facilities	E	1150* 9554	Hourly	25.00	27	0.00	8.00%	2.00		

VAT Key

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17758

SERVICE DELIVERY COMMITTEE

	DESCRIPTION OF CHARGE	VAT	GL ACCOUNT CODE	2022-23 £	2023-24 £	2023-24 Expected Income £	%age increase	£ increase	Externally Set	Explanation regarding the recommended level of charge
6	CEMETERIES 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.									No increase proposed in line with other local authorities.
	6.1 PURCHASE OF GRAVE AND EXCLUSIVE RIGHT OF BURIAL									
	(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	900.00	900.00	0.00	0.00%	0.00		
	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	250.00	250.00	0.00	0.00%	0.00		
	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	460.00	460.00	0.00	0.00%	0.00		
	(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	180.00	180.00	0.00	0.00%	0.00		
	NOTES: The allocation of grave spaces for interment and exclusive rights of burial at both the cemeteries will be made available only in rotation. Purchase of burial or cremation plots in advance is not permitted at Oadby Cemetery Purchase of burial plots or cremation plots in Wigston Cemetery is limited to a maximum of 2 per applicant									
	6.2 INTERMENT - IN A PRIVATE OR COMMON GRAVE									
	For Interment in a Grave :-									
	(a) Resident									
	i) A child whose age at the time of death did not exceed one month.			0.00	0.00	0.00		0.00		
	ii) A child whose age at the time of death exceeded one month but did not exceed 12 years.	E	20102 9200	150.00	150.00	0.00	0.00%	0.00		
	iii) A person whose age at the time of death exceeded 12 years.	E	20102 9200	520.00	520.00	0.00	0.00%	0.00		
	iv) For the interment of cremated remains in a grave or vault.	E	20102 9200	180.00	180.00	0.00	0.00%	0.00		
	v) A scattering of Ashes	E	20102 9200	80.00	80.00	0.00	0.00%	0.00		
	(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	240.00	240.00	0.00	0.00%	0.00		
	NOTE: The above charges include the digging of a grave where appropriate									
	6.4 WALLED GRAVES AND VAULTS									
	(a) For the right to construct a walled grave or vault:-									
	i) 9ft x 9ft	E	20102 9200	1,200.00	1,200.00	0.00	0.00%	0.00		
	ii) 9ft x 4ft	E	20102 9200	970.00	970.00	0.00	0.00%	0.00		
	6.5 MONUMENTS, GRAVESTONES, TABLETS AND INSCRIPTIONS									
	(a) For the right to erect or place on a grave or vault subject to approval of the Council; A headstone or memorial tablet, vase and base									
	i) not exceeding 1ft in height (300mm)	I	20102 9200	80.00	80.00	0.00	0.00%	0.00		
	ii) exceeding 1ft but not exceeding 2ft 6in. (300mm to 750mm)	I	20102 9200	110.00	110.00	0.00	0.00%	0.00		
	iii) exceeding 2ft 6in (over 750mm) (but see NOTES below)	I	20102 9200	210.00	210.00	0.00	0.00%	0.00		
	(b) Kerbstone, Borderstone or Flatstone enclosing or over a grave (but see NOTES below)	I	20102 9200	240.00	240.00	0.00	0.00%	0.00		
	(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	70.00	70.00	0.00	0.00%	0.00		
	ii) Exceeding 6ins x 4ins (150mm x 100mm)	I	20102 9200	100.00	100.00	0.00	0.00%	0.00		
	(d) For each inscription after the first inscription	I	20102 9200	60.00	60.00	0.00	0.00%	0.00		
	(e) Replacement of existing memorial - administration fee	I	20102 9200	60.00	60.00	0.00	0.00%	0.00		
	NOTES: 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								
6.6 MISCELLANEOUS								
(a) Transfer of Grave Ownership	N	20102 9200	60.00	60.00	0.00	0.00%	0.00	
(b) for Searches of registers, copies and extracts therefrom:								
(i) Search of registers by Council staff - per hour or part hour	N	20102 9200	30.00	30.00	0.00	August CPI 3%+1	Rounded up	
Search of registers - in person - per hour or part hour	N	20102 9200	30.00	30.00	0.00			
(ii) Certificated copies of entry	N	20102 9200	30.00	30.00	0.00			
(c) Notice of Interment Forms								
(d) Use of the Chapel at Wigston Cemetery - per funeral	I	20102 9200	165.00	165.00	0.00	0.00%	0.00	
(e) Purchase and planting of memorial trees - Donation	I	20102 9200	220.00	220.00	0.00	0.00%	0.00	
(f) Donation towards a memorial seat (provided and installed by Council)	I	20102 9200	770.00	770.00	0.00	0.00%	0.00	
(g) Exhumation (where requested by Deed Holder - subject to the required statutory approvals) - burial plot	E	20102 9200	780.00	780.00	0.00			
(h) Exhumation (where requested by Deed Holder - subject to the required statutory approvals) - casket plot	E	20102 9200	270.00	270.00	0.00			
* DEFINITION OF THE TERM RESIDENT *								
For Purchase of Grant of Right of Burial a RESIDENT is defined as:								
A person who, at the time of applying, has a permanent home address within the Borough								
For Interments a RESIDENT is defined as:								
i) A person who had resided at a private address within the Borough for 5 consecutive years immediately preceding the date of death OR								
ii) A person who had at the time of death, resided in a residential or nursing home (or similar establishment) outside of the Borough for 3 years or less but had resided at an address within the Borough for the 5 consecutive years (or more) immediately preceding moving to the residential or nursing home OR								
iii) A person who had resided within the Borough for 5 consecutive years (or more) but had within the 6 months immediately preceding the date of death moved from the Borough.								

VAT Key

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0.00

SERVICE DELIVERY COMMITTEE

	DESCRIPTION OF CHARGE	VAT	Leisure Card 2022-23 £	Non Member 2022-23 £	Leisure Card 2023-24 £	Non Member 2023-24 £	Externally Set	Explanation regarding the recommended level of charge	
7	SPORTS LEISURE MANAGEMENT LIMITED (SLM)								
	ACTIVITIES								
	7.1 SWIMMING - ADMISSIONS / SESSION								
	a) Adult	I	£4.00	£4.00	£4.60	£5.10	x	New prices received in December 22.	
	b) Junior	I	£2.90	£2.90	£3.30	£3.70	x		
	c) Concessions	I	£2.90	£2.90	£3.30	£3.70	x		
	d) Aquafit	I	£5.20	£5.75	£5.75	£6.40	x		
	e) Sauna/Swim	I	£4.95	£4.95	Removed	Removed	x		
	f) Ladies Sessions	I	£4.00	£4.00	Removed	Removed	x		
	7.2 SWIM SCHOOL LESSONS / 1/2 HOUR								
	a) Adult/Junior	E	£8.00	£8.50	£8.25	£8.75	x		
	b) Private 1:1 (1/2hr)	E	£18.30	£19.50	Removed	Removed	x		
	c) Private 1:2 (1/2hr)	E	£28.85	£32.00	Removed	Removed	x		
	7.3 PRIVATE HIRE								
	a) Pool Party with inflatable	I	£160.00	£160.00	£172.80	£172.80	x		
	b) Soft Play	I	£160.00	£160.00	£172.80	£172.80	x		
	c) Clip & Climb	I	£180.00	£180.00	£194.40	£194.40	x		
	7.4 SWIM DIRECT DEBITS								
	a) Adult 1Hr	I	£33.25	£36.50			x		Not included in the pricing proposal.
	b) Junior	I	£40.20	£42.25			x		Not included in the pricing proposal.
	7.5 SCHOOL HIRE (during school hours) / CLUB HIRE								
	a) During School Hrs	I	£73.00	£73.00			x		Not included in the pricing proposal.
	b) Extra Charge for Lifeguards	I	£21.00	£21.00			x	Not included in the pricing proposal.	
	7.6 SAUNA								
	a) Adult	I	£4.95	£5.50	Removed	Removed	x		
	b) Concessions	I	£2.90	£3.20	Removed	Removed	x		
	7.7 SPORTS ACTIVITIES								
	a) Badminton - Peak	I	£10.80	£12.00	£12.50	£13.00	x		
	b) Badminton - Off Peak	I	£8.85	£9.90	£9.75	£10.75	x		
	c) Active Life morning	I	£4.50	£4.95	£4.80	£5.70	x		
	d) Five a side - Peak	I	£44.90	£49.85	£47.00	£53.00	x		
	e) Five a side - Off Peak	I	£29.35	£32.45	£40.80	£47.00	x		
	f) Table Tennis - Peak	I	£5.20	£5.75	£4.30	£4.86	x		
	g) Table Tennis - Off Peak	I	£3.90	£4.40	£5.70	£6.37	x		
	h) Basketball - Peak	I	£11.65	£12.35	£12.50	£13.00	x		
	i) Basketball - Off Peak	I	£9.00	£10.00	£9.75	£10.75	x		
	7.8 STUDIO								
	a) Cycle Workout	I	£7.00	£7.75	£8.00	£8.80	x		

b)	30 minute Sessions	I	£4.50	£4.95	Removed	Removed	x	
c)	60 minute Sessions	I	£7.00	£7.75	£8.00	£8.80	x	
d)	Junior Dance Sessions	I	£3.00	£3.30	Removed	Removed	x	
e)	Virtual Classes	I	£3.65	£3.85	£4.00	£4.15	x	
f)	Active Life class	I	£4.60	£5.30	£4.80	£5.70	x	
g)	Heart Smart class	I	£3.25	n/a	£3.50	n/a	x	
7.9 GYM ACTIVITIES								
a)	Joining Fee	I	£17.00	£18.90			x	Not included in the pricing proposal.
b)	Induction	I	£23.45	£26.00			x	Not included in the pricing proposal.
c)	Concession Induction	I	£12.60	£14.15			x	Not included in the pricing proposal.
d)	Adult / Session	I	£5.90	£6.60	£7.90	£8.80	x	
e)	Concession / Session	I	£3.50	£3.80	£4.90	£5.35	x	
f)	Disabled (Registered)	I	£2.40	£2.70	£4.90	£5.35	x	
g)	Heartsmart / Session	I	£3.10	£4.75	£3.50	n/a	x	
h)	GP Referral	I	n/a	£3.25	n/a	£3.50	x	
7.10 SOFT PLAY								
a)	1 and 2 yrs	I	£4.00	£4.00	£4.25	£4.25	x	
b)	Age 3-12	I	£7.00	£7.00	£7.50	£7.00	x	
7.11 CLIMBING								
a)	Age 6-15 yrs	I	£11.85	£11.85	£12.80	£12.80	x	
b)	Adult	I	£17.85	£17.85	£19.25	£19.25	x	
7.12 LEISURE CARD								
a)	Adult	I	£10.50	£22.50	£11.00	£25.00	x	
b)	Junior, Concession & Student	I	£6.00	£12.00	£6.00	£12.50	x	
c)	Family	I	£25.00	£60.00	£27.00	£65.00	x	
<u>MEMBERSHIP PRICES</u>								
7.13 Membership Prices - Monthly								
a)	Adult Parklands (Dual Site)	I		£34.99		£37.49	x	
b)	Concession (Parklands Dual Site)	I		£27.99		£29.99	x	
c)	Junior (Multi Site)	I		£19.99		£19.99	x	
d)	Adult Wigston (Single Site)	I		£27.99		£29.99	x	
e)	Concession (Wigston Single Site)	I		£24.99		£27.49	x	
7.14 Membership - Annual								
a)	Adult Parklands (Dual Site)	I		£349.90		£374.90	x	
b)	Concession (Parklands Dual Site)	I		£279.90		£299.90	x	
c)	Junior (Multi Site)	I		£199.90		£199.90	x	
d)	Adult Wigston (Single Site)	I		£279.90		£299.90	x	
e)	Concession (Wigston Single Site)	I		£249.90		£274.90	x	

VAT Key

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SERVICE DELIVERY COMMITTEE

	DESCRIPTION OF CHARGE	VAT	GL ACCOUNT CODE	UNIT	2022-23 £	2023-24 £	%age increase	£ increase	Externally Set	Explanation regarding the recommended level of charge
8	RECREATION GROUNDS AND PAVILION HIRE									
	8.1 ROOM HIRE PER HOUR - VAT Exempt Pavilions Blaby Road Park Pavilion Freer Centre Sheila Mitchell Pavilion Uplands Park Pavilion Walter Charles Centre									Increases proposed in line with benchmarks.
	(a) Non Commercial Use - first hour	E	20002 9539	First Hour	18.00	20	11.11%	2.00		
	Non Commercial Use - each subsequent hour or part hour	E	20002 9539	Per Hour	11.00					
	(b) Commercial Use - first hour	E	20002 9538	First Hour	22.50	25	11.11%	2.50		
	Commercial Use - each subsequent hour or part hour	E	20002 9538	Per Hour	13.50	16	18.52%	2.50		
	Saturday evening hire - minimum charge of 4 hours booking from 5pm onwards									
	(c) Refundable deposit per booking (full or part)	E	62023 9627	Deposit	200.00					
	(d) Charge for lost keys (in addition to (e) below)	E	20002 9539	Each	20.00					
	(e) Late return of keys (charge per working day)	E	20002 9539	Each	15.00					
	8.2 ROOM HIRE PER HOUR - Vatable Pavilions Coombe Park Pavilion Thythorn Hill Community Centre									
	(a) Non Commercial Use - first hour	I	20002 9539	Per Hour	21.00	23.5	11.90%	2.50		
	Non Commercial Use - each subsequent hour or part hour	I	20002 9539	Per Hour	13.50	16	18.52%	2.50		
	(b) Commercial Use - first hour	I	20002 9538	Per Hour	27.50	31	12.73%	3.50		
	Commercial use - each subsequent hour or part hour	I	20002 9538	Per Hour	15.50	19	22.58%	3.50		
	(c) Refundable deposit per booking (full or part)	E	62023 9627	Deposit	200.00					
	(d) Charge for lost keys (in addition to (e) below)	E	20002 9539	Each	20.00					
	(e) Late return of keys (charge per working day)	E	20002 9539	Each	15.00					
	Saturday evening hire - minimum charge of 4 hours booking from 5pm onwards									
	CANCELLATION OF ROOM HIRE Cancellation with more than 8 weeks notice - return 100% of hire fee Cancellation less than 8 weeks but more than 6 weeks - return 75% of hire fee Cancellations less than 6 weeks but more than 14 days- return 50% of hire fee Cancellations less than 14 days but more than 7 days - return 25% of hire fee Cancellations with less than 7 days notice - hire fee not returned									
	8.3 RECREATION GROUNDS									
	(a) Bowls									
	i) Season Ticket - Adult	I	20002 9530	Each	94.50	103.95	10.00%	9.45		
	ii) Half Season Ticket - Adult	I	20002 9530	Each	47.00	51.7	10.00%	4.70		
	iii) Season Ticket - Junior (under 18)	I	20002 9530	Each	29.50	32.45	10.00%	2.95		
	iv) Hourly Ticket - per person	I	20002 9532	Per Person	4.00	4.4	10.00%	0.40		
	v) Visiting Team					0				
	v) Season Ticket - New member (one year introductory offer)	I	20002 9530	Each	31.50	34.65	10.00%	3.15		
	(b) Cricket					0		0.00		
	i) Per match Vatable	I	20002 9533	Per Match	79.00	86.9	10.00%	7.90		

	ii) Per match Non VATable	E	20002 9534			0		0.00	
(c)	Football - Junior Clubs (Under 10's and below)					0		0.00	
i)	With shower facilities VATable	I	20002 9536	Per Booking	23.00	25.3	10.00%	2.30	
	With shower facilities non VATable	E	20002 9537			0		0.00	
ii)	Without shower facilities VATable	I	20002 9536	Per Booking	12.00	13.2	10.00%	1.20	
	Without shower facilities non VATable	E	20002 9537			0		0.00	
iii)	Academy (Coombe Park - subject to VAT at Standard Rate)	I	20002 9536	Per Booking	173.00	190.3	10.00%	17.30	
(d)	Football - Youths (10 - 18 years)					0		0.00	
i)	With shower facilities VATable	I	20002 9536	Per Booking	42.00	46.2	10.00%	4.20	
ii)	Without shower facilities Non VATable	E	20002 9537	Per Booking	21.00	23.1	10.00%	2.10	
(e)	Football - Senior Clubs (Over 18s)					0		0.00	
i)	With shower facilities VATable	I	20002 9536	Per Booking	63.00	69.3	10.00%	6.30	
	With shower facilities non VATable	E	20002 9537			0		0.00	
ii)	Without shower facilities VATable	I	20002 9536	Per Booking	31.50	34.65	10.00%	3.15	
	Without shower facilities non VATable	E	20002 9537			0		0.00	
iii)	Coombe Park - subject to VAT at Standard Rate	I	20002 9537	Per Booking	August CPI 3				
iv)	Thythorn Hill (Horsewell Lane) - subject to VAT at Standard Rate	I	20002 9537	Per Booking	63.00	69.3	10.00%	6.30	
v)	Peace Memorial Park - 5 a side	I	20002 9536	Per Booking	0.00	0		0.00	
	Bookings of 10 matches or more booked together, are exempt from VAT (except Coombe Park)					0		0.00	
(f)	Rounders - Senior Clubs (Over 18s)					0		0.00	
(i)	Willow Park VATable with changing rooms/showers	I	20002 9536	Per booking	63.00	69.3	10.00%	6.30	
(ii)	Willow Park Non VATable with changing rooms/showers	E	20002 9537			0		0.00	
(iii)	Willow Park VATable pitch only	I	20002 9536	Per booking	31.50	34.65	10.00%	3.15	
(iv)	Willow Park Non VATable pitch only	E	20002 9537			0		0.00	
(g)	Rounders - Junior / Youth teams (under 18s)					0		0.00	
(i)	Willow Park VATable with changing rooms/showers	I	20002 9536	Per booking	42.00	46.2	10.00%	4.20	
(ii)	Willow Park Non VATable with changing rooms/showers	E	20002 9537			0		0.00	
(iii)	Willow Park VATable pitch only	I	20002 9536	Per booking	21.00	23.1	10.00%	2.10	
(iv)	Willow Park Non VATable pitch only	E	20002 9537			0		0.00	
	Bookings of 10 matches or more booked together, are exempt from VAT (except Coombe Park and Thythorn Hill)					0		0.00	
(h)	Fetes and Galas - Activities for commercial gain					0		0.00	
i)	Use of Ground - per day	E	20002 9552	Per Day	600.00	660	10.00%	60.00	
ii)	Deposit - to be returned in part or whole dependent on condition of ground.	N	62023 9624	Deposit	1,000.00		10.00%	100.00	
						1,100.00			
(i)	Fetes and Galas - Community events supportive of Council priorities					0		0.00	
i)	Use of Ground - per day			Per Day		0			
ii)	Deposit - to be returned in part or whole dependent on condition of ground.	N	62023 9624	Deposit	200.00		10.00%	20.00	
						220			
						0		0.00	
	Personal trainers and instructors - licence for use of parks	E	20002 9552	12 months	150.00	165	10.00%	15.00	
	Personal trainers and instructors - licence for use of parks	E	20002 9552	1 month	20.00	22	10.00%	2.00	

NOTES

Deposits may be withheld in part or full for any damage caused and / or where the hirer fails to leave the building clean and tidy for the next user and / or where a hirer fails to remove and dispose of waste arising from their hire. An additional charge (over and above the deposit) is levied for the late return / non return of keys.

VAT Key

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SERVICE DELIVERY COMMITTEE

	DESCRIPTION OF CHARGE	VAT	TYPE	2022-23 £	2023-24 £	Externally Set	Explanation regarding the recommended level of charge	
9	BROCKS HILL ENVIRONMENT CENTRE							
9.1	HIRE OF EXHIBITION HALL (TAKES UPTO 75 THEATRE STYLE) 2 hour hire rate for the hall or meeting room hire at £50.00		All	50.00		x	Further work is required around the amendment or cessation of charges for Brocks Hill, In line with plans for the Council to move its headquarters to the building in 2023.	
(a)	Weekday 9:00 a.m. to 12:45 p.m. or 13:15 p.m to 16:30 p.m.	E	Private Hire	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	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	75.00		x		
(d)	Weekday All day (9:00 a.m. to 16:30 p.m.)	E	Private Hire	160.00		x		
(e)	Weekday All day (9:00 a.m. to 16:30 p.m.)		Public Hire	150.00		x		
(f)	Weekday All day (9:00 a.m. to 16:30 p.m.)		Charitable	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	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	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	50.00		x		
(j)	Weekend All day (10:00 a.m. 16:30 p.m.)		Private Hire	115.00		x		
(k)	Weekend All day (10:00 a.m. 16:30 p.m.)		Public Hire	105.00		x		
(l)	Weekend All day (10:00 a.m. 16:30 p.m.)		Charitable	95.00		x		
9.2	HIRE OF THE CLASSROOM (TAKES UPTO 50 THEATRE STYLE)							
(a)	Weekday 9:00 a.m. to 12:45 p.m. or 13:15 p.m to 16:30 p.m.		Private Hire	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	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	60.00		x		
(d)	Weekday All day (9:00 a.m. to 16:30 p.m.)		Private Hire	150.00		x		
(e)	Weekday All day (9:00 a.m. to 16:30 p.m.)	E	Public Hire	140.00		x		
(f)	Weekday All day (9:00 a.m. to 16:30 p.m.)		Charitable	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	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	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	50.00		x		
(j)	Weekend All day (10:00 a.m. 16:30 p.m.)		Private Hire	105.00		x		
(k)	Weekend All day (10:00 a.m. 16:30 p.m.)		Public Hire	95.00		x		
(l)	Weekend All day (10:00 a.m. 16:30 p.m.)		Charitable	95.00		x		
(m)	Digital media projectors are available at a hire charge of £5.00. Please provide your own laptop 10% discount for booking both the meeting room and hall together 10% discount for block bookings of six or more - claimable on sixth booking (only applicable if all bookings made on same date)	I		5.00		x		
9.3	HIRE OF HALL FOR EXHIBITIONS (OPEN TO THE GENERAL PUBLIC) PER DAY £30.00 per day for groups selling pictures, cards etc.	E		25.00 30.00		x x		
9.4	HIRE OF MEETING ROOM / HALL (EXCLUSIVE USE) - EVENINGS WEEKDAY EVENING - 16:45 P.M ONWARDS (SUBJECT TO STAFF AVAILABILITY) WEEKEND EVENINGS - 15:45 P.M. ONWARDS (SUBJECT TO STAFF AVAILABILITY)							
(a)	up to 3 hours	E		121.00		x		
(b)	up to 4 hours	E		131.00		x		
(c)	up to 5 hours	E		144.50		x		
(d)	Natural History Groups (per hour) Evening meeting must vacate the site by 21:30 p.m.	E		10.00		x		
9.5	ENTRY TO EXHIBITION CENTRE							
(a)	Adults			Free		x		
(b)	Children / Senior Citizens			Free		x		
(c)	Children under 5			Free		x		
9.6	TALKS - PER GROUP			55.00		x		

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

VAT Key

- I Inclusive of VAT
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- Z Zero-rated VAT

SERVICE DELIVERY COMMITTEE

	DESCRIPTION OF CHARGE	VAT	GL ACCOUNT CODE	UNIT	2022-23 £ (a)	2023-24 £ (c)	2023-24 Expected Income £ c x d	%age increase	£ increase	Externally Set	Explanation regarding the recommended level of charge
10	ALLOTMENTS										
10.1	RESIDENTS Rent of plot to residents of the Borough - - per square yard from 23/24										
	1) Wigston Road	N	20001 9552	Each	0.20	0.22	0.00	10.10%	0.02		10.1% Inflation increase, in line with benchmarks
	2) Aylestone Lane	N	20001 9552	Each	0.20	0.22	0.00	10.10%	0.02		
	3) Manchester Gardens - Rectangle	N	20001 9552	Each	0.18	0.20	0.00	10.10%	0.02		
	4) Manchester Gardens - Triangle	N	20001 9552	Each	0.16	0.18	0.00	10.10%	0.02		
	5) Brabazon Road	N	20001 9552	Each	0.18	0.20	0.00	10.10%	0.02		
	NB: Allotment rent year runs from 29 September to 28 September the following year										
10.2	SENIOR CITIZENS 25% reduction on the above charge										
10.3	DEPOSIT - REFUNDABLE	N	20001 9622	Each			0.00				
10.4	KEY - REPLACEMENT	I	20001 9362	Each	20.00			-100.00%	-20.00		

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DEPOT SERVICES

	DESCRIPTION OF CHARGE	VAT	GL ACCOUNT CODE	UNIT	2022-23 £	2023-24 £ (c)	Externally Set	Explanation regarding the recommended level of charge
11	SPECIAL COLLECTION OF HOUSEHOLD REFUSE							
	11.1 COLLECTION OF HOUSEHOLD REFUSE							
	(a) The following non electrical items can be collected :- All Domestic items - house improvement or building work related. Items such as building waste or replaced windows will not be collected. Broken glass must be supplied in a box. Bagged, boxed and tied waste will be classed as individual items. Sheds <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	Each	23.00	25.00		7% increase in charge to reflect increase in cost of running service. 7% increase in charge to reflect increase in cost of running service.
	ii) Each Additional Item	N	20801 9310	Each	4.30	5.00		
	(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	Each	23.00	25.00		7% increase in charge to reflect increase in cost of running service. 7% increase in charge to reflect increase in cost of running service.
	ii) Each Additional Item	N	20801 9310	Each	4.30	5.00		
	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)							
	(c) i) Bin Swaps: Subject to criteria	N		Each	25.00	27.00		7% increase in charge to reflect increase in cost of running service.
	ii) Contaminated Bins	N		Each	50.00	54.00		7% increase in charge to reflect increase in cost of running service.
	11.2 GARDEN WASTE COLLECTION SERVICE							
	(a) This charge applies to 1 x 240 litre bin or up to 2 x 140 litre bins (le still applies if there is only 1 x 140 litre bin) This provides a fortnightly collection all year round.	N	20805 9318	Each	50.00	50.00		Charge will be maintained at £50 based on assessment of service costs
	(b) i) Additional bins: 140Litres	N	20805 9217	Each	25.00	25.00		Charge will remain at current levels
	ii) Additional Bins: 240Litres * Please see separate terms & conditions for further details				35.00	35.00		Charge will remain at current levels
	11.3 RECYCLING COLLECTION SERVICE - ADDITIONAL WHEELIE BIN	N	20802 9217	Each	18.00	19.00		7% increase in charge to reflect increase in cost of running service.
	11.4 DISPOSAL OF DECEASED DOMESTIC ANIMALS	I	20701 9200	Each	68.00	68.00		Charge to be maintained at current level
	11.5 REMOVAL OF UNAUTHORISED ADVERTISING ON STREETS,							

OPEN SPACES AND PUBLIC NOTICE BOARDS							
(a)	Removal of unapproved advertising, promotional material or balloons on public spaces, street furniture or notice boards - per item per week	N	20701 9200	Each	47.00	50.00	7% increase in charge to reflect increase in cost of running service.
(b)	Removal of unapproved notices	N	20701 9200	Each	47.00	50.00	
(b)	Removal of unapproved notices	N	20701 9200	Each	98.00	105.00	
11.6 CLEANSING OF PRIVATELY OWNED PARKING AREAS							
(a)	Cleaning of Slabbed and Block Paved Areas						7% increase in charge to reflect increase in cost of running service.
i)	Up to 20 sq. metres (subject to availability and site inspection for suitability)	N	20701 9200	Each	120.00	128.00	
ii)	Greater than 20 sq. metres	N	20701 9200	Each			
(b)	Cleaning of Car Parks and other areas	N	20701 9200	Each			
(c)	Mowing of Large Private Grassed Areas POA = Price on Application	N	20701 9200	Each			

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DEPOT SERVICES

	DESCRIPTION OF CHARGE	VAT	GL ACCOUNT CODE	UNIT	2022-23 £	2023-24 £ (c)	Externally Set	Explanation regarding the recommended level of charge	
12	COUNCIL CAR PARKS								
	12.1 COUNCIL CAR PARKS								
	(a) Off Street parking		205019500						
	Parking charge in 30 minute quick shop bays			Each	FREE	FREE		Charges to remain at 2022/23 levels.	
	Pay and Display - Town Centre car parks for up to 2 hours	N		Each	1.00	1.00			
	Pay and Display - Town Centre car parks for up to 2 - 4 hours	N		Each	3.00	3.00			
	Pay and Display - Town Centre car parks for over 4 hours	N		Each	4.00	4.00			
	Pay and Display - Leisure sites Car Parks for up to 4 hours	N		Each	1.00	1.00			
	Pay and Display - Leisure sites Car Parks over 4 hours	N		Each	2.00	2.00			
	Annual Parking Permit for all council car parks - Borough residents	N		Each	75.00	75.00			
	Annual Parking Permit for all council car parks - Non residents	N		Each	150.00	150.00			
	Annual permit for all town centre car parks only - Borough Residents	N		Each	50.00	50.00			
	Annual permit for all town centre car parks only - non residents	N		Each	100.00	100.00			
	Annual Parking permit for Oadby town centre car parks only - Borough residents	N		Each	25.00	25.00			
	Annual Parking permit for Oadby town centre car parks only - Non residents	N		Each	50.00	50.00			
	Annual Parking permit for Wigston & South Wigston town centre car parks only - Borough residents	N		Each	25.00	25.00			
	Annual Parking permit for Wigston & South Wigston town centre car parks only - Non residents	N		Each	50.00	50.00			
	Annual Parking permit for Leisure sites car parks only - Borough residents	N		Each	25.00	25.00			
	Annual Parking permit for Leisure sites car parks only - Non residents	N		Each	50.00	50.00			
	Annual Parking permit Countesthorpe Road Car park only - Monday to Friday before 9.30am and 2.30pm to 4.00pm term time only - Borough residents and non residents	N		Each	10.00	10.00			
	6 month parking permit for all council car parks - Borough residents	N		Each	37.50	37.50			
	6 month parking permit for all council car parks - Non residents	N		Each	75.00	75.00			
	6 month parking permit for Oadby town centre car parks only - Borough residents	N		Each	12.50	12.50			
	6 month parking permit for Oadby town centre car parks only - Non residents	N		Each	25.00	25.00			
	6 month parking permit for Wigston & South Wigston town centre car parks only - Borough residents	N		Each	12.50	12.50			
	6 month parking permit for Wigston & South Wigston town centre car parks only - Non residents	N		Each	25.00	25.00			
	6 month parking permit for Leisure sites car parks only - Borough residents	N		Each	12.50	12.50			
	6 month parking permit for Leisure sites car parks only - Non residents	N		Each	25.00	25.00			
	Second permit charge	N		Each					
	12.2 CLEANSING OF PRIVATELY OWNED PARKING AREAS								
	(a) Cleaning of Slabbed and Block Paved Areas								
	i) Up to 20 sq. metres (subject to availability and site inspection for suitability)	N	20701 9200	Each	115.00	115.00			
	ii) Greater than 20 sq. metres	N	20701 9200	Each					
	(b) Cleaning of Car Parks and other areas	N	20701 9200	Each					
	(c) Mowing of Large Private Grassed Areas	N	20701 9200	Each					
	POA = Price on Application								
	12.3 RELOCATION OF STREET NAME PLATES								
	(a) At the request of resident and subject to agreement at the discretion of the Council								
	i) Wall mounted name plates	N	20601 2013	Each	150.00	150.00			
	ii) Frame mounted name plates	N	20601 2013	Each	225.00	225.00			



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Agenda Item 9



Policy, Finance and Development Committee	Tuesday, 07 February 2023	Matter for Information and Decision
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Report Title: **Treasury Management Policy and Strategies and Prudential Indicators (2023/24)**

Report Author(s): **Tracy Bingham (Strategic Director / Section 151 Officer)**
Bev Bull (Head of Finance / Deputy Section 151 Officer)

Purpose of Report:	<p>This report contains the Capital Strategy and Prudential Indicators which ensure that the capital expenditure plans of local authorities are affordable, prudent, and sustainable.</p> <p>It also contains the Treasury Management Policy, Strategy and Plan including Treasury Management Indicators detailing the expected treasury management operations and impact on the prudential indicators for the forthcoming financial year.</p> <p>It fulfils the key requirements of the:</p> <ul style="list-style-type: none"> • Local Government Act 2003; • The CIPFA Prudential Code for Finance in Local Authorities; • The CIPFA Code of Practice for Treasury Management in Public Services; • DLUHC Statutory Guidance on Local Government Investments; and • DLUHC Statutory Guidance on the Minimum Revenue Provision.
Report Summary:	<p>The report contains the Council's:</p> <ul style="list-style-type: none"> • Capital Strategy including the Prudential Indicators, • Treasury Management Policy • Treasury Management Strategy and Plan including Treasury Management Indicators • Minimum Revenue Provision (MRP) Statement • Investment Strategy for 2023/24. • Flexible Use of Capital Receipts Strategy.
Recommendation(s):	<p>A. That the Capital Strategy including the Prudential Indicators (as set out in Appendix 1) be approved;</p> <p>B. That the Treasury Management Policy, Treasury Strategy and Plan 2023/24 (as set out in Appendix 2 and 3) be approved;</p> <p>C. That the Minimum Revenue Provision Statement 2023/24 (as set out in Appendix 4) be approved;</p> <p>D. That the Investment Strategy 2023/24 (as set out in Appendix 5) be approved; and</p> <p>E. That the Flexible Use of Capital Receipts Strategy be approved (as set out in Appendix 6).</p>
Senior Leadership, Head of Service, Manager, Officer and Other Contact(s):	<p>Tracy Bingham (Director/Section 151 Officer) tracy.bingham@oadby-wigston.gov.uk (0116) 257 2649</p> <p>Bev Bull (Head of Finance / Deputy Section 151 Officer)</p>

	(0116) 257 2649 bev.bull@oadby-wigston.gov.uk Rashpal Sohal (Finance Manager) (0116) 257 2705 rashpal.sohal@oadby-wigston.gov.uk
Corporate Objectives:	Providing Excellent Services (CO3)
Vision and Values:	"A Stronger Borough Together" (Vision) Accountability (V1) Innovation (V4)
Report Implications:-	
Legal:	There are no implications directly arising from this report.
Financial:	Interest earned on balances and interest paid on external debt impact on the resources available to the Council. The prudential indicators provide a framework for ensuring the Council's capital plans are affordable, prudent and sustainable.
Corporate Risk Management:	Decreasing Financial Resources / Increasing Financial Pressures (CR1) Reputation Damage (CR4) Regulatory Governance (CR6)
Equalities & 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:	As the author, the report is satisfactory.
Monitoring Officer:	The report is satisfactory.
Consultees:	None.
Background Papers:	None.
Appendices:	<ol style="list-style-type: none"> 1. Capital Strategy 2023/24 which includes the Prudential Indicators for 2023/24 – 2027/28 2. Treasury Management Policy 2023/24 3. Treasury Management Strategy 2023/24 which includes the Treasury Management Indicators for 2023/24 - 2025/26 4. Minimum Revenue Provision (MRP) Statement 2023/24 5. Investment Strategy 2023/24 6. Flexible Use of Capital Receipts Strategy 2023/24 – 2024/25

(Continued overleaf)

1. Introduction

- 1.1 The Local Government Act 2003 and supporting regulations require the Council to 'have regard to' the Chartered Institute of Public Finance and Accountancy (CIPFA) Prudential Code and the CIPFA Treasury Management Code of Practice and to prepare, set and publish a Capital Strategy including prudential indicators, and a Treasury Management Policy, Treasury Strategy and Plan including treasury indicators that ensure the Council's capital expenditure plans are affordable, prudent and sustainable in the long- term.
- 1.2 The prudential indicators consider the affordability and impact of capital expenditure plans and set out the Council's overall capital framework. The prudential indicators summarise expected treasury activity, introduce limits upon that activity and reflect the underlying capital programme. As a consequence, a Treasury Management Strategy is prepared which considers the effective funding of the capital expenditure decisions and complements the prudential indicators.
- 1.3 The Council is required to operate a balanced budget, meaning that cash raised during the year will meet cash expenditure. As part of this, the treasury management operation is to ensure that this cash flow is adequately planned, with cash being available when it is needed. Surplus moneys are invested in low risk counterparties commensurate with the Council's low risk appetite, providing adequate liquidity initially before considering investment return. The Council is required to calculate its budget requirement for each financial year to include the revenue costs that flow from capital financing decisions. This, therefore, means that increases in capital expenditure must be limited to a level whereby charges to revenue remain affordable within the projected income of the Council for the foreseeable future. These increases in charges may arise from increases in interest charges and debt repayment caused by increased borrowing to finance additional capital expenditure and any increases in operational running costs from new capital projects.
- 1.4 Treasury Management is, therefore, an important part of the overall financial management of the Council's affairs. Treasury Management is defined as: "The management of the local authority's investments and cash flows, its banking, money market and capital market transactions; the effective control of the risk associated with those activities; and the pursuit of optimum performance consistent with those risks."
- 1.5 Specific treasury indicators are prepared and included in the Treasury Management Policy and Strategy which also requires Member approval.
- 1.6 The Annual Investment Strategy for Treasury Management investments, sets the limits for the maximum amounts to be invested and the types of investments the Council may consider.
- 1.7 The Minimum Revenue Provision statement states how the Council will charge revenue for capital expenditure, which is financed by borrowing or credit arrangements. Local Authorities are required each year to set aside some of their revenues as provision for this debt.
- 1.8 The Council's capital and treasury activities are strictly regulated by statutory requirements and guidance, including the CIPFA Prudential Code for Capital Finance in Local Government, CIPFA Treasury Management Code of Practice, Department for Levelling Up Housing and Communities (DLUHC) Investment Guidance and DLUHC Minimum Revenue Provision (MRP) Guidance.
- 1.9 Full Council is required to approve the Capital Strategy and Treasury Management Policy statement for the forthcoming year at or before the start of the year.

1.10 Annual reporting to the Policy Finance and Development Committee (PFD) is required annually to on the activities of the treasury management operation and on the exercise of the Section 151 Officer's delegated treasury management powers.

2. Revised Prudential Code and Treasury Management Code 2021

2.1 In 2021 CIPFA revised the Treasury Management Code and Prudential Code. The new codes are effective from 2023/24.

2.2 To comply with the requirements of the new codes the following additions have been made:

- the inclusion of a new debt liability benchmark treasury indicator to support the financing risk management of the capital financing requirement;
- amendment to Treasury Management Practice 1 within the Treasury Management Policy to address Environmental, Social and Governance policy within the treasury management risk framework;
- Changes to frequency of reporting that is detailed in the Treasury Management Policy and will require reporting to be on quarterly basis.

3. Capital Strategy, Treasury Strategies And Prudential Indicators 2023/24

3.1 The following strategies are attached as appendices for PFD to recommend to Council on the 23 February for approval:

- Appendix 1 – Capital Strategy 2023/24 which includes the Prudential Indicators for 2023/24 – 2027/28;
- Appendix 2 – Treasury Management Policy
- Appendix 3 - Treasury Management Strategy 2023/24 which includes the Treasury Management Indicators 2023/24 - 2025/26
- Appendix 4 – Minimum Revenue Provision (MRP) Statement 2023/24;
- Appendix 5 – Investment Strategy 2023/24.
- Appendix 6 – Flexible Use of Capital Receipts Strategy 2023/24 – 2024/25

3.2 The values within these strategies align with the revenue and capital budgets. If any further changes to the Revenue and Capital Budgets are agreed between the date of this committee meeting and when Council meets to consider the budgets on the 23 February, the strategies documented in Appendices 1-4 will require updating to reflect these changes. All changes to the budgets that impact on the strategies will be agreed with the Section 151 Officer in consultation with the Chair of Policy, Finance and Development Committee.

Appendix 1 Capital Strategy Report 2023/24

Oadby and Wigston Borough Council

Introduction

This Capital Strategy report gives a high-level overview of how capital expenditure, capital financing and treasury management activity contribute to the provision of local public services along with an overview of how associated risk is managed and the implications for future financial sustainability. It has been written in an accessible style to enhance Members' understanding of these sometimes technical areas.

Decisions made this year on capital and treasury management will have financial consequences for the Authority for many years into the future. They are therefore subject to both a national regulatory framework and to local policy framework, summarised in this report.

Capital Expenditure and Financing

Capital expenditure is where the Authority spends money on assets, such as property or vehicles that will be used for more than one year. In local government this includes spending on assets owned by other bodies, and loans and grants to other bodies enabling them to buy assets. The Authority has some limited discretion on what counts as capital expenditure, for example assets costing below £3k are not capitalised and are charged to revenue in year.

- For details of the Authority's policy on capitalisation, see the accounting policies section of the Statement of Accounts: https://www.oadby-wigston.gov.uk/files/documents/draft_unaudited_statement_of_accounts_202021_including_the_annual_governance_statement_202021/OWBC%20Draft%20Annual%20Statements%202021.pdf

In 2023/24, the Authority is planning capital expenditure of £6.441m as summarised below:

Table 1: Prudential Indicator: Estimates of Capital Expenditure in £ millions

	2022/23 Forecast	2023/24 Forecast	2024/25 Forecast	2025/26 Forecast	2026/27 Forecast	2027/28 Forecast
General Fund	4.510	2.333	0.418	0.410	0.410	0.410
HRA	1.038	4.906	1.500	1.500	1.500	1.500
Capital Investments	0.000	0.000	0.000	0.000	0.000	0.000
Total	5.548	7.239	1.918	1.910	1.910	1.910

The main General Fund capital projects include Invest to Save projects (£350k), Vehicle Replacements (£510k) and the residue of New Council Offices (£300k); The Authority does not plan to incur capital expenditure on investments during 2023/24.

The Housing Revenue Account (HRA) is a ring-fenced account which ensures that council housing does not subsidise, or is itself subsidised, by other local services. HRA capital expenditure is therefore recorded separately and includes the building of new housing schemes (£2.230m), match funding for the Social Housing Decarbonisation Fund (£514k) and other capital works per the HRA Business Plan (£1.5m).

Capital investments include loans and shares made for service purposes and property held primarily for financial return in line with the definition in the *CIPFA Treasury Management Code*.

Governance: Service managers bid annually to include projects in the Authority’s capital programme. Bids are collated by Finance who calculate the financing cost (which can be nil if the project is fully externally financed). The Policy, Finance and Development Committee appraises all bids based on a comparison of service priorities against financing costs and makes recommendations to Full Council. The final capital programme is presented to Full Council in December with any amendments being made by Full Council in February when the finalised budget is approved each year.

- For full details of the Authority’s capital programme, see: <https://moderngov.oadby-wigston.gov.uk/documents/b6705/Agenda%20update%2021st-Dec-2021%2018.30%20Full%20Council.pdf?T=9>

All capital expenditure must be financed, either from external sources (government grants and other contributions), the Authority’s own resources (revenue, reserves and capital receipts) or debt (borrowing, leasing and Private Finance Initiative). The planned financing of the above expenditure is as follows:

Table 2: Capital financing in £ millions

	2022/23 Forecast	2023/24 Forecast	2024/25 Forecast	2025/26 Forecast	2026/27 Forecast	2027/28 Forecast
External sources	0.424	0.475	0.008	0.000	0.000	0.000
Capital resources	1.034	2.494	0.400	0.400	0.400	0.400
Revenue resources	1.054	2.653	1.500	1.500	1.500	1.500
Debt	3.036	1.617	0.010	0.010	0.010	0.010
TOTAL	5.548	7.239	1.918	1.910	1.910	1.910

Debt is only a temporary source of finance, since loans and leases must be repaid, and this is therefore replaced over time by other financing, usually from revenue which is known as Minimum Revenue Provision (MRP). Alternatively, proceeds from selling capital assets (known as capital receipts) may be used to replace debt finance. Planned Minimum Revenue Provision payments (MRP) are as follows:

Table 3: Replacement of prior years' debt finance in £ millions

	2022/23 Forecast	2023/24 Forecast	2024/25 Forecast	2025/26 Forecast	2026/27 Forecast	2027/28 Forecast
Capital resources	0.000	0.000	0.000	0.000	0.000	0.000
Revenue resources	0.530	0.567	0.648	0.647	0.647	0.646
TOTAL	0.530	0.567	0.648	0.647	0.647	0.646

- The Authority's full minimum revenue provision is available included as Appendix 4 to of this suite of reports.

The Authority's cumulative outstanding amount of debt finance is measured by the capital financing requirement (CFR). This increases with new debt-financed capital expenditure and reduces with MRP and capital receipts used to replace debt. The General Fund CFR is expected to decrease by £0.565 during 2023/24, due to the capital program being funded entirely from capital receipts accruing from the sale of Bushloe House. Based on the above figures for expenditure and financing, the Authority's estimated CFR is as follows:

Table 4: Prudential Indicator: Estimates of Capital Financing Requirement in £ millions

	2022/23 Forecast	2023/24 Forecast	2024/25 Forecast	2025/26 Forecast	2026/27 Forecast	2027/28 Forecast
General Fund services	20.390	19.865	19.227	18.589	17.953	17.317
Council housing (HRA)	19.732	21.308	21.308	21.308	21.308	21.308
Capital investments	0.000	0.000	0.000	0.000	0.000	0.000
TOTAL CFR	40.122	41.173	40.535	39.897	39.261	38.625

Asset disposals: When a capital asset is no longer needed, it may be sold so that the proceeds, known as capital receipts, can be spent on new assets or to repay debt. Repayments of capital grants, loans and investments also generate capital receipts. The Authority plans to receive circa £3.4 m of capital receipts in the coming financial year as follows:

Table 5: Capital receipts receivable in £ millions

	2022/23 Forecast	2023/24 Forecast	2024/25 Forecast	2025/26 Forecast	2026/27 Forecast	2027/28 Forecast
Asset sales	0.400	3.400	0.400	0.400	0.400	0.400
Loans etc. repaid	0.000	0.000	0.000	0.000	0.000	0.000
TOTAL	0.400	3.400	0.400	0.400	0.400	0.400

- The Authority's Flexible Use of Capital Receipts Policy is available as part of the Full Council reporting pack in February 2023.

Treasury Management

Treasury management is concerned with keeping sufficient but not excessive cash available to meet the Authority's spending needs, while managing the risks involved. Surplus cash is invested until required, while a shortage of cash will be met by borrowing, to avoid excessive credit balances or overdrafts in the bank current account. The Authority is typically cash rich in the short-term as revenue income is received before it is spent, but cash poor in the long-term as capital expenditure is incurred before being financed. The revenue cash surpluses are offset against capital cash shortfalls to reduce overall borrowing.

Due to decisions taken in the past, the Authority currently has £30.575m borrowing at an average interest rate of 3.18%.

Borrowing strategy: The Authority's main objectives when borrowing are to achieve a low but certain cost of finance while retaining flexibility should plans change in future. These objectives are often conflicting, and the Authority therefore seeks to strike a balance between cheap short-term loans (currently available at around 3.20%) and long-term fixed rate loans where the future cost is known but higher (currently 4.2 to 4.5%).

Projected levels of the Authority's total outstanding debt (which comprises borrowing, PFI liabilities, leases and transferred debt) are shown below, compared with the capital financing requirement (see above).

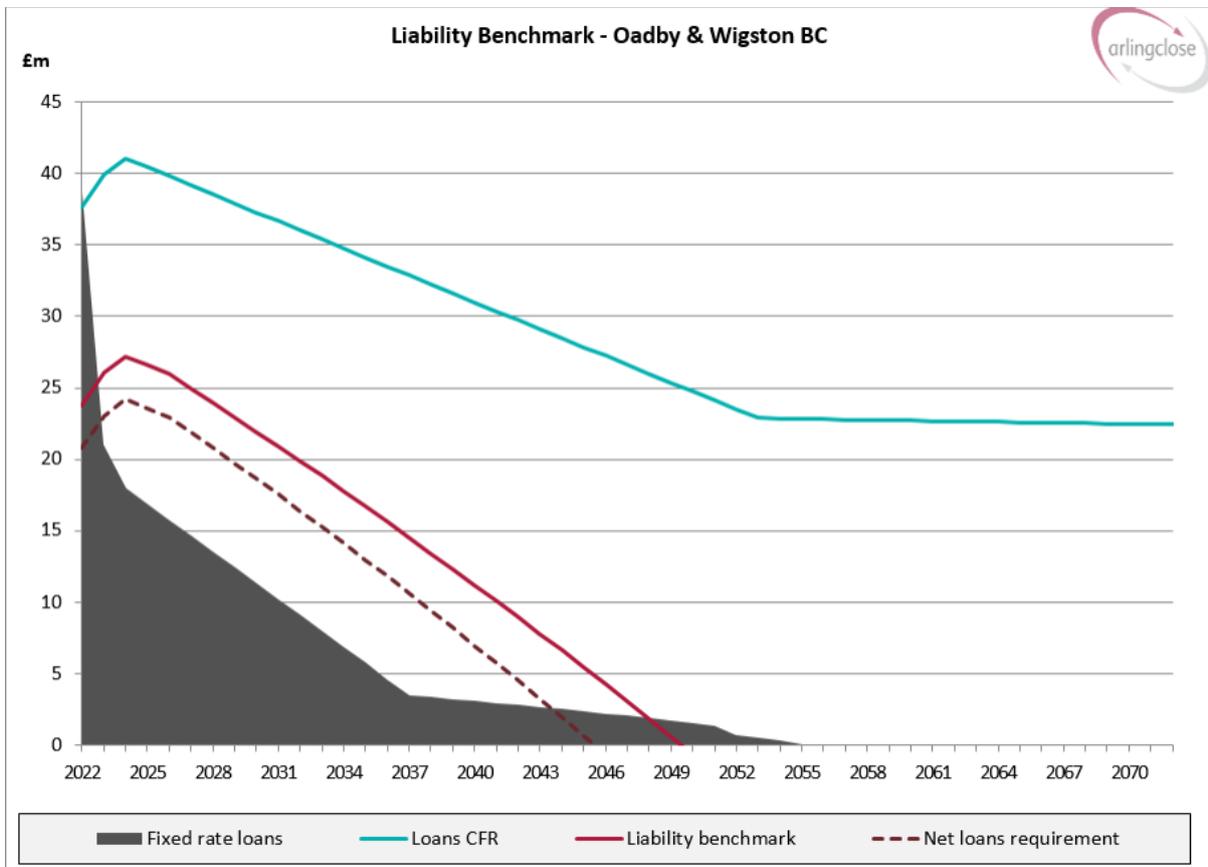
Table 6: Prudential Indicator: Gross Debt and the Capital Financing Requirement in £ millions

	2022/23 Forecast	2023/24 Forecast	2024/25 Forecast	2025/26 Forecast	2026/27 Forecast	2027/28 Forecast
GF and HRA Debt	34.069	34.474	34.877	35.278	35.676	36.072
Capital Financing Requirement	40.122	41.173	40.535	39.897	39.261	38.625

Statutory guidance is that debt should remain below the capital financing requirement, except in the short-term. As can be seen from table 6, the Authority expects to comply with this in the medium term.

Liability benchmark: To compare the Council's actual borrowing against an alternative strategy, a liability benchmark has been calculated showing the lowest risk level of borrowing. This assumes the same forecasts as table 6 above.

The liability benchmark is an important tool to help establish whether the Council is likely to be a long-term borrower or long-term investor in the future, and so shape its strategic focus and decision making. The liability benchmark itself represents an estimate of the cumulative amount of external borrowing the Council must hold to fund its current capital and revenue plans while keeping treasury investments at the minimum level required to manage day-to-day cash flow.



Affordable borrowing limit: The Authority is legally obliged to set an affordable borrowing limit (also termed the authorised limit for external debt) each year. In line with statutory guidance, a lower “operational boundary” is also set as a warning level should debt approach the limit.

Table 8: Prudential Indicators: Authorised limit and operational boundary for external debt in £m

	2022/23 Limit	2023/24 Limit	2024/25 Limit	2025/26 Limit	2026/27 Limit	2027/28 Limit
Authorised limit – borrowing	45.0	45.0	45.0	46.0	46.0	46.0
Operational boundary – borrowing	40.0	40.0	40.0	41.0	41.0	41.0

-
- Further details on borrowing are in the Council's Treasury Management Strategy

Treasury investment strategy: Treasury investments arise from receiving cash before it is paid out again. Investments made for service reasons or for pure financial gain are not generally considered to be part of treasury management.

The Authority’s policy on treasury investments is to prioritise security and liquidity over yield that is to focus on minimising risk rather than maximising returns. Cash that is likely to be spent in the near term is invested securely, for example with the government, other local authorities or selected high-quality banks, to minimise the risk of loss. Money that will be held for longer terms is invested more widely, including in bonds, shares and property, to balance the risk of loss against the risk of receiving returns below inflation. Both near-term and longer-term investments may be held in pooled funds, where an external fund manager makes decisions on which particular investments to buy and the Authority may request its money back at short notice.

Table 9: Treasury management investments in £millions

	2022/23 Forecast	2023/24 Forecast	2024/25 Forecast	2025/26 Forecast	2026/27 Forecast	2027/28 Forecast
Near-term investments	0.000	1.000	1.000	1.000	1.000	1.000
Longer-term investments	0.000	0.000	0.000	0.000	0.000	0.000
TOTAL	1.000	1.000	1.000	1.000	1.000	1.000

Risk management: The effective management and control of risk are prime objectives of the Authority's treasury management activities. The treasury management strategy therefore sets out various indicators and limits to constrain the risk of unexpected losses and details the extent to which financial derivatives may be used to manage treasury risks.

- The treasury management prudential indicators are detailed in the Treasury Management Strategy

Governance: Decisions on treasury management investment and borrowing are made daily and are therefore delegated to the Strategic Director – Section 151 Officer and staff, who must act in line with the treasury management strategy approved by Full Council. Half-yearly reports on treasury management activity are presented to Policy, Finance and Development Committee who scrutinise the treasury management decisions.

Commercial Activities

The Authority has very limited commercial activity which relates to three small shops which form part of an apartment block which is owned by the Council. The rental is c£17k per annum and is therefore not material and as such present little risk.

Governance: Decisions on commercial investments are made by Strategic Director – Section 151 Officer alongside the Senior Leadership Team. Any plans would then require approval by Full Council. Property and most other commercial investments are also capital expenditure and purchases will therefore also be approved as part of the capital programme.

Liabilities

In addition to debt of circa £35m (2023/24) detailed above, the Authority is committed to making future payments to cover its pension fund deficit (valued at £22m). It has also set aside £386k to cover OWBC share of risks arising from Business Rates appeals.

Governance: Decisions on incurring new discretionary liabilities are taken in consultation with the Strategic Director – Section 151 Officer. The risk of liabilities crystallising and requiring payment is monitored by Finance and reported to Committee.

- Further details on liabilities and guarantees are shown each year in the Statement of Accounts.

Revenue Budget Implications

Although capital expenditure is not charged directly to the revenue budget, interest payable on loans and MRP are charged to revenue, offset by any investment income receivable. The net annual charge is known as financing costs; this is compared to the net revenue stream i.e. the amount funded from Council Tax, business rates and general government grants.

Table 10: Prudential Indicator: Proportion of financing costs to net revenue stream

	2022/23 Forecast	2023/24 Forecast	2024/25 Forecast	2025/26 Forecast	2026/27 Forecast	2027/28 Forecast
Financing costs (£m) General Fund	0.725	1.007	0.974	0.983	0.993	1.002
Financing costs (£m) HRA	0.510	0.737	0.647	0.659	0.670	0.681
Proportion of net revenue stream GF	11.5	14.7	14.5	14.3	14.1	13.9
Proportion of net revenue stream HRA	9.9	13.3	11.4	11.3	11.2	11.1

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

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

	2022/23 Estimate £ 000s	2023/24 Estimate £ 000s	2024/25 Estimate £ 000s	2025/26 Estimate £ 000s	2026/27 Estimate £ 000s	2027/28 Estimate £ 000s
2022/23 Programme	0.66	0.66	0.66	0.66	0.66	0.66
2023/24 Programme	0.00	-1.39	-1.39	-1.39	-1.39	-1.39
2024/25 Programme	0.00	0.00	0.69	0.69	0.69	0.69
2025/26 Programme	0.00	0.00	0.00	0.69	0.68	0.68
2026/27 Programme	0.00	0.00	0.00	0.00	0.67	0.67
2027/28 Programme	0.00	0.00	0.00	0.00	0.00	0.66
Total	0.66	-0.73	-0.04	0.64	1.31	1.97

Incremental Impact of Capital Investment Decisions on Housing Rent Levels

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

	2022/23 Estimate £ 000s	2023/24 Estimate £ 000s	2024/25 Estimate £ 000s	2025/26 Estimate £ 000s	2026/27 Estimate £ 000s	2027/28 Estimate £ 000s
2022/23 Programme	0.00	0.00	0.00	0.00	0.00	0.00
2023/24 Programme	0.00	0.65	0.65	0.65	0.65	0.65
2024/25 Programme	0.00	0.00	0.00	0.00	0.00	0.00
2024/25 Programme	0.00	0.00	0.00	0.00	0.00	0.00
2025/26 Programme	0.00	0.00	0.00	0.00	0.00	0.00
2026/27 Programme	0.00	0.00	0.00	0.00	0.00	0.00
2027/28 Programme	0.00	0.00	0.00	0.00	0.00	0.00
Total	0.00	0.65	0.65	0.65	0.65	0.65

Sustainability: Due to the very long-term nature of capital expenditure and financing, the revenue budget implications of expenditure incurred in the next few years will extend for up to 50 years into the future. The Strategic Director – Section 151 Officer is satisfied that the proposed capital programme is prudent, affordable and sustainable following scrutiny of the available funding; the medium term financial strategy and the due diligence of each project.

Knowledge and Skills

The Authority employs professionally qualified and experienced staff in senior positions with responsibility for making capital expenditure, borrowing and investment decisions. For example, the Strategic Director/S151 Officer is a qualified accountant with substantial

experience. The Authority pays for junior staff to study towards relevant professional qualifications including CIPFA, ACT (treasury) and AAT.

Where Authority staff do not have the knowledge and skills required, use is made of external advisers and consultants that are specialists in their field. The Authority currently employs Arlingclose Limited as treasury management advisers. This approach is more cost effective than employing such staff directly, and ensures that the Authority has access to knowledge and skills commensurate with its risk appetite.

OADBY & WIGSTON BOROUGH COUNCIL



Oadby & Wigston
BOROUGH COUNCIL

Treasury Management Policy

Revised	13/12/2022
Next Revision	31/01/2023
Head Of Finance Approval	

OADBY & WIGSTON BOROUGH COUNCIL

TREASURY MANAGEMENT POLICY

Introduction

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

Three Key Elements to the Policy

1. The Definition Of The Treasury Activities Of The Council

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

2. The role of Risk Management in the Treasury Policy

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

3. Achievement of Business and Service Objectives

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

Treasury Management Practices (TMP)

TMP1 Risk Management

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

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

1. Liquidity Risk

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

The Council will not borrow earlier than required to meet cash flow needs unless there is a clear business case for doing so and will only do so for the current capital programme, to fund future debt maturities, or to ensure an adequate level of short-term investments to provide liquidity for the organisation

2. Interest Rate and Inflation Risk

The Section 151 Officer, on behalf of the Council, will manage its exposure to fluctuations in interest rates and inflation with a view to containing its net interest costs or revenues in accordance with its treasury management policy and strategy.

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

3. Credit and Counterparty Risk

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

4. Refinancing Risk

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

5. Legal and Regulatory Risk

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

6. Operational Risk, Including Fraud, Error and Corruption

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

7. Market Risk

Oadby and Wigston Borough Council will seek to ensure that its stated treasury management policies and objectives will not be compromised by adverse market fluctuations in the value of the

principal sums it invests, and will accordingly seek to protect itself from the effects of such **fluctuations**.

8. Environmental, Social and Governance (ESG)

Oadby and Wigston Borough Council has always followed a Security, Liquidity and Yield (SLY) policy for its treasury management investments with security being the most important as the Council needs to be as certain as possible when an investment is made that the amount invested is returned when due. Liquidity is important because the Council needs cash to deliver its day to day activities therefore treasury officers have to determine how much should be invested in call accounts where daily access is available and how much is invested in term accounts where the money is only available on maturity. Finally yield, which is the least important of the three, will only be considered after the security and liquidity requirements have been satisfied.

For example, if the Council had an opportunity to invest a sum of money and there were two investment opportunities and each of these both met the security and liquidity criteria then in this scenario the investment that pays the greatest yield will be chosen. The Council will consider an organisation's ESG credentials when it has to choose between counterparties that both have similar SLY criteria.

TMP 2 Best Value and Performance Measurement

Oadby and Wigston Borough Council is committed to the pursuit of best value in its treasury management activities. Accordingly, the treasury management activities will be the subject of ongoing analysis of the value it adds in support of the organisations stated objectives, and include measures of effective treasury risk management and not only measures of financial performance (income or savings).

TMP 3 Decision-making and Analysis

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

TMP 4 Approved Instruments, Methods and Techniques

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

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

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

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

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

TMP 6 Reporting Requirements and Management Information Arrangements

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

Council will receive:

- Annual Treasury and Investment Strategies and Plan Report for the coming year, including the CIPFA Liability Benchmark
- Quarterly Treasury Management Performance Report to include any non-compliance with the Council's Treasury Management Policy and TMPs, reflecting the Council's quarterly forecast revenue and capital outturns.

TMP 7 Budgeting, Accounting and Audit Arrangements

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

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

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

TMP 8 Cash and Cash Flow Management

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

TMP 9 Money Laundering

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

TMP 10 Staff Training and Qualifications

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

TMP 11 Use of External Service Providers

Oadby and Wigston Borough Council recognises the potential value of employing external providers of treasury management services, in order to acquire access to specialist skills and resources. In doing so we will ensure that the cost and benefits are considered. We will also ensure, where feasible and necessary,

that a spread of service providers is used, to avoid over-reliance on one company. Where services are subject to formal tendering standing orders will be applied.

TMP 12 Corporate Governance

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

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

TREASURY MANAGEMENT PRACTICES - SCHEDULES

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

TMP 1 Risk Management

TMP 2 Best Value and Performance Measurement

TMP 3 Decision-making and Analysis

TMP 4 Approved Instruments, Methods and Techniques

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

TMP 6 Reporting Requirements and Management Information Arrangements

TMP 7 Budgeting, Accounting and Audit Arrangements

TMP 8 Cash and Cash Flow Management

TMP 9 Money Laundering

TMP 10 Staff Training and Qualifications

TMP 12 Corporate Governance

TMP 1 RISK MANAGEMENT

1 Liquidity

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

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

2 Interest Rate and Inflation

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

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

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

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

3 Credit and Counterparty Policies

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

The Council will seek to ensure that the maximum amount of market, media and local intelligence is gathered and communicated to the responsible treasury staff to assist them in constantly reviewing sectors and individual institutions on the approved list. This includes market intelligence from our treasury advisors, Arlingclose, and the CIPFA benchmarking club, as well as publicly available auditor reports and any adverse publicity regarding financial resilience or governance. The Section 151 Officer may add, delete or amend institutions on the approved list during the year. In any event, the list of counterparties will be reviewed annually by Council.

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

4 Refinancing

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

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

5 Legal and Regulatory Work

Treasury management activities will be carried out in accordance with rules governing the investment of local authorities funds as set out in the Local Authorities (Capital Finance) (Approved

Investments) Regulations 1990, and the Local Authorities (Capital Finance) Regulations 1997, as amended.

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

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

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

6 Fraud, Error and Corruption, and Contingency Management

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

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

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

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

7 Market Risk Management

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

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

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

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

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

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

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

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

TMP 2 PERFORMANCE MANAGEMENT

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

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

The following brokers may be used by the Council:

- Martins Brokers
- Tradition Brokers

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

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

The following consultants may be used by the Council

- Arlingclose Treasury Management

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

TMP3 DECISION MAKING AND ANALYSIS

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

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

In respect of borrowing objectives, the Council will:

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

In respect of investment objectives, the Council will:

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

TMP4 APPROVED INSTRUMENTS, METHODS AND TECHNIQUES

1 Treasury Management Procedure Notes

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

2 Approved Activities of the Treasury Management Operation

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

3 Approved Instruments for Investments

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

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

4 Approved Methods and Sources of Raising Capital Finance

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

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

No instruments, other than those listed may be used.

ORGANISATION, CLARITY AND SEGREGATION OF RESPONSIBILITIES AND DEALING ARRANGEMENTS

In accordance with the Council's Constitution, Council is responsible for approving the annual Treasury Strategy and Plan.

1 Responsibilities of Staff Relating to Treasury Management

Section 151 Officer

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

Head of Finance/ Financial Services Manager

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

Technical Accountant

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

Trainee Accountant

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

Other Responsible Officers

Head of Paid Services

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

The Monitoring Officer

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

Internal Audit Service

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

2 Dealing and Decision Making Limits

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

TMP 6 REPORTING REQUIREMENTS AND MANAGEMENT INFORMATION ARRANGEMENTS

1 Annual Treasury Strategy and Plan

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

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

The Treasury Strategy and Plan will include the following elements:

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

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

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

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

2 Borrowing Limits

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

- the Authorised Limit for External Debt
- the Operational Boundary for External Debt
- the Upper Limit on Fixed Interest Rate Exposure
- the Upper Limit on Variable Interest Rate Exposure
- A Long-Term Projection of External Debt and the Capital Financing Requirement (the CIPFA Liability Benchmark)

for the forthcoming year and the following two years.

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

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

for the following periods:

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

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

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

3 Annual Treasury Management Performance Report

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

This report will include the following.

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

TMP 7 BUDGETING, ACCOUNTING AND AUDIT ARRANGEMENTS

1 Accounting Practices and Standards

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

2 List of Information Requirements of External Auditors

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

TMP 8 CASH AND CASH FLOW MANAGEMENT

1 Preparation of Cash Flow Statements

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

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

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

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

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

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

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

TMP 9 MONEY LAUNDERING

1 Procedures for Establishing Identity of Lenders

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

TMP 10 STAFF TRAINING AND QUALIFICATIONS

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

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

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

TMP 11 USE OF EXTERNAL SERVICE PROVIDER

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

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

TMP 12 CORPORATE GOVERNANCE

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

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

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

APPENDIX 3

TREASURY STRATEGY AND PLAN 2023/24

1.0 Introduction

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

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

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

2.0 Treasury Management Objectives

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

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

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

3.0 Balanced Budget Requirement

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

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

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

4.0 Current Treasury Position

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

		31st March 2022		Rate	31st March 2023		Rate
		Actual			Actual		
		GF	HRA		GF	HRA	
		£ 000s	£ 000s	%	£ 000s	£ 000s	%
Fixed Rate Debt	PWLB	500		4.10	500		4.10
	PWLB	0	15,095	3.13		14,089	3.17
	PWLB	4,566		2.66	4,480		2.66
	Market	3,000		0.38	2,000		1.95
	Market	4,500		0.40		6,000	3.50
	Market		1,000	0.40	7,000		3.50
	Market	5,000		0.28			
	Market		5,000	0.85			
Variable Rate Debt	PWLB	0	0		0	0	
	Market	0	0		0	0	
Total Debt		17,566	21,095		13,980	20,089	
Other Long-term Liabilities		0			0	0	
Total		17,566	21,095		13,980	20,089	
Fixed Investments		5,000	0	0.8	0	0	
Variable Investments		0	0		0	0	
Total Investments		5,000	0		0	0	
Net Borrowing		12,566	21,095		13,980	20,089	

5.0 Borrowing and Debt Strategy

General Fund

As at 31st March 2022, the Council's outstanding borrowing for General Fund purposes stood at a total of £17.6m. This was made up of two loans from the Public Works Loan Board (PWLB) totalling £5.1m, and £12.5m of short-term borrowing, as shown in the table at 4.0.

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

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

From 2016/17 to 2022/23 the Council did not borrow any further funds long term and instead continued to take advantage of the very low short term rates to keep interest payments under control. While there is scope to continue with this policy to some extent, the need to control the council's exposure to refinancing risk means that future borrowing in support of the capital programme will need to consist of a mix of short and long-term debt.

Short-term debt applicable to the General Fund is forecast to fall to £9m during 2022/23, due to the liquidation of £5m of short-term investments held for treasury purposes over year end offsetting capital expenditure in-year. A further reduction in short-term borrowing of £1m is forecast in 2023/24, due to the capital receipt from the sale of Bushloe House. In 2024/25 and subsequent years, borrowing of £0.5m a year is anticipated.

No new long-term borrowing is forecast on the general fund over the next five years.

Total external short-term borrowing relating to the General Fund for future financial years is expected to be:

2023/24	£8.0 million
2024/25	£8.5 million
2025/26	£9.0 million
2026/27	£9.5 million

In 2016/17 and 2017/18 the HRA used a total of £1.6m borrowing to fund its capital programme. This initially was supported by internal balances, however £1.5m of short-term borrowing is projected in 2023/24 in support of the HRA capital programme.

The HRA self-financing settlement involved the Council taking on £18.114 million of PWLB borrowing. Repayment of this borrowing commenced at the end of 2019/20, at the rate of £1m per annum. This repayment has been refinanced with short-term borrowing to date, however as from 2025/26, it will be necessary to refinance using new long-term borrowing, in order to maintain the proportion of short-term borrowing to gross debt below 50%.

6.0 Prudential Indicators and Limits on Activity

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

6.1 **Authorised Limit for External Debt**

This represents the limit beyond which borrowing is prohibited and needs to be set and revised by Council. It reflects the level of borrowing which, while not desired, could be afforded in the short-term, but is not sustainable. It is the expected maximum borrowing need with some headroom for unexpected movements. This is the statutory limit determined under section 3(1) of the Local Government Act 2003.

	2022/23 Estimate £ 000s	2023/24 Estimate £ 000s	2024/25 Estimate £ 000s	2025/26 Estimate £ 000s	2026/27 Estimate £ 000s	2027/28 Estimate £ 000s
Authorised limit – borrowing	45.0	45.0	45.0	46.0	46.0	46.0
Other Long Term Liabilities	0.0	0.0	0.0	0.0	0.0	0.0
Total	45.0	45.0	45.0	46.0	46.0	46.0

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

6.2 Operational Boundary for External Debt

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

	2022/23 Estimate £ 000s	2023/24 Estimate £ 000s	2024/25 Estimate £ 000s	2025/26 Estimate £ 000s	2026/27 Estimate £ 000s	2027/28 Estimate £ 000s
Borrowing	40.0	40.0	40.0	41.0	41.0	41.0
Other Long Term Liabilities	0.0	0.0	0.0	0.0	0.0	0.0
Total	40.0	40.0	40.0	41.0	41.0	41.0

6.3 Limits in Interest Rate Exposure

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

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

	2022/23 Upper %	2023/24 Upper %	2024/25 Upper %	2025/26 Upper %	2026/27 Upper %	2027/28 Upper %
Limits on Fixed Interest Rates	100	100	100	100	100	100
Limits on Variable	25	25	25	25	25	25

Interest Rates						
----------------	--	--	--	--	--	--

6.4 Maturity Structure of Fixed Borrowing

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

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

6.5 Total Principal Sums Invested

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

Price Risk Indicator	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28
Limit on principal invested beyond year end	£10m	£10m	£10m	£10m	£10m	£10m

7.0 Local Performance Indicators

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

Local Indicator	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28
Average rate of interest on borrowing compared to the national average	Level	Level	Level	Level	Level	Level
Average rate of interest on investments compared to the national average	Level	Level	Level	Level	Level	Level

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

Appendix 4

Appendix 4

Minimum Revenue Provision Statement 2023/24

Annual Minimum Revenue Provision Statement 2023/24

An underpinning principle of the local authority financial system is that all capital expenditure must be financed either from capital receipts, capital grants (or other contributions), by debt or eventually from revenue.

Where the Authority finances capital expenditure by debt, it must put aside resources to repay that debt in later years. The amount charged to the revenue budget for the capital expenditure is known as "Minimum Revenue Provision" (MRP), although there has been no statutory minimum since 2008. The Local Government Act 2003 requires the Authority to have regard to the former Ministry of Housing, Communities and Local Government's Guidance on Minimum Revenue Provision (the MRP Guidance) most recently issued in 2018.

The broad aim of the MRP Guidance is to ensure a prudent provision is made from revenue over time to cover the total amount of capital expenditure needed to be met from revenue. A prudent provision is where the period over which MRP is charged is aligned to the period over which the capital expenditure provides benefits.

The MRP Guidance requires the Council to approve an Annual MRP Statement each year and recommends a number of options for calculating a prudent amount of MRP. However, the Guidance gives flexibility in how MRP is calculated, providing the calculation is 'prudent'. The following Statement incorporates options recommended in the Guidance.

Minimum Revenue Provision Policy

- For capital expenditure incurred before 1st April 2008, and for supported capital expenditure incurred on or after that date, MRP is calculated using the Capital Financing Requirement (CFR) method.

The CFR method calculates MRP as 2% of the non-housing CFR at the end of the preceding financial year (2% of the capital expenditure funded by supported borrowing).

- For unsupported capital expenditure incurred after 31st March 2008, MRP is calculated using the Weighted Average Asset Life method.

The Weighted Average Asset Life method requires that the MRP for non-supported debt be calculated by dividing the non-supported CFR by a weighted average of the expected lifetime of the Council's assets on an equal instalment basis. In the case of Oadby and Wigston, the weighted average asset life is currently 30 years.

This approach gives a robust basis and has been recognised as appropriate by the external auditors in a number of authorities in the past. It also allows for borrowing which is not directly linked to a particular asset. Treasury management procedures mean that the cheapest course of action to fund expenditure is to use the Council's uncommitted cash balances before borrowing externally, due to the returns on cash deposits being lower than borrowing rates. This means that we may be able to delay borrowing whilst we use our own cash, hence when we do decide to borrow this is not always directly attributable to a specific asset, it may in fact fund a number of assets or capital enhancements to existing assets.

Capital expenditure funded by prudential borrowing in year will not be subject to a MRP charge until the following year or the year after the asset becomes operational if that is beyond the following year.

HRA

No MRP will be charged in respect of assets held within the Housing Revenue Account.

This is due to:

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

It is planned in the short term that HRA external debt will be replaced with short term borrowing, in order to minimise the costs of servicing the debt. However, from 2025/26 onwards, it will be necessary to take on new long-term borrowing, in order maintain the proportion of short-term borrowing to gross debt below 50%.

Appendix 5

APPENDIX 5

INVESTMENTS STRATEGY 2023/24 – 2025/26

1.0 Introduction

This strategy is written in accordance with guidance issued under section 15 (1) (a) of the Local Government Act 2003, the Department of Levelling Up and Housing and Communities (DLUHC) Guidance on Local Authority Investments (3rd Edition) effective from 1 April 2018, , the revised CIPFA Treasury Management in Public Services Code of Practice and Cross Sectoral Guidance Notes (2021) and the revised CIPFA Prudential Code (2021).

The objectives of this strategy are to:

- Security - facilitate investment decisions which ensure that the Council's investment sums remain secure
- Liquidity - ensure the liquidity of investments so that the Council has sufficient cash resources available to carry out its functions at all times
- Optimum Yield - achieve the maximum return on investments after taking into account security and liquidity

2.0 Current Investments

Surplus funds arising from day to day operations are invested based on the most up to date forecasts of interest rates and in accordance with the Council's cash flow requirements in order to gain maximum benefit from the Council's cash position throughout the year. In the current financial climate only specified investments will be considered as set out below.

3.0 Investments: Loans

In accordance with relevant guidance, all investments will be placed with counterparties included on the Council's approved list. Institutions with which specified investments will be made include:

- UK government institutions and other local authorities
- institutions which have been awarded a high quality credit rating by a credit rating agency

The length of time an investment can be place for is specified below under each category of counterparty, normally this will be no longer than 364 days.

Non-Specified Investments are any investment not meeting the definition of a specified investment above. The Authority does not intend to make any investments denominated in foreign currencies, nor any that are defined as capital expenditure by legislation, such as company shares. Non-specified investments will therefore be limited to long-term investments, i.e. those that are due to mature 12 months or longer from the date of arrangement, and

investments with bodies and schemes not meeting the definition on high credit quality.

The Council's Treasury Management Practice note 1 (3) states that 'The Section 151 Officer will be responsible for preparing for the Council a list of institutions in which the Council's funds may be invested. This list will be supported by details of the criteria employed to assess the various credit standings of counterparties'. The following credit ratings will be considered:

- Long-term ratings – these range from the highest rating of AAA to the lowest rating of D. As the title suggests, this indicator reflects the long-term stability of the institution.
- Short-term ratings - These have a time horizon of less than 12 months and therefore place greater emphasis on the liquidity necessary to meet financial commitments in a timely manner. As most of the Council's investments are expected to be for less than 364 days, this is of particular importance. The ratings are F1 (highest credit quality), F2 (good credit quality), F3 (fair credit quality) and B to D (representing various levels of potential default).
- Individual ratings – These range from the highest of A to the lowest of F. This rating is only assigned to banks and attempts to assess how it would be viewed if it were entirely independent and could not rely upon external support.
- Support ratings – These range from 1 to 5 with 1 being the highest. It is a judgement on whether a bank would receive support should this become necessary. It is assumed that any such support would come from the sovereign state or institutional owners.

The Council's counterparty list needs to provide security for the amounts invested whilst containing a sufficient number of institutions with which to place funds. For the purpose of this strategy in respect of Categories 1 and 2 below, only counterparties that meet all of the following criteria will be considered for investment.

- UK banks
- Building societies with asset bases in excess of £6 billion.
- By reference to all three major credit rating agencies (Fitch, Standard and Poor's, Moody's) only those that reach the minimum standard for the lowest agency rating set out.

Category 1

The minimum ratings that will be considered for all agencies are set out below:

Term	Credit Agency		
	Fitch	Moody's	S & P
Short	F1	P1	A1
Long	AA-	AA3	AA-
Individual	C	D	
Support	3		

For any organisation that meets the above criteria, up to £1.5m may be invested at any one time for a maximum duration of 364 days.

Any building society that meets the above criteria must also have an asset base in excess of £6 billion.

Category 2

The minimum ratings that will be considered for all agencies are set out below:

Term	Credit Agency		
	Fitch	Moody's	S & P
Short	F1	P1	A1
Long	A	A2	A1
Individual	C	D	
Support	3		

For any organisation that meets the above criteria, up to £1m may be invested at any one time for a maximum duration of maximum duration of 364 days.

Any building society that meets the above criteria must also have an asset base in excess of £6 billion.

Other counterparties that can be used and any restrictions applicable are set out below.

Debt Management Office

Investments of a maximum duration of 6 months can be made with this Government department and are unrestricted in value.

Public Authorities in England, Scotland and Wales

Investments totalling up to £5m at any one time with a maximum duration of three years can be made with these bodies. These include local government, fire and police authorities.

The Council exercises due diligence by assessing the organisation's financial stability. This is achieved by reviewing their credit status, most recent audited financial statements, auditor's report, budget report and current news which is financial in nature. All decisions are signed off the by the Section 151 Officer or the Deputy Section 151 Officer.

Money Market Funds

Investments of up to £1.5m per fund at one time can be made provided they are AAA rated.

Credit ratings are monitored on a daily basis using Arlingclose credit rating service by the Section 151 Officer who will determine the amendments to be made to the counterparty list when credit ratings change.

The proposed counterparty list for investments is given at Annex 1.

The period for which investments are placed will be based on the Council's cash flow forecasts and estimates of movements in interest rates. The Council generally does not expect to place investments for longer than 364 days. This situation will be kept under review by the Section 151 Officer should a longer-term investment opportunity occur. Long-term investments will only be made where it is clear that surplus cash resources are not required for the day-to-day financing of the Council's activities. The maximum period for any long-term investments will be the three-year planning cycle covered by this strategy.

4.0 Policy on the Use of External Service Providers

External advisors will be used when appropriate e.g. to undertake independent valuations prior to acquisition, asset valuation or when there is a lack of expertise in-house regarding an industry.

The Authority uses Arlingclose as an external treasury advisor but still recognise that responsibility for treasury management decisions remains with the Council at all times. Whilst it is recognised that undue reliance should not be placed on external advisors, it is valuable to be able to access specialist skills and resources.

5.0 Scheme of Delegation

Full Council

- Approval of annual strategy
- Review of treasury management policy and procedures, including making recommendations to responsible body

Policy, Finance and Development Committee

- Approval of annual treasury outturn report
- Approval of mid year treasury management updates
- Mid year treasury management updates

Section 151 Officer

- Day to day management of treasury management, within agreed policy

- Appointment of external advisors, within existing Council procurement procedures and standing orders.

6.0 Role of Section 151 Officer

The Section 151 Officer has day to day responsibility for running the treasury management function.

7.0 Ethical Investment Strategy

The Council aims to be aware of ethical issues within its investment strategy. Where any member of the Council becomes concerned about such issues, these matters should be reported to the Section 151 Officer. Where necessary, the Section 151 Officer will then present a response to the concerns raised to the next meeting of the Policy, Finance and Development Committee.

EXTERNAL INVESTMENT OF FUNDS - APPROVED INSTITUTIONS**Category 1**

Restrictions	
Max Amount £m	1.5
Duration	364 days
Asset Base (Building Societies Only)	£6 bn

Category 2

Restrictions	
Max Amount £m	1
Duration	364 days
Asset Base (Building Societies Only)	£6 bn

The following institutions will also be classed as Category 2 although they currently may not meet the exact criteria.

Barclays Bank Plc

Lloyds Bank Plc

HSBC Plc

Santander UK Plc

National Westminster Bank Plc

Royal Bank of Scotland Plc

Bank of Scotland Plc

Nationwide Building Society

Debt Management Office

Restrictions	
Max Amount £m	N/A
Duration	6 months

Operated by a National Government Department

Public Authorities in England, Scotland and Wales

Restrictions	
Max Amount £m	5
Duration	3 Years

All public authorities (including local government, fire and police authorities) in England, Wales and Scotland

Money Market Funds

Restrictions	
Max Amount £m	1.5
Duration	N/A

Funds must be AAA-rated and operated by a company regulated by the Financial Services Authority. The Section 151 Officer, under delegated powers, will choose the appropriate fund(s).

Appendix 6: Flexible use of Capital Receipts Strategy 2023/24 – 2024/25

1. Introduction

- 1.1 In the 2022/23 Provisional Local Government Finance Settlement the following was announced:

Extension of the flexibility to use capital receipts to fund transformation projects

We are also announcing a 3-year extension from 2022-23 onwards of the existing flexibility for councils to use capital receipts to fund transformation projects that produce long-term savings or reduce the costs of service delivery. We will provide further details on the extension in due course.

- 1.2 On 4 April 2022, the Department of Levelling Up, Housing, and Communities confirmed this extension and published Guidance and a Direction.

- 1.3 The Council has previously produced strategies to 2022/23 in respect of the previous flexibility. This Strategy has been updated and produced for the period 2023/24 to 2024/25, in the light of the extension and revised Guidance received in 2022.

2. Objectives and purpose

- 2.1 This Strategy is intended to enable the Council to potentially take advantage of this flexibility if appropriate. The Strategy forms part of the delivery of the Corporate Strategy and particularly supports the theme of Financial Sustainability.

- 2.2 The objectives of this Strategy are to:

- Outline the methodology for funding projects using this flexibility;
- Identify actual and potential capital receipts that could be utilised to fund transformation projects;
- Identify projects that are considered to be eligible and which could be funded by this method;
- In subsequent years, report on the progress of projects approved in previous years.

- 2.3 The Guidance sets out examples of qualifying expenditure which includes “funding the cost of service reconfiguration, restructuring or rationalisation (staff or non-staff), where this leads to ongoing efficiency savings or service transformation” and it is for this purpose that the Council is proposing to use Capital Receipts in 2023/24.

3. 2023/24 Revenue Budget

- 3.1 To support the significant and continued reconfiguration of the Council’s Services to deliver the improvement and efficiencies set out in the Council’s budget for 2023/24, it proposed that the associated one-off costs are funded from capital receipts. The legitimacy of this use will be determined by the S151 Officer in order to ensure that it meets the requirements set out by the Secretary of State.

- 3.2 Identified

4. The Prudential Code

- 4.1 The Council has due regard to the requirements of the Prudential Code and the impact on its prudential indicators from the application of this Flexible Use of Capital Receipts Strategy.
- 4.2 Any capital receipts which are received and not allocated will be used to fund revenue costs incurred to support the Council's service development and delivery of savings and efficiencies. These receipts have not been earmarked as funding for any other proposed capital expenditure and therefore there is no anticipated additional impact on the Council's prudential indicators as set out in the Council's Treasury Management Strategy.
- 4.3 The Council will also have due regard to the Local Authority Accounting Code of Practice when determining and including the entries required from undertaking and funding this scheme within the 2022/23 Statement of Accounts.

5. Monitoring the strategy

- 5.1 Implementation of this Strategy will be monitored as part of regular financial reporting arrangements.

6. Projects and activities to be funded by the Flexible Use of Capital Receipts

- 6.1 The following sets out the projects and activities that the Council is currently undertaking.
- 6.2 Further planned use of capital receipts will occur in 2023/24 – 2024/25 as part of the council's Sustainability Programme for closing the council's project budget gaps and ensuring financial sustainability.

Project	Description and Progress	Lead	Planned value and timing of use of receipts
Office Relocation from Bushloe House to Brocks Hill	Planned office relocation in 2023/24 which remains on track. The project will save circa £100k per annum in revenue running costs as well as in excess of £2m on capital refurbishment costs for Bushloe House.	Strategic Director – Section 151 Officer	£400,000 in 2022/23
Customer Improvement Officer	Revenue costs associated with the funding of this post.	Head of Customer Services and Transformation	£50,000 per annum 2022/23 – 2024/25

	Post works across the organisation to streamline processes, achieve technological transformation in services and improve the customer experience.		(£150,000 total)
Sustainability Programme	Activities to support reduction in ongoing expenditure and increase in income to close the projected budget gaps over the medium-term.	Strategic Director	£200,000 2023/24 – 2024/25

Agenda Item 10



Policy, Finance and Development Committee	Tuesday, 07 February 2023	Matter for Information and Decision
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Report Title: **Proposed Disposal of Land at London Road, Oadby
(Consultation Outcome)**

Report Author(s): **Samuel Ball (Legal & Democratic Services
Manager / Deputy Monitoring Officer)**

Purpose of Report:	To provided Members with an update in relation the outcome of the non-statutory four-week public consultation on the potential disposal of a part of public open space situated off London Road in Oadby.
Report Summary:	The outcome of the non-statutory public consultation indicated that the overwhelming majority of responders objected to the potential disposal of the part of public open space situated off London Road in Oadby. With the consultation outcome now known, Members are now asked to resolve whether or not to approve any disposal in principle.
Recommendation(s):	A. That the contents of the report and appendix be noted; and B. That Members resolve whether or not to approve any disposal of the part of public open space situated off London Road in Oadby (as edged blue in the Plan at Appendix 1).
Senior Leadership, Head of Service, Manager, Officer and Other Contact(s):	David Gill (Head of Law & Democracy / Monitoring Officer) (0116) 257 2626 david.gill@oadby-wigston.gov.uk Samuel Ball (Legal & Democratic Services Manager / Deputy Monitoring Officer) (0116) 257 2643 samuel.ball@oadby-wigston.gov.uk
Corporate Objectives:	Not applicable.
Vision and Values:	Accountability (V1) Customer Focus (V5)
Report Implications:-	
Legal:	There are no implications directly arising from this report. However, Members should be mindful of the implications as previously set out in the exempt report(s) as noted in the 'Background Papers' below.
Financial:	Any proposed disposal could generate a substantial capital receipt for the Council as a result of an above market value offer and reduce an ongoing and costly maintenance liability associated with the land.
Corporate Risk Management:	Reputation Damage (CR4)
Equalities and Equalities Assessment (EA):	There are no implications arising from this report. EA not applicable.

Human Rights:	There are no implications 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:	General Public
Background Papers:	<ul style="list-style-type: none"> • Exempt report entitled 'Proposed Disposal of Council-Owned Land in Oadby (Exempt Report)' to the Policy, Finance and Development Committee on 7 December 2021 • Exempt Report entitled 'Proposed Public Consultation on Disposal of Council-Owned Land in Oadby (Exempt)' to the Policy, Finance and Development Committee on 26 September 2022
Appendices:	1. Public Consultation Information Document (2022)

1. Background

- 1.1. At a meeting of the Policy, Finance and Development Committee on 7 December 2021, Members considered an exempt report recommending the potential disposal of a part of public open space land off London Road in Oadby. The Committee resolved not to approve the recommendation on the basis that the land was public open space of significant public amenity value which outweighed the benefit of a disposal to a private individual.
- 1.2. At a subsequent meeting of the Committee on 13 September 2022, Members re-considered a further exempt report recommending a non-statutory four-week public consultation on the potential disposal of a comparatively smaller part of the same public open space following a receipt of a revised offer from the same private individual in February 2022.
- 1.3. The Committee approved such a consultation in order to allow local residents and interested parties to make any objections or representations to inform any future Members' decisions. The consultation was undertaken between 14 November and 12 December 2022 (inclusive). A copy of the public consultation information document is provided at **Appendix 1**.

2. Consultation Outcome

- 2.1. The consultation yielded a total of 606 responses which were received via a combination of online petitions, paper petitions and letters, responses on the Council's social media posts, and e-mails. A breakdown of those responses in relation to the proposed disposal is below.
 - 2.1.1. Petitions, Letters and Social Media (501)
 - 455 online petition signatures objecting
 - 37 paper petition signatures or letters objecting
 - 9 social media post responses objecting
 - 2.1.2. E-mail (105)
 - 103 e-mails objecting

- 1 e-mail supporting
- 1 e-mail neutral

2.2. The common themes raised by those objecting to the proposed disposal related to:

- (i) The Reflective Garden being a well-used community asset in its current state;
- (ii) All green spaces have an important environmental benefit; and
- (iii) The proposed access driveway would impact on highway and pedestrian safety.

2.3. The comments raised by those who supported/neutral on the proposed disposal related to:

- (i) The benefit of having any sale proceeds ringfencing for improvements; and
- (ii) Uncertainty about how any sale proceeds was to be applied for maintenance.

3. Available Options

3.1. With the consultation outcome now known, Members are now asked to either resolve:

- 3.1.1. To not approve the disposal of the part of public open space situated off London Road in Oadby (as edged blue in the Plan at Appendix 1), in which case, no further action will be taken, and the private individual's revised offer, and any future offers made in relation to the same public open space, will be rejected accordingly; or
- 3.1.2. To approve, in principle, the disposal of the part of public open space situated off London Road in Oadby (as edged blue in the Plan at Appendix 1), in which case, a further report will be presented to a subsequent meeting of the Committee to consider the terms and conditions upon which the disposal should proceed.

Disposal of Land at London Road, Oadby – Share Your Views

Oadby & Wigston Borough Council has received an above market value offer from an individual wanting to purchase a strip of land which currently forms part of the Reflection Garden in London Road, Oadby.

The council must consider the offer but before doing so, feels it is imperative to gain public views on the matter to help inform the decision-making process.

The strip of land would equate to approximately 28% of the current area of the garden and would be used as an access driveway to land behind the garden.

The remaining 72% of the land would continue as the reflection garden and money raised from a sale would be ringfenced to be used to maintain and improve the garden. The offer is above the market value of the land and therefore merits consultation with the public.

The land that would be sold does not include the area on which the Reflection Park sculpture currently sits. Any seating/benches currently in the area that would be sold could be moved to a different area of the garden.

The land requested consists of a five-metre strip to the right-hand side of the Garden as indicated on the map below.

This consultation closed on Monday 12 December.



- The red line denotes the boundary of Oadby Reflection Garden
- The blue lines denote the proposed access driveway

POLICY, FINANCE & DEVELOPMENT COMMITTEE – COMMITTEE WORK PLAN (AS AT 30/01/23)

Issue	Report Author	Meeting at Which Will Be Reported
Approval of Garage Management, Housing Allocations and Repairs & Maintenance Policies (March 2023)	Chris Eyre	28 March 2023
Customer Experience Strategy	Trish Hatton	28 March 2023
Ethical Standards and Indicators (Q3 2022/23)	David Gill	28 March 2023
Review of Empty Homes Strategy (2020-24)	Ben Clark-Monks	28 March 2023