



TO COUNCILLOR:

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

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

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

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

Meeting: Full Council
Date and Time: Thursday, 23 February 2023, 7.00 pm
Venue: Council Offices, Bushloe House, Station Road, Wigston, Leicestershire, LE18 2DR
Special Title: Council Tax & Budget Setting (2023/24)
Contact: Democratic Services
t: (0116) 257 2775
e: democratic.services@oadby-wigston.gov.uk

Yours faithfully

Council Offices
Wigston
15 February 2023

Mrs Anne E Court
Chief Executive



Meeting ID: 2297



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ITEM NO.

AGENDA

PAGE NO'S

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OadbyWigstonBC



@Oadby_Wigston

YouTube Live Stream

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

<https://youtube.com/live/82OV50EW58g>

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

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

2. **Apologies for Absence**

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

3. **Declarations of Interest**

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

4. **Minutes of the Previous Meeting(s)**

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

a. **Tuesday, 13 December 2022, 7:00 pm**

5 - 9

b. **Tuesday, 7 February 2023, 6:30 pm (Extraordinary)**

10 - 11

5. **Action List Arising from the Previous Meeting(s)**

There was no Action List arising from the previous meeting(s).

6. **Motions on Notice**

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

7. **Petitions, Deputations and Questions**

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

8. **Mayor's Announcements**

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

a. **Official Mayoral / Deputy Mayoral Engagements**

12 - 15

9. **Leader's Statement**

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

10. **Establishment of a Capital Projects Sub-Committee**

16 - 19

Full Council

Thursday, 23 February 2023, 7.00 pm

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

- 11. Council Tax Setting (2023/24)** **20 - 25**
Report of the Strategic Director / Section 151 Officer
Report of the Head of Finance / Deputy Section 151 Officer

In accordance with Rule 18.3.2 of Part 4 of the Constitution, as required by Regulation 4 and Part 3 of Schedule 2 of the Local Authorities (Standing Orders) (England) Regulations 2001 (as amended), the names of the Members who cast a vote for the motion or against the motion or who abstain from voting will be recorded for this item of business and will be recorded in the minutes of the meeting's proceedings.
- 12. 2023/24 Revenue Budgets, Medium Term Financial Plan and 2023/24 - 2027/28 Capital Programmes** **26 - 114**
Report of the Strategic Director / Section 151 Officer
- 13. Treasury Management Policy and Strategies and Prudential Indicators (2023/24)** **115 - 162**
Report of the Strategic Director / Section 151 Officer
Report of the Head of Finance / Deputy Section 151 Officer
- 14. Pay Policy Statement (2023/24)** **163 - 182**
Report of the Chief Executive / Head of Paid Service
- 15. Approval of Leicestershire Resources and Waste Strategy (2022-2050)** **183 - 229**
Report of the Senior Strategic Development Manager
- 16. Interim Review of Polling Districts, Places and Stations (2023)** **230 - 246**
Report of the Legal & Democratic Services Manager / Deputy Monitoring Officer
- 17. Appointment of Deputy Electoral Registration Officers** **247 - 248**
Report of the Legal & Democratic Services Manager / Deputy Monitoring Officer

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**MINUTES OF THE MEETING OF THE FULL COUNCIL HELD AT THE COUNCIL OFFICES,
BUSHLOE HOUSE, STATION ROAD, WIGSTON, LEICESTERSHIRE, LE18 2DR ON
TUESDAY, 13 DECEMBER 2022 COMMENCING AT 7.00 PM**

PRESENT

Mrs R H Adams Mayor
J Kaufman Deputy Mayor



Meeting ID: 2280

COUNCILLORS

Dr N Alam
L A Bentley
G A Boulter
J W Boyce Leader of the Council
D M Carter
M H Charlesworth
Mrs H E Darling JP Deputy Leader of the Opposition
Mrs L Eaton JP
Mrs S Z Haq Deputy Leader of the Council
Mrs L Kaufman
Miss A Kaur
Ms C D Kozlowski
K J Loydall
Mrs S B Morris
R E R Morris
Dr I K Ridley

OFFICERS IN ATTENDANCE

S J Ball Legal & Democratic Services Manager / Deputy Monitoring Officer
T Bingham Strategic Director / Section 151 Officer
A E Court Chief Executive / Head of Paid Service
C Eyre Housing Manager
P Fisher Strategic Director
D M Gill Head of Law & Democracy / Monitoring Officer
T Hatton Head of Customer Service & Transformation

OTHERS IN ATTENDANCE

C Shephard Consultant (Attended Remotely)
Miss P V Joshi (Attended Remotely)

54. CALLING TO ORDER OF THE MEETING

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

The meeting was led in prayer by the Reverend to the Mayor.

55. APOLOGIES FOR ABSENCE

An apology for absence was received from Councillors F S Broadley, Mrs L M Broadley, F S Ghattoraya, D W Loydall and Mrs H E Loydall.

Councillor Miss P V Joshi attended the meeting remotely, but in accordance with the provisions in the Local Government Act 1972, were not considered present for the purposes of voting.

56. DECLARATIONS OF INTEREST

None.

57. MINUTES OF THE PREVIOUS MEETING(S)

57a. TUESDAY, 27 SEPTEMBER 2022, 7.00 PM

By affirmation of the meeting, it was

UNANIMOUSLY RESOLVED THAT:

The minutes of the previous meeting held on 27 September 2022 be taken as read, confirmed and signed.

57b. TUESDAY, 15 NOVEMBER 2022, 6.00 PM (EXTRAORDINARY)

By affirmation of the meeting, it was

UNANIMOUSLY RESOLVED THAT:

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

58. ACTION LIST ARISING FROM THE PREVIOUS MEETING(S)

There was no Action List arising from the previous meeting(s).

59. MOTIONS ON NOTICE

None.

60. PETITIONS, DEPUTATIONS AND QUESTIONS

60a. SUPPORT FOR EXISTING ALLOTMENTS

The Mayor confirmed that one question by the public had been received from Mr Nigel Herbert, Chairman of the Aylestone Lane Allotment Association, in relation to 'Support for Existing Allotments (as set out at page 13 of the agenda reports pack).

The question was put by Mrs Lynette Wright, on behalf of Aylestone Lane Allotment Association, to which the following response was provided by Councillor G A Boulter:

The provision of allotments is a discretionary service offered by the Council. The allotments are currently administered by 1 full-time officer who also is responsible for supporting the Council's cemetery function. In terms of funding, as a discretionary service, the allotments should be cost neutral to the Council, a position which they have not yet currently achieved.

The Council has recently adopted a new charging strategy which going forward will make the allotments self-sufficient and ensure that the Council remains in a position to continue

to provide a source of pride within the Borough, playing its part in helping the Council secure the East Midlands in Bloom competition results for many years to come.

A supplementary question was put by Mrs Wright as follows:

Is the Council looking reduce its commitment to maintaining and improving the allotment site in favour of selling the land or can an improved service be relied on?

The following supplementary response was provided by Head of Law & Democracy:

Officers are grateful for the support that they have received from the Allotment Association over recent months, and accepts there has been a recent breakdown in that relationship. Going forward, the Council's intention is to commit to the allotments and is currently in the process of recruiting a new Officer which, it is hoped, will improve that working relationship. The Allotment Association can be assured that there is no intention to sell the allotment site.

61. MAYOR'S ANNOUNCEMENTS

61a. OFFICIAL MAYORAL / DEPUTY MAYORAL ENGAGEMENTS

By affirmation of the meeting, it was:

UNANIMOUSLY RESOLVED THAT:

The list of Official Engagements attended by The Mayor and/or Deputy Mayor be noted.

62. LEADER'S STATEMENT

The Leader of the Council presented a Statement outlining his recent work and the administration's plans. He also provided an overview of recent decisions taken and on certain developments, including the Local Finance Government Settlement and the East Midlands D2N2 Devolution Deal, since the previous meeting of the Council.

The Leader of the Council announced he would not be standing at the Borough Council elections in May 2023 for personal reasons. He reflect on the administration's achievements and confirmed that he would remain as Leader until April 2023.

63. 2023/24 DRAFT REVENUE BUDGET AND 2023/24 – 2027/28 DRAFT CAPITAL PROGRAMMES

The Council gave consideration to the report and appendices (as set out at pages 16 - 67 of the agenda reports pack) which asked it to approve the General Fund and Housing Revenue Account (HRA) revenue budget proposals and the Draft Capital Programmes for consultation.

In relation to recently published literature purporting that the Borough charged the highest rate of Council Tax in Leicestershire, Councillor M H Charlesworth specifically requested the following parish precept figures to be included with these minutes:

- Melton B. C. (Belvior Parish) - £ 2,130.97
- Blaby D. C. (Blaby Parish) - £2,122.63
- Charnwood B. C. (Mountsorrel Parish) - £2,094.58

- North West Leics D. C. (Castle Donington Parish) - £2,092.18
- Harborough D. C. (Shearsby Parish) - £ 2,073.74
- Hinckley & Bosworth B. C. (Bagworth Parish) - £2,032.06
- Oadby & Wigston B. C. (No Parish) - £2,024.98

It was moved by the Leader of the Council, seconded by Deputy Leader of the Council 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 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 be approved;**
- (iii) **Having approved the recommendations as set out above, to recommend the draft revenue budgets for 2023/24 and Draft Capital Programmes 2023/24 – 2025/26 for statutory consultation; and**
- (iv) **Note the indicative assurance statement provided by the Section 151 Officer.**

Votes For	17
Votes Against	1
Abstentions	0

64. HOUSING STANDARDS IN RENTED AND SOCIAL RENT PROPERTIES (MOULD, DAMP AND CONDENSATION)

The Council gave consideration to the report and appendices (as set out at pages 68 – 132 of the agenda reports pack) which provided Members which assurance in respect of the condition of properties in the Council’s role as a landlord.

By affirmation of the meeting, it was

UNANIMOUSLY RESOLVED THAT:

- (i) **Members note the content of the report.**
- (ii) **Members note that the Council will respond to the request for information by the Regulator of Social Housing as set out in Section 4 of this report.**
- (iii) **Members note the letter to the Rt Hon Michael Gove MP regarding housing standards in private rented properties in the Borough as set out in Section 6 of this report.**

65. EXCLUSION OF THE PRESS AND PUBLIC

By affirmation of the meeting, it was

UNANIMOUSLY RESOLVED THAT:

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

66. FORMER OADBY POOL SITE (EXEMPT)

The Council gave consideration to the exempt report and appendices (as set out at pages 133 – 147 of the private agenda reports pack) in relation to the Former Oadby Pool Site in Oadby.

It was moved by the Leader of the Council, seconded by Councillor M H Charlesworth and

RESOLVED THAT:

- (v) **Recommendation A be approved;**
- (vi) **Recommendation B be noted;**
- (vii) **Recommendation C(a) be approved;**
- (viii) **Recommendation D be noted;**
- (ix) **Recommendation E be approved; and**
- (x) **Recommendation F be approved.**

Votes For	17
Votes Against	1
Abstentions	0

THE MEETING CLOSED AT 8.17 pm



Mayor / Deputy Mayor

Thursday, 23 February 2023

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Agenda Item 4b.

MINUTES OF THE EXTRAORDINARY MEETING OF THE FULL COUNCIL HELD AT THE COUNCIL OFFICES, BUSHLOE HOUSE, STATION ROAD, WIGSTON, LEICESTERSHIRE, LE18 2DR ON TUESDAY, 7 FEBRUARY 2023 COMMENCING AT 6.31 PM

PRESENT

Mrs R H Adams Mayor
J Kaufman Deputy Mayor



Meeting ID: 2472

COUNCILLORS

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

OFFICERS IN ATTENDANCE

S J Ball Legal & Democratic Services Manager / Deputy Monitoring Officer
T Bingham Strategic Director / Section 151 Officer
A E Court Chief Executive / Head of Paid Service
A Thorpe Head of Built Environment
S Wheeliker Democratic & Electoral Services Officer

71. **CALLING TO ORDER OF THE MEETING**

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

72. **APOLOGIES FOR ABSENCE**

An apology for absence was received from Councillors F S Broadley, Mrs L M Broadley, M L Darr, D A Gamble and R E R Morris.

73. **DECLARATIONS OF INTEREST**

None.

74. **REVIEW OF MEMBERSHIP OF COUNCIL BODIES ETC. (FEBRUARY 2023)**

The Council gave consideration to the report and appendices (as set out at pages 3-8 of

the agenda reports pack and pages 3-6 of the agenda update pack) which asked it to review Member representation on the Council Bodies which it appoints to ensure that these reflect the make-up of the political groups on the Council as a whole following the recent change its the political balance.

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

UNANIMOUSLY RESOLVED THAT:

- (i) **The new political composition of the Council, and the proportionality arrangements in relation to minimum eligible Member representation and allocation of seats on Council bodies by political group (as set out at Appendices 1 and 2 to the report) be noted;**
- (ii) **The nominated removals and appointments of Members from/to those affected Council bodies for the remainder of the municipal year 2022/23 (as set out at paragraph 2.2 of the report) be approved; and**
- (iii) **The nominated appointments to serve as the Chair of the Children and Young Peoples' Forum and the Oadby Residents' Forum for the remainder of the municipal year 2022/23 (as set out at paragraph 3.3 of the report) be resolved.**

THE MEETING CLOSED AT 6.33 pm



Mayor / Deputy Mayor

Thursday, 23 February 2023

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Events attended by the Mayor May 2022 – Present

MAY

19 Rainbows Lark Rise and Beyond

JUNE

1 Oadby & Wigston BC – Queen’s Platinum Jubilee Staff and Community BBQ/Tea Party
 2 Oadby & Wigston BC – Queen’s Platinum Jubilee Brocks Hill Beacon Lighting
 4 Oadby & Wigston BC – Queen’s Platinum Jubilee Bell Street Big Lunch
 5 Oadby & Wigston BC – Queen’s Platinum Jubilee South Wigston Big Lunch
 6 Salvation Army Carers Week Event
 12 Oadby & Wigston Lions Club International Happy & Glorious Concert
 15 North Warwickshire & South Leicestershire College Creative Arts Exhibition
 17 Oadby and Wigston BC – Queen’s Platinum Jubilee Jubilee Shop Window Front Competition
 22 Voluntary Action South Leicestershire Support for Carers Event
 27 Oadby & Wigston BC Raising of the Flag – Armed Forces

JULY

6 High Sheriff of Rutland & High Sheriff of Leicestershire Osprey Cruise - Rutland Water
 7 Muslim School Oadby Annual Results Evening
 10 League of Jewish Women, Leicester Mitzvah Day Charity Goods Collection
 21 University of Leicester School of Medicine and Allied Health Graduation (and lunch)
 28 Chairman, Leicestershire County Council Summer Evening Buffet Reception
 30 Café Makaan, Oadby Grand Opening

AUGUST

7 County Commissioner – Girlguiding Leicestershire Girlguiding Leicestershire County Brownie Camp
 13 Aylestone Lane Allotment Association Aylestone Lane Allotment Day
 19 Helping Hands Homecare, Bell Street, Wigston Opening of New Office – Wigston Branch
 25 Harborough District Council Charity Pub ‘Carvery’ Lunch

SEPTEMBER

11	Oadby & Wigston BC – Death of HM the Queen	The Reading of the Borough Proclamation on the Accession
18	Leicester Cathedral – Death of HM the Queen	Service of Commemoration
24	Amberwood Care Home	30 th Anniversary
30	Oadby Community Stakeholders	Celebration of Installation of Reflection Park Sculpture

OCTOBER

1	Clinical & Contract Research Association (CCRA)	Diabetes UK Charity Fundraiser
2	St Paul's Church, Oadby	40 th Anniversary – Special Celebratory Service
5	OWBC	Armed Forces Veterans Breakfast Morning
8	Wigston Framework Knitters – Councillor Bill Boulter	Presentation of the Peppercorn Rent
10	Pride of the Borough – Councillor David Carter	Pride of the Borough Awards Evening
24	University of Leicester – Prof. Nishan Canagarajah	Launch of £150m Development Campus – Freeman's
27	Leicester Cathedral	Guild of St Martin Annual Dinner 2022
29	Senior Citizen's Action Group	Autumn Concert
30	Leicestershire County Council	Chairman's County Service

NOVEMBER

6	Oadby & Wigston Lions	42 nd Annual Charter Lunch
11	OWBC	Remembrance Service
13	OWBC	Remembrance Parade and Service (Wigston)
13	Royal British Legion (Oadby)	Parade for Remembrance Sunday
19	Oadby Town Centre Association	Christmas Lights Switch On
24	Muslim School of Oadby	Annual Assembly (Madressah Assembly)
26	Oadby & Wigston Lions	Annual Christmas Lights Switch On

DECEMBER

3	St Peter's Church	St Peter's Church Oadby Christmas Fair
3	OWBC	South Wigston Christmas Lights Switch On
13	Senior Citizen's Action Group	Christmas Concert at The Elms
16	Councillor Kevin Loydall (O&W Lion)	Gateway Club – End of Term Christmas Party
21	OWBC	Shop Window Front Competition

JANUARY

18	Hinckley & Bosworth Borough Council	Hinckley Concordia Pantomime 2023
20	University of Leicester	Winter Graduations 2023
23	Plastic Free Oadby	Presentation of Plaques and Certificates
27	OWBC	Holocaust Memorial Day
29	St Peter's Church, Oadby	Licensing of the Minister

FEBRUARY

6	Senior Citizen's Action Group	Forum for Mayor's Charity (VASL) at Salvation Army
12	Zeph's Café	Zeph's 10 th Birthday

Events attended by the Deputy Mayor May 2022 – Present

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MAY

15	Chairman, Leicestershire County Council	County Service for Leicestershire
21	Charnwood Borough Council	Mayor's Civic Service
29	Project Polska	Polish Heritage Day

JUNE

24	Active Together	Leicestershire & Rutland School Games Summer Festival
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JULY

4	Leicestershire Scouts	Leicestershire Scout Council AGM
5	Leicester Grammar School	Annual Celebration of Achievement
13	Cllr David Carter – Pride of the Borough (OWBC)	East Midlands in Bloom

OCTOBER

1	Oadby & Wigston Hindu Community	Navratri Garba Festival
14	Leicester Grammar School	Foundation Day Service
23	Leicester City Council	Lord Mayor's Civic Service

26 Asian Elders Club Asian Elders Club at St Paul's Church, Oadby

DECEMBER

8 Guinot, Wigston Official Store Opening

JANUARY

28 Lord Mayor – Leicester City Council Holocaust Memorial Day Event 2023

Agenda Item 10



Full Council	Thursday, 23 February 2023	Matter for Information and Decision
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Report Title: **Establishment of a Capital Projects Sub-Committee**

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

Purpose of Report:	To request Council approval for the creation of a Capital Projects Sub-Committee.
Report Summary:	The report proposes to build on the success of the Oadby Pool and Brocks Hill Sub-Committees to create a Capital Project Sub-Committee to supervise any major capital project delegated to it by Council.
Recommendation(s):	<p>A. The establishment of a Capital Projects Sub-Committee (as set out in paragraph 1.1 of the report) is approved;</p> <p>B. The Terms of Reference for the said Sub-Committee (as set out in Appendix 1 of the report) are approved; and</p> <p>C. That delegated authority is given to the Head of Law & Democracy (Monitoring Officer) to make any consequential changes to the Constitution arising from this decision.</p>
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
Corporate Objectives:	Growing the Borough Economically (CO2) Providing Excellent Services (CO3) Building, Protecting and Empowering Communities (CO1)
Vision and Values:	"A Stronger Borough Together" (Vision) Accountability (V1) Respect (V2) Teamwork (V3)
Report Implications:-	
Legal:	There are no implications directly arising from this report.
Financial:	There are no implications directly arising from this report.
Corporate Risk Management:	Political Dynamics (CR3) Reputation Damage (CR4) Effective Utilisation of Assets / Buildings (CR5) Regulatory Governance (CR6) Organisational / Transformational Change (CR8) Economy / Regeneration (CR9)
Equalities and Equalities Assessment (EA):	There are no implications arising from this report. EA not applicable.

Human Rights:	There are no implications arising from this report.
Health and Safety:	There are no implications arising from this report.
Statutory Officers' Comments:-	
Head of Paid Service:	The report is satisfactory.
Chief Finance Officer:	As the author, the report is satisfactory.
Monitoring Officer:	Click to select comment.
Consultees:	<ol style="list-style-type: none"> 1. The Leader of the Council 2. The Constitutional Working Group
Background Papers:	None.
Appendices:	<ol style="list-style-type: none"> 1. Terms of Reference - Capital Projects Sub-Committee

1. Information

- 1.1 Following the successful operation of both the Oadby Pool and Brocks Hill Sub-committees, Councillor Boyce has suggested the establishment of a 'standing sub-committee' that will monitor all Capital projects delegated to it by Full Council.
- 1.2 Examples of the type of Capital Projects that might be delegated to the Sub-committee are projects such as:
 - Housing New Supply (formerly titled "Horsewell Lane")
 - Social Housing Decarbonisation Fund
 - Fleet Management
- 1.3 Draft Terms of Reference for the Sub-Committee have been prepared and are attached at **Appendix 1**.
- 1.4 Formal delegation of capital projects that the Sub-committee will monitor will form part of the budget setting process on this meeting's agenda.
- 1.5 The draft Terms of Reference were circulated to Members of the Constitutional Working Group inviting comment but no comments were received.
- 1.6 The appointment of Members to sit on the Sub-Committee will be decided at Council's AGM in May 2023.

Appendix 1

Capital Projects Sub - Committee

Draft Terms of Reference Capital Projects Sub-Committee

Objective:

Within the overall policies and strategies set by the Council, to provide leadership, decision making and accountability for the implementation of the Council's planned programme of capital works, both housing and large - scale non-housing schemes delegated for oversight by Full Council.

Membership 5 members

Capital Projects

- (a) To monitor the business case for all potential capital projects including scheme detail, build costs, risks and issues and financial performance including viability
- (b) To oversee the budget for each approved project and the effective implementation of the council's capital programme
- (c) To approve in consultation with the Monitoring Officer and the Strategic Director (Section 151 officer) the award of contracts over the Public Contracts Regulations threshold or where the requirement is strategic/critical in accordance with the contract procedure rules.
- (d) To receive reports from officers and make decisions as set out on the Capital Projects-Gateway stages - Appendix A to this document. This includes instances (at any point in the Gateway stage process) where there has been any variance of projected costs over and above the agreed budget (whether the budget was set by the Policy Finance and Development Committee in a specific report, or in the Capital Programme).
- (e) To receive bi-monthly 'Red, Amber and Green' rating reports on all approved capital projects. To include high-level finance projections, risk registers and project timeline.
- (f) To provide an annual report on progress and success, setting out performance against any targets (including projected expenditure and costs) and report to PFD/Council as appropriate .

Meetings

The Sub-committee will programme its own meetings to coincide with the Capital Gateway stages of the projects they are monitoring.

Appendix A – Capital Projects-Gateway stages

Five stages of sign off:

1. Acquisition/Feasibility
2. Outline design
3. Detailed design prior to planning permission application
4. Construction
5. Transfer to business as usual

Stage	Decision	Reference back to PFD/Council	Documentation required
Acquisition/feasibility	To undertake initial design development up to feasibility stage. Appointment of consultants if decision at committee level is under the contract procedure rules. .	For actual purchase if appropriate.	Project brief
Outline design	To progress to Concept design (RIBA stage 2) up to planning submission	If supplementary expenditure required	Outline design and project progress report
Detailed design	To sign off detailed design (RIBA stage 3-4) post grant of planning permission. Sign off tender for contractor if required under the Contract Procedure Rules	If supplementary expenditure required	Detailed design and project progress documentation
Construction	To award the contract for the contractor if required under the Contract Procedure Rules To progress to construction	If supplementary expenditure required	Tender report and project progression documentation
Transfer to business as usual	To make any transfer to Corporate Assets Project sign off	Report to note on outcome	Project completion documentation.

Agenda Item 11



Full Council	Thursday, 23 February 2023	Matter for Information and Decision
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Report Title: **Council Tax Setting (2023/24)**

Report Author(s): **Tracy Bingham (Strategic Director/S151 Officer)
Bev Bull (Head of Finance/Deputy S151 Officer)**

Purpose of Report:	The purpose of this report is for Oadby and Wigston Borough Council to set and approve the amount of Council Tax for its area in accordance with section 30(2) of the Local Government Finance Act 1992 as amended by the Localism Act 2011.
Report Summary:	<p>Approval is sought for Oadby and Wigston Borough Council's associated Band D Council Tax for 2023/24 of £246.66</p> <p>Members should note that the wording of this report and the recommendations are largely prescribed by statute.</p>
Recommendation(s):	<p>A. It be noted that under powers delegated to the Chief Financial Officer, the Council has calculated the amount of 17,986.7 as its Council Tax base for the financial year 2023/24 in accordance with the Local Authorities (Calculation of Council Tax Base) (England) Regulations 2012.</p> <p>B. It be noted that the Council Tax requirement for the Council's own purposes for 2023/24 is £4,436,703.</p> <p>C. The following amounts be calculated by the Council for the year 2023/24 in accordance with sections 30 to 36 of the Local Government Finance Act 1992 (as amended):</p> <p>(i) £38,215,339 being the aggregate of the amounts which the Council estimates for the items set out in section 31A(2) of the Act.</p> <p>(ii) £33,778,720 being the aggregate of the amounts which the Council estimates for the items set out in section 31A(3) of the Act.</p> <p>(iii) £4,436,618 being the amount by which the aggregate at C(i) above exceeds the aggregate at C(ii) above, calculated by the Council, in accordance with section 31 A (4) of the Act, as its Council Tax Requirement for the year.</p> <p>(iv) £246.66 being the amount at C(iii) divided by the amount at A above, calculated by the Council, in accordance with section 3 B of the Act, as the basic amount of its Council Tax for the year.</p>

(v) Valuation Bands 2023/24

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

Oadby and Wigston Borough Council			
A	B	C	D
£	£	£	£
164.44	191.85	219.25	246.66
E	F	G	H
£	£	£	£
301.47	356.29	411.10	493.32

D. It is noted that for the year 2023/24, the Police and Crime Commissioner for Leicester/shire, and the Leicester/shire and Rutland Combined Fire Authority have stated the following amounts in precepts issued to the Council, in accordance with section 40 of the Local Government Finance Act 1992, for each of the categories shown below and that Leicestershire County Council have indicated that their provisional precept will be confirmed on 22 February 2023.

Precepting Authorities - Valuation Bands 2023/24

Leicestershire County Council			
A	B	C	D
£	£	£	£
1,016.98	1,186.47	1,355.97	1,525.46
E	F	G	H
£	£	£	£
1,864.45	2,203.45	2,542.44	3,050.93

(Continued overleaf)

Police and Crime Commissioner for Leicester and Leicestershire			
A	B	C	D
£	£	£	£
182.15	212.51	242.87	273.23
E	F	G	H
£	£	£	£
333.95	394.67	455.38	546.46

Leicester, Leicestershire and Rutland Combined Fire Authority			
A	B	C	D
£	£	£	£
52.86	61.67	70.48	79.29
E	F	G	H
£	£	£	£
96.91	114.53	132.15	158.58

E. That having calculated the aggregate in each case of the amounts at C(v) and D above, the Council, in accordance with section 30(2) of the Local Government Finance Act 1992, set the following amounts as the amounts of Council Tax for the year 2023/24 for each of the categories of dwellings shown below.

Valuation Bands

Total Amount Payable Oadby and Wigston Borough Council Residents			
A	B	C	D
£	£	£	£
1,416.43	1,652.50	1,888.57	2,124.64
E	F	G	H
£	£	£	£
2,596.78	3,068.94	3,541.07	4,249.29

**Responsible Strategic
Director, Head of Service
and Officer Contact(s):**

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(0116) 257 2681

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

	(0116) 257 2649 bev.bull@oadby-wigston.gov.uk
Corporate Priorities:	Building, Protecting and Empowering Communities Growing the Borough Economically Providing Excellent Services
Vision and Values:	"A Strong Borough Together" (Vision) Innovation (V4)
Report Implications:-	
Legal:	There are no implications arising from this report.
Financial:	The implications are set out in the report.
Corporate Risk Management:	Decreasing Financial Resources (CR1) Effective Utilisation of Assets/Buildings (CR5) Regulatory Governance (CR6) Organisational/Transformational Change (CR8) Economy/Regeneration (CR9)
Equalities and Equalities Assessment (EA):	There are no implications arising from this report. EA not applicable.
Human Rights:	There are no implications arising from this report.
Health and Safety:	There are no implications arising from this report.
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:	Local Government Finance Act 1992
Appendices:	None.

1. Introduction

- 1.1 Section 30 of the Local Government Finance Act 1992 requires the Council to set amounts of Council tax at taxpayer level for each category of dwelling (i.e. Council Tax Band) before 11 March in the preceding financial year. At the time of writing, the Police and Crime Commissioner for Leicestershire and Leicester and the Leicester, Leicestershire and Rutland Combined Fire Authority had already set their Council Tax increases for 2023/24. Leicestershire County Council is due to agree its increase on 22 February 2023.
- 1.2 The increases (including the indicative increase for Leicestershire County Council) are as follows:

(Continued overleaf)

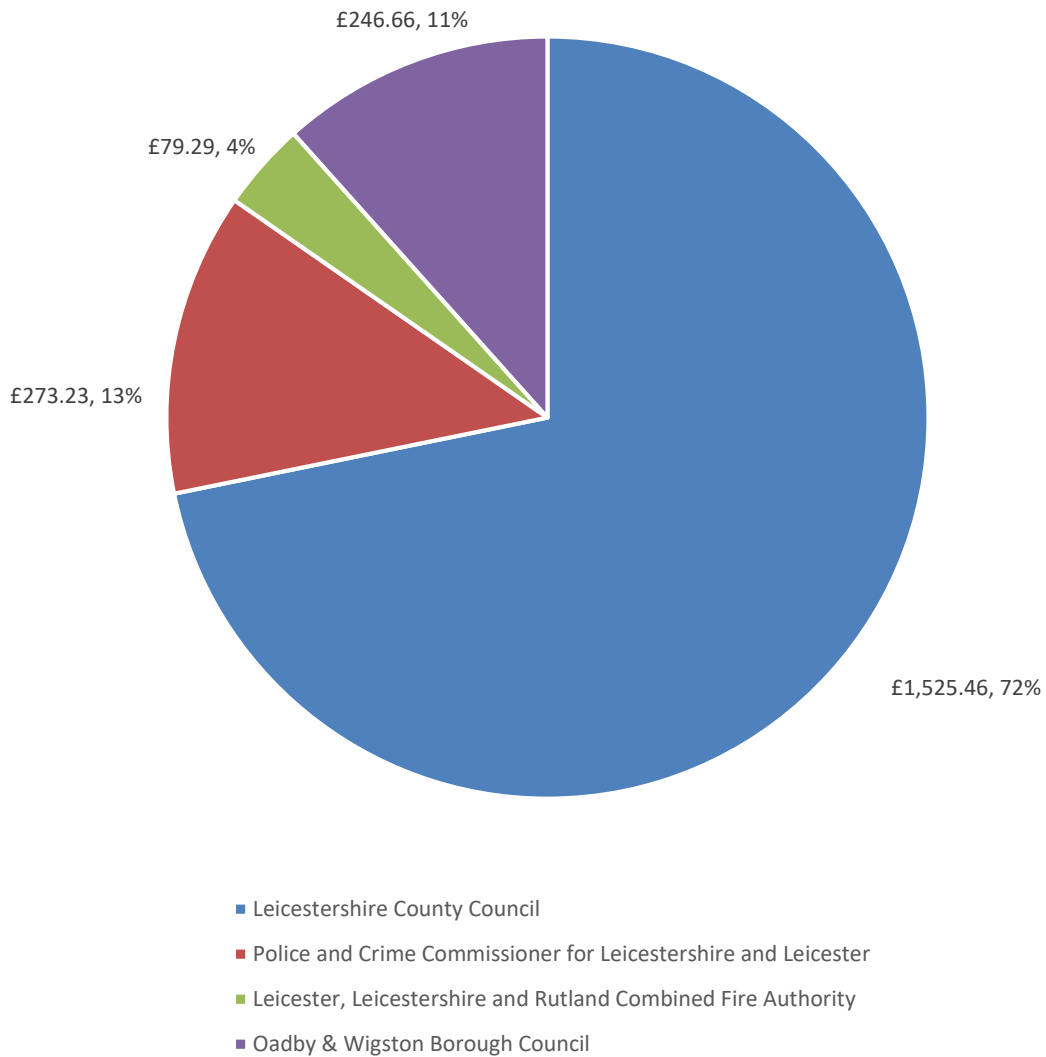
Preceptor	% - Increase
Leicestershire County Council (Provisional)	4.99%
Police and Crime Commissioner for Leicestershire and Leicester	5.81%
Leicester, Leicestershire and Rutland Combined Fire Authority	6.73%

- 1.3 The Secretary of State for Housing, Communities and Local Government has made an offer to "Adult Social Care Authorities" which are local authorities that have functions under Part 1 of the Care Act 2014, namely County Councils in England, District Councils for an area in England for which there is no County Council, London Borough Councils, the Common Council of the City of London and the Council of the Isles of Scilly.
- 1.4 The offer is the option of an adult social care authority being able to charge an additional "precept" on its Council tax for financial years from the financial year beginning in 2016 without holding a referendum, to assist the authority in meeting expenditure on adult social care. Subject to the annual approval of the Commons, the Secretary of State intends to offer the option of charging this "precept" at an appropriate level in each financial year up to and including the financial year 2023/24.
- 1.5 Leicestershire County Council has provisionally set a 2% adult social care levy in 2023/24. Their final decision will be reported to Council verbally by the Chief Financial Officer before Members are asked to vote on the recommendations above, noting that their council tax setting meeting will be held on 22 February 2023 and therefore after the publication of this report.
- 1.6 The Leicester, Leicestershire and Rutland Police and Crime Panel meeting on 1 February 2023 approved the 2023/24 Council Tax precept for the Police and Crime Commissioner for Leicestershire and Leicester.
- 1.7 The Combined Fire Authority meeting on the 8th February 2023 approved the 2023/24 Council Tax precept for the Leicester, Leicestershire and Rutland Combined Fire Authority .
- 1.8 In total, the average Council Tax (Band D) for 2023/24 (assuming that Leicestershire County Council confirms its proposed precepts) will be £2,124.64, comprising:

Preceptor	Band D Council Tax	% - Increase
Leicestershire County Council	£1,525.46	4.99%
Police and Crime Commissioner for Leicestershire and Leicester	£273.23	5.81%
Leicester, Leicestershire and Rutland Combined Fire Authority	£79.29	6.73%
Oadby & Wigston Borough Council	£246.66	2.99%
Total	£2,124.64	4.92%

(Continued overleaf)

Band D Council Tax 2023/24 Percentage Splits



- 1.9 Although the information contained in this report is accurate at the time of writing, not all the major precept bodies had formally approved their Council Tax. Should there be any changes to the figures in this report, Members will be informed verbally at the meeting.
- 1.10 A Council Tax Guide will be placed on the Council's website following this meeting. The guide will detail the 23/24 precepts. Information regarding how to access the Council Tax Guide will be included in the latest version of 'Our Borough'.

Agenda Item 12



Full Council	Thursday, 23 February 2023	Matter for Information and Decision
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Report Title: **2023/24 Revenue Budgets, Medium Term Financial Plan and 2023/24 – 2027/28 Capital Programmes**

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

Purpose of Report:	For Full Council to receive an update on the medium-term financial outlook and approve the General Fund Revenue Budget, the Housing Revenue Account (HRA) Budget, the Scale of Fees and Charges for 2023/24 and the General Fund and HRA Capital Programmes for 2023/24 – 2027/28.
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 £430k 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 £391k 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 Full Council:</p> <p>A. Note 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;</p> <p>B. Approve the General Fund Revenue Budget for 2023/24 as set out in Appendix 5;</p> <p>C. Approve the HRA budget for 2023/24 as detailed in Appendix 8, including rent increase of 7% in line with the national rent policy formula and 100% increase in heating charges based on option 3 as set out in Section 7;</p> <p>D. Approve the Scale of Fees and Charges as set out in Appendix 9;</p> <p>E. Approve the new Capital Schemes of the General Fund and HRA, including the provision for 2024/25 for the replacement of fleet, in order to minimise service</p>

	<p>disruption as a result of long lead-in times, as set out in Appendix 10;</p> <p>F. Identifies capital schemes that Full Council wish to delegate to the new Capital Projects Sub-Committee for monitoring of delivery, subject to Council approval of its establishment;</p> <p>G. Ratifies the proposed repurposing of earmarked reserve to bolster the general fund reserve as detailed in Appendix 11.</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)</p> <p>Respect (V2)</p> <p>Teamwork (V3)</p> <p>Innovation (V4)</p> <p>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 11. Reserves position 22/23 including Repurposing Proposals

1. INTRODUCTION

- 1.1 This report sets out the proposed revenue budgets for 2023/24 and capital programme for the period 2023/24 – 2027/28, as recommended by the Policy Finance and Development Committee who reviewed the final estimated position on 7 February 2022.
- 1.2 The report also presents a number of existing earmarked reserves that have been reviewed by the Section 151 Officer and are proposed to be repurposed back to general reserves for the purposes of bolstering reserve available to support the Council in balancing it's budget whilst it pursues budgetary changes to close the ongoing structural budget gaps projected. More detail is set out at 5.7 below and Appendix 11.

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 There was one change proposed by officers as a result of consultation feedback on the HRA Capital Programme. 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.

- 2.5 There were no further proposed changes from PFDC on reviewing the consultation responses at its meeting on 7 February 2023.

3. 2023/24 LOCAL GOVERNMENT FINANCE SETTLEMENT

- 3.1 The final Local Government Finance Settlement has now been announced, confirming the funding position for the Council for next year on the General Fund. A small amount of additional grant funding was announced on the 'Services Grant' which has been updated in estimates presented as part of this report.
- 3.2 Despite speculation in the sector, the cash value ceiling of £5 in the council tax referendum limit for Shire Districts (which is the "highest of 2.99% or £5") was not amended to £10.
- 3.3 The final Local Government Finance Settlement remains broadly in line with the provisional position which 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. In comparison to other tiers of local government, Shire Districts achieved just little over 5% in the increase in core spending power.
- 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 Overall, 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 on either the provisional or final settlement.
- 3.6 The Settlement is again, a one-year allocation which is not helpful for planning purposes.
- 3.7 We still await details of a revised New Homes Bonus scheme and the results of the Fair Funding Review and Business Rates reset. These are not now expected until 2023/24.
- 3.8 The council responded to the consultation on the provisional Local Government Finance Settlement – the response can be found in Appendix 2.
- 3.9 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. SUSTAINABILITY PROGRAMME

- 4.1 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.
- 4.2 Since the strategy was approved in September, the council's Senior Leadership Team have begun to mobilise the Sustainability Plan Programme and associated projects.

- 4.3 The Chief Executive will now take ownership as project sponsor, with the Strategic Directors acting as project leads.
- 4.4 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.
- 4.5 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.
- 4.6 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.

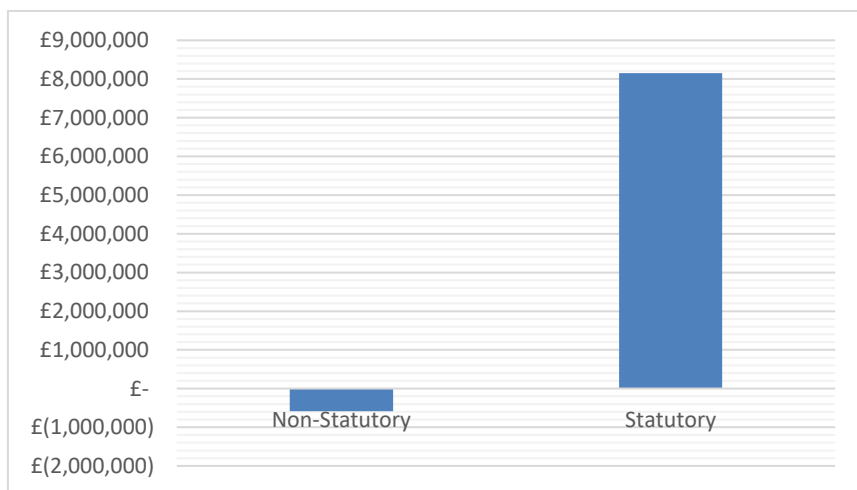
Table 1 – Sustainability Plan Programme and Update

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	237,000	237,000	237,000	

5. GENERAL FUND

- 5.1 The draft net revenue expenditure position for the 2023/24 year is estimated to be £7.53m and funding is anticipated to be £7.1m. A deficit of in the region of £430k would be achieved on this basis. The General Fund Budget Summary can be found in Appendix 5.
- 5.2 This position represents a net increase in the net revenue expenditure of £934k and an increase in funding of £504k compared to the position in 2022/23.
- 5.3 A number of further changes were made to the budget estimates since the draft was presented to Full Council on 13 December 2022 – these were reported in full in the report to PFDC on 7 February 2023. All individual changes compared to the 2022/23 position are set out in Appendix 4.
- 5.4 The combined position of changes proposed to the 2022/23 position are therefore:
- 5.4.1 Funding – additional funding of £504k
 - 5.4.2 Savings - £1.593m
 - 5.4.3 Cost pressures - £2.529m
- 5.5 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 Policy, Finance and Development Committee 7 February 2023

- 5.6 The following paragraphs detail the changes that have been made to the final budget estimates since PFDC reviewed the position on 7 February 2023.
- 5.6.1 **Services Grant Funding** increased by £2.5k as a result of the final local government settlement for 2023/24.
 - 5.6.2 **Business Rates Funding – NDR1** reduction of £10.5k in retained business rates income based on the completion of the NDR 1 return.
- 5.7 The table below sets out the current position in respect of reserves.

- 5.8 The Section 151 Officer and are proposed to be repurposed back to general reserves for the purposes of bolstering reserve available to support the Council in balancing it's budget whilst it pursues budgetary changes to close the ongoing structural budget gaps projected. More detail is set out at 5.7 below and Appendix 11.
- 5.9 The position forecast at February 2023 is therefore based on current reserves (which includes the amounts reallocated) adjusted for the forecast outturn on the 2022/23 General Fund which will need to be met through reserves.

Table 2 – General Fund Reserves

Type of Reserve	1 April 2022 Opening Balance	Adjustments made in year	Balance February 2023 *	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
General Fund	1,144	620	1,764	-425	1,339	-430	909
Earmarked Reserves	1,672	-881	791	-35	756	-143	613
Total Usable Revenue Reserves	2,816	-261	2,555	-460	2,095	-573	1,522
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	610	2,736

* *Nb – The reserve estimate at February 2023 assume Council ratify the repurposing of Earmarked Reserves as set out in Appendix 11.*

6. GENERAL FUND MEDIUM TERM FINANCIAL PLAN

- 6.1 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

- 6.2 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.
- 6.3 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.
- 6.4 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.
- 6.5 Based on the rebasing exercise and review, the projected budget gap has increased from £2m to £2.65m 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	-824,000	

-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	641,000	
MTFP cumulative Budget Gap @ February 2023		2,651,000

** Subject to rounding difference of £10k*

- 6.6 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.
- 6.7 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.
- 6.8 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.
- 6.9 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	- 2,301,000	- 2,510,000	-2,409,000	- 2,488,000	- 2,570,000
Collect Fund (Surplus)/Deficit - Brates	114,000	-	-	-	-

New Homes Bonus	- 258,000	- 258,000	-	-	-
Revenue Support Grant	-	-	-	-	-
Lower Tier Services Grant	-	-	-	-	-
Services Grant	- 62,000	- 62,000	-	-	-
Total Funding	- 7,067,000	- 7,427,000	- 7,172,000	- 7,423,000	- 7,683,000
In-Year Budget Gap / (Surplus)	431,000	269,000	810,000	686,000	457,000
Cumulative Budget Gap / (Surplus)	431,000	700,000	1,510,000	2,196,000	2,653,000

** 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)	431,000	269,000	810,000	686,000	457,000
Cumulative Budget Gap / (Surplus)	431,000	700,000	1,510,000	2,196,000	2,653,000
Sustainability Plan Programme Savings		- 237,000	- 237,000	- 237,000	
In-Year Budget Gap / (Surplus) after delivery of savings	431,000	32,000	573,000	449,000	457,000
Cumulative Budget Gap / (Surplus) after delivery of savings	431,000	463,000	1,036,000	1,485,000	1,942,000

Chart 2 – Comparison of Budget Gaps under different scenarios

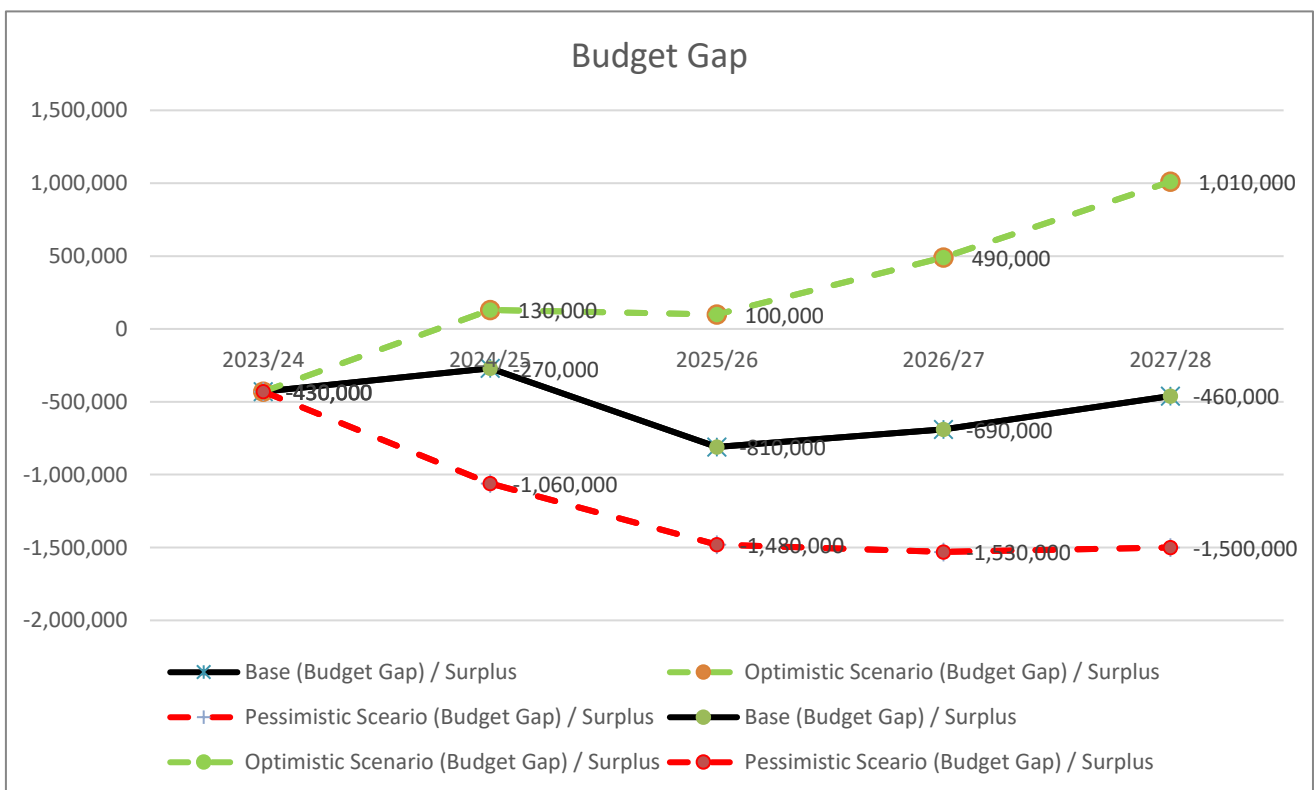


Chart 3 – Reserves position post delivery of savings.



Nb – The reserve estimates assume Council ratify the repurposing of Earmarked Reserves as set out in Appendix 11.

7. HOUSING REVENUE ACCOUNT

- 7.1 The draft net cost of service position for the 2023/24 year is estimated to be a balanced position, with a deficit of £391k Appendix 4 sets out the HRA budget summary. This position represents a net decline of £341k compared to the budgeted position in 2022/23.
- 7.2 This position is based on a rent increase of 7% for 2023/24 in line with the national rent policy formula. The proposed average rent for 2023/24 is £95.70 per week, an increase of £6.73.
- 7.3 A number of further changes were made to the budget estimates since the draft was presented to Full Council on 13 December 2022 – these were reported in full in the report to PFDC on 7 February 2023. All individual changes compared to the 2022/23 position are set out in Appendix 3.
- 7.4 The combined position of changes proposed to the 2022/23 position are:
 - 7.4.1 Savings and Income Growth - £435k
 - 7.4.2 Cost pressures - £776k

Changes since Policy, Finance and Development Committee 7 February 2023

- 7.5 The following paragraphs detail the changes that have been made to the final budget estimates since PFDC reviewed the position on 7 February 2023.

7.5.1 **Heating expense and income** – There is one proposed change to the HRA budget as a result of the position on heating expenses recovered through heating charges to tenants. More detail is provided below.

Heating expense and income

7.6 During the Quarter 3 budget monitoring process, it was 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.

7.7 However, since the energy support scheme, at its current level is due to end in March 2023 and be replaced with a lower level of support, the ongoing expenses incurred would require an increase to tenants for 2023/24 of in the region of 200%.

Chart 4 – Price overview

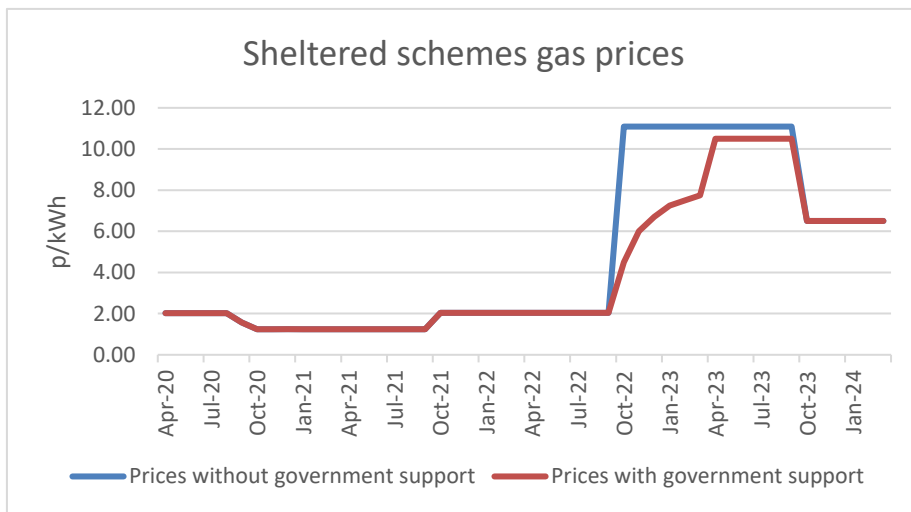
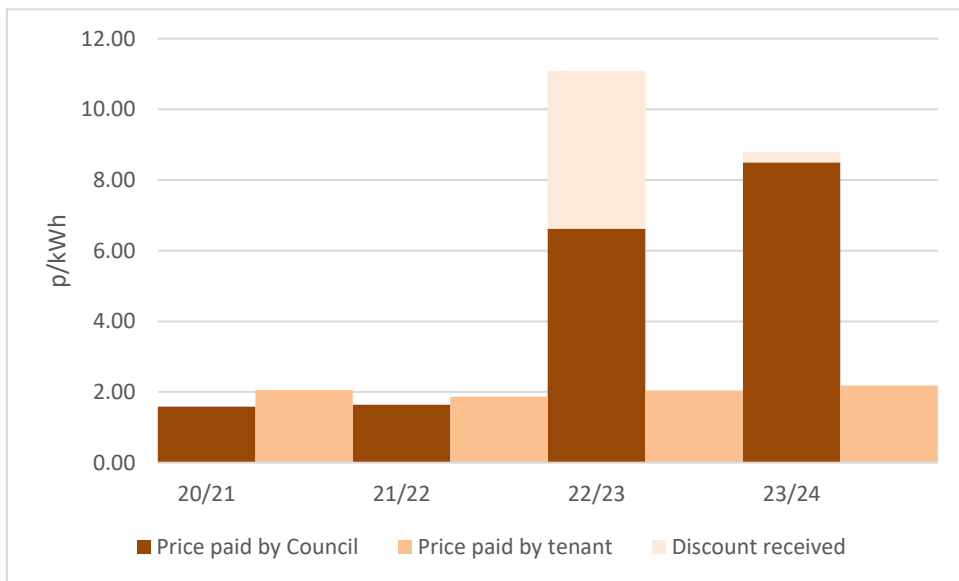


Chart 5 – Price overview at rates per kwh



7.8 This matter was referred to PFDC at its meeting on 7 February 2023.

7.9 Given the timing of this information being fully understood, an in-year increase to tenant charges was 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 PFDC noted that an increase is to be taken forward from the new financial year.

7.10 If the Council were to ensure full cost recovery, the required level of increase on tenant charges would be 225%. Given the significant impact on tenants, officers prepared and presented 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.

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

7.11 At the meeting, PFDC resolved that option 3 should be taken forward and 100% of the anticipated expense should sought to be recovered, but that a quarterly review and adjustment of charges is implemented.

7.12 This means that 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.

7.13 PFDC were 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

Impact on reserves

7.14 The below shows the impact of the proposed draft budget on the level of Housing Revenue Account unallocated reserves.

Table 9 – HRA Reserves

Type of Reserve	1 April 2022 Opening Balance	Adjustmen ts made in year	Balance Novemb er 2022	Used to close budget/in- year variance	1 April 2023 Estimat ed Balanc e	Estimat ed Use of Reserv es 23/24	31 Mar 2024 Estimat ed Balanc e
	£000s			£000s	£000s	£000s	£000s
HRA	1,155	330	1,485	-294	1,191	-391	800
Earmarked Reserves	730	-360	370	0	370	0	370
Total Usable Revenue Reserves	1,885	-30	1,855	-294	1,561	-391	1170
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	-2,059	1,170

8. HRA FIVE-YEAR MEDIUM-TERM FORECASTS

8.1 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)

8.2 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.

8.3 As a consequence of this, the HRA forecasts for the forthcoming five year period now present a £227k deficit over the period, which will be balanced through the use of reserves. This forecast is made up of a projected deficit of £391k 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 Comunal Services	343,980	294,368	298,535	302,804	307,178
Repairs and Maintance - Responsive	330,000	334,950	339,974	345,074	350,250
Repairs and Maintance - Planned	227,600	231,014	234,479	237,996	241,566
Repairs and Maintance - Voids	280,500	284,708	288,978	293,313	297,712
Repairs and Maintance - Gas Servicing	165,000	167,475	169,987	172,537	175,125
Repairs and Maintance - Adaptations	22,000	22,330	22,665	23,005	23,350
Recharge from General Fund	1,433,803	1,240,000	1,240,000	1,240,000	1,240,000
Depreciation	1,580,000	1,612,000	1,644,000	1,677,000	1,711,000
Total Expenditure	5,413,741	5,244,029	5,322,917	5,403,713	5,486,622
SUMMARY OF INCOME				-639	
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	(5,769,726)	(5,848,210)	(5,998,082)	(6,151,663)	(6,309,492)
CAPITAL CHARGES & APPROPRIATIONS					
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	391,412	53,161	(6,201)	(68,072)	(142,991)

9. SCALE OF FEES AND CHARGES

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

9.2 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.

10. CAPITAL PROGRAMMES

10.1 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

10.2 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.

10.3 The total General Fund programme for 2023/24 is £2.283m, consisting of slippage and new schemes.

10.4 Slippage of £1.746k 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.

10.5 The total of the General Fund new schemes are as presented as part of the draft budget and total £579k, and comprise of

10.5.1 **£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.

10.5.2 **£15k for Tree Works – All Saints and St Wistans.**

10.5.3 **£5k for Repairs to Roll of Honour.**

10.5.4 **£7.5K for Partial Replacement of Christmas Lights.**

10.5.5 **£5.6K for an Air Quality Monitor on Blaby Road**

10.5.6 **£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

- 10.6 The total HRA Capital Programme for 2023/24 is proposed to be £4.906m.
- 10.7 £3.306m of this represents slippage from the 2022/23 year.
- 10.8 The new proposals which were presented as part of the draft budget total £2.11m and comprise of:
- 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.
 - 10.8.1 **Annual Program of HRA Works £1.5m** - Annual HRA Program of Works for maintaining the decent homes standard.
 - 10.8.2 **£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. CAPITAL PROJECTS SUB-COMMITTEE

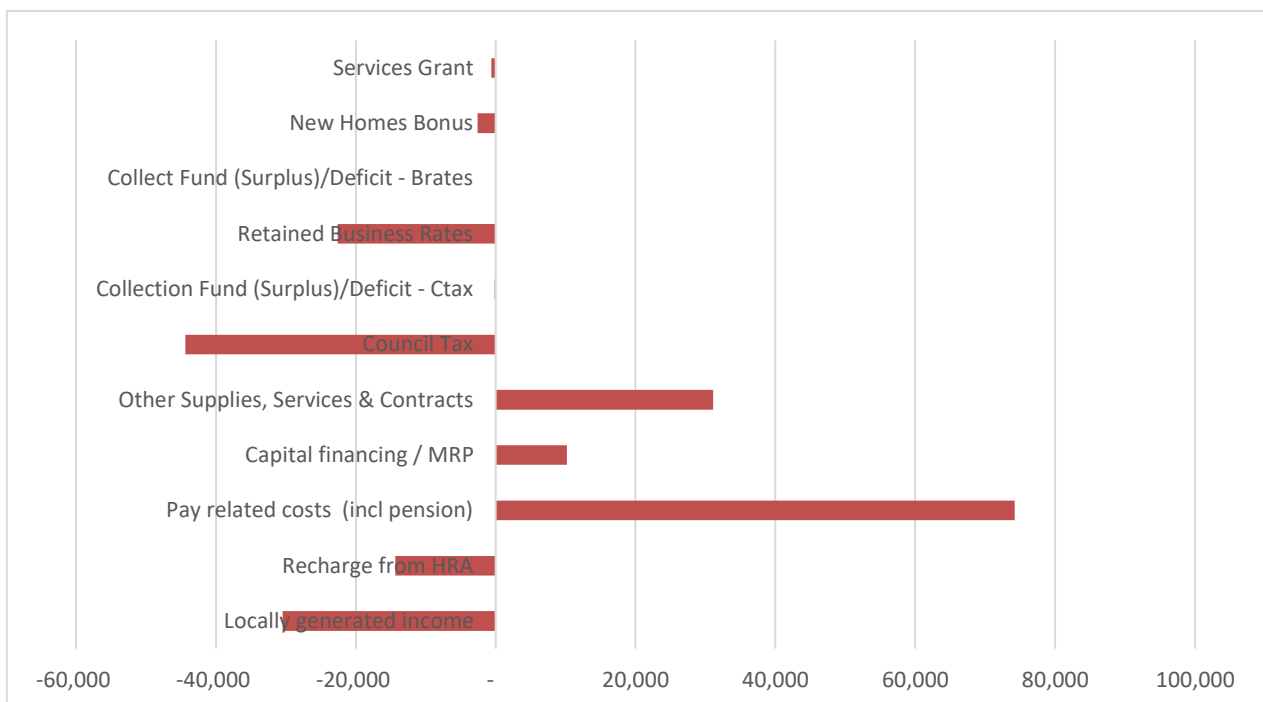
- 11.1 Following the successful operation of both the Oadby Pool and Brocks Hill sub-committees, it is proposed that a standing sub-committee should be established that will monitor Capital projects delegated to it by Full Council.
- 11.2 Draft Terms of Reference for that sub-committee were reviewed by members of the Constitutional Working Group in January and February and a separate report to establish the sub-committee is presented on a separate item on this Full Council meeting agenda.
- 11.3 At its meeting on 7 February 2023, PFDC considered schemes on the capital programme deemed to be material financially, reputationally and in terms of operational resources required to procure and deliver.
- 11.4 It is proposed that the following schemes are formally delegated to the new Sub-Committee to monitor delivery:
- 11.4.1 Housing New Supply (formerly titled "Horsewell Lane") - £2.33m, HRA
 - 11.4.2 Social Housing Decarbonisation Fund, £0.51m, HRA
 - 11.4.3 Oadby Pool Project - £36k (slippage to 2023/24), General Fund. Recognising that the Former Oadby Pool Sub-Committee has now fulfilled its original purpose.
 - 11.4.4 New Council Offices – £3.08m, General Fund. Recognising that the Brocks Hill Sub-Committee has now fulfilled its original purpose.
 - 11.4.5 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.
- 13.4 The reserves position is planned to be bolstered through a repurposing of earmarked reserves, as set out at paragraph 5.7 and Appendix 11 of this report.. On this basis, estimates project the closing reserves to be £909k at March 2024. At £909k, the reserves level at March 2024 will represent just 12% of the net revenue expenditure position for 2024/25, which is considered low.
- 13.5 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.
- 13.6 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.
- 13.7 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



- 13.8 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).

13.9 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



Nb – The reserve estimates assume Council ratify the repurposing of Earmarked Reserves as set out in Appendix 11.

13.10 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.

13.11 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.

13.12 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:

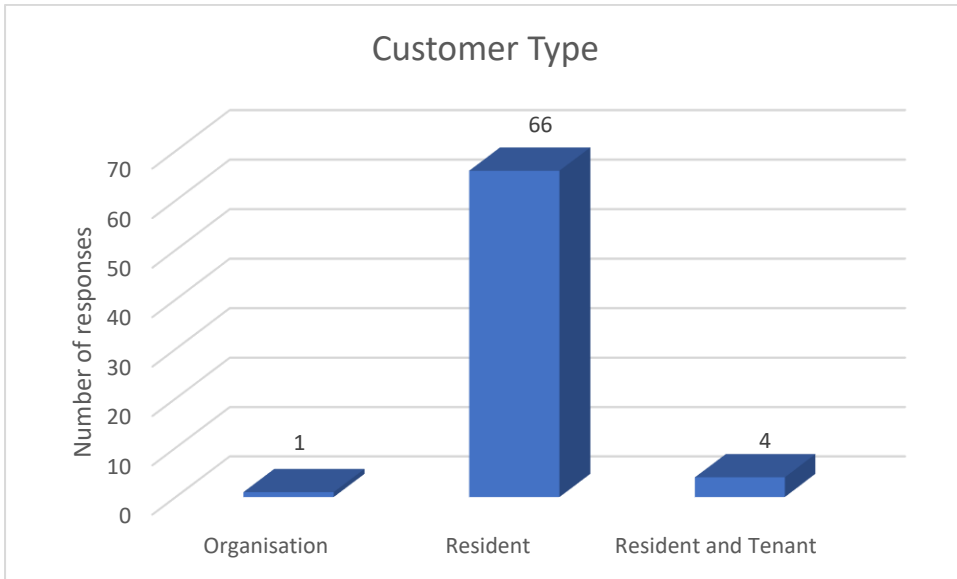
- *Improvement recommendation 1 – Ensure that financial plans are developed and implemented to close the funding gap that are not dependent on the use of reserves.*
- *Improvement recommendation 2 - Progress with delivering the recently agreed Sustainability plan which needs to be monitored and reported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

- 13.13 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.
- 13.14 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.
- 13.15 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.
- 13.16 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.
- 13.17 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.

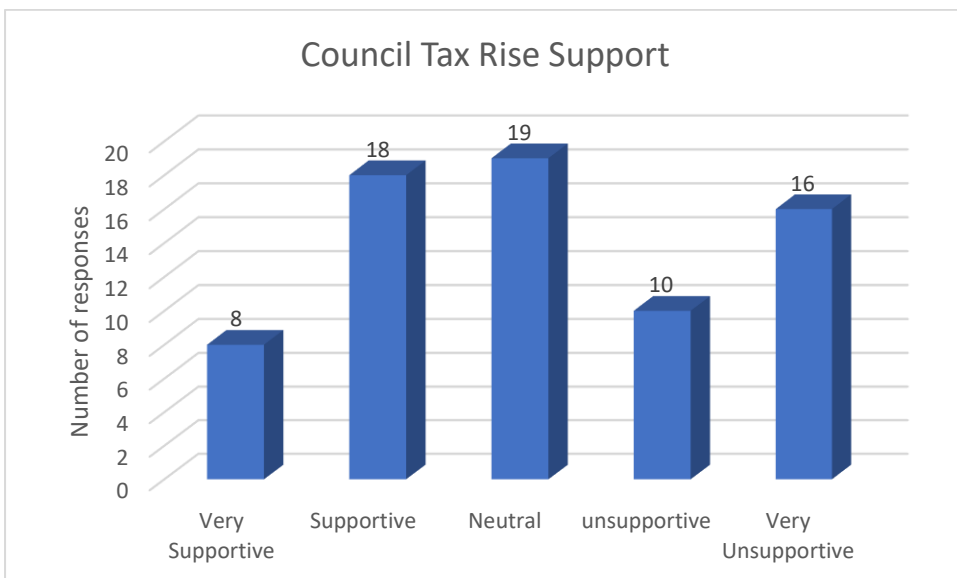
Appendix 1

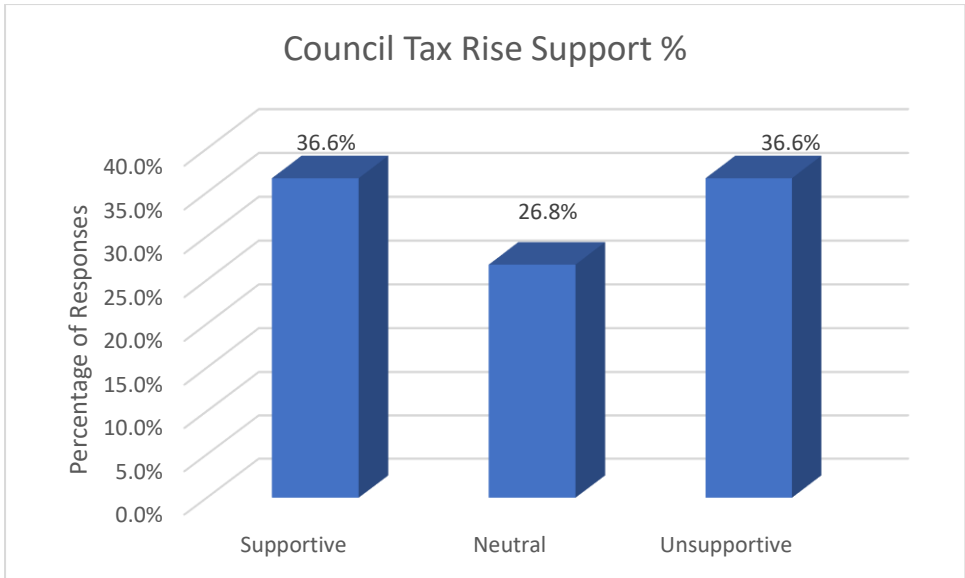
Budget 2023/24 Consultation Responses as at 3 Jan 2023

71 responses received in total:



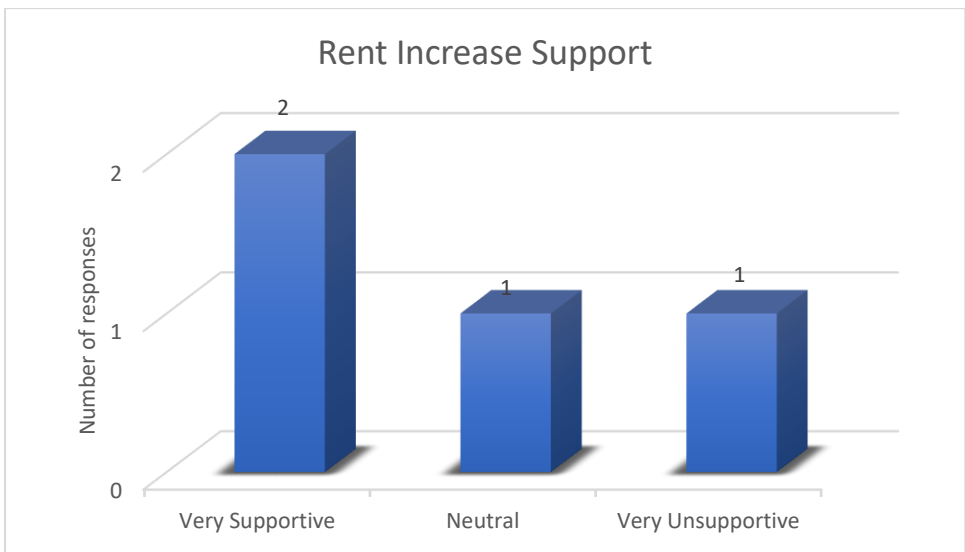
Q - How supportive are you of this Council Tax rise?

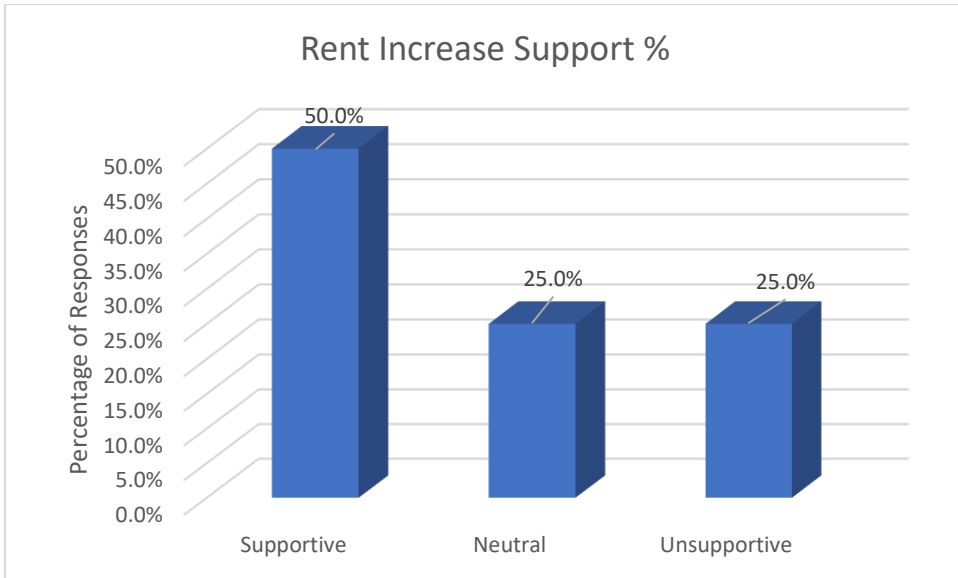




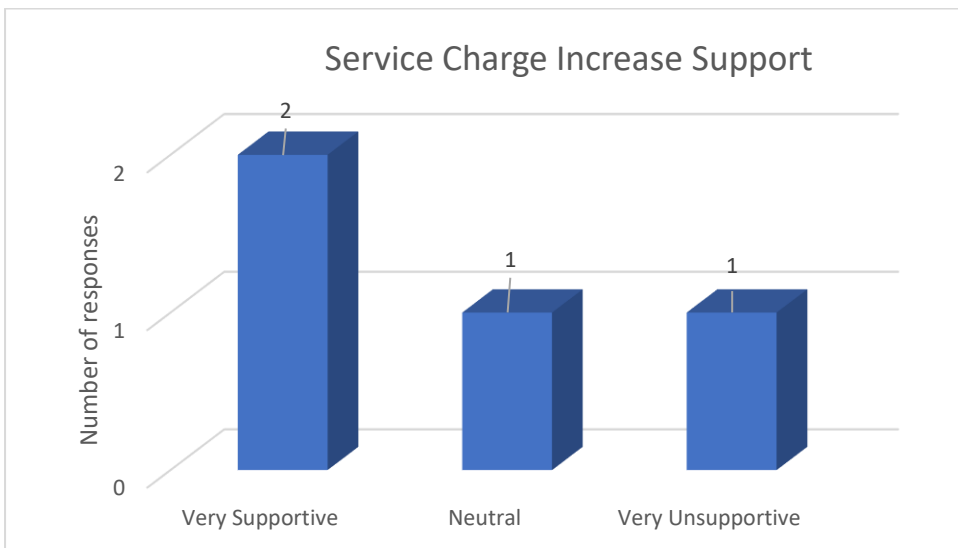
4 responses are from Tenants, who answered the rent and service charge increase questions:

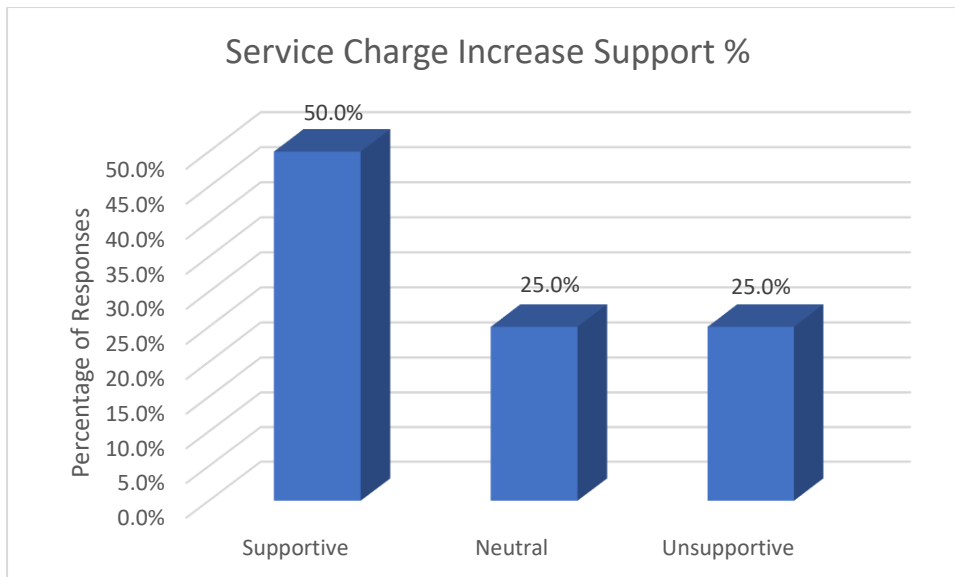
Q - How supportive are you of this rent increase?





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





Comments received

Revenue Expenditure Comments (Residents)

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

Build more properties for those who have been waiting a long time.

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

Do we need a fund-raising think-tank?

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

Don't put council tax up.

How exactly is the Council planning to spend £7.48 million next year?

What are the Council's specific spending priorities?

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

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.

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

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.
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.
None
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.
Please remember to support voluntary organisations since they contribute so much to the residents of the Borough
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 seen a breakdown or justification survey on where funding should be spent. more communication needs to be done around this view)
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.
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.
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!
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.
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.

Revenue Expenditure Comments (Organisations) – None received

Council Tax Comments (Residents)

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
Another taxation increase caused by the government.

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!

Every effort should be made to chase and collect debt.

For elderly care should not be funded by rate payers. We pay the government national insurance so where is that money going.

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.

Having a rise now is not the answer especially when the services are terrible already.

I do not understand why O & W, which was a low tax, Borough is now a high tax Borough.

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

I don't want to pay it, but I think it may have to increase

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.

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 etc.

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.

It is necessary.

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

Just resigned everything mid going up.

Lots of new houses and no increase in services must mean more money for the council and no need to raise taxes.

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

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

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?!

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.

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?

Proposed increase is well below current rate of inflation

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.

Since the government is so mean and unfair to local councils, I understand why you have to do it

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

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.

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.

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

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

While people are struggling to hear or feed, the council need to support its residents. Hold off of any council increase as people cannot afford it. People already have mental health issues and increasing, help and support is taking too long.

With the cost of living, such as gas and electric prices, and cost of petrol and food rising, it's almost like you want your share of people's 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.

Worrying but accepting in the current climate

Yes, moved from the city to Wigston & council tax bill is a lot higher why

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.
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Capital Expenditure Comments (Residents)

£1.9m for 6-8 houses on land that is free is Robbery, someone is taking the Micky!

£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

£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.

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

Are fleet vehicles purchased or leased! - Leasing offers improved control of budget going forwards.

Spending £1.9 million on 6 to 8 homes being built appears excessive. Have you considered purchasing houses on the market?

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

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

Building of new council houses is essential. Do more if you can

could vehicles wait a little longer for replacement?

Council housing schemes are a waste of money which has been proven historically.

Delay end of life vehicles for 12 months where safe to do so.

Do we need more housing? Is the impact of spending that money better than the impact of not spending it?

Christmas lights are nice, but are they essential?

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

do you have a waiting list for an old people's 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.

Housing Revenue

Excellent to build new council houses on Horsewell lane hopefully for local people.

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

I don't think you should replace end-of-life fleet vehicles or replace the Christmas lights. This would save the council £517,500.

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?

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.

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 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.

Works on churches are not "public services". The money would be better spent on the borough's parks and green spaces.

I support the increase in council house stock.

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.

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

I think things like trees and play area could wait, do all the fleet need updating 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?

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!

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.

Is it possible to obtain surplus vehicles from other councils or make do and mend existing vehicles especially in this inflationary time.

Is OWBC able to use any unused or derelict properties for upgrading and potential use instead of building on green sites?

More council houses are needed in the area, the new builds that are going up are far too expensive for first time buyers.

My previous comment is also relevant to this section.

No

None

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

The expenses quoted seem reasonable to me.

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

Where exactly on Horsewell lane are these houses going?

Why do you need so many fleet vehicles?

The church should be paying for the tree work in its churchyard.

There is nothing wrong with the current Christmas lights!

Why is the council responsible for church property.

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

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)

- 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.

Acceptable

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.

Agree with garden waste proposal. I think the parking charges have been detrimental to residents and businesses and should be scrapped.

Both of these fees should rise, and future commitments should not be guaranteed.

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.

Car parking charges are affecting local trade, people go elsewhere for free parking. 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.

CAR PARKING CHARGES DETER ME FROM GOING INTO WIGSTON

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

Car parking charges to continue until the 2024/2025 budget.

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?

Car parking fees are killing Wigston and Oadby. No residents or businesses wanted them, but you took absolutely no notice. Many people have stopped using the local shops as there is more variety and no charges elsewhere.

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?

Car parking fees need to be removed to try and stop the GENERAL DECLINE of Wigston Magna!

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

Charges are a joke. We pay enough in council tax!!

Charges for garden waste and parking should be frozen until the government increases the base level tax allowance on earning.

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.

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.

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.

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.

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

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 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 more than other councils charge and this year a cut in collections.

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

Garden waste should be reduced slightly due to the fact it's no longer for twelve months
get rid of the car parking charge

Good that the garden waste service and parking charges are frozen for another year

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.

I don't agree with the parking charges. Must be affecting the local businesses

I think that it's a pity to charge for garden waste (because it encourages fly-tipping) and car parking (local businesses are having a tough time financially and this must surely make things worse for them owing to reduced footfall).

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!

I welcome the freeze in charges on both of these items.

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

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 pruning's, it is not home compostable. The green waste collections should be year-round.

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.

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. Like everyone, I'm sad that charges were increased for these, but I will always need my garden waste bin. 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.

No although I continue to object to parking charge.

No comment

Parking should be free to bring people into Wigston. 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

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

Should be free then we would support our local shops

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.

The garden waste charged were in effect an increase when the collections were reduced last year so should not go up again.

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

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.

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.

These are increases and show that you are increasing taxes

Very reasonable at current rates

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.

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.

Fees and Charges Comments (Organisation)

You state Garden Waste charges are frozen however you reduced the service by not providing the same number of collections. You therefore retain income and reduce the service
if you are going to do this then I believe you should be more visible about it.

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

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

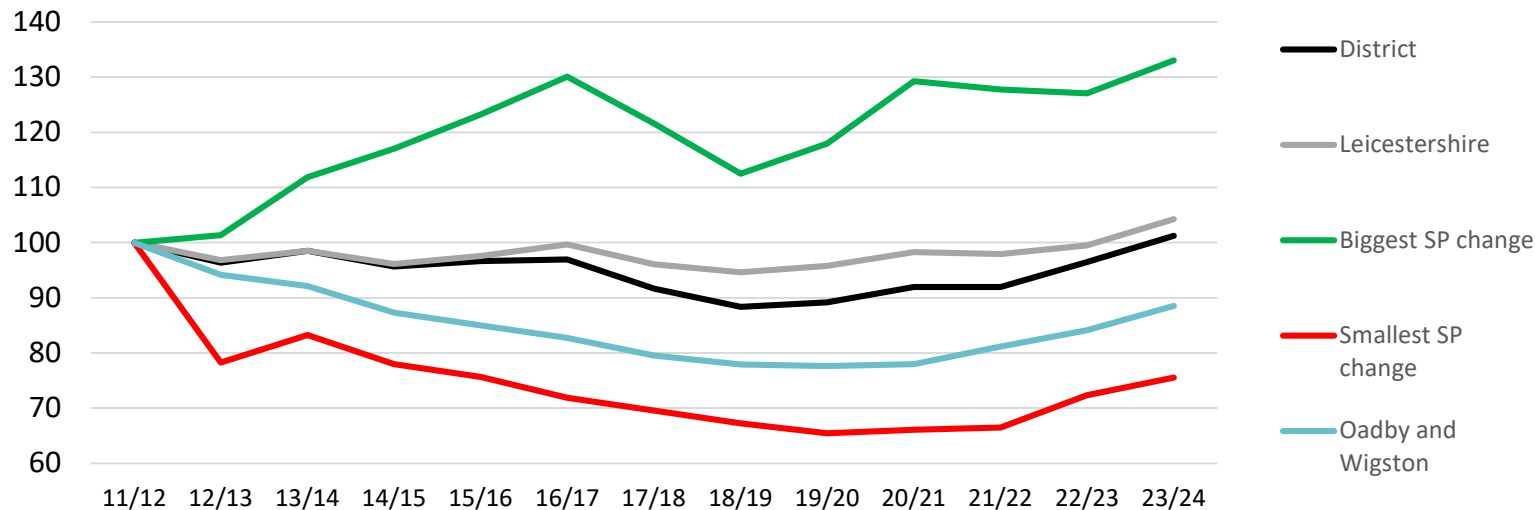
Grant funding has diminished as the Council has not been able to benefit from growth-incentivised funding

- 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.

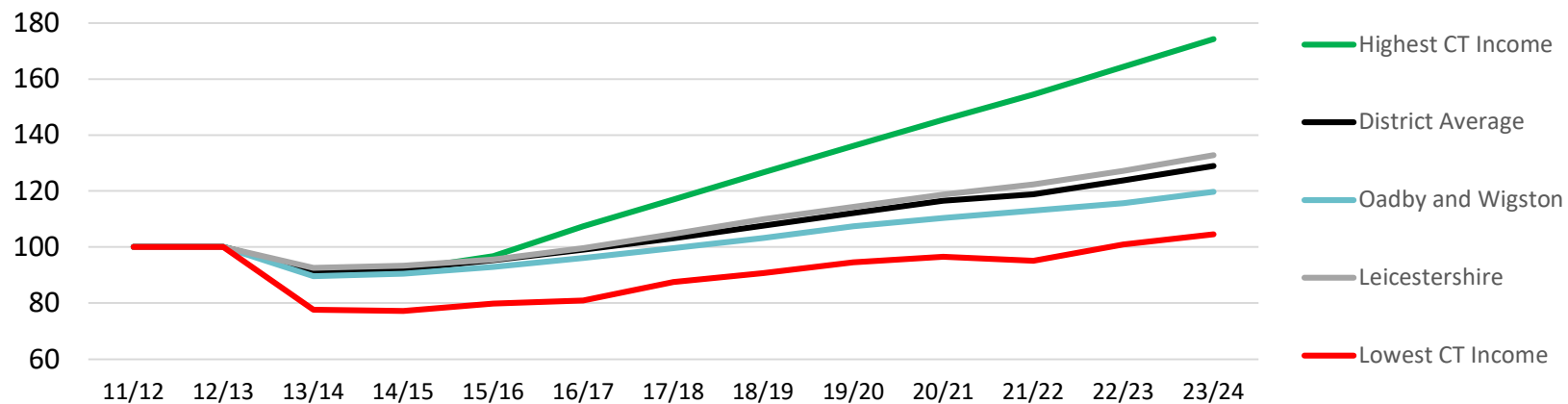
Spending Power since 2011/12: Oadby and Wigston compared with other benchmarks



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

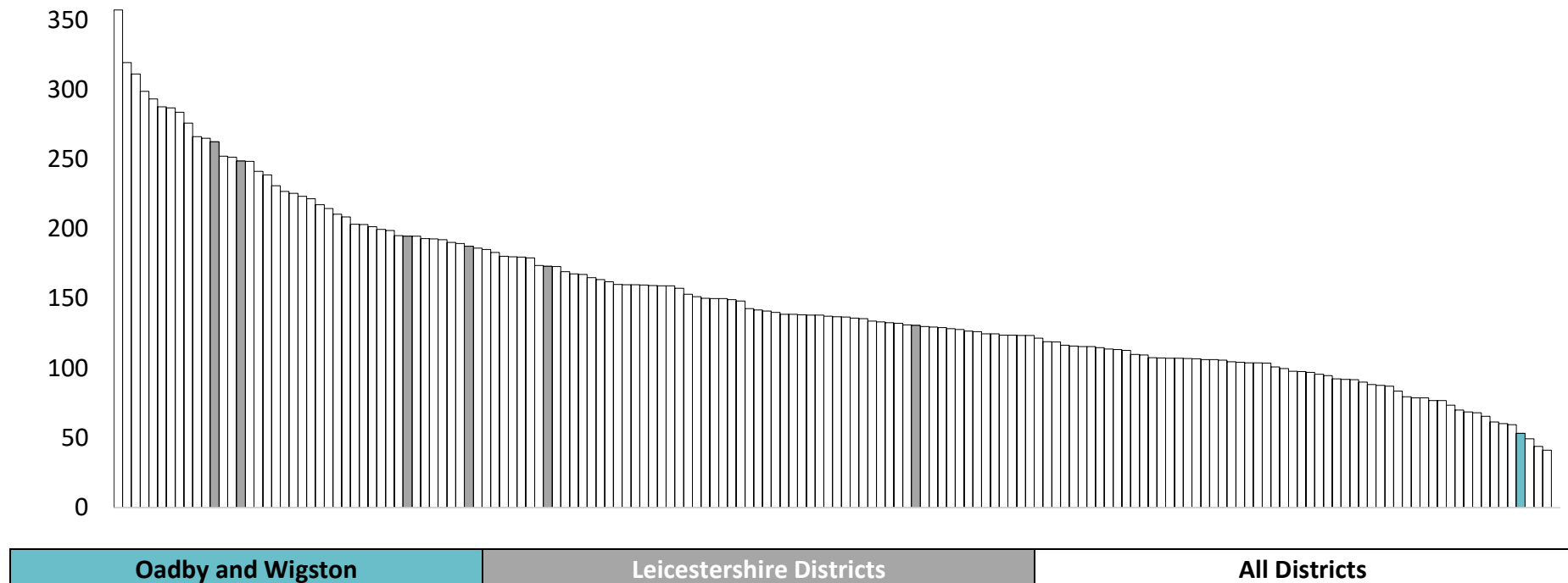


Low housing growth has also resulted in limited incentivised funding in the form of New Homes Bonus.

- 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 (£)

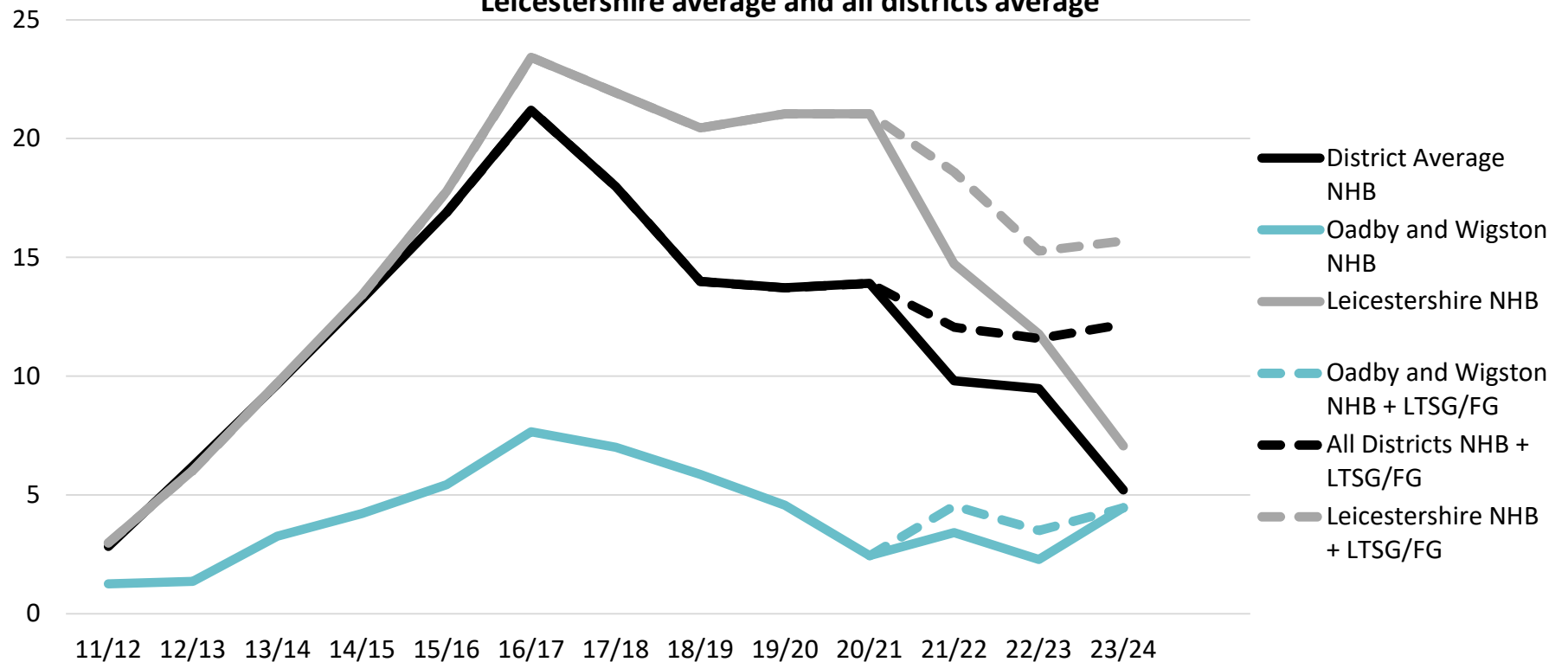
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Whilst the Council benefit from the “3% increase” in funding, the Funding Guarantee included in the 2023/24 Settlement comparatively worsened the funding position because the Council has not achieved growth historically

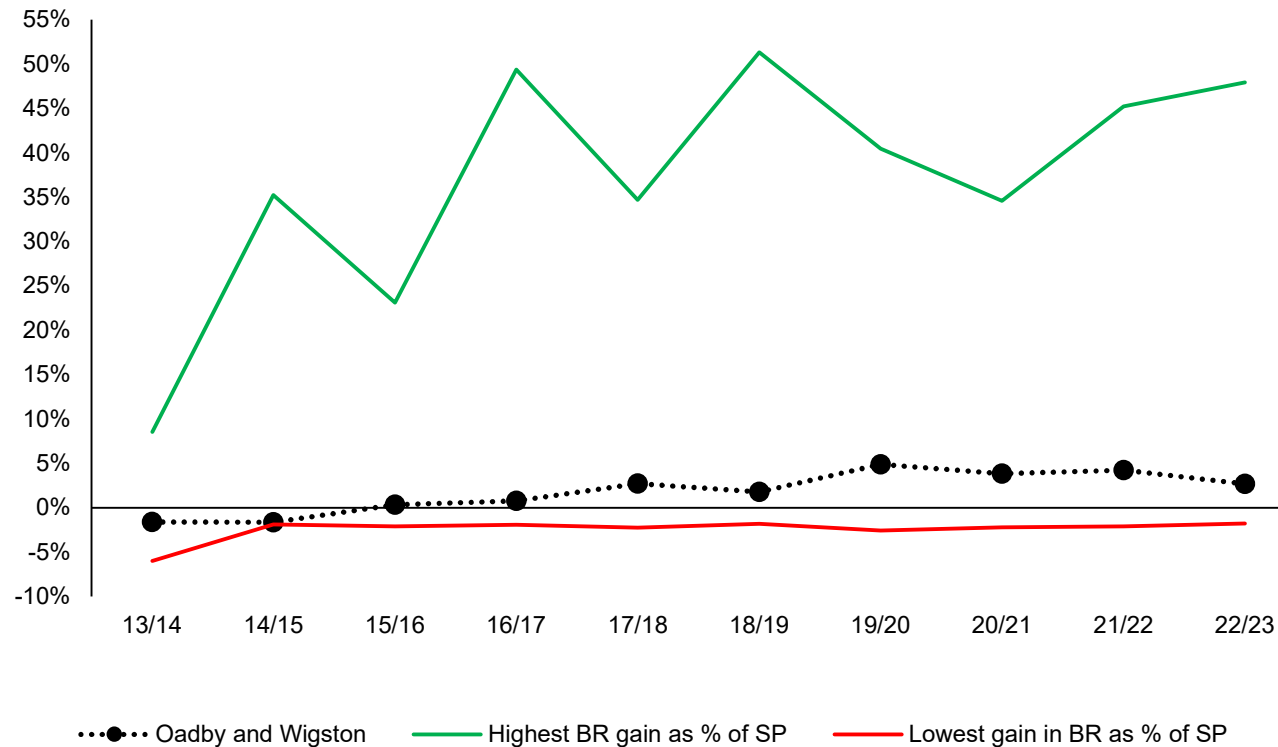
- Whilst it was unlikely the intention the repurposed Lower Tier Services Grant into the Funding Guarantee for 2023/24 has served to effectively dampen the effect of council’s losing their legacy New Homes Bonus payments – with only council’s who have had reduced amounts of NHB having received the Funding 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.



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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)	(389,299)				(2,301,254)
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)	43,944				(62,376)
(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)	(360,757)	0	(143,200)	0	(7,102,248)

0	BUDGET GAP	0	(1,953,870)	2,471,535	(85,978)	0	430,187
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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 proposal to explore opportunities for a fully externally funded Neighbourhood Mental Health Coordinator for the O&W Borough.

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 £60,250 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 £40k.

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).

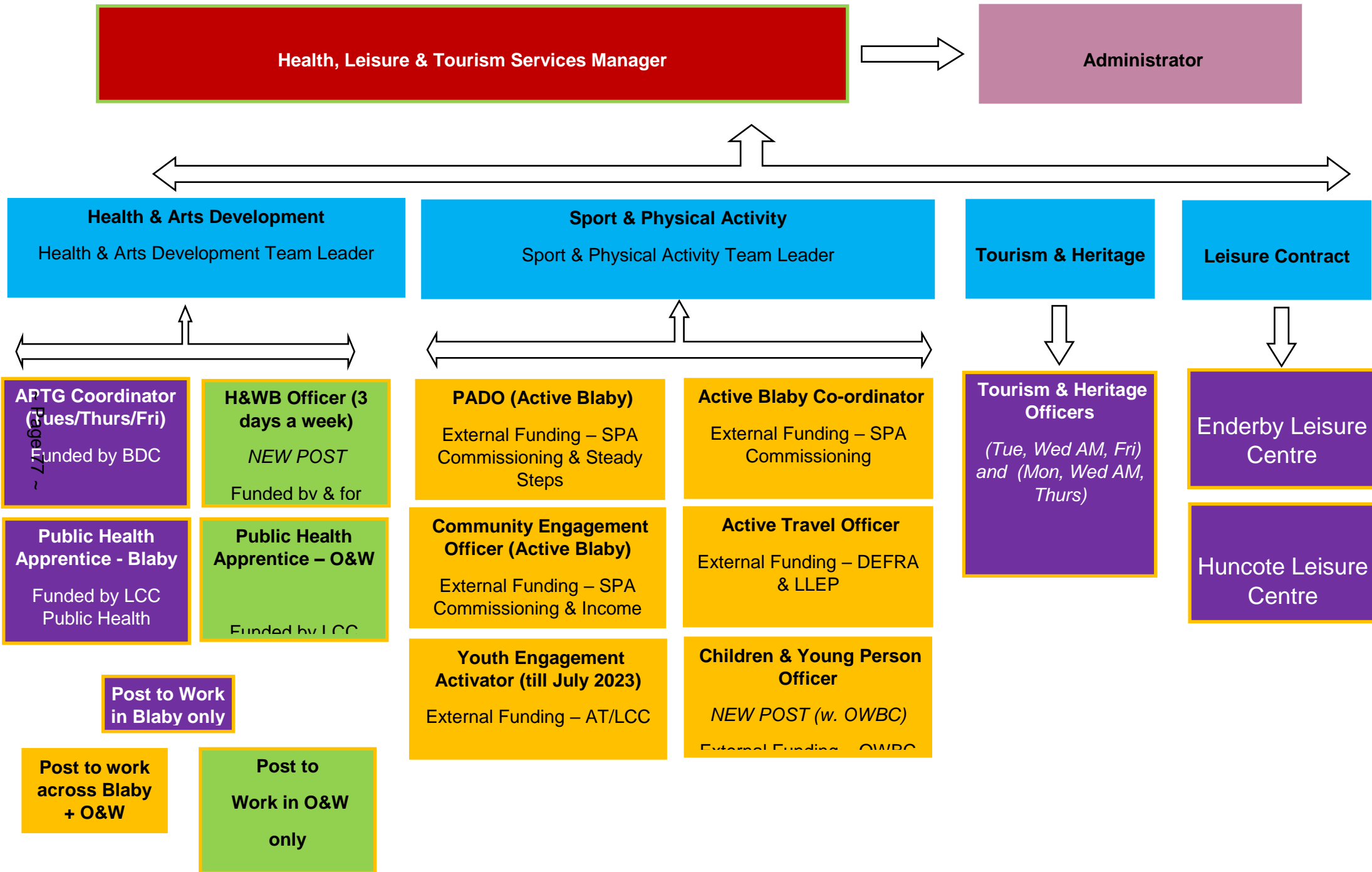
4. Finance

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 3 – 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	47,800	39,000
4,000	Marriott House	3,500	0	0	19,700	23,200
5,500	William Peardon Court (Kings Drive)	4,900	0	0	19,300	24,200
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	86,800	(355,986)
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	86,800	391,412
	Reserve Balance B/Fwd	(1,155,000)				(1,191,000)
261,720	(Surplus) / Deficit for Year	50,140				391,412
	Reserve Balance C/Fwd	(1,104,860)	0	0	0	(799,589)

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.			Each						
(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

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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			

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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									

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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		

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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.								

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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

- I Inclusive of VAT
- E Exempt from VAT
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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									Increases proposed in line with benchmarks.
	Blaby Road Park Pavilion									
	Freer Centre									
	Sheila Mitchell Pavilion									
	Uplands Park Pavilion									
	Walter Charles Centre									
	(a) Non Commercial Use - first hour	E	20002 9539	First Hour	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.

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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			

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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			

VAT Key

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

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			



VAT Key

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

OADBY AND WIGSTON BOROUGH COUNCIL CAPITAL PROGRAMME

2022/23

Project Code Reference	Scheme	Budget Holder	Responsible Person	Original Budget	2021-22 Budgeted C/F	2021-22 Final C/F	Additions/Remov als	Revised Budget
				£	£	£	£	
	Funding Available B/F Estimated Additions In Year							
	Total Funding Available							
	Housing Revenue Account							
50003	Central Heating	Chris Eyre	Martin Crowther		0	26,521	173,479	200,000
50006	Front & Rear Doors	Chris Eyre	Martin Crowther		0	(49,585)	124,585	75,000
50016	Decent Homes Work	Chris Eyre	Martin Crowther	1,500,000	0	242,872	(1,442,872)	300,000
50017	Major Adaptations	Chris Eyre	Martin Crowther		0	40,529	109,471	150,000
50019	Fire Safety	Chris Eyre	Martin Crowther		0	128,939	121,061	250,000
50021	Timber Window Replacement incl external entrance / fire doors Kings Drive Area	Chris Eyre	Martin Crowther		0	37,341	37,659	75,000
50024	Heating Ventilation Insulation	Chris Eyre	Martin Crowther		0	(29,831)	29,831	0
50026	Housing Options Case Management System	Chris Eyre	Martin Crowther		0	0	0	0
50029	New Housing Supply	Chris Eyre	Chris Eyre	2,330,000	0	(29,693)	149,693	2,450,000
50030	Communal Heating System William Peardon Court	Chris Eyre	Martin Crowther		0	18,815	(18,815)	0
50046	Kitchen Replacements Decent Homes, incl Bathrooms 2018/19	Chris Eyre	Martin Crowther		0	138,575	(138,575)	0
50047	Housing Block Improvements	Chris Eyre	Martin Crowther		0	(23,742)	323,742	300,000
50048	Asset Management System Upgrades	Chris Eyre	Chris Eyre		0	13,400	16,600	30,000
	Social Housing Decarbonisation Fund	Chris Eyre	Chris Eyre		0	0	514,142	514,142
	Stock Condition Survey & Business Plan review	Chris Eyre	Chris Eyre		0	0	0	0
	Total - HRA			3,830,000	0	514,142	0	4,344,142
	General Fund							
52092	Oadby Pool Housing Project	Adrian Thorpe	Jeffery Kenyon		0	430,013	(238,813)	191,200
52093	Railway Corridor	Adrian Thorpe	Jeffery Kenyon		0	0	0	0
53905	Local Authority Delivery 2	David Gill	Jon Wells		0	301,484	301,484	301,484
54010	Play Area Refurbishments	Stuart Marbrook	Stuart Marbrook		0	8,400	8,400	8,400
54017	Xmas Decoration Infrastructure	Adrian Thorpe	Mark Hryniv	7,500	0	1,830	9,330	9,330
54055	Brocks Hill Car Park Drainage	Stuart Marbrook	Stuart Marbrook		0	4,000	4,000	4,000
54114	Car Park Resurfacing	Stuart Marbrook	Stuart Marbrook		0	27,975	27,975	27,975
54147	Recycling Wheelie Bins	Trish Hatton	Brian Kew		0	0	0	0
54150	Redeployable CCTV Camera Upgrade	David Gill	Mark Smith		0	30,000	30,000	30,000
54151	Air Monitoring Equipment	David Gill	Tony Cawthorne		0	0	0	0
54154	Kilby Bridge Canal & Towpath	Adrian Thorpe	Ed Morgan		0	15,328	15,328	15,328
54157	Electric Car Charging Points	Adrian Thorpe	Ed Morgan		0	0	0	0
54161	E-Bikes	Adrian Thorpe	Mike Benetto		0	0	0	0
54566	Brocks Hill Additional Play Equipment	Stuart Marbrook	Stuart Marbrook		82,000	0	82,000	82,000
54568	Coombe Park Pavilion Extension	Adrian Thorpe			170,000	0	170,000	170,000
54570	Blaby Park Footpath	Stuart Marbrook	Stuart Marbrook		0	9,000	9,000	9,000
54574	Pitch Improvement Programme	David Gill			80,000	0	(80,000)	0
57575	Private Sports Grants	David Gill			195,000	0	(195,000)	0
54576	Repairs to play area surface various play areas	Stuart Marbrook	Stuart Marbrook		0	12,730	12,730	12,730
54578	Town Centre Wi-Fi	Adrian Thorpe	Mark Hryniv		0	73,058	73,058	73,058
54581	Wigston Town Centre Car Parks	Adrian Thorpe	Jeffery Kenyon		100,000	0	100,000	100,000
54582	Blaby Road Pavilion Sewage Pumping System	Stuart Marbrook	Don Rudd		0	5,500	5,500	5,500
54583	Oadby Cemetery – Biere House structural repairs	Stuart Marbrook	Don Rudd		20,000	0	20,000	20,000
54584	Uplands Park Pavilion – replacement boiler and floor repairs	Stuart Marbrook	Don Rudd		0	12,695	12,695	12,695
54585	Wigston Cemetery – entrance drive resurfacing and disabled parking	Stuart Marbrook	Stuart Marbrook		12,000	0	12,000	12,000
56001	Council Office Refurbishment	Stuart Marbrook	Don Rudd		0	22,800	22,800	22,800
56010	IT Replacement Programme	Trish Hatton	Ben Wilson		0	26,799	26,799	26,799
56037	PARIS Upgrade	Rashpal Sohal	Rashpal Sohal		0	0	0	0
56055	Document Management System Software	Trish Hatton	Ben Wilson		6,200	754	6,954	6,954

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Appendix 10

Project Code Reference	Scheme	Budget Holder	Responsible Person	Original Budget	2021-22 Budgeted C/F	2021-22 Final C/F	Additions/Removals	Revised Budget
				£	£	£	£	
56056	Server / Network Hardware Replacements	Trish Hatton	Ben Wilson		0	8,158		8,158
56069	Licensing Service Software Review	David Gill			0	8,900		8,900
56072	South Wigston Shop Fronts	Adrian Thorpe	Mark Hryniw		0	6,100		6,100
56076	Windows server migrations	Trish Hatton	Ben Wilson		0	5,000		5,000
56082	Bushloe House Car Park Surface repairs and lining	Stuart Marbrook	Stuart Marbrook		0	28,000		28,000
56083	Remote Working - Regulatory Services	David Gill			0	3,968		3,968
56085	New Council Offices	Tony Gwam	Rashpal Sohal		1,700,000	(33,990)	2,020,000	3,686,010
56087	Oadby Depot Reurbishment	Stuart Marbrook	Don Rudd	10,000		0		10,000
56090	Depot CCTV	Philippa Fisher	Brian Kew			0		0
	William Gunning Park Drainage	Stuart Marbrook	Stuart Marbrook		20,000	0		20,000
	Replacement of Grounds Maintenance Dennis bowling green mower	Trish Hatton	Brian Kew		6,000	0		6,000
	Replacement of Grounds Maintenance Vehicle FE09 XOT	Trish Hatton	Brian Kew		30,000	0		30,000
	Replacement of Grounds Maintenance Vehicle FG12 MVN	Trish Hatton	Brian Kew		33,000	0		33,000
	Sports Facilities Improvement Programme	David Gill			220,000	0	(220,000)	0
	Peace Memorial Park Bowls Green- replace steps to bowling green	Stuart Marbrook	Don Rudd	5,000	0	0		5,000
	Invest to Save	Trish Hatton	Ben Wilson	350,000	0	0		350,000
	Transformation	Trish Hatton	Rashpal Sohal	400,000	0	0	(400,000)	0
	Vehicle Refurbishment	Trish Hatton	Brian Kew/Mark Westkamp	60,000	0	0	400,000	460,000
	Flude's Lane	Stuart Marbrook	Stuart Marbrook	20,000	0	0		20,000
	HR Software	Trish Hatton	Ben Wilson		0	10,000		10,000
	Data Centre	Trish Hatton	Ben Wilson		0	16,500		16,500
	Website accessibility	Trish Hatton	Robert Helliwell	5,000	0	0		5,000
	Finance System Upgrade	Tony Gwam	Rashpal Sohal	80,000	0	0		80,000
	New Internal Website	Trish Hatton	Robert Helliwell	10,000	0	0		10,000
	Provision of Energy Efficiency Technologies at Brocks Hill	Tony Gwam	Rashpal Sohal	200,000	0	0	(200,000)	0
	Laptop Renewal	Trish Hatton	Ben Wilson	74,000	0	0		74,000
	Miscellaneous Equipment and New Starters	Trish Hatton	Ben Wilson	20,000	0	0		20,000
	New Facility at Uplands Park	David Gill					145,000	145,000
	Cricket Nets at Uplands Park	David Gill					40,000	40,000
	Football Goals	David Gill					7,221	7,221
	Pitch Improvement Equipment	David Gill					30,000	30,000
	Skatepark and Parkour or BMX facilities	David Gill					220,000	220,000
	Residue of reassigned sports budgets held as hedge against cost inflation.	David Gill					52,779	52,779
	Housing Projects	Adrian Thorpe	Jeffery Kenyon					0
	Multi use basketball / football court at Freer Park, Carlton Drive, Wigston	David Gill						0
	Repairs to Roll of Honour (All Saints Churchyard)	David Gill	Stuart Marbrook					0
	Tree Works – All Saints and St Wistans Churchyards	David Gill	Stuart Marbrook					0
	Total - General Fund			1,241,500	2,674,200	1,035,003	1,581,187	6,531,890
	PLANNED EXPENDITURE GRAND TOTAL			5,071,500	2,674,200	1,549,145	1,581,187	10,876,032

Actual @ Period 6	Forecast Outturn to End of Year	Carry Forward to 23/24	In Year Savings	Preliminary	Indicative	Indicative	Indicative	Indicative	Grant & S106	Capital Receipts	Major Repairs Reserve
990	8,158										
0	0		(8,900)								
0	6,100										
0	5,000										
0	0	(28,000)									
0	0		(3,968)								
2,965,556	3,386,010	(300,000)		310,000	10,000	10,000	10,000	10,000		1,343,990	
5,448	10,000										
0	6,000										
0	0		(20,000)								
0	0	(6,000)		6,000						6,000	
0	0	(30,000)		30,000						30,000	
0	0	(33,000)		33,000						33,000	
0	0										
0	5,000										
0	50,000	(300,000)		300,000						300,000	
0	0										
0	45,000	(415,000)		925,000	400,000	400,000	400,000	400,000		2,525,000	
0	20,000										
0	0		(10,000)								
0	10,000										
0	5,000										
0	0	(80,000)		80,000						80,000	
0	10,000										
0	0										
0	10,000		(74,000)								
0	5,000										
0	0	(145,000)		145,000					145,000		
0	0	(40,000)		40,000					40,000		
0	0	(7,221)		7,221					7,221		
0	0	(30,000)		30,000					10,000	20,000	
0	0	(220,000)		220,000					220,000		
0	0	(52,779)		52,779					52,779		
0	0										
0	0			35,000						35,000	
0	0			5,000						5,000	
0	0			15,000						15,000	
3,483,559	4,533,631	(1,745,800)	(303,318)	2,283,100	417,500	410,000	410,000	410,000	# 898,690	4,407,990	0
3,759,336	5,571,631	(5,051,942)	(303,318)	7,189,242	1,917,500	1,910,000	1,910,000	1,910,000	898,690	5,084,990	9,626,804

Reserves/Other Reserves	Revenue	Leasing or Borrowing	Checksum	Comments
			0.00	Expect to complete in-year
			0.00	Expect to complete in-year
			0.00	Expect to complete in-year
			0.00	Expect to complete in-year
			0.00	Expect to complete in-year
			0.00	Expect to complete in-year
			0.00	
		1,475,669	0.00	
			0.00	
			0.00	
			0.00	Expect to complete in-year
		64,669	0.00	
		100,000	0.00	
0	0	1,640,338	0.00	
		191,200	0.00	Awaiting final pre-planning report to determine course of action with respect to site.
		5,927	0.00	Residual costs
			0.00	Expect to spend grant in full.
		4,200	0.00	Progressing 22/23
		9,330	0.00	Now Complete
			0.00	Project complete
		5,280	0.00	Ongoing
		13,195	0.00	Additional recycling wheelie bins
		26,550	0.00	Complete
		5,600	0.00	36 month subscription for operation of air monitoring station. Eligible for capitalisation. Funded from unilateral undertaking.
		15,328	0.00	Expect to complete soon
		29,527	0.00	Now Complete
		480	(0.03)	E-bikes for site visits within the borough. Funded by £5K LCC smarter travel grant.
		82,000	0.00	Work has gone to tender. Progressing in 22/23
			0.00	Remove from program until S106 funds actually received.
			0.00	Project will not be happening. To be removed from programme.
			0.00	
		12,730	0.00	Progressing 22/23
16,358			0.00	Expected to complete this year.
		50,000	0.00	Match funding to levelling up fund bid submitted 2nd August. Awaiting outcome of bid.
		5,954	0.00	Complete
		22,600	0.00	Complete
		13,215	0.00	Possible overspend due to issues found during survey
		12,000	0.00	Expected to complete in-year
			0.00	Project will not be happening. To be removed from programme.
		26,799	0.00	Residual budget from old ICT arrangements. Will be used for members' devices
		20,000	0.00	Opayo gateway Migration Services & Licence
		2,000	0.00	Final requirements of Idox implementation under review. Possible saving.

Reserves/Other Reserves	Revenue	Leasing or Borrowing	Checksum	Comments
		8,158	0.00	Replacement of end-of-life network components prior to Brocks Hill move.
			0.00	Project complete
		6,100	0.00	Contingent on demand.
		5,000	0.00	Done as part of the transition in 21/22.
			0.00	Project will not be happening. To be removed from programme.
			0.00	Project complete
		2,392,020	0.00	Work underway. Post-construction costs: ICT installation, furniture, moving will slip into 23/24
		10,000	0.00	Ongoing
		6,000	0.00	Ongoing
			0.00	Project will not be happening. To be removed from programme.
			0.00	Procurement exercise underway.
			0.00	Procurement exercise underway.
			0.00	Procurement exercise underway.
		5,000	0.00	Start at end of September
		50,000	0.00	Likely to slip into 23/24
			0.00	Funding transferred to New Council Offices project
		45,000	0.00	Procurement exercise underway.
		20,000	0.00	Scope of work being assessed. Expect to spend in-year
			0.00	Obsolete budget
		10,000	0.00	Increased server capacity for resilience purposes.
		5,000	0.00	
		0	0.00	Expect to slip into 23/24
		10,000	0.00	Research into design currently underway
			0.00	
		10,000	0.00	Will need to Laptops on a 3 year cycle. BW to make a large bid for 24/25 instead of c/f budget amount year by year.
		5,000	0.00	Miscellaneous equipment and replacement of non-functional hardware.
			0.00	Out for consultation, expect to complete by end February
			0.00	Out for consultation, expect to complete by end December
			0.00	Expected to spend by end December
			0.00	Expected to spend by end December
			0.00	Expected to spend by end February
			0.00	
			0.00	Removed
		0	0.00	
		0	0.00	
		0	0.00	
16,358	0	3,141,193	(0.03)	
16,358	0	4,781,531	(0.03)	

The extract below details reserves repurposing proposed as part of the Budget Monitoring Quarter 3 2022/23 Report – Policy, Finance and Development Committee recommended Full Council ratify the proposals:

- 1.1 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.
- 1.2 Earmarked reserves must be reviewed as risks and needs change. Further to the review of the Council’s reserves that was undertaken at Q2, reserve have continued to be reviewed and the Section 151 Officer has identified a further repurposing, this proposal is identified in Table 4.
- 1.3 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 1 – 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 administrating Covid-19 grants that has now been completed.
Elections Reserve	To balance the budget for the fouryearly 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 rants 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 2 – 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	

- 1.4 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.



Full Council	Thursday, 23 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

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 recommended by the Policy Finance and Development Committee for approval by Full Council:

- 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.

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).

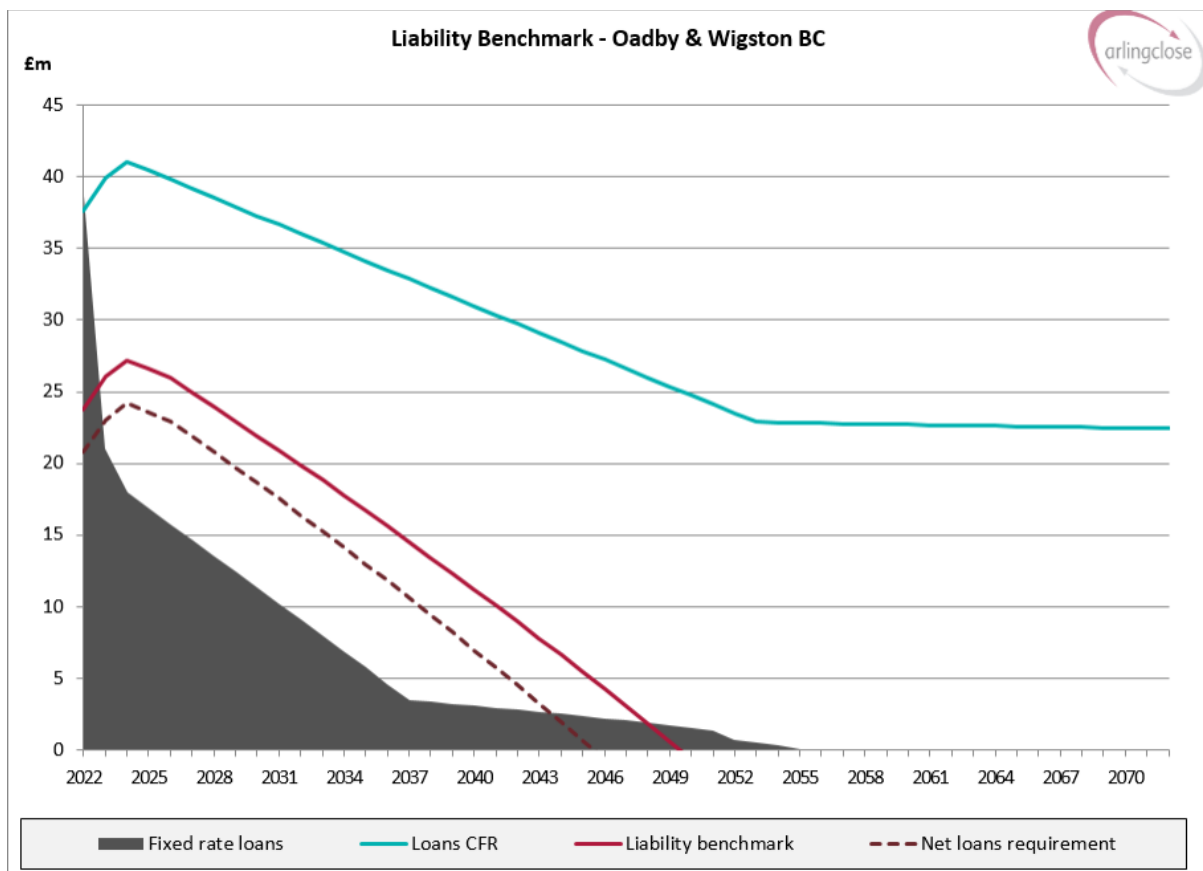
Table 6: Prudential Indicator: Gross Debt and the Capital Financing Requirement in £ millions

	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.

Funding outlook:

Tracy Bingham

Strategic Director – S151 Officer

January 2023



Spending Power has fallen behind for Oadby & Wigston

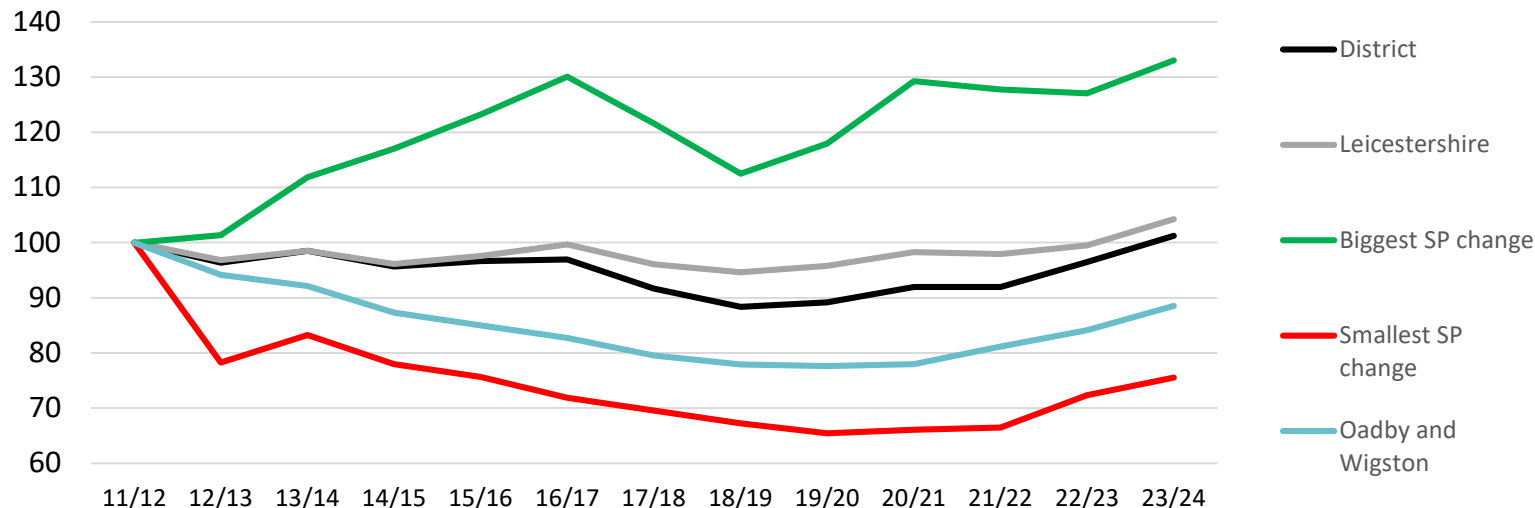
Grant funding has diminished as the Council has not been able to benefit from growth-incentivised funding

- 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.

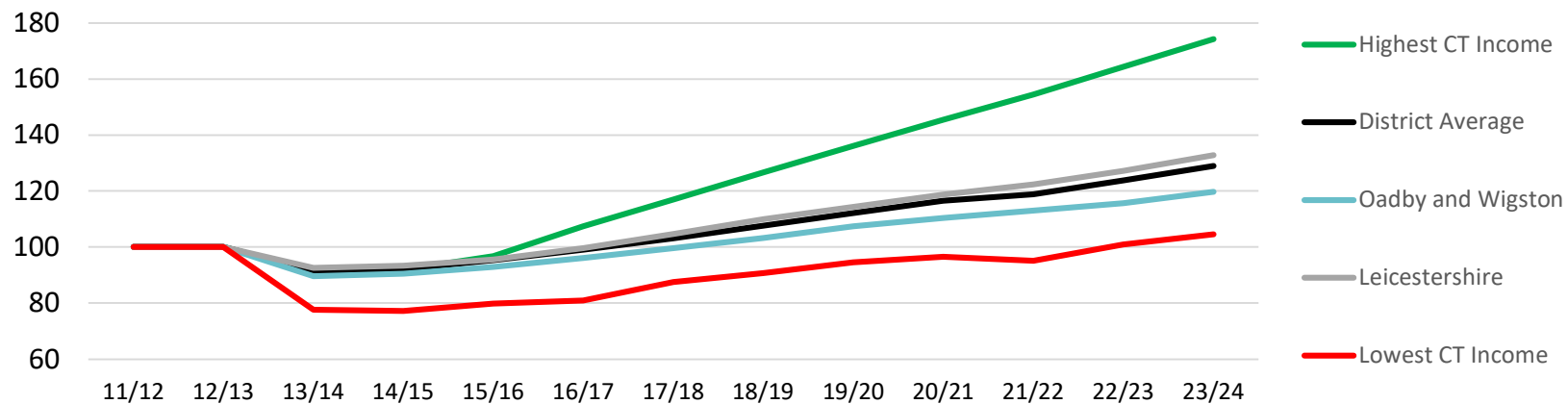
Spending Power since 2011/12: Oadby and Wigston compared with other benchmarks



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

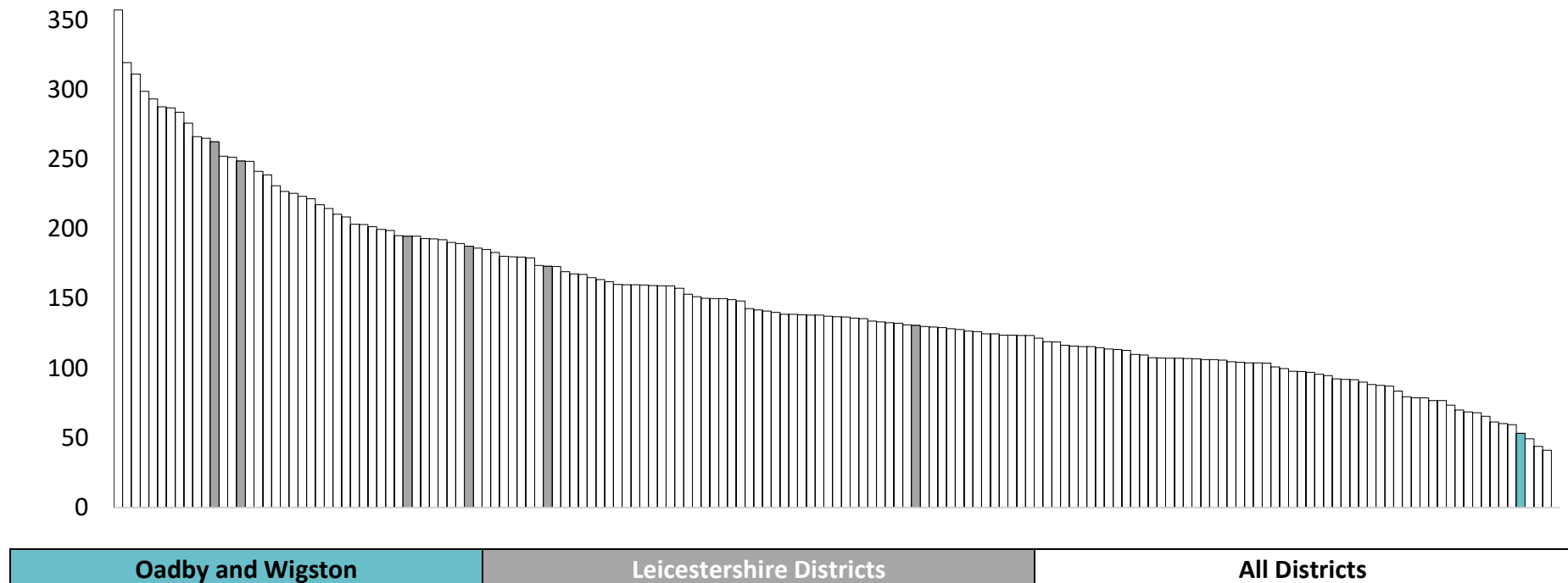


Low housing growth has also resulted in limited incentivised funding in the form of New Homes Bonus.

- 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 (£)

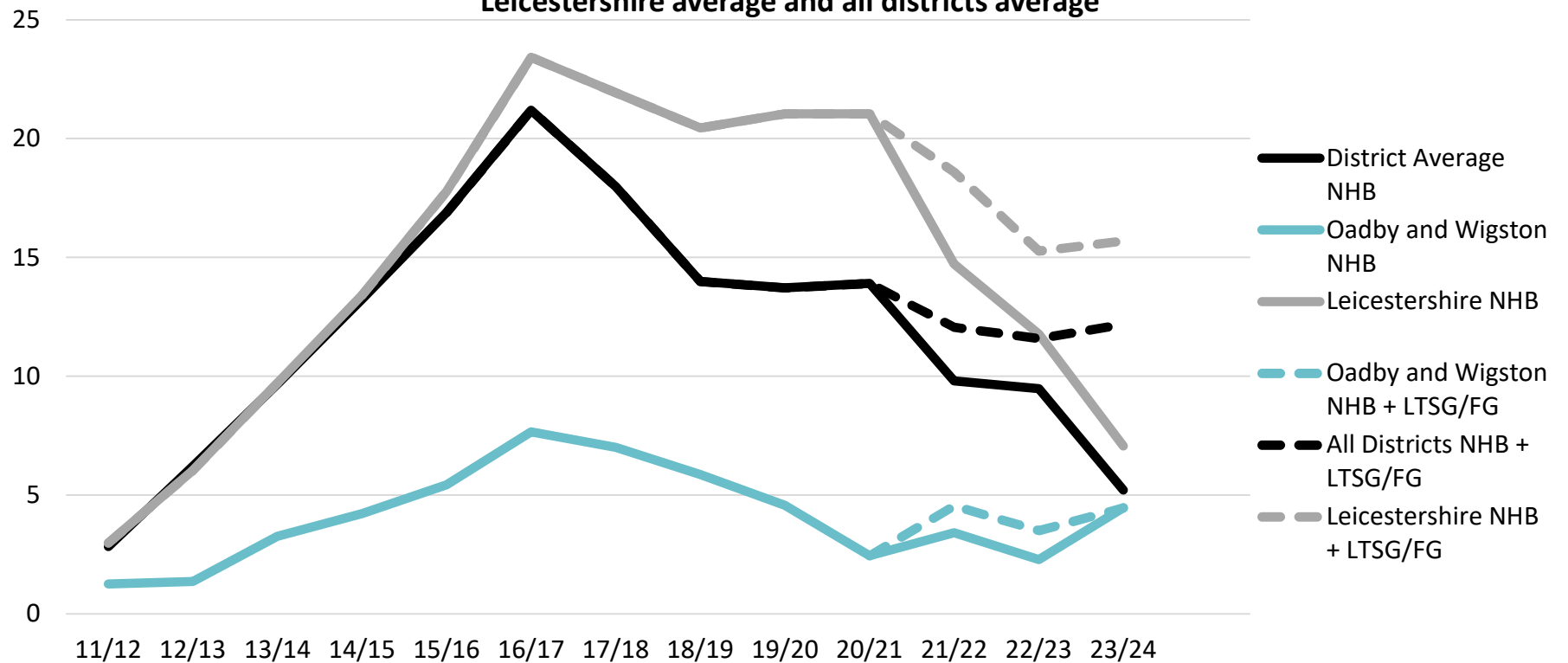
~ Page 148 ~



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

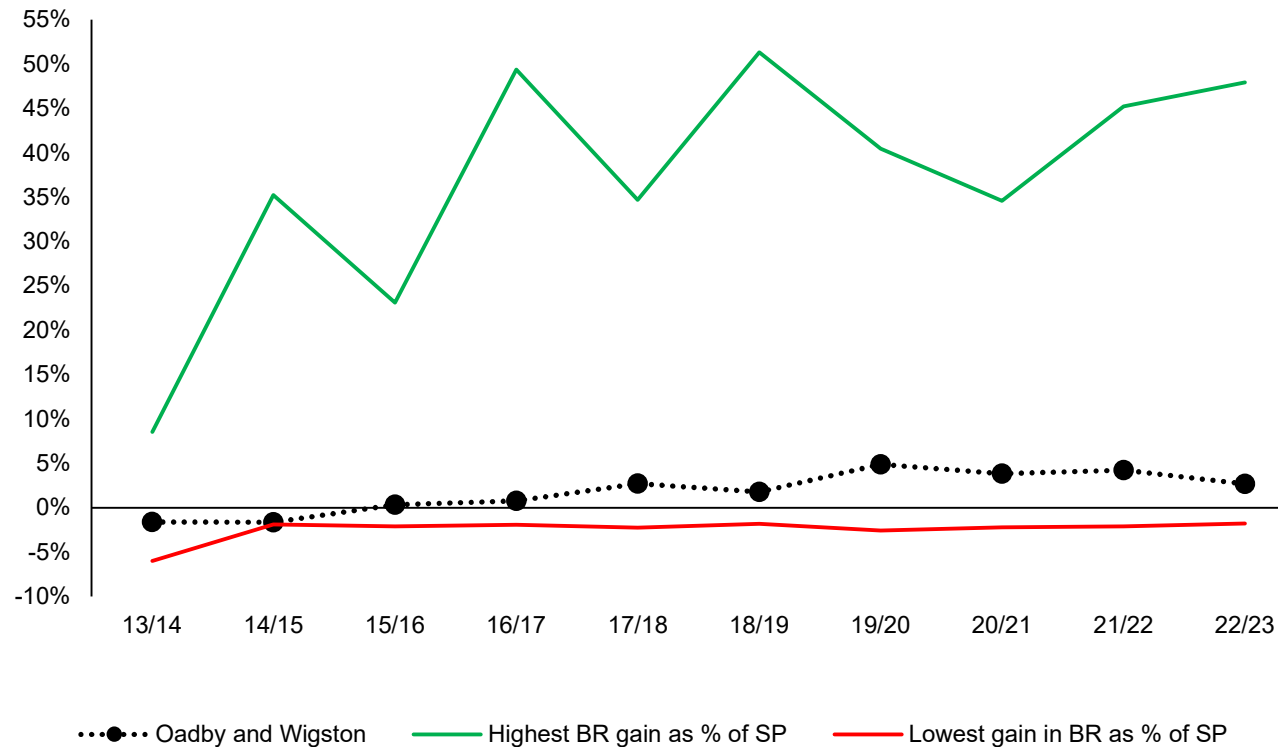
- Whilst it was unlikely the intention the repurposed Lower Tier Services Grant into the Funding Guarantee for 2023/24 has served to effectively dampen the effect of council’s losing their legacy New Homes Bonus payments – with only council’s who have had reduced amounts of NHB having received the Funding 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

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

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

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



Full Council	Thursday, 23 February 2023	Matter for Information and Decision
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Report Title: **Pay Policy Statement (2023/24)**

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

Purpose of Report:	The Localism Act 2011 ("the 2011 Act") requires every local authority to produce and publish a Pay Policy Statement ("the Statement") for each financial year from 2012/13. This report sets out the Council's proposed Pay Policy Statement for the coming financial year 2023/24.
Report Summary:	<p>Section 38 of the 2011 Act requires local authorities in England and Wales to produce and publish a Pay Policy Statement for each financial year, which must be approved by Full Council.</p> <p>This statement sets out the Council's policies in relation to:</p> <ul style="list-style-type: none"> (a) The remuneration of its Chief Officers; (b) The remuneration of its lowest-paid employees; and (c) The relationship between the remuneration of its Chief Officers and the remuneration of its employees who are not Chief Officers. <p>For the purposes of this statement, remuneration includes basic salary, bonuses and allowances or entitlements related to employment.</p>
Recommendation(s):	<p>A. That the contents of the report and appendices be noted; B. That Council approves the Pay Policy Statement for 2023/24 (as set out at Appendix 1); and C. That Council approves the continued commitment to paying the Real Living Wage for 2023/24.</p>
Senior Leadership, Head of Service, Manager, Officer and Other Contact(s):	<p>Anne Court (Chief Executive / Head of Paid Service) (0116) 257 2602 anne.court1@oadby-wigston.gov.uk</p> <p>Philippa Fisher (Strategic Director) (0116) 257 2677 philippa.fisher@oadby-wigston.gov.uk</p> <p>Trish Hatton (Head of Customer Services & Transformation) (0116) 257 2700 trish.hatton@oadby-wigston.gov.uk</p>
Strategic Objectives:	Our Council (SO1)
Vision and Values:	"Our Borough - The Place To Be" (Vision) Accountability (V1) Respect (V2)
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)
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:	As the author, the report is satisfactory.
Chief Finance Officer:	The report is satisfactory.
Monitoring Officer:	The report is satisfactory.
Consultees:	None.
Background Papers:	<ul style="list-style-type: none"> • Equality Act 2010 • Localism Act 2011 • Accounts and Audits (England) Regulations 2011 • Openness and Accountability in Local Pay: Guidance under Section 40 of the Localism Act' Guidance
Appendices:	<ol style="list-style-type: none"> 1. Pay Policy Statement (2023/24) 2. Local Government Pension Scheme (LGPS) Discretionary Pension Statement 1st April 2023 - 31st March 2024 3. Senior Leadership Team (SLT) Organisation Chart

1. Background

1.1 The Council is required to publish a Pay Policy Statement for 2023/24 by 31st March 2023. The Statement for 2023/24 is attached at **Appendix 1**.

2. Current Applicable Pay Award

2.1 The National Joint Council (NJC) final offer on the pay award for 2022/23 was agreed in November 2022 as follows:

- With effect from 1 April 2022, an increase of £1925.00 was awarded to all NJC graded
- employees (SCP 1 to SCP 43)

2.2 For Oadby & Wigston Borough Council this means that the locally agreed pay spines have been reviewed amended accordingly with the same award.

2.3 The pay offer for 2023-2024 has yet to be agreed and subject to its agreement the Pay Policy statement for 2023-24 will be updated and presented to Council for approval.

- 2.4 The Real Living Wage (RLW) which the Council is committed to paying increased in November 2022 to £10.90 per hour and has already been implemented.
- 2.5 The Local Government Transparency Code 2015 requires publications of posts with salaries over £58,200. The Accounts and Audits (England) Regulations 2011 require posts with salaries over £50,000 to be published in the annual accounts.
- 2.8 If approved by Council, the Statement will take immediate effect, superseding the 2022/23 Statement, and will be published on the Council's website.
- 2.6 The Local Government Pension Scheme (LGPS) Discretionary Pension Statement **Appendix 2** was previously approved by Full Council, this is included for noting.
- 2.7 The Senior Leadership Organisational Chart **Appendix 3** is included for noting.

Appendix 1

Appendix 1

OADBY AND WIGSTON BOROUGH COUNCIL PAY POLICY STATEMENT (2023/2024)

1. Introduction

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

2. Legislation

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

3. Scope

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

The level and elements of remuneration for each Chief Officer;

- (a) The remuneration of the lowest paid employees;
- (b) The relationship between the remuneration of Chief Officers and other officers;
- (c) Other specific aspects of Chief Officer remuneration, fees and charges and other discretionary payments.

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

4. Senior Pay

4.1 In this policy the senior pay group covers posts in the top two tiers of the Council. These include the Chief Executive and the Strategic Directors.

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

- Chief Executive (1)
- Strategic Director and S151 Officer (1)
- Strategic Director (1)

4.3 The policy for each group is as follows:-

4.4 Chief Executive

- (a) The Chief Executive's pay is locally agreed and the Pay Grade is currently in the following range:- C1 - 3 £98,946 to £108,699
- (b) This salary was approved by Full Council and no additional bonus, performance, honoraria or ex gratia payments have been made.
- (c) Salary is subject to annual cost of living increases agreed by Joint Negotiating Committee for Chief Officers (JNC) for Local Authority Chief Executives national conditions.

4.5 Strategic Directors

- (a) The Strategic Director posts have been evaluated externally and independently under the HAY Job Evaluation Scheme and the pay grade for these posts is currently D1-4 £84,902 to £89,780.
- (b) These salaries were approved by Full Council and no additional bonus, performance, honoraria or ex gratia payments have been made.
- (c) Salaries are subject to annual cost of living increases agreed by the Joint Negotiating Committee for Chief (JNC) for Local Authority Services.

4.6 Heads of Service

- (a) The Heads of Service posts have been evaluated using the Greater London Provincial Council Job Evaluation Scheme and the Management Levels 1-4 were agreed locally and are currently within the following range:- Heads of Service Management Levels 1 – 4 £54,549 to £75,634 (b) Salary is subject to annual cost of living increases agreed by the National Joint Committee (NJC) for Local Authority Services.

4.7 Electoral fees

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

5. Lowest paid employees

- 5.1. The National Living Wage to be paid from 1st April 2023 is £10.42 (2022 - £9.50) per hour and the age threshold sits at 23 years. Below age 23 years, The National Minimum Wage applies on a sliding age band scale. The rates to be paid from April 2023 are:-
- 21-22 yrs - £10.18 (2022- £9.18)
 - 18-20 yrs - £7.49 (2022- £6.83)
 - Under 18 - £5.28 (2022- 4.81)
- 5.2 For employees classed as apprentices, the rates that apply are set out at paragraph 5.5 below . It is compulsory that employers pay at least the National Living Wage and national Minimum Wage rates where applicable to employees.
- 5.3 However on 15 March 2013, Councillors resolved to implement the Real Living Wage. The Real Living Wage is distinct from the National Living Wage and National Minimum Wage and is calculated by the Centre for Research in Social Policy which is an independent third party. The Centre for Research in Social Policy focuses on the wage rate that is necessary to provide workers and their families with a basic but acceptable standard of living. The minimum standard of living is socially defined and is often intrinsically linked to other social goals such as the fulfilment of care responsibilities. The Real Living Wage rate for 2023 was announced on Thursday 22 September 2022. This was set at £10.90 per hour.
- 5.4 The lowest pay band within the council is Band 1 Scale Points 3. The pay scale points 1 & 2 were deleted as they did not reach the Real Living Wage threshold. Agreement between the national employers and trade unions on the 2022/23 annual pay award

was reached in November 2022. the relevant pay scale points have been amended to reflect this.

- 5.5 The Council also operates an apprenticeship programme that is designed to give people the opportunity to gain a relevant qualification through study and on-the-job training. The training opportunities afforded to individuals through the apprenticeship programme are not directly comparable to other positions filled by employees within the Council.

Apprentices who are under 19 years of age or above 19 years and in their first year of an apprenticeship will be paid at the "apprentice rate" under the National Minimum Wage of £5.28 per hour (2022- £4.81).

Apprentices who are 19 or over and have completed the first year of their apprenticeship, are entitled to be paid at least the minimum wage rate for their age, as set out in paragraph 5.1 above.

6. Pay Structure

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

7. Multipliers

- 7.1 The current establishment has 170 FTE posts. Publishing the pay ratio of the organisation's top earner to that of its lowest paid earner and median earner has been recommended to support the principles of Fair Pay (Will Hutton, 2011) and transparency.
- 7.2 The Chief Executive's post is the highest paid post at the Council and is paid at £108,699 (1 FTE) per annum and is currently at the top of the pay scale. This is 3.9 times the average earnings in the Council which is £28,094. The Chief Executive's pay is 5.2 times the lowest pay which is £21,025 (this is with the increase to the Real Living Wage at £10.90 per hour).

8. Payments/Charges and Contributions

- 8.1 From 1st April 2014, there have been significant changes to the Local Government Pension Scheme.
- 8.2 All employees automatically become a member of the Local Government Pension Scheme, unless they exercise the opt-out clause. They will automatically be enrolled onto the "main scheme", where they meet the qualifying criteria.
- 8.3 The level of contribution payable by an employee in the "main scheme" will depend upon their actual salary received, rather than a full time equivalent. This means that part-time employees would only pay against their actual gross salary per annum and would not be expected to pay the higher rate of their full time equivalent. The employee contributions range from 5.5% to 12.5 %.
- 8.4 As an alternative to the "main scheme", employees have the option to enrol onto the "50/50 scheme". If they opt to join the "50/50 scheme" then, rather than making the full contributions as set out above, they will only have to contribute one half of what they ordinarily would in the "main scheme"; however, the Council continues to pay a full contribution as though the employee were in the "main scheme". This will obviously reduce the amount of contributions made by the employee to their pension which will have an effect on the overall value of the benefits due to them under the Local Government Pension Scheme (LGPS) when they retire. Members of the LGPS can switch between the main scheme and 50/50 scheme at any time and the appropriate form to do so can be obtained from the People Team.
- 8.5 Under the 2014 regulations of the LGPS, employees who meet the qualifying criteria will automatically be enrolled into the scheme and can only opt-out when they have become an active member. Employees, who elect to opt out of the scheme, must obtain a form to opt out directly from Leicestershire County Council (the scheme providers). The Council cannot opt any employees out of the scheme under the new ruling, nor can it provide the form to do so.
- 8.6 The Council makes employer's contributions into the scheme; the current rate is 19.4% of the whole time salary.

8.7 Employees who are not automatically enrolled onto the 2014 scheme because they did not meet the qualifying criteria can elect to join. The membership will be effective from the next payroll date.

9. Discretionary Payments

9.1 The policy for the award of any discretionary payments is the same for all staff regardless of their pay level. Discretionary payments approved at Council are shown as **appendix 2**

10. Decision Making

10.1 Decisions on remuneration are made as follows:-

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

11. Disclosure

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

11.2 The posts are as follows:-

- Chief Executive
- Strategic Director and S151 Officer
- Strategic Director
- Head of Law and Democracy
- Head of the Built Environment
- Head of Customer Service and Transformation
- Head of Finance

12. Performance related pay

12.1 There are no performance related pay schemes in place.

13. Equality and Diversity

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

For further information please contact:-

Anne Court, Chief Executive / Head of Paid Service

Telephone: (0116) 257 2702: E-mail: anne.court1@oadby-wigston.gov.uk

Local Government Pension Scheme (LGPS) Discretionary Pension Statement**Date April 2023 – 31st March 2024****Background**

The regulations of the LGPS require every employer to

- (i) issue a written policy statement on how it will exercise the various discretions provided by the scheme,
- (ii) (ii) keep it under review and
- (iii) (iii) revise it as necessary.

This document meets these requirements stating the regulation requirement and the organisation decision on these.

These discretions are subject to change, either in line with any change in regulations or by due consideration by Oadby and Wigston Borough Council.

These provisions do not confer any contractual rights.

The LGPS Employer Discretions Policy is the Council's written policy statement detailing all mandatory employer discretions the LGPS recommend employers also publish.

Some of these discretions are also referred to in relevant HR policies, for example the Flexible Retirement and Early Retirement policies.

This statement will be published on the Councils website at www.oadby-wigston.gov.uk

The Regulations referred to are:

- R:** The Local Government Pension Scheme Regulations 2013 (as amended)
- TP:** The LGPS (Transitional Provision and Savings) Regulations 2014
- A:** The Local Government Pension Scheme (**Administration**) Regulations 2008 (as amended)
- B:** The Local Government Pension Scheme (**Benefits, Membership and Contributions**) Regulations 2007 (as amended)
- T :** The Local Government Pension Scheme (**Transitional Provisions**) Regulations 2008
- L:** The Local Government Pension Scheme Regulations 1997 (as amended)
- ET:** The Local Government (**Early Termination of Employment**) (Discretionary Compensation) Regulations 2006

2013 Regulations and Transitional 2014 Regulations

Employer Discretion		Regulation	OWBC Policy
Shared Cost APC's	Whether, how much, and in what circumstances to contribute to a shared cost APC scheme	R16(2)(e) & R16(4)(d)	<p>Due to potential cost burden Oadby and Wigston Borough Council will not contribute towards the cost of the employee (purchasing additional pension).</p> <p>This will not have any effect on the existing AVC facility available where the employee only is able to make such contributions.</p>
Extension to Shared Cost APC's	Whether to extend 30 day deadline for member to elect for a shared cost APC upon return from a period of absence from work with permission with no pensionable pay (otherwise than because of illness or injury, relevant child related leave or reserved forces service leave)	R16(16)	It is not the policy of Oadby and Wigston Borough Council to extend the 30 day deadline.
Shared AVC's	Whether, how much, and in what circumstances to contribute to shared cost Additional Voluntary Contributions (AVC's) arrangements	R17(1) & definition of SCAVC in RSch 1	Under Regulation 17 of the LGPS Regulations 2013, Oadby and Wigston Borough Council will not exercise the discretion to allow LGPS members to contribute to a shared cost salary sacrifice additional voluntary contribution scheme.

Right to Return of contributions in cases of fraud or grave misconduct.	No right to return of contributions where a member left their employment due to offence of a fraudulent character or grave misconduct in connection with that employment, unless Employer directs a	R19 (2)	It is not the policy of Oadby and Wigston Borough Council to refund contributions to the member.
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	total or partial refund is to be made		
Flexible Retirement	Whether all or some benefits can be paid if an employee reduces their hours or grade (flexible retirement)	R30(6) & TP11(2)	<p>The Council has agreed to consider its discretion when, with the Council's consent, a scheme member who is over 55 reduces their hours and/or grade and wishes to receive their accrued pension benefits without having retired from employment.</p> <p>All requests will be determined by the relevant Committee on a case by case basis before any decision is made.</p>

			<p>This does not preclude younger employees, under 55 years of age requesting flexible working but without the payment of their retirement benefits.</p> <p>Please refer to the full Flexible Retirement Policy</p> <p>The Council may review its policy at any time.</p>
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	<p>Whether to waive, in whole or in part, actuarial reduction on benefits paid on flexible retirement</p>	R30(8)	<p>It is not the policy of Oadby and Wigston Borough Council to waive, in whole or in part any actuarial reduction resulting from Flexible Retirement unless the actuarial reduction (arising from the pension strain) is of a de minimis amount and the request meets all other policy criteria.</p>
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<p>Early Retirement Waive Actuarial Reduction</p>	<p>Whether to waive, in whole or in part, actuarial reduction on benefits which a member voluntarily draws before normal pension age other than on the grounds of flexible retirement (where the member only has post 31 March 2014 membership)</p>	<p>R30(8)</p>	<p>The Council have a policy on Early Retirement. Any employee from their 55th birthday can voluntarily retire and access their benefits with an actuarial reduction.</p> <p>An employee may request that Oadby and Wigston Borough Council waive in full or in part their reduction on compelling compassionate grounds only. Each case will be considered on its own merits following full consideration of all financial and service delivery implications via the relevant Committee.</p> <p>The Council may review its policy at any time</p>
<p>85 Year Rule</p>	<p>Whether to 'switch on' the 85 year rule for a member voluntarily drawing benefits</p>	<p>TPSch 2, para 1(2) & 1(1c)</p>	<p>Employees can request that the Council 'switch on' the 85 year rule, if they are eligible.</p>
	<p>on or after age 55 and before age 60 (other than on the grounds of flexible retirement)</p>		<p>To be eligible, the employee's LGPS Service (all service) and their age must equal 85 years or more, and they must have joined the pension scheme before 1st October 2006.</p> <p>Deferred members from the age of 55 can access their deferred pension benefits early without employers consent, however the pension income will reduce after the actuarial reduction is applied.</p> <p>The Council may review its policy at any time.</p>

<p>Waiving Actuarial Reduction</p>	<p>Whether to waive any actuarial reduction for a member voluntarily drawing benefits before normal pension age other than on the grounds of flexible retirement (where the member has both pre 1 April 2014 and post 31 March 2014 membership):</p> <p>a) on compassionate grounds (pre 1 April 2014 membership) and in whole or in part on any grounds (post 31 March 2014 membership) if the member was not in the Scheme before 1 October 2006,</p> <p>b) on compassionate grounds (pre 1 April 2014 membership) and in whole or in part on any grounds (post 31 March 2014 membership) if the member was in the Scheme before 1 October 2006, will not be 60 by 31 March 2016 and will not attain 60 between 1 April 2016 and 31 March 2020 inclusive,</p>	<p>TP3(1), TPSch 2, para (2)1, B30(5) & B30A(5)</p>	<p>If it is agreed to apply the '85 year rule', Oadby and Wigston Borough Council may waive the actuarial reduction in full or in part following careful consideration of the financial implications and affordability.</p> <p>Each case will be considered on its own merits including any compelling compassionate reasons and following full consideration of all financial and service delivery implications via the relevant Committee.</p> <p>The Council may review its policy at any time.</p>
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	<p>c) on compassionate grounds (pre 1 April 2016 membership) and in whole or in part on any grounds (post 31 March 2016 membership) if the member was in the Scheme before 1 October 2006 and will be 60 by 31 March 2016,</p> <p>d) on compassionate grounds (pre 1 April 2020 membership) and in whole or in part on any grounds (post 31 March 2020 membership) if the member was in the Scheme before 1 October 2006, will not be 60 by 31 March 2016 and will attain 60 between 1 April 2016 and 31 March 2020 inclusive</p>		
Grant Additional Pension	Whether to grant additional pension to an active member or within 6 months of ceasing to be an active member by reason of redundancy or business efficiency (by up to £6,500 p.a. on 1 April 2014 - this figure is inflation proofed annually)	R31	It is not the policy of Oadby and Wigston Borough Council to award additional pension
Transferring in non LGPS pension rights	Extend normal time limit for acceptance of a transfer value beyond 12 months from joining the LGPS	R100(6)	It is not the policy of Oadby and Wigston Borough Council to consider extending the time limit for a transfer in of previous pension rights to proceed after twelve months.

Employee Contribution Rate	Determine rate of employees' contributions and review the pension contribution band to which an employee has been allocated following a material change which affects the member's pensionable pa	R9(1) & R9(3)	The tiered contribution rate for each employee will be based on the pensionable pay elements. Basic salary is assessed at the full time equivalent rate, in each post an employee holds at 1 April. The contribution rate will be re-assessed annually on implementation/application (regardless of when the award is made) of the annual pay award. Reassessment will take place at any point in the year where there is a material change for example:- Promotion, demotion, incremental progression.
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2018 Amended Regulations

Employer Discretion		Regulation	OWBC Policy
Deferred Benefits	Whether to grant applications for the early payment of pension benefits on or after age 50 and before age 55.	R31(2) of the LGPS Regulations 1997.	It is not the policy of the Council to allow deferred benefit applications on or after age 50 and before age 55.

2008 Scheme (Administration) Regulations and 2007 Regulations

Employer Discretion		Regulation	OWBC Policy
Deferred Benefits	Whether to waive, on compassionate grounds, the actuarial reduction applied to deferred benefits paid early under B30 (member)	B30(5), TPSch 2, para 2(1)	Ordinarily The Council will not waive any actuarial reduction for deferred members on compassionate grounds.
	Whether to 'switch on' the 85 year rule for a pensioner member with deferred benefits voluntarily drawing benefits on or after age 55 and before age 60	TPSch 2, para 1(2) & 1 (1c)	The Council will not "switch on" the 85 year rule.

The Local Government (Early Termination of Employment) (Discretionary Compensation) Regulations 2006

Employer Discretion		Regulation	OWBC Policy
Power to increase statutory redundancy payments	The Employer may decide to calculate a redundancy payment entitlement as if there had been no limit on the amount of a week's pay used in the calculation.	R5 ET	The Council has decided to adopt this discretion and base redundancy payment calculations on an unrestricted week's pay but using the statutory age and service related redundancy scale to determine the number of weeks to be used in the calculation.

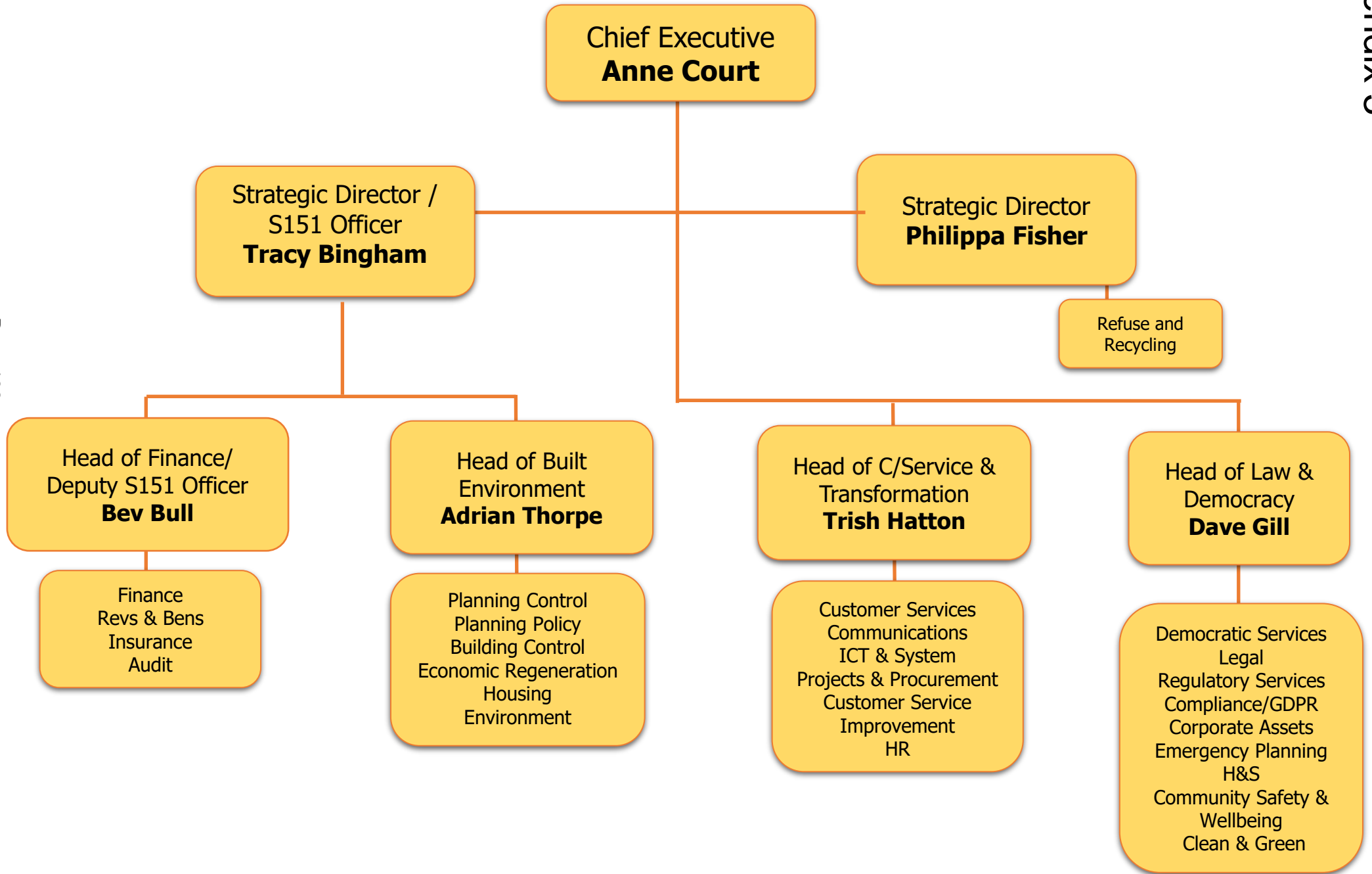
Employer Discretion		Regulation	OWBC Policy
Compensation Payment	<p>A "one off" lump sum compensation payment may be awarded to an employee up to a maximum value of 104 weeks pay, inclusive of any redundancy payment made.</p> <p>If the above Regulation is adopted, employees who are members of the LGPS can be given the option of converting compensation payments, (less the statutory redundancy payment), into additional pensionable service, in accordance with the augmentation factors provided by the authority. An employer should specify whether they intend to provide this option</p>	R6 ET	<p><u>Redundancy</u> The Council has not elected to pay any additional discretionary compensation in excess of the redundancy payment.</p> <p><u>Efficiency</u> A lump sum compensation payment will be awarded, equivalent to a redundancy payment, based on the statutory age and service related redundancy scale and on unrestricted weeks pay (See above: Regulation 5).</p>

1997 and 1995 Scheme Regulations

Employer Discretion		Regulation	OWBC Policy
Deferred Benefits	Whether to grant applications for the early payment of deferred pension benefits on or after age 50 and before NRD on compassionate grounds.	TL4, L106(1) & D11(2c)	It is not the policy of the Council to allow deferred benefit applications on or after age 50 and before age 55.

The policy in respect of each employer discretion is set out above, however, the council may give further consideration where there are exceptional circumstances and clear merit, or where the cost is not considered to be significant or material.

SENIOR LEADERSHIP TEAM
As at January 2023





Full Council	Thursday, 23 February 2023	Matter for Information and Decision
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Report Title: **Approval of Leicestershire Resources and Waste Strategy (2022-2050)**

Report Author(s): **Jon Wells (Senior Strategic Development Manager)**

Purpose of Report:	To seek approval and adoption of the Leicestershire Resources and Waste Strategy 2022-2050 (LRWS/Strategy). The Strategy sets out how the Leicestershire Waste Partnership (LWP) intends to manage municipal waste up until 2050.
Report Summary:	The key focus of the LRWS/Strategy is to achieve net zero carbon by 2050 in Leicestershire by embracing waste prevention and increasing recycling and reuse. The report provides detail on the consultation process, future approach, strategy headlines, pledges and action plan.
Recommendation(s):	<p>A. That the Leicestershire Resources and Waste Strategy 2022 (provided in Appendix 1) is approved by Council.</p> <p>B. That the Council endorses the continuation of the Leicestershire Waste Partnership but request that it is developed and enhanced to ensure appropriate political, strategic and operational engagement.</p> <p>C. The Council requests that the Leicestershire Waste Partnership explores collaborative opportunities which have the potential to deliver environmental improvements, whilst helping to reduce costs across the waste system, such that cost shunting is avoided and mutual benefits are shared across all partners.</p>
Senior Leadership, Head of Service, Manager, Officer and Other Contact(s):	<p>Philippa Fisher (Strategic Director) (0116) 257 2677 Philippa.fisher@oadby-wigston.gov.uk</p> <p>Jon Wells (Senior Strategic Development Manager) (0116) 257 2692 Jon.wells@oadby-wigston.gov.uk</p>
Corporate Objectives:	Building, Protecting and Empowering Communities (CO1) Providing Excellent Services (CO3)
Vision and Values:	"A Stronger Borough Together" (Vision)
Report Implications:-	
Legal:	There are no implications arising from this report.
Financial:	There are no implications arising from this report.
Corporate Risk Management:	Political Dynamics (CR3) Reputation Damage (CR4) Decreasing Financial Resources / Increasing Financial Pressures (CR1) Organisational / Transformational Change (CR8)

	Regulatory Governance (CR6)
Equalities and Equalities Assessment (EA):	The implications are as set out at section 6 of this report.
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:	Consultees and the consultation process is detailed in Section 3 of this report.
Background Papers:	<ul style="list-style-type: none"> • Report entitled 'Leicestershire Municipal Waste Management Strategy' to Policy, Finance & Development Committee 7 December 2021 • Resources and Waste Strategy for England 2018 • Environment Act 2021
Appendices:	1. Leicestershire Resources and Waste Strategy (2022-2050)

1. Background

- 1.1 Under the Waste and Emissions Trading Act 2003, all two-tier authorities are required to have in place a Joint Municipal Waste Management Strategy for the management of municipal waste within their areas. The LRWS/Strategy sets out how the LWP intends to manage municipal waste in the period up to 2050 and it replaces the Leicestershire Municipal Waste Management Strategy (LMWMS) which was last updated in 2011.
- 1.2 The Government requires a public consultation process as part of any formal review. The Policy, Finance and Development Committee, at their meeting of 7 December 2021, agreed to this approach.
- 1.3 The first Leicestershire Municipal Waste Management Strategy (LMWMS) was adopted by the Leicestershire Waste Partnership (LWP) in 2002. In 2006 it was comprehensively reviewed including a public consultation and full Strategic Environmental Assessment (SEA). The Strategy was subsequently updated in 2011 to reflect changes in performance and the economic climate since 2006 but maintained the objectives of the 2006 Strategy.
- 1.4 The LWP commissioned Frith Resource Management to undertake a full review of the Strategy.
- 1.5 The National Resources and Waste Strategy 2018 (RWS) was released in 2018. It focuses on known problems with effective solutions that will reduce reliance on single use plastics, cut confusion over household recycling, tackle the problems of packaging and end food waste.

- 1.6 The RWS outlines how the Government aims to make the UK more resource efficient and to move towards a circular economy which keeps resources in use for longer. The RWS covers the period until 2050 and includes a target of 65% recycling rate of municipal solid waste by 2035.
- 1.7 Following on from the publication of the national RWS, two rounds of consultations were released with local authorities identified as key stakeholders. These included proposals that are expected to affect local waste services including mandatory weekly food waste collections, free garden waste collections, the introduction of a deposit return scheme for single use drinks containers, extended producer responsibility for packaging (this is in essence where the full cost of collection, recycling and disposing of packaging is met by the producers of the packaging), and a move towards consistent waste collections by all local authorities. These three policies are known collectively as the 'Collection and Packaging Reforms' and consist of;
- Deposit Return Schemes (DRS) (England, Wales & NI) – closed June 2021
 - Reforming the UK packaging responsibility system/Extended Producer Responsibility (EPR) (UK) – closed June 2021
 - Consistency in household and business recycling collections (England) – closed July 2021
- 1.8 To date, the results of the second round of consultations have only been published for extended producer responsibility for packaging (pEPR). They have not yet been published for a deposit return scheme and consistency in household and business recycling collections.
- 1.9 Legislation to enable the policy changes within the RWS is contained within the Environment Act which received Royal Assent on 9 November 2021.
- 1.10 The review of the LMWMS has considered the potential forthcoming legislative changes and these are reflected accordingly and, in some instances, caveats have been made due to the continued delay of confirmation of Government policy. It is important to note the Strategy is high-level and therefore non-site specific.

2. Joint Municipal Waste Management Strategy Review process

- 2.1 The purpose of a joint municipal waste management strategy is to; identify the baseline position, outline where partners want to be and by when and articulate how this will be achieved. In order to achieve this the following steps were taken:

Strategy review steps	Outputs
Production of a detailed project plan	Project plan produced
Project planning, gap and data analysis	Baseline report
Undertake full equalities and human rights impact assessment	Impact assessment produced
Agree objectives, options and options assessment criteria	Draft options appraisal report and headline strategy

Strategic environmental assessment	Scoping report and 5 week statutory consultation, draft environmental report
Public consultation	Consultation report
Finalise strategy	Final headline strategy
Action plan	Final action plan

3. Public consultation

3.1 Following a stakeholder mapping exercise, a public consultation commenced on 31 January 2022 and ran for 12 weeks until 25 April 2022. The consultation documents included the following:

- 1) Draft Leicestershire Resources and Waste Strategy (describes the approach the LWP would take in delivering recycling and waste management services from 2022-2050), draft vision, objectives and 11 pledges that sit alongside forthcoming national changes
- 2) Draft options appraisal report (to explore current and alternative ways of delivering waste services, associated costs, recycling rates that could be achieved taking on board upcoming national policy changes) and evidence behind the pledges
- 3) Draft environmental report (to consider the environmental impacts of delivering the strategy)
- 4) Consultation summary document

3.2 The consultation documents were available online, via the Leicestershire County Council's 'Have your Say' webpage and hard copies were made available upon request. The consultation comprised a survey consisting of tick box questions and open comments. Questions sought views on the vision, objectives and pledges and asked a series of questions on waste prevention, reuse and recycling behaviours.

3.3 A wide range of communications were used to promote the survey utilising online and printed media. Presentations were given to specific groups and an online forum was delivered.

3.4 The key conclusions from the consultation (mirrored by Oadby and Wigston Borough residents) were as follows:

- 1) The proposed vision and strategy resonated with residents
- 2) There was limited understanding of the relationship between waste and climate change
- 3) Residents are enthusiastic about greater engagement in reducing waste and increasing recycling and recognise they play an important role
- 4) Communication and engagement activities need to be improved and developed

3.5 The key themes the consultation highlighted were the need to tackle fly tipping, put more pressure on producers to increase the use of recycled packaging, increase access to sustainable activities e.g. waste prevention and reuse, focus on more engagement and encouragement with the public to aid a greater understanding of climate concerns, concerns about food waste, the need to expand kerbside recycling to include a wider range of materials, garden waste accessibility and cost, fear that restricting residual waste collections

could be counterproductive, a desire to retain fortnightly services in preference to a switch to three weekly and a large recognition that the household waste recycling sites should be increased, and accessibility and communication improved.

4. Changes to the LRWS/Strategy and final pledges

- 4.1 Following the consultation process the draft LRWS/Strategy document has been revised to recognise the need for future campaigns and initiatives and fly tipping as a specific pledge. The remaining pledges have been altered slightly. The final pledges are detailed below:
- 1) All Councils within the Partnership will review their purchasing activities and internal waste management services to seek to promote waste prevention, reuse and recycling to support the objectives of this Strategy and lead by example.
 - 2) Environmental crime, particularly fly-tipping does not recognise council boundaries. The Partnership will work together to reduce fly-tipping and litter across Leicestershire and educate residents, businesses, or anyone disposing of rubbish, about their legal duty of care to dispose of their rubbish responsibly.
 - 3) The Partnership pledge to support and encourage waste prevention activity across LWP. This will include working with stakeholders, residents and communities to prevent unnecessary waste arising, for example through food waste reduction campaigns such as Love Food Hate Waste.
 - 4) The Partnership pledge to continue delivering reuse services and expand activities where practicable, working in partnership with other stakeholders and to signpost to places that advocate for waste prevention and reuse, in support of developing a circular economy. This includes a pledge to continue to improve the collection of items for reuse at Household Waste Recycling Centres and explore the development of reuse shops at suitable sites.
 - 5) The Partnership will implement and promote separate food waste collections to all households, subject to confirmation of the national policy, legislation and the provision of total ongoing Government funding. This will be as soon as possible when contracts and circumstances dictate. The County Council will procure anaerobic digestion capacity to treat the collected food waste in a manner that contributes to effective carbon emissions reduction across the County and improves soil quality.
 - 6) The Partnership will explore the use of alternative fuels for collection vehicles and the transportation of waste and resources to further reduce carbon emissions of the service and improve air quality.
 - 7) The Partnership will continue to offer a garden waste collection system to Leicestershire residents. This will follow national guidelines as to the form of the collection and will be subject to legislation and total ongoing Government funding. The Partnership will continue to procure composting capacity to treat the collected garden waste in a manner that supports carbon reduction and improves soil quality.
 - 8) The Partnership shall ensure that the full range of recyclables (as specified by the Government and subject to funding) are collected from residents (and businesses where applicable) across Leicestershire by 2025, or as soon as possible when contracts and circumstances allow.
 - 9) The Partnership shall continue to explore the viability of adding extra materials to

recycling collections (e.g. for batteries, small electric goods or clothing) striving to continually improve Leicestershire's recycling performance.

- 10) The Partnership will put in place collection systems to contribute towards the achievement of the national 65% recycling target by 2035. This may include restricting residual waste capacity to encourage greater materials separation, carbon savings and resource recovery. Improvements in materials recovery at Household Waste Recycling Centres will also contribute towards the national target.
- 11) The Partnership will continue to allocate a communications budget sufficient to help promote good recycling behaviour and support resource recovery to progress the circular economy and low-carbon objectives of this Strategy.
- 12) The County Council will reduce waste sent to landfill to less than 5% by 2025, well in advance of the 10% national target by 2035. The County Council will undertake future procurement processes for residual waste treatment (alternatives to landfill) in line with the vision and objectives of this Strategy.

4.2 In the period during the public consultation the government released its response to its extended producer responsibility for packaging consultation and has confirmed that glass which was originally to be included in the proposed deposit return scheme will now be part of extended producer responsibility for packaging. No further modelling was undertaken within the options appraisal due to the continued uncertainty around the government's preferred approach, however the future waste and recycling projections were updated to take account of this amendment.

4.3 Due to the continued uncertainty with regard to government policies, a Local Government finance position statement also been added to the Strategy.

5. LRWS/Strategy Action Plan

5.1 A further step in the review process is produce an Action Plan. The Action Plan provides a route map for delivering the vision, objectives and pledges set out in the Strategy. It provides a clear direction of travel to ensure that resources and waste are managed effectively.

5.2 The Action Plan will guide the implementation of the Strategy and will be subject to regular review and monitoring. Changes may be made to the Action Plan in response to accelerated or delayed implementation of actions, variance in predicted performance of actions or changes in government policy, legislation or regulations for example.

5.3 The Action Plan has been divided into the following themes – reuse/circular economy, recycling, residual waste reduction, partnership working, leading by example, communication and carbon. Some of these themes contain overlapping elements. Each action within the plan details what action is to be taken, how this relates to either an objective or pledge of the Strategy, by whom and when.

5.4 The Action Plan is high level but builds on the objectives and pledges of the Strategy. There may be further (more detailed) actions for example: a procurement plan; individual Council action plans; business cases, or; communications plans.

6. Equalities

6.1 An assessment was carried out of the LRWS/Strategy and this concluded that further

assessments may be required for the delivery of activities and as specific schemes are developed. The key outcome was to ensure the LRWS promotes accessible services, accessible information and appropriate equality training where required.

7. Summary

- 7.1 It is recognised that further clarity from Government is needed to fully understand the impact of the potential policy changes which may be the most significant seen for many years. The options modelled which support the Strategy provide a reasonable guide to the magnitude of changes that might be expected and are subject to forthcoming legislation and future funding mechanisms.
- 7.2 The Strategy sets the LWP in a robust policy position for an imminent period of substantial change (2023 – 2027) and longer term goals and will help deliver on Net Zero priorities.
- 7.3 The Strategy highlights that significant legislative changes are on the horizon. In responding to these, the LWP will need to be maintained and enhanced to ensure appropriate political, strategic and operational engagement. As government policy evolves, the partnership will need to explore collaborative opportunities which are most effectively able to deliver the changes required and ensure the balance of risk and reward is shared across both the waste disposal and collection authorities. Innovative collaborative opportunities should be considered which have the potential to deliver environmental improvements, whilst helping to reduce costs across the waste-system, such that cost shunting is avoided and mutual benefits are shared across all partners. Where funding is provided which requires allocation across the Partnership, this will be calculated on a basis that is acceptable to all Partners to ensure legally compliant, cost effective and timely distribution.

Leicestershire Resources and Waste Strategy 2022 - 2050



Foreword

The Government set a clear ambition to improve the environment within a generation in their 2018 Strategy 'A Green Future: Our 25 Year Plan to Improve the Environment'. How we manage our waste plays an important part in achieving this ambition as everything that we buy, use and eventually throw away has an impact on our environment.

The Leicestershire Waste Partnership (the County Council and the seven district and borough councils) work together to manage all of the household waste that is produced in Leicestershire. In this Strategy, the Partnership sets out how we will deliver recycling and waste management services up to 2050.

We are working towards reducing the amount of waste that is produced, increasing recycling, reducing carbon emissions to support net zero ambitions and keeping resources in use for longer. Additionally, we are pledging to reduce waste sent to landfill.

Depending on the funding that we receive from the Government, we are committed to introducing separate food waste collections across Leicestershire, offering garden waste collections to all residents, and expanding recycling collections.

We are also committed to reviewing our own purchasing activities and internal waste management services to lead by example.

But we can't do this alone. We need people to work with us to achieve these ambitions and we are committed to working with stakeholders, residents and communities to prevent unnecessary waste from being produced in the first place, to promote good recycling behaviour and support resource recovery to progress a circular economy. By working together, we can improve our environment, now and for the future.



Local government financial statement

This Strategy has been published during a time of uncertainty in regard to the Government's progression of the implementation of the national Resources and Waste Strategy (Our Waste, Our Resources: A Strategy for England). The Resources and Waste Strategy was released on 18 December 2018 and sets out how Government will preserve material resources by minimising waste, promoting resource efficiency and moving towards a circular economy.

Three significant consultations took place during 2019 including Consistency in Household and Business Recycling Collections in England, a Deposit Return Scheme and Extended Producer Responsibility for packaging. Further secondary consultations took place in early 2021 and subsequent changes from 2024/5 could include mandatory household food waste collections, restrictions on garden waste charging and the introduction of a deposit return scheme for drinks containers. At this present time Government has not released the outcomes from two of the consultations, therefore there remains uncertainty in regard to forthcoming legislation and future funding mechanisms.

All councils are facing challenging financial outlooks. The pressures of high inflation levels, coupled with an ever-increasing demand for core services, is presenting a challenge across the whole local government sector.

In acknowledgement of this, some of the pledges contained within the Leicestershire Resources and Waste Strategy are caveated and can only be implemented if sufficient ongoing additional funding is provided by Government to cover the costs incurred by both the waste disposal and waste collection authorities respectively.

Where funding is provided which requires allocation across the Partnership, this will be calculated on a basis that is acceptable to all partners to ensure legally compliant, cost effective and timely distribution.

Executive summary

How we view 'waste' has changed; it is no longer only something to get rid of, but is considered a valuable resource, to be retained and reused, or avoided at all where possible. Using waste as a resource can help to reduce the raw materials needed for producing new goods, which has environmental, social and financial benefits. This updated Leicestershire Resources and Waste Strategy (LRWS/the 'Strategy') reflects this global current thinking and describes the recycling and waste management services which will be delivered by the Leicestershire Waste Partnership (LWP)¹ from 2022 up to 2050. The Vision of the LRWS is:

To work towards a circular economy and contribute to achieving net zero carbon by 2050 in Leicestershire. This means fully embracing the waste hierarchy by preventing waste and keeping resources in circulation for as long as possible, through reuse, repair and recycling, to realise their maximum value whilst minimising environmental impacts.

This vision is supported by specific Strategy objectives and a range of pledges and measures that sit alongside national policy changes - setting a direction for long term management of material resources for the benefit of the residents and communities of Leicestershire².

In addition, the Strategy includes:

- The policy framework - the current and future context for resources and waste management, considering local issues e.g. air quality, and global issues such as carbon reduction/greenhouse gas reduction and climate change.
- Strategy delivery - how resources and waste will be managed to achieve the vision and objectives, through the services provided by the LWP to its residents and communities and 12 pledges regarding commitments, actions and performance.

¹ Leicestershire Waste Partnership comprises Leicestershire County Council and the seven district and borough councils. Leicester City Council is an associate member.

² Note that this Strategy does not cover Leicester City Council which is a unitary authority with its own waste collection and disposal arrangements.

The LRWS includes a focus on waste prevention (avoiding waste generation in the first place) and developing more initiatives on reuse of goods - both at the Household Waste Recycling Centres and in the community. There are challenging pledges around recycling and reuse, aiming to enhance Leicestershire's performance to support the delivery of the national recycling target of 65% by 2035. The majority of progress will be made over the next five years through the Countywide implementation of weekly food waste collections, more consistent and effective recycling collections and, subject to Government guidelines and funding, potential changes to garden waste collections.

If the national 65% recycling rate is to be met the amount of residual waste (all general mixed 'rubbish') managed by Councils will need to fall from around 260kg per person to around 160kg per person by 2035. Furthermore, the management of residual waste in Leicestershire is also set to change with a pledge to reduce the amount of waste landfilled from current levels (of around 30%) down to 5% by 2025. This is substantially ahead of the new national target of 10% landfilled waste by 2035.

The net effect of the measures within the LRWS is a reduction in the amount of carbon (as measured in CO₂ equivalents) in the range of 5,000 -10,000 tonnes of CO₂ eq. each year from the collection and management of wastes and resources in the County. This is equivalent to taking between 1,800 - 3,600 cars off the road, in terms of annual emissions savings.

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1. Introduction

What is a Resources and Waste Strategy?

This document is the Leicestershire Resources and Waste Strategy (LRWS) for the Leicestershire Waste Partnership (LWP). The partnership comprises Leicestershire County Council (the Waste Disposal Authority) and the seven Leicestershire Waste Collection Authorities (the district and borough councils). Leicester City Council manages its waste via separate arrangements as a Unitary Authority.

This LRWS is an update to the Leicestershire Municipal Waste Management Strategy which has been in place since 2002 and was reviewed and updated in 2006 and 2011 respectively.

The LRWS describes the recycling and waste management services which will be delivered by the LWP up to 2050. The Strategy sets out:

- The policy framework - the current and future context for resources and waste management, considering local issues e.g. air quality, and global issues including carbon reduction/greenhouse gas reduction and climate change.
- The vision, aims, and objectives - what the LWP wants to achieve in terms of resources and waste management.
- Strategy delivery - how resources and waste will be managed to achieve the aims and objectives, through the services provided by the LWP to its residents and communities.

How we view 'waste' has changed; it is no longer only something to get rid of, but is now considered a valuable resource, to be retained and reused, or avoided at all where possible. Also, the adverse impacts of raw material inputs e.g. the resources we use, are becoming increasingly apparent, meaning now more than ever raw materials need to be used efficiently and conserved. Using the resources from waste can help to reduce the raw materials needed for producing new goods, which has environmental, social and financial benefits. This updated LRWS reflects this global current thinking.

The Strategy covers services for managing municipal solid waste (MSW). MSW is all the waste collected by the local authorities in the LWP³. This includes household, commercial and street cleansing wastes, and wastes taken to the Household Waste Recycling Centres (HWRCs).

As Waste Collection Authorities, the district and borough councils have a legal duty to collect municipal waste and Leicestershire County Council, as the Waste Disposal Authority (WDA), has a legal duty to treat, manage and dispose of MSW. The WCAs and WDA work in partnership, recognising that joint working on planning the collection, treatment (composting, recycling, and recovery) and disposal of waste supports efficient service delivery for residents and communities, including businesses.

This Strategy runs up to 2050, however it will be reviewed regularly at appropriate periods during this time. Reviews are needed to make sure the Strategy remains current and in line with national guidance.

How is the service delivered?

All districts in Leicestershire currently have household collections of recycling, residual⁴ and garden waste. Food waste is not currently collected district wide by any WCA; however some have either collected this in the past or have trialled weekly food waste collections over the last few years, including Harborough District Council, Hinckley & Bosworth Borough Council and Oadby & Wigston Borough Council. North West Leicestershire District Council have been successfully trialling a food waste collection since November 2019, and continue to do so.

Recycling

How recycling is collected is broadly consistent across the LWP. Six of the districts collect all recycling material together in one container (typically a wheeled bin), this is often referred to as a 'commingled collection' and is collected every two weeks. Residents in North West Leicestershire District on the other hand, are provided with a mixture of bags and boxes to separate out key recyclable materials, which are then placed in different compartments on a specialist vehicle. This is often referred to as a 'kerbside-sort' or 'multi-stream' collection. Examples of the containers for each district and borough council are shown below.

³ It also applies to similar wastes collected by other parties; however this is not under the control of the local authorities.

⁴ 'Residual' waste is 'black bin' waste that is not separated, so is mixed waste or 'general rubbish'.



Commingled collections for:
Blaby District Council,
Charnwood Borough Council,
Harborough District Council,
Hinckley & Bosworth Borough Council,
Melton Borough Council and
Oadby & Wigston Borough Council



Kerbside sort
or multi-stream
collections for
North West Leicestershire
District Council

All of the commingled recyclable materials collected from residents are currently sent to a Materials Recycling Facility (MRF) in Leicester. At this facility, recycling is separated using a combination of manual and automatic sorting processes to sort material streams before being baled and sent for reprocessing.

North West Leicestershire District Council has its own arrangement for processing recycling (which is already separated on the vehicle as it collects from households). Their recycling is transported to a depot in Coalville. Here, the materials are unloaded from the collection vehicles and tipped into dedicated bays where further separation is used where needed. For example, magnets are used to separate the metals from the plastic. Once baled, the collected recyclables are sold on, and this can be directly to reprocessors.

Garden waste

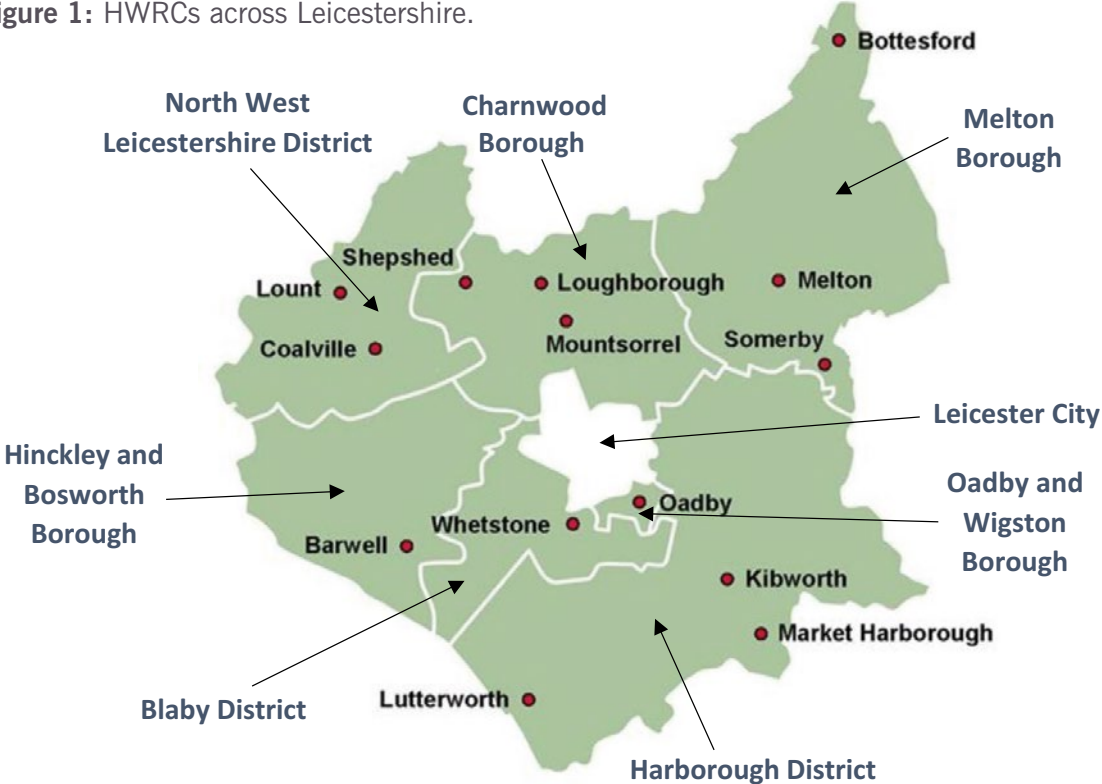
Unlike recycling and residual waste, the collection of garden waste is a non-statutory service and is a discretionary service provided by Local Authorities. As such, Local Authorities are able to provide this service for free, or to ask residents to pay for its collection. All authorities in the LWP charge for the collection of garden waste, except for North West Leicestershire District Council who offer this service for free. Residents wishing to have their garden waste collected typically pay an annual subscription fee which covers the cost of a wheeled bin, vehicles and crew that collect garden waste.

Residents are also encouraged to use other methods to dispose of garden waste. Firstly, via home composting garden waste (cuttings, trimmings, plants, branches and other garden waste which can be composted). Alternatively, residents can also take their garden waste to any of the Household Waste Recycling Centres.

Household Waste Recycling Centres (HWRCs)

Household Waste Recycling Centres (HWRCs)⁵ are provided for residents to dispose of any bulky or additional waste and recycling which cannot be collected through the kerbside collection. There are fourteen HWRCs located across Leicestershire, as shown in the image below. These sites are managed by Leicestershire County Council.

Figure 1: HWRCs across Leicestershire.

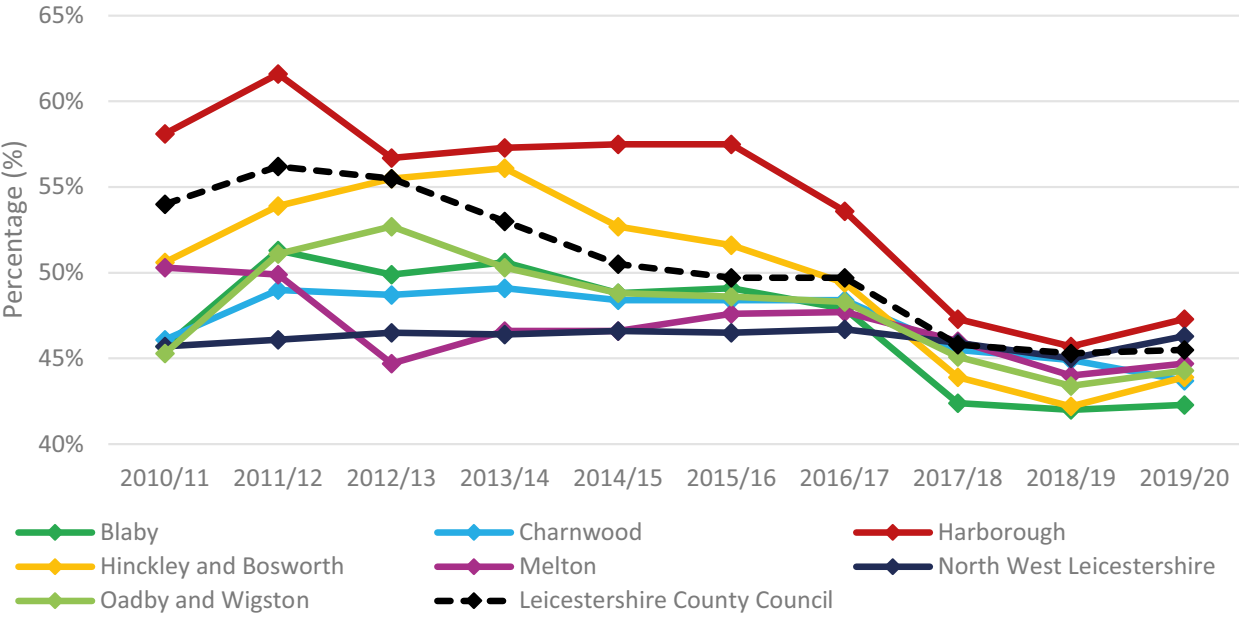


The HWRCs take a wide range of items which can be sent for reuse, recycling or disposal. Opening hours and the waste accepted varies across each site. Leicestershire residents are generally able to use these sites for free. Some charges may apply for specific materials, including hardcore and rubble, tiles, plasterboard and asbestos. Vans, pick-ups and cars with trailers, and any vehicle bringing asbestos, chemicals or liquid paint, require a permit to visit the sites.

In 2019/20, the combined reuse, recycling and composting performance was 45.5% for household waste from collections at the kerbside and from the HWRCs. This is lower than the UK’s target to recycle 50% of household waste by 2020. The average for England within the same period was 43.8%, meaning that Leicestershire did perform above national average, despite the fall in overall performance shown below. A key reason for the fall, shown in Figure 2, was not that householders were recycling less, but that a facility which was extracting extra recycling from residual waste had closed.

⁵ Locally in Leicestershire known as Recycling Household Waste Sites (RHWS) or historically known as ‘the tip’.

Figure 2: Current and historic recycling rates for Leicestershire Councils 2010/11 - 2019/20.



Although the recycling rate is above the national average, the amount of waste sent to landfill (the least desirable outcome) was 31.8% in 2019/20, this is much higher than the average landfill rate for local authorities in England, for the same time period (8.5%). Both reducing the waste sent to landfill and increasing recycling are key elements of this Strategy (see section 3).

Who delivers the collection services?

The collection of waste and recycling is the responsibility of the district and borough councils. The delivery of this service can be managed in several ways, in-house (the Council run the collections using their staff), via a Local Authority Trading Company (a type of publicly owned 'arms length' company), or by outsourcing the service to a private contractor (also known as contracting out the service). At present, four of the district and borough councils operate this service in house (Blaby, Hinckley & Bosworth, North West Leicestershire and Oadby & Wigston) and three are outsourced to the private sector (Charnwood, Harborough and Melton). Collection service contracts typically last between 7 and 10 years.

Bulky waste

Across the County, residents can arrange for the collection of larger items - this is known as a bulky waste collection. Each district and borough council has its own service in place for its residents. This service is chargeable (price varies per Council), often with a minimum collection fee. The types of items that can be collected include domestic furniture, appliances (televisions, fridges, freezers, washing machines), beds etc.

Trade waste

Some district and borough councils also offer a collection service from businesses in their area, this is known as a trade waste collection. An overview of the trade waste services is provided below.

Council	Waste types collected	Other characteristics
Blaby District Council	General Waste Mixed Recycling Glass Only	Customers can choose from a range of options for both the frequency of collection and the size of containers provided.
Charnwood Borough Council	General Waste	Weekly (or multiples of weekly) collections of residual waste. Intention to start mixed recycling collections soon.
Harborough District Council	General Waste Mixed Recycling	Customers can choose from a range of options for both the frequency of collection and the size of containers provided.
Hinckley & Bosworth Borough Council	General Waste Mixed Recycling	Customers can choose from a range of options for both the frequency of collection and the size of containers provided.
Leicestershire County Council	N/A	LCC run a trade service at Whetstone Waste Transfer Station (WTS) which includes an outlet for general waste and also source separated waste such as cardboard, green waste, wood and inert waste.
North West Leicestershire District Council	General Waste Mixed Recycling	Customers can choose from a range of options for both the frequency of collection and the size of containers provided.

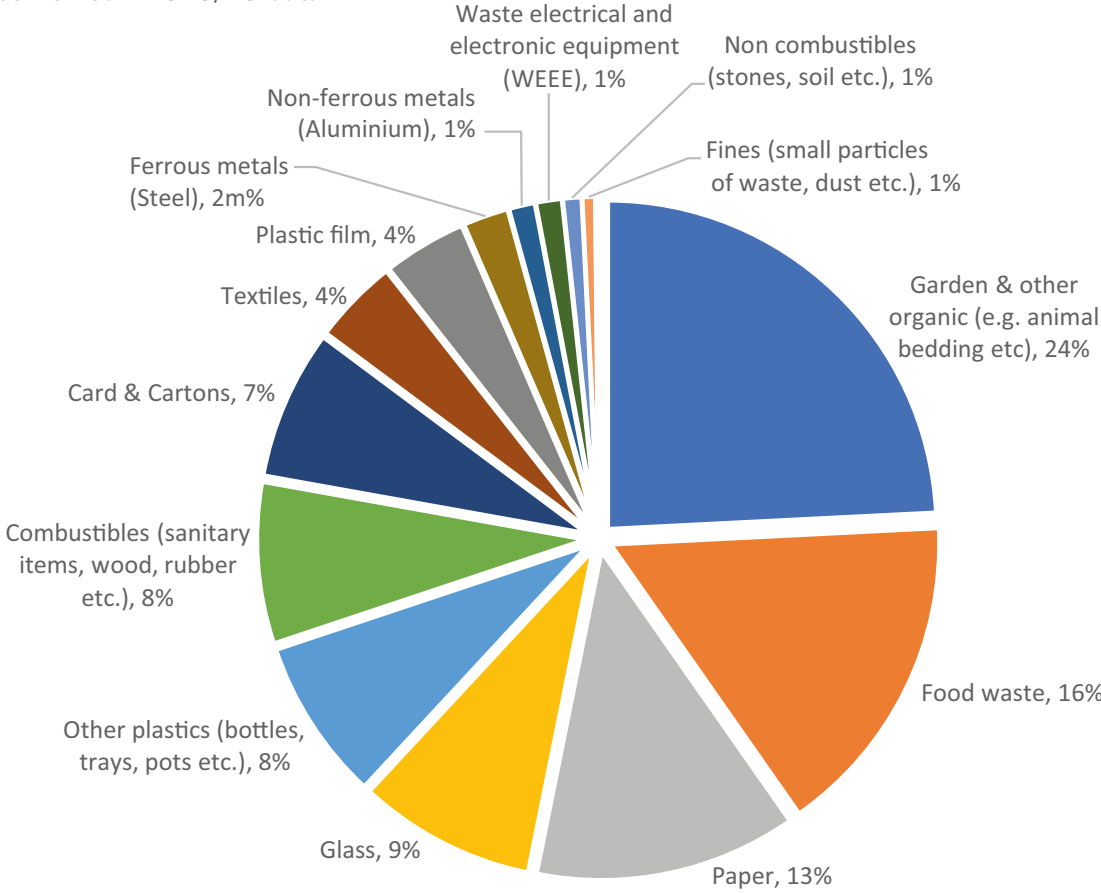
What is in your bins?

The average composition of what a Leicestershire resident puts in their bins each year is shown in the pie chart below. What this illustrates is that the vast majority of items that are disposed of can be prevented, reduced, reused or recycled in some way. This isn't just the materials that we are familiar with recycling like paper, card, metals, glass and plastic, but also other materials like food waste and waste electrical and electronic equipment (WEEE), which can be collected separately and have their resource value recovered.

Separating these additional materials for recycling can help contribute towards achieving 65% recycling, the national recycling target for 2035, set by Government⁶.

Furthermore, other items may be reused to prevent them becoming waste at all. This is preferable to recycling, and options such as using washable nappies, reusable water bottles for drinks and refilling containers with goods from a refill shop or station to avoid new packaging all help conserve resources and avoid packaging and other wastes. There is more on this in sections 3 and 4 of this Strategy.

Figure 3: Waste composition of all bins (residual, recycling and garden) combined - 2019/20 data.⁷



⁶ This is included in the 2020 Circular Economy Package (CEP).

⁷ Data may not add up to 100% due to rounding.

2. What is the proposed strategy for Leicestershire?

This section explains the direction envisaged for the LRWS and includes a summary of influences (both national and local) that have shaped its development.

The Strategy focuses on municipal waste that is waste generated by households and similar wastes from businesses and commerce. It explores different options to reduce the amount of waste arising in the first place (see ‘the waste hierarchy’ described later in this section), and then to manage the remaining material in a way that gives benefit from its resource value.

The management of the residual waste (the remaining waste left for disposal) is managed by long term contracts. Whilst there are different ways to manage this waste, the Strategy takes the position that the prime aim is to avoid waste going to landfill. When new contracts are to be let for managing residual waste, they should review the latest options available and adhere to the principles of this Strategy for subsequent decision making on residual waste management technologies.

The vision and objectives of the LRWS are explained below.

Our strategic vision

The overarching vision of the LRWS is:

To work towards a circular economy and contribute to achieving net zero carbon by 2050 in Leicestershire. This means fully embracing the waste hierarchy by preventing waste and keeping resources in circulation for as long as possible, through reuse, repair and recycling, to realise their maximum value whilst minimising environmental impacts.

Key aspects of this vision, like what we mean by a circular economy and the waste hierarchy, are explained in more detail later in this section of the Strategy.

Our objectives to deliver the vision

To achieve the vision outlined above, the following objectives have been developed, and grouped into themes. These are all important guiding principles for the service as a whole and are not in order of priority.

Deliver services in accordance with circular economy principles

Objective 1: Manage materials in accordance with circular economy principles, except where costs are prohibitive, or where the environmental consequences can be demonstrated to be negative.

Objective 2: As local authorities, set an example by preventing, reducing, reusing, recycling and composting our own waste and use our buying power to positively encourage sustainable resource use.

Reduce the climate change/carbon/air quality impact of waste services in Leicestershire

Objective 3: Reduce carbon emissions from Leicestershire's waste management services.

Deliver services that are financially sustainable and equitable across the Partnership

Objective 4: Consider the whole life financial, social and environmental impact, and deliver quality services designed to allow flexibility, innovation and improvement.

Objective 5: Promote the economic and employment opportunities of sustainable waste management where this is consistent with circular economy principles. Consider local/regional supply chain and markets for recycle and other secondary raw materials.

Delivery of high quality waste services for the residents of Leicestershire

Objective 6: Work together to adapt and deliver coordinated services and infrastructure for waste services with lower environmental impacts.

Objective 7: Aim to reduce and manage residual waste within the County where this is consistent with the proximity principle and to manage all other waste at the nearest appropriate facility by the most appropriate method or technology.

Work in partnership with local communities across Leicestershire

Objective 8: Work with the community and businesses to raise awareness about environmental matters (including climate change, energy and resource management) and increase participation in waste prevention, reuse and recycling initiatives and link to national campaigns.

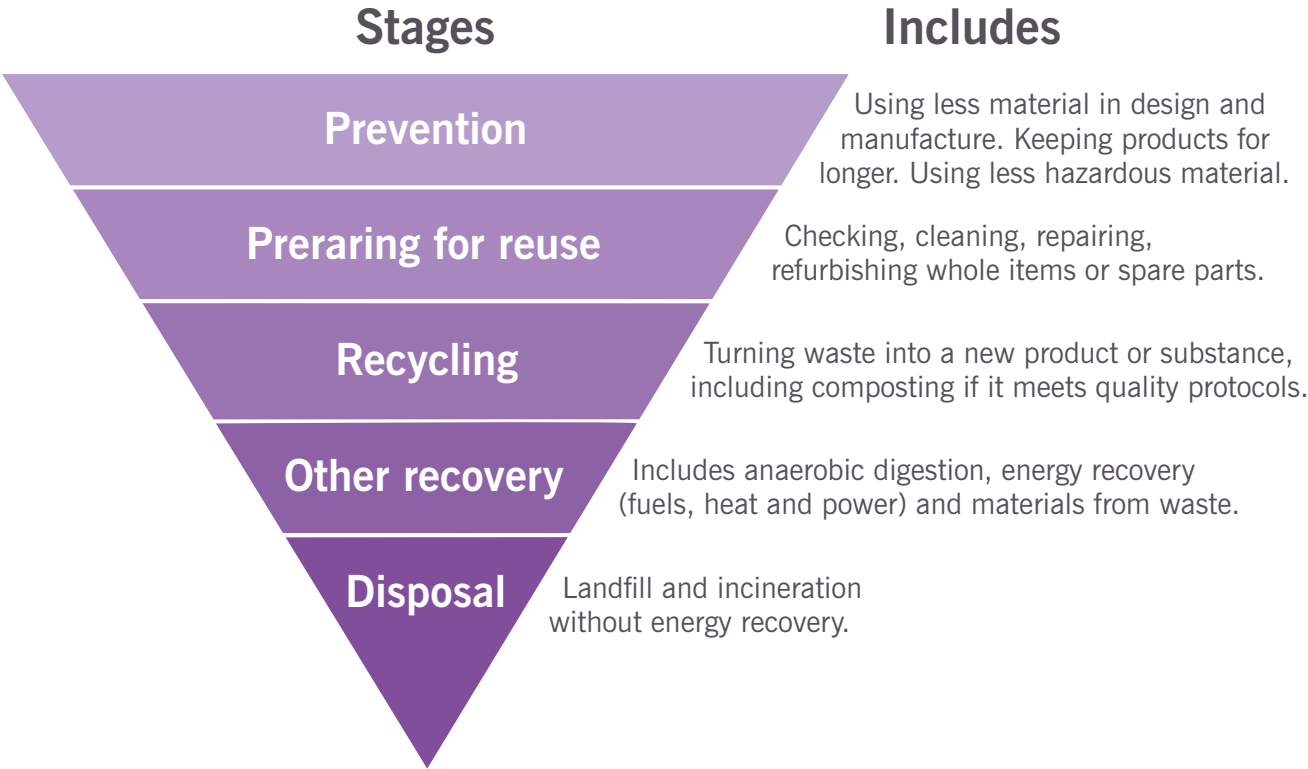
Objective 9: Lobby and work with others, in pursuit of the Partnership’s vision of sustainable waste and resource management.

The Strategy also includes a number of pledges setting out specific actions to support and achieve these objectives, these are presented in section 3.

National policy and influences

A guiding principle of managing waste and resources is the ‘waste hierarchy’, this is shown below with definitions as to the meaning of each level. The most beneficial method is ‘prevention’ of waste and the least beneficial ‘disposal’. This Strategy sets out Leicestershire’s intentions on each level.

Figure 4: The Waste Hierarchy (2011).



Resources and waste strategy for England

“Our Waste, Our Resources: A Strategy for England” (2018), is focussed on improving recycling quality and increasing recycling rates from households and businesses. It includes substantial reforms to municipal waste collection and management services, including requiring the separate collection of food waste from households. It also puts a greater responsibility on producers of goods and packaging to play their part in dealing with the products at the end of their life. New measures proposed include Extended Producer Responsibility for packaging materials (EPR)⁸ and the introduction of a deposit return scheme (DRS) for single use drinks containers. This is explained in more detail in section 3. These measures are likely to have a significant impact on the services delivered in Leicestershire and who pays for them. The direction of the national Strategy has had a major influence on the LRWS.

Waste prevention programme for England

Waste prevention activity reduces the amount of waste which is generated, and the Government’s view on how this can be achieved is set out in the Waste Prevention Programme for England, “Prevention is better than cure: the role of waste prevention in moving to a more resource efficient economy” (2013). Key actions for Central Government include setting a clear direction, leading by doing, driving innovation, and ensuring that information regarding waste prevention is available to all. In March 2021, a consultation on a revised Waste Prevention Programme for England was held. The consultation document outlines how waste prevention could be achieved through transforming product design, making it easier for consumers to make sustainable choices or purchases and aligning policy with a circular economy approach (see below).

⁸ The National Strategy also raises the potential for further producer responsibility measures including for textile wastes (e.g. to help tackle ‘fast fashion’ impacts), bulky waste (e.g. mattresses, carpets) and other waste streams.

Net zero carbon

Climate change is the greatest environmental challenge facing the world and is driven by rising levels of greenhouse gases in the atmosphere (which include gases such as carbon dioxide and methane). This results in global heating, rising sea levels and changing patterns of rainfall. These changes can increase the risk of flooding, heatwaves, droughts, and wildfires. To overcome this, the Government has committed the UK to achieving net zero by 2050. This means that there will be an equal balance between the amount of greenhouse gas emissions produced and the amount removed from the atmosphere, through planting trees or using technology such as carbon capture. The waste management sector is estimated to have contributed around 4% of greenhouse gas emissions in the UK in 2019⁹. These emissions can be addressed through minimising the quantity of waste sent to landfill (which is a large contributor of methane emissions), and by applying the waste hierarchy (prioritising prevention, reuse, recycling and recovery).

Circular economy

In a Circular Economy, we see a transition away from a take-make-dispose ideology to a more circular system in which we keep resources in use for as long as possible. This is achieved through maintaining the maximum value when in use, and then recovering and repurposing material at the end of its life. The EU Circular Economy Package (CEP) introduces a revised legislative framework, identifying steps for the reduction of waste and establishing an ambitious and credible long-term path for waste management and recycling. This has been largely incorporated into UK Government strategy and policy and key elements within “Our Waste, Our Resources: A Strategy for England” (2018).

Clean growth strategy

The Clean Growth Strategy was published in 2017 by Government, which aims to increase national income while reducing greenhouse gas emissions in order to meet the UK’s 2050 net zero goal. The Strategy highlights that the UK waste sector has contributed to significant falls in carbon, with the large reduction in waste being sent to landfill resulting in lower greenhouse gas emissions. 12.5% of the UK’s energy was generated from ‘renewable sources and waste’ in 2019. The incineration of waste (Energy from Waste or ‘EfW’) made up 13.3%¹⁰ of the renewable energy generated.

⁹ Department for Business, Energy & Industrial Strategy (2021). 2019 UK Greenhouse Gas Emissions, Final Figures.

¹⁰ [Energy use: renewable and waste sources](#)

Air quality

Air quality is used to describe the condition of our air, it can be negatively impacted by a number of pollutants including sulphur dioxide and nitrogen oxide. Road transport is a contributor to poorer air quality, demonstrated by the fact that it accounted for 33% of nitrogen oxide emissions across the UK in 2019. The impact of waste management activity on air quality is most likely to arise through transport impacts, for example, when collecting household waste and recycling and the transport of this to transfer, recycling, treatment and disposal facilities. However, alternative fuels for Refuse Collection Vehicles (RCVs, or 'bin lorries') are coming into the market which will help to reduce the impact that the waste management sector has on air quality, this is because these fuels are cleaner and have a lower environmental impact in comparison to diesel. A pledge on alternative (low emission) vehicle fuels is included in section 3.

Local policies and influences

The LRWS will be implemented in the context of local policies, which both shape and affect it. The proposals in this Strategy have been developed in consideration of these policies, in order to check that the Strategy can be practically implemented and that it either complements or does not diverge from the wider aims of the LWP member authorities, as set out in other relevant policies.

The types of policies influencing the Strategy include the Leicestershire Minerals and Waste Local Plan (the Local Plan). For waste, the Local Plan aims to provide adequate facilities for waste management and mineral extraction/processing facilities within Leicestershire to meet identified needs. The current plan runs from 2019 to 2031. The Local Plan includes Leicester City; Leicester City Council is not within the LWP, but both parties cooperate to deliver plans which affect a wide geographic area.

Further policies and plans considered during the Strategy update cover a wide range of environmental and social issues, such as carbon management, climate emergency declarations and net zero ambitions, community strategies, air quality management, biodiversity and transport. It is important that, to the extent possible, the LRWS is aligned with these other documents. This is specifically addressed by an Environmental Report (see below) which gives more consideration to the local policy influences.

Supporting documents

This LRWS is not developed in isolation; it is supported by research, analysis and consultation. This has been undertaken through the following processes.

Firstly, an Options Appraisal was prepared. This is an assessment of alternative resource and waste service delivery options, analysing combinations of factors such as waste collection methods, recycling options, or treatment approaches. The outcome was a selection of possible approaches to meet the Strategy aims and objectives.

Secondly, a Strategic Environmental Assessment (SEA) was undertaken. SEA considers wider policy influences and assesses the Strategy options against important environmental effects and proposed mitigation. An Environmental Report is the outcome of the SEA; the assessment and mitigation measures in the Environmental Report have influenced the final selected strategy option(s).

Thirdly, an Equalities and Human Rights Impact Assessment (EHRIA) was conducted. This considers, at a strategic level, if the proposed resource and waste services are accessible to the entire community, regardless of characteristics such as age, gender, health, disability, race, or socio-economic status. The EHRIA also includes a public consultation which helps identify any additional unknown barriers the community may have in accessing services in the Strategy. The EHRIA influences the Strategy, identifying if any proposed options need adjusting in order for everyone to have access to the services.

Lastly, there has been a public consultation on key elements within the Strategy to gain feedback from the residents and communities of Leicestershire. The results from the consultation have been reflected within the Strategy.

3. How can the strategy be delivered?

This section identifies LWP's commitments required to deliver the Strategy. These are divided into the topic areas needed to meet the overall vision.

Working in partnership

The LRWS has been developed jointly by LWP members, and it will be implemented by the LWP members working together. The Strategy review has included consultation with officers and elected members from all the LWP authorities. The LWP also recognise that waste issues cross administrative boundaries, and therefore it works with Leicester City Council. Leicester City Council is a Unitary Authority, which makes its own independent waste collection and disposal arrangements, but it co-operates with the LWP on strategic waste issues.

The LWP also works in partnership with residents and communities as they are central to the Strategy. The Strategy objectives are to deliver resource and waste services in which residents and communities can participate effectively. This requires clear and effective communication between the LWP and its residents. Residents are encouraged to maximise resource recovery by using the wide range of recycling services provided by the LWP; in turn, the LWP is required to provide accessible services for the residents, responding to their needs and aspirations.

In the near future, the LWP will also be working with private sector 'Producers' of waste under new Extended Producer Responsibility (EPR) legislation. EPR is intended to promote packaging¹¹ design which considers resource inputs and easier end of life recovery (e.g. reuse or recycling) of the resources within the products. Once finalised, EPR regulations will require the LWP members to participate in its implementation with possible service changes.

¹¹ Government has indicated that EPR may be expanded beyond packaging into other goods and products.

The Partnership is also aware of its role in managing wastes and conserving resources from materials generated in Council buildings and activities and makes the following pledge:

Strategy Pledge no. 1:

All Councils within the Partnership will review their purchasing activities and internal waste management services to seek to promote waste prevention, reuse and recycling to support the objectives of this Strategy and lead by example.

The environment in which we live has a significant impact on our quality of life. Residents care about their environment and LWP want Leicestershire to be a great place to live, free from litter and fly-tipping. Tackling environmental crime requires joint working. The Partnership therefore makes the following pledge:

Strategy Pledge no. 2:

Environmental crime, particularly fly-tipping does not recognise council boundaries. The Partnership will work together to reduce fly-tipping and litter across Leicestershire and educate residents, businesses, or anyone disposing of rubbish, about their legal duty of care to dispose of their rubbish responsibly.

Preventing waste and preparing items for reuse

Waste prevention is the highest priority of the waste management hierarchy and is an integral part of any Resources and Waste Strategy. Waste prevention measures ensure that the quantity of waste is reduced (either through the avoidance of waste creation in the first place, reuse of products and services, or the extension of its useful life). It therefore reduces the adverse impacts on the environment of waste generation and management, and subsequently prevents impact on human health.

It also eases our demand on finite natural resources and as such, reduces the carbon emissions associated with waste management activity.

The most effective waste prevention activities are often focused on particular waste streams or products. Over recent years, LWP members have implemented a number of initiatives in support of waste prevention and reuse. These projects have included food waste reduction training through Adult Learning Services, supporting the use of reusable nappies by offering free trials of reusable nappies, encouraging home composting via compost bin subsidies and training, and providing guidance on reducing unnecessary waste such as contamination or junk mail.

As part of the Options Appraisal supporting this Strategy, we have explored the impact of waste prevention measures and make the following pledge:

Strategy Pledge no. 3:

The Partnership pledge to support and encourage waste prevention activity across LWP. This will include working with stakeholders, residents and communities to prevent unnecessary waste arising, for example through food waste reduction campaigns such as Love Food Hate Waste.

The second highest priority of the waste hierarchy is 'preparing items for reuse'. The aim of repair and reuse is to extend the useful life of a product or service. This has wide ranging benefits which include saving money, conserving the Earth's limited resources and lowering carbon emissions. Reuse activities often support social and economic development, through skills training, employment and community volunteering.

Recent examples of reuse activity across Leicestershire include:

- **Adult Learning Service** - Furniture reuse workshops are available to all Leicestershire residents. These workshops take place regularly and teach individuals how to fix and upcycle items of furniture.
- **Textiles repair** - An online guide is available on the Less Waste website, which aims to reduce clothing waste. It encourages more sustainable purchasing habits, gives advice about how to care for and repair clothes, how items can be upcycled and where clothing can be donated/sold. Classes are also available for residents to learn sewing skills, such as how to make new items out of existing fabric at home.
- **Give or Take Day toolkit** - A Give or Take Day is an event where people can exchange unwanted goods for items which they may need. A toolkit is available on the Less Waste website to help individuals set up their own event.

Leicestershire residents are also able to engage in reuse activities at the HWRCs across the County. Leicestershire County Council have been investing in developing its provision for reuse at its HWRCs, creating signage and designated deposit areas called 'ReHome Zones', for items which residents deem eligible for reuse or repair. This currently includes bric-a-brac and bicycles however Leicestershire County Council have a vision to expand and enhance the range of materials which can be saved from going into the 'waste' stream, retaining the definition as a 'product' thereby extending its useful life.

LWP also run the 'Less Waste' website which serves as an online platform for the Partnership to provide information on recycling and waste management to its residents, focusing on themes of 'reduce', 'reuse' and 'recycle'. The website also includes links and information on many of the initiatives quoted above¹².

¹² www.lesswaste.org.uk

As part of the Options Appraisal supporting this Strategy, we have explored the role of reuse in developing a waste strategy and as such make the following pledge:

Strategy Pledge no. 4:

The Partnership pledge to continue delivering reuse services and expand activities where practicable, working in partnership with other stakeholders and to signpost to places that advocate for waste prevention and reuse, in support of developing a circular economy. This includes a pledge to continue to improve the collection of items for reuse at Household Waste Recycling Centres and explore the development of reuse shops at suitable sites.

Collecting food waste and garden waste

After preventing food waste occurring (see Love Food Hate Waste example referred to previously), the next most important method of reducing carbon emissions from food waste is to separately collect and treat it. The most effective way of doing this is to collect food waste from households and businesses on a weekly basis, as a separate material stream, and to process the food waste in Anaerobic Digestion (AD) facilities.

The Government has recognised that a key method of avoiding damaging methane emissions from landfill (methane is a powerful greenhouse gas 28 times more potent than CO₂), is to remove food waste from the residual waste stream, through a dedicated collection service. The Government is requiring (through the Environment Act) all households to have a separate collection of food waste, on a weekly basis, from the mid 2020's.



Figure 5: Food waste collection trial taking place in North West Leicestershire District Council.

Food waste collections have been trialled in parts of the County and there are increasing numbers of councils implementing them across the UK. They tend to use small, dedicated collection vehicles and the carbon benefits from separating and effectively managing the food waste far outweigh the carbon emissions of the collection fleet. An image of the collection trial in North West Leicestershire is shown in Figure 5. More separation of waste for recycling can mean additional mileage to operate the collection service and this can add to local air pollution if not appropriately managed. Electric refuse collection vehicles, and some fuelled by hydrogen have been trialled and implemented in the UK, and these have the potential to dramatically reduce local air emissions and save significant amounts of carbon emissions. Vehicles running on alternative fuels are currently much more expensive and require new infrastructure around refuelling/charging, however this is an important area to be evaluated by the Partnership as new vehicles are procured and the cost of technology falls. Some districts within the Partnership are using HVO (hydrotreated vegetable oil) fuel as a substitute for diesel, including North West Leicestershire District Council and Blaby District Council.

The separately collected food waste is usually sent to an AD process. Anaerobic digestion is a process that takes place in sealed vessels in the absence of oxygen. Food waste is fed into the vessels which act like a digestion process, breaking down the food waste using bacteria (in a similar way and a slightly higher temperature than your stomach digesting food). The waste degrades and releases a flammable biogas (which is roughly half methane and half carbon dioxide), this gas is then usually combusted in a gas engine to generate electricity, which can be fed back into the national grid as renewable electricity. The gas can alternatively be used to fuel vehicles with 'biomethane' or, after further processing, as an input into the gas grid. The remaining residue from the food waste is reduced to a slurry and can be, after some further 'maturation' (like a composting process), applied to land as a soil conditioner or fertiliser. As part of the Options Appraisal supporting this Strategy, we have modelled the introduction of separate food waste collections across the County and make the following pledges:

Strategy Pledge no. 5:

The Partnership will implement and promote separate food waste collections to all households, subject to confirmation of national policy, legislation and the provision of total ongoing Government funding. This will be as soon as required and when contracts and circumstances dictate. The County Council will procure Anaerobic Digestion capacity to treat the collected food waste in a manner that contributes to effective carbon emissions reduction across the County and improves soil quality.

Strategy Pledge no. 6:

The Partnership will explore the use of alternative fuels for collection vehicles and the transportation of waste and resources to further reduce carbon emissions of the service and improve air quality.

A garden waste collection is offered to all residents in Leicestershire on a fortnightly basis, as described in section 2. There is currently no duty on WCAs (the district/borough councils) to collect garden waste, however the Government is considering making a free garden waste collection a mandatory requirement (or introducing a maximum charge), through the National Resources and Waste Strategy for England, this is subject to separate consultation.

The collected garden waste from the County is sent to composting facilities and the resulting compost applied to land to improve soil quality and add nutrient value.

As part of the Options Appraisal supporting this Strategy, we have modelled both free of charge and subscription based garden waste collection systems and make the following pledge:

Strategy Pledge no. 7:

The Partnership will continue to offer a garden waste collection service to Leicestershire residents. This will follow national guidelines as to the form of the collection and will be subject to legislation and total ongoing Government funding. The Partnership will continue to procure composting capacity to treat the collected garden waste in a manner that supports carbon reduction and improves soil quality.

Expanding recycling for homes and businesses

The residents and communities of Leicestershire already have a wide range of materials collected for recycling. This mirrors the Government intention to have a standardised set of materials collected for recycling from each house and business across the Country. This will include food waste (as described previously) and each of the following:

- Metals (cans, foil trays, foil, aerosols)
- Plastics (plastic film, bottles, trays, pots, tubs)
- Cartons (e.g. Tetra Pak)
- Card
- Paper
- Glass

The aim is that all of England has the same range of materials collected and that this will enable more targeted nationwide messages and standardised product labelling for recyclability to be established. Furthermore, residents moving from one area to another will know what materials can be separated for recycling (although there might be different colours or types of containers in which to separate them).

In addition to these changes, Government are seeking to introduce a deposit return scheme (DRS) for all single use drinks containers (excluding bottles made of High-Density Polyethylene plastic, primarily milk bottles and glass bottles). This is likely to place an additional 20p charge (the deposit) onto bottles and cans containing drinks, which then may be redeemed (returned) when the bottle/can is placed in an authorised collection point. The collection points are likely to be at shops/supermarkets and are known as reverse vending machines, although alternative methods of redeeming deposits are also being investigated. The DRS scheme is still undergoing consultation but is due to be implemented in 2024. This could have the effect of changing consumer behaviour to an extent, also potentially reducing the amount of littering of containers (covered by the DRS) and may reduce the amount of recyclables and waste handled by the local authorities.

As part of the wide-ranging national changes and to encourage greater resource recovery from waste, the Government are also intending to implement Extended Producer Responsibility (EPR) for all producers of packaging. EPR means that all packaging producers will need to pay for the costs of dealing with their packaging at the end of its life (e.g. when it is recycled or thrown away). In future (and this is intended to be implemented from 2024), packaging producers will be responsible for the net costs of collecting, handling, recycling, treating and disposing of packaging waste, by providing monies to local government equivalent to that cost. This, together with the DRS scheme, will also provide an incentive to product and packaging producers to consider how their products can be designed better for their resource recovery, for example by making them easier to recycle. Packaging that is hard to recycle will cost more for disposal which will ultimately cost the producer of that packaging. This approach helps the role of the Councils and should assist in improving resource recovery and recycling over the medium and long term.

The appraisal of different collection systems (see supporting Options Appraisal document) demonstrated a preference for maximising recycling through the establishment of a food waste collection. This would be alongside maintaining similar recycling collection systems as at present but increasing participation and use of the recycling service by restricting the residual waste. The preferred method of restricting residual waste was by providing smaller wheeled bins whilst still allowing for plenty of space in the recycling containers. The addition of a weekly food waste collection should also reduce the need for the current levels of residual waste capacity. The Options Appraisal also demonstrated the benefit of providing collection services for other materials like batteries and textiles from households. As part of the modelling for this Strategy we have considered EPR and DRS in addition to different recycling collection systems across the County and make the following pledges:

Strategy Pledge no. 8:

The Partnership shall ensure that the full range of recyclables (as specified by Government and subject to funding) are collected from residents (and businesses where applicable) across Leicestershire by 2025, or as soon as possible when contracts and circumstances allow.

Strategy Pledge no. 9:

The Partnership shall continue to explore the viability of adding extra materials to recycling collections (e.g. for batteries, small electric goods or clothing) striving to continually improve Leicestershire's recycling performance.

Strategy Pledge no. 10:

The Partnership will put in place collection systems to contribute towards the achievement of the national 65% recycling target by 2035, this may include restricting residual waste capacity to encourage greater materials separation, carbon savings and resource recovery. Improvements in materials recovery at Household Waste Recycling Centres will also contribute towards the national target.

Strategy Pledge no. 11:

The Partnership will continue to allocate a communications budget sufficient to help promote good recycling behaviour and support resource recovery to progress the circular economy and low carbon objectives of this Strategy.

Avoiding landfill as much as possible

During 2020/21, Leicestershire landfilled more waste than the national average. This is explained in section 1 of this Strategy and is a situation that the County Council aims to address. An example of this is a recently procured residual waste treatment contract that should enable Leicestershire to exceed national targets for landfill, i.e. no more than 10% of municipal waste should be sent to landfill by 2035.

The County Council, over the period of this Strategy (to 2050), are likely to procure further contracts for residual waste treatment capacity. The technologies and options available for waste treatment may change over time, but they will be assessed in accordance with the vision and objectives of this Strategy, to ensure that they are consistent with the direction expressed in this document, and local and national objectives.

Leicestershire County Council makes the following pledge:

Strategy Pledge no. 12:

The County Council will reduce waste sent to landfill to less than 5% by 2025, well in advance of the 10% national target by 2035. The County Council will undertake future procurement processes for residual waste treatment (alternatives to landfill) in line with the vision and objectives of this Strategy.

Contributing to net zero carbon in Leicestershire

The measures throughout this Strategy will make significant reductions to carbon emissions from the municipal waste management service. Modelling undertaken for the Options Appraisal and Strategic Environmental Assessment process indicates that by implementing all of the measures within this Strategy, carbon savings of the range of 5,000 - 10,000 tonnes of CO₂ equivalent would be delivered each year, compared against the current situation. This is the equivalent (in carbon emissions terms) of taking approximately 1,800 - 3,600 cars off the road.

4. Where will the strategy take us?

Projecting ahead to 2050

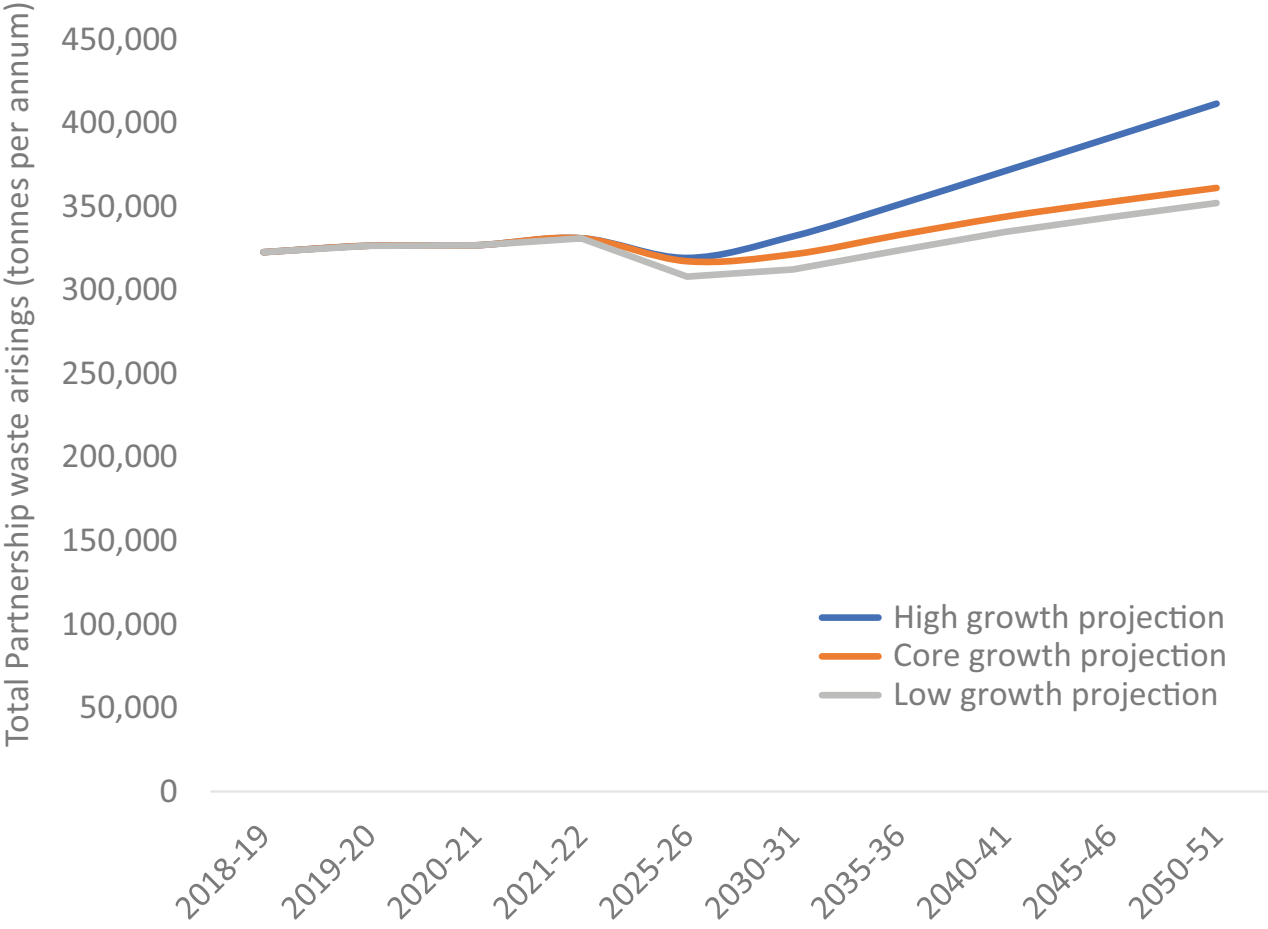
Although it is impossible to predict the future for resource and waste management, we can be sure that 2050 will be very different from today; consider how we manage waste in our households now, compared with 20 years ago. The need to reduce carbon emissions to achieve net zero will require many changes to our current lifestyles and to our environmental impacts. This lifestyle change is part of the global movement towards a circular economy model, essential to reduce our demands on limited resources and to dramatically decrease our carbon impacts. These influences will affect the future amount and type of resources and waste in Leicestershire.

Already, Leicestershire has seen major changes in its resources and waste. Recently, increasing digitisation means residents and communities produce less paper. By contrast, more on-line shopping has increased quantities of household cardboard; this was exacerbated by the lifestyle changes resulting from the Covid-19 pandemic. Also, over the last 20 years, although each person is now producing less waste because of lighter weight packaging, the waste they do produce includes far more plastic. Because plastic is usually oil based (fossil carbon), this conflicts with the aims of a low carbon future, unless we can recycle that material multiple times.

Dealing with these uncertainties and changes to resource and waste arisings needs a responsive and flexible LRWS, which tackles new challenges with a broad range of solutions. We have set out a range of pledges and measures to support national changes and set a direction for long term resource recovery for the benefit of residents and communities of Leicestershire. We recognise however that there will be many substantial changes impacting on materials and wastes over the next five years, as the national Strategy takes effect. There is likely to be a need to review or update this Strategy before the end of the 2020's.

Consideration of future waste growth rates is shown in Figure 6, with High, Low and Core projections. These projections are informed by housing forecasts and future policy and legislation that may impact on waste arisings, discussed in section 2¹³. This includes local and national changes driven by packaging producers affected by the Extended Producer Responsibility (EPR) measures, austerity impacts, consistency of collections, single use plastics ban and other resource management drivers.

Figure 6: Waste growth projections for wastes collected by Local Authorities, 2019 - 2050.

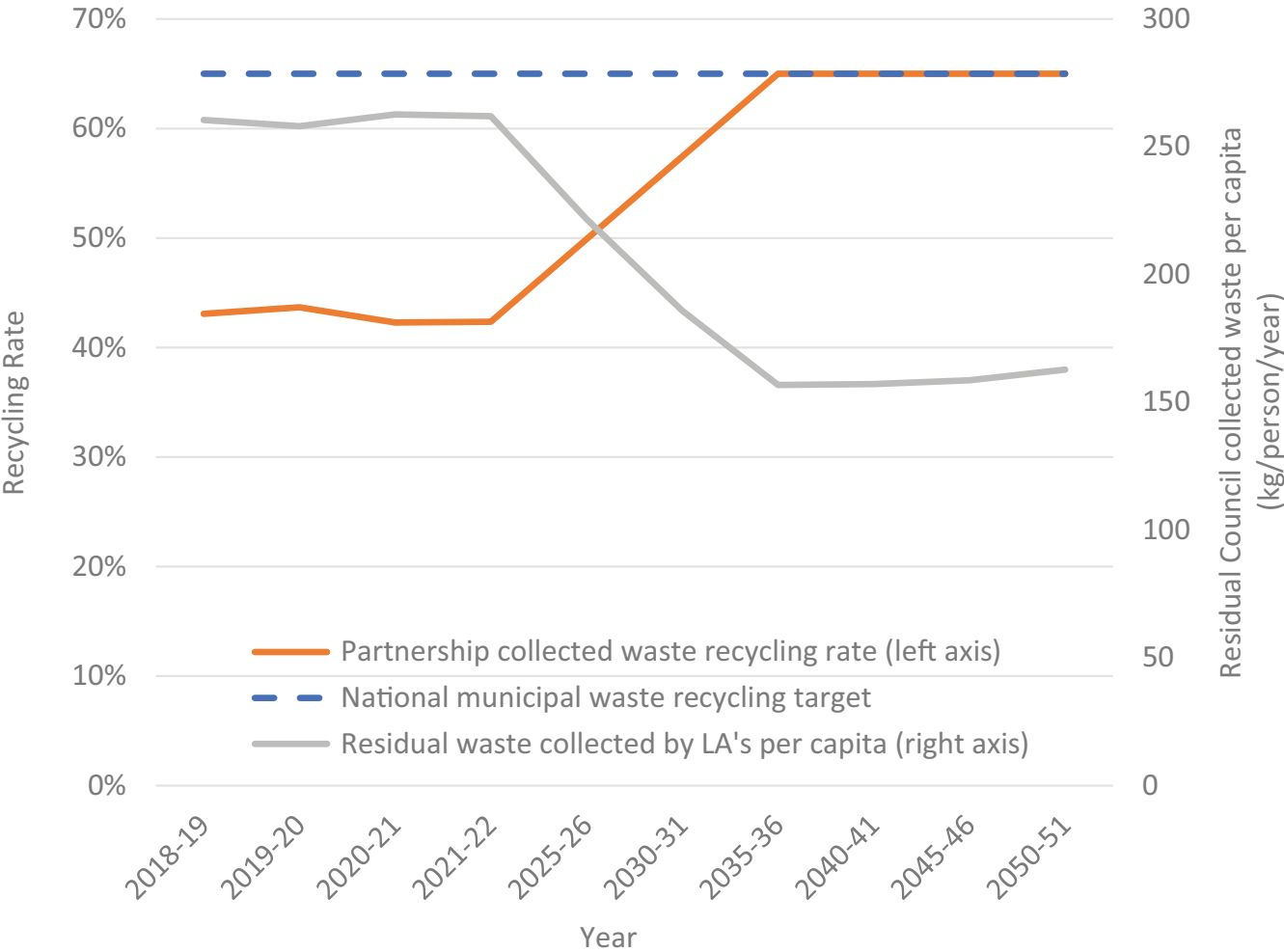


¹³ The variations across the projections is the extent to which different policy interventions are implemented.

The increase in waste shown around 2020 and 2021 is the extra arisings generated by the Covid-19 pandemic (and associated behavioural changes such as home working, use of Personal Protective Equipment and internet shopping), this is assumed to revert back to 2019 levels in the following years, albeit influenced by rising numbers of households and other factors. The subsequent dip in waste arisings is the estimated result of the implementation of a national Deposit Return Scheme (DRS) and Extended Producer Responsibility (EPR) in the period 2023 - 2025 (this is described in section 3).

Figure 7 shows delivery in Leicestershire of the national target for 65% of municipal waste to be recycled and prepared for reuse by 2035.

Figure 7: Recycling rate & residual waste per person projections for wastes collected by Local Authorities, 2019 - 2050.



The modelling which informs this Strategy shows that c.62% recycling can be achieved through combinations of the options described in section 3, such as expanding recycling and food waste collections (Pledges 5, 7, 8, 9 & 10)¹⁴. In addition to these options, recycling and reuse will be further enhanced to reach the 2035 target by:

- The LWP continuing to promote and develop systems for reuse of usable goods and packaging (Pledge 4).
- The LWP promoting ongoing education and awareness raising for its residents and communities (Pledge 11).
- The County Council aiming to increase recovery from the Household Waste Recycling Centres (Pledge 10).
- The national changes around product labelling, and extended producer responsibility (making products and packaging easier to recycle).
- Residual waste treatment procurement, which may also deliver additional recycling (Pledge 12)¹⁵.

Figure 7 also shows that the actions set out within this Strategy, supported by national policy, should also reduce the amount of Council collected residual waste (general rubbish not separated for recycling). If the national 65% recycling rate is to be met the amount of residual waste (all general mixed 'rubbish') managed by Councils will need to fall from around 260kg per person per year to around 160kg per person by 2035. Furthermore, the management of residual waste in Leicestershire is also set to change with a pledge to reduce the amount of waste landfilled from current levels (of around 30%) to less than 5% by 2025. This is substantially ahead of the new national target of 10% landfilled waste by 2035.

¹⁴ In March 2022, Defra announced that the DRS for England will exclude glass bottles. It is anticipated that the kerbside recycling rate could increase by between 1.5% and 2% above the recycling rate modelled in the Options Appraisal.

¹⁵ Subject to clarifications on how recycling performance is calculated in the future.

5. Action plan

Introduction and background

This Action Plan provides a route map for delivering the vision and objectives set out in the Leicestershire Resources and Waste Strategy (LRWS)/the 'Strategy'. It provides a clear direction of travel to ensure that resources and waste are managed efficiently.

Context

The Action Plan will guide the implementation of the Strategy and will be subject to regular monitoring and review. Changes may be made to the Action Plan in response to (for example):

- Accelerated or delayed implementation of actions
- Variance from predicted performance of actions
- Changes in Government policy, legislation or regulation
- Other changes in circumstances

The Action Plan is intended to be a living document and will be monitored and updated on an on-going basis. Significant changes that render the Action Plan inconsistent with the LRWS may necessitate revision of the Strategy or Action Plan.

The actions have been categorised in line with themes set out within the Strategy document. Each action has been allocated the responsibility of either the Leicestershire Waste Partnership (LWP) as a collective, or Partners within LWP (i.e. the districts/boroughs or county council).

The Action Plan associated with a resource and waste strategy is usually quite high level but builds on the pledges and objectives of the Strategy. There may be further more detailed actions that fall out of the actions within the plan for example: a procurement plan, district council action plans, business cases or communications plans.

Key challenges for the action plan

The Partnership is committed to delivering the objectives and policies set out in the Strategy in a way that represents good value for the Partnership and the residents of Leicestershire as a whole. This approach requires coordination of effort between seven local authorities and between the two tiers of local government that in the case of waste management, have very different roles and responsibilities.

At a national level, Government is currently consulting on a suite of potential policy changes which are intended to reform the resources and waste industry (see Resources and Waste Strategy for England 2018). The legislative basis for implementation of these reforms is included in the Environment Act (2021). Outcomes from the national consultation could require substantive changes from the LWP. Where changes are anticipated (e.g. separate food waste collections) these have been acknowledged within the Action Plan with defined actions. However, where there is more ambiguity (e.g. relating to the charging for garden waste collections), these have been excluded from the Action Plan until further clarity is provided from Government.

Action plan headings

The Action Plan has been divided into the following themes:

- Reuse/Circular Economy
- Recycling (performance and collections)
- Residual Waste Management
- Partnership Working
- Lead by Example
- Communication Actions
- Carbon

Some of these themes contain overlapping elements. Each action details what action is to be taken, how this relates to either an objective or pledge of the LRWS, by whom and when.

Table 1 provides an overview of the key actions by the Leicestershire Waste Partnership. Links to the Strategy Objectives and Pledges are also summarised.

Overview of actions

Action	Objective	Pledge
Reuse/Circular Economy		
Reuse service - Evaluate and explore further reuse options at Household Waste Recycling Centres (HWRCs)	1	3, 4
Facilitate or support the delivery of repair workshops (e.g. for Waste Electronic and Electrical Equipment (WEEE))	2	3, 4
Circular Economy principles promotion - Liaise and engage with stakeholders	1, 5	
Waste prevention/reuse focused campaign - run at least once a year across the Partnership	1	3, 4, 14
Explore development of reuse shops at suitable sites	1	4
Promote reuse - Provide opportunities for or signpost householders (including those that cannot access HWRCs)	1	4
Recycling (performance and collections)		
Food Waste - Implementation of weekly food waste collections (all districts from 2025 or as contracts allow) with consideration of alleviating concerns raised in consultation (pests, containers, previous trial etc)	6	5
Deposit Return Scheme (DRS) - Explore any collection and treatment options associated with the introduction of DRS	1, 6	
Review garden waste collection service with consideration given to Government response to national waste consultation		7
Implement dry collection systems to achieve high quality recycling with consideration given to Government response to national Resources and Waste Strategy for England consultation		8

Action	Objective	Pledge
Kerbside collections - Contribute towards the achievement of the national 65% recycling target by 2035	1	10
Kerbside recycling collections - Review materials collected within core recycling service (e.g. plastic film) and explore additional collections (absorbent hygiene products (AHP), small waste electrical and electronic equipment (WEEE), textiles, batteries, bulky waste)	1	8, 9
Food waste treatment - Procure anaerobic digestion capacity to treat the collected food waste (and promote the positives of anaerobic digestion)		5

Residual Waste Management

Consider options for reducing kerbside residual waste including reduced average residual waste capacity and implementation of no side waste policy where not in existence (alongside educating residents on the rationale of waste prevention, recycling, etc). Closely monitor where in existence	6	
Evaluate options to enhance separation at HWRCs to maximise recycling/reuse and recovery performance	7	4
Align with national residual waste reduction targets (kg/person/yr)	1, 7	
Landfill reduction - Reduce waste sent to landfill to less than 5% by 2025		12
Review options and approach to residual waste treatment to support greater resilience and align with the long-term aim to reduce waste arisings	7	12
Review/Adoption of resource efficiency metric as per data and Government policy ¹⁶	1, 4	

¹⁶ Subject to consultation.

Action	Objective	Pledge
Partnership Working		
Quarterly meetings - To discuss and action strategic and operational resource and waste issues and engagement with existing and new parties or bodies (e.g. producer responsibility organisations)	6, 8	3
Adopt and promote the Leicestershire Resources and Waste Strategy	6	
Action Plan review (annual)	4	
Strategy review (5 yearly) or when there are significant changes in waste/environmental policy	4	
Explore efficiencies of joint procurement (e.g. containers and food waste vehicles and collections) at strategic points (dates TBC)	6	
Lead by Example		
Lobby both Government and businesses to reduce the amount of waste generated and increase reuse, recycling, composting and recovery in line with the waste hierarchy	1, 9	
Each Partner to review/audit their purchasing activities and internal waste management services regularly to promote waste prevention with a view to reducing, reusing and recycling/developing a Circular Economy		1
Update EHRIA during review of LRWS	4	
Coordinated publicity campaigns - Maintain high profile of green/sustainable activities/events and initiatives in Leicestershire (e.g. through Less Waste/signposting enquiries to relevant contacts)	5, 8, 9	
Develop district level action plans for LRWS implementation	1, 4	

Action	Objective	Pledge
Communication Actions		
Engage with businesses and local communities to increase participation in waste prevention, reuse and recycling initiatives to reduce climate change impacts and improve other beneficial outcomes	5, 8, 9	3
Work together to reduce fly-tipping and litter by educating residents and businesses about their duty of care to dispose of waste responsibly		2
Consider opportunities to improve communications to residents regarding operation and safe use of HWRCs		10
Continue allocation of communications budget		11
Communication Plan - Develop for LRWS implementation for LWP (working in partnership with local communities and businesses, promoting lead by example etc)	8, 9	1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12
Carbon		
Explore the use of alternatives to fossil fuels for the waste collection services (and promote leading by example)	3	6
Monitor LWP waste management services carbon emissions in order to reduce environmental impacts	3	
Contribute to the County wide Net Zero targets and engagement with all partners to support this aspiration	3	11

Monitoring

Monitoring the progress and performance of each action will be crucial to the success of the Strategy. The Partnership will continue to work together and will meet regularly to monitor progress. It will also provide an update on joint working as part of regular reporting against the Strategy Action Plan. This should form a regular agenda item for LWP meetings.

Where the Action Plan monitoring identifies that insufficient progress is being made in a particular area, then additional actions/corrective measures may be introduced to rectify any shortfall.

If you require this information in a printed or alternative format please telephone 0116 305 7005.

ਜੇ ਆਪ ਆ ਮਾਭਿਨੀ ਆਪਨੀ ਭਾਸ਼ਾਮਾਂ ਸਮਝਵਾਮਾਂ ਥੋੜੀ ਮਦਦ ਚੰਘੜਨਾਂ ਭੀ ਨੀ 0116 305 7005 ਨੰਬਰ ਪਰ ਫ਼ੀਨ ਫ਼ਰਮੀ ਅਨੇ ਅਮੇ ਆਪਨੇ ਮਦਦ ਫ਼ਰਵਾ ਘੜਵਾ ਫ਼ਰੀਯੁੰ.

ਜੇਕਰ ਤੁਹਾਨੂੰ ਇਸ ਜਾਣਕਾਰੀ ਨੂੰ ਸਮਝਣ ਵਿਚ ਕੁਝ ਮਦਦ ਚਾਹੀਦੀ ਹੈ ਤਾਂ ਕਿਰਪਾ ਕਰਕੇ 0116 305 7005 ਨੰਬਰ ਤੇ ਫ਼ੋਨ ਕਰੋ ਅਤੇ ਅਸੀਂ ਤੁਹਾਡੀ ਮਦਦ ਲਈ ਕਿਸੇ ਦਾ ਪ੍ਰਬੰਧ ਕਰ ਦਵਾਂਗੇ।

এই তথ্য নিজের ভাষায় বুঝার জন্য আপনার যদি কোন সাহায্যের প্রয়োজন হয়, তবে 0116 305 7005 এই নম্বরে ফোন করলে আমরা উপযুক্ত ব্যক্তির ব্যবস্থা করবো।

اگر آپ کو یہ معلومات سمجھنے میں کچھ مدد درکار ہے تو براہ مہربانی اس نمبر پر کال کریں 0116 305 7005 اور ہم آپ کی مدد کے لئے کسی کا انتظام کر دیں گے۔

假如閣下需要幫助，用你的語言去明白這些資訊，請致電 0116 305 7005，我們會安排有關人員為你提供幫助。

Jeżeli potrzebujesz pomocy w zrozumieniu tej informacji w Twoim języku, zadzwoń pod numer 0116 305 7005, a my Ci dopomożemy.

This Resources and Waste Strategy has been developed with Leicestershire Waste Partnership by Frith Resource Management Ltd. Frith Resource Management Ltd are experts in Waste Strategy and have also delivered the key supporting documents which accompany this Strategy (Baseline Review, full Strategic Environmental Assessment, Options Appraisal) including support during the statutory and public consultation phases.

Agenda Item 16



Full Council	Thursday, 23 February 2023	Matter for Information and Decision
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Report Title: Interim Review of Polling Districts, Places and Stations (2023)

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

Purpose of Report:	To advise the Council on the final arrangements being proposed by the Returning Officer for the Harborough Constituency in respect of the polling districts, places and stations to be used at all relevant future elections and referendums that take place within the Borough of Oadby and Wigston. The proposals take into account the views of all relevant stakeholders that responded to the interim review consultation carried out between 9 January to 10 February 2023.
Report Summary:	The Returning Officer is proposing no changes to the existing polling arrangements in the Borough, except for a temporary re-location of one of the two polling stations in polling district G (Oadby Brocks Hill) from Coombe Park Pavilion, Oadby (LE2 5TU) to Parklands Leisure Centre, Oadby (LE2 5QG). The next scheduled elections to take place within the Borough are the local Borough Council elections on Thursday, 4 May 2023. Any agreed changes to the existing polling arrangements will be implemented in time for these elections.
Recommendation(s):	<p>A. The content of the report and appendices be noted;</p> <p>B. The Council approves the revised Polling District, Polling Places and Polling Station arrangements (“the Polling Arrangements”) as proposed by the Returning Officer (as set out at Appendix 3 to this report); and</p> <p>C. Delegated authority be given to the Returning Officer to make alternative Polling Arrangements should any of the approved Polling Places and Polling Stations be untenable at short-notice prior to/on polling day itself.</p>
Senior Leadership, Head of Service, Manager, Officer and Other Contact(s):	<p>Anne Court (Chief Executive / Head of Paid Service) (Returning Officer) (0116) 257 2602 anne.court1@oadby-wigston.gov.uk</p> <p>David Gill (Head of Law & Democracy / Monitoring Officer) (Deputy Returning Officer) (0116) 257 2626 david.gill@oadby-wigston.gov.uk</p> <p>Samuel Ball (Legal & Democratic Services Manager / Deputy Monitoring Officer) (Deputy Returning Officer) (0116) 257 2643 samuel.ball@oadby-wigston.gov.uk</p>
Strategic Objectives:	<p>Our Council (SO1)</p> <p>Our Communities (SO2)</p>

	Our Partners (SO5)
Vision and Values:	"Our Borough - The Place To Be" (Vision) Customer Focus (V5)
Report Implications:-	
Legal:	The implications are as set out at paragraph 7 of this report.
Financial:	The implications are as set out at paragraph 6 of this report.
Corporate Risk Management:	Regulatory Governance (CR6) Reputation Damage (CR4)
Equalities and Equalities Assessment (EA):	The legislation governing this Interim Review required feedback and representations to be sought from persons or organisations who are considered to have an expertise in access for persons with different forms of disability. To fulfil this requirement, representations were sought from local organisations including Age UK, Scope and Vista. 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:	The consultees are as set out at paragraph 3 of this report.
Background Papers:	<ul style="list-style-type: none"> • 'Guidance on the Review of Polling Districts, Polling Places and Polling Stations' – The Electoral Commission
Appendices:	<ol style="list-style-type: none"> 1. Returning Officer's Draft Proposals (2023) 2. Consultation Responses Received (2023) 3. Returning Officer's Final Proposals (2023)

1. Background

- 1.1 Under the provisions of Representation of the People Act 1983 (as amended by the Electoral Registration and Administration Act 2013), the Borough's polling districts, polling places and polling stations ("the Polling Arrangements") were last compulsorily reviewed in 2019.
- 1.2 Once a review is completed, subsequent compulsory reviews must be started and completed within the period of 16 months that starts on 1 October of every fifth year after 1 October 2013. The next compulsory review is thus not due to start until 1 October 2023.
- 1.3 To ensure the continued accessibility and suitability of the Polling Arrangements ahead of next scheduled elections within the Borough - the local Borough Council elections on 4 May 2023 - the Returning Officer considered it expedient to undertake an optional, interim review ("the Interim Review"). This was carried out in January and February 2023.

- 1.4 The Interim Review concluded that the Polling Arrangements within the Borough are predominantly satisfactory and have been shown at elections administered in recent years to be practicable given the circumstances that prevail within the areas that they serve.
- 1.5 The approach throughout this Interim Review has therefore been to only propose changes where a clear conclusion has been reached that the new arrangements will:
 - Better serve the affected electors by offering superior polling facilities, accessibility and/or location in comparison with existing arrangements; and/or
 - Reduce inconvenience caused by polling day arrangements for local residents without any substantive detrimental effect upon the voting arrangements for affected electors.

2. Terminology

- 2.1 **'Polling District'** - the area created by the partition of a constituency, ward, division or region into smaller parts, within which a polling place can be determined. In Oadby and Wigston, each Borough ward is divided into a number of polling districts which each have an alphabetical code running from 'A' to 'S', based on the ward in which they are located.
- 2.2 **'Polling Place'** - The building or area in which polling stations will be selected by the Returning Officer. A polling place within a polling district must be designated so that polling stations are as far as reasonably practicable, within the constraints of available alternative venues, within easy reach of all electors from across the given polling district.
- 2.3 **'Polling Station'** - The room or area within the polling place where voting takes place.
- 2.4 Note that the terms 'polling place' and 'polling station' are often used interchangeably, with most considering the polling place (e.g. a school) to be the polling station. However, it is possible to have more than one polling station per polling place (i.e. double polling station). This is the case in several polling districts in the Borough with a large number of electors.

3. Consultation and Engagement

- 3.1 Notice of the Interim Review, which invited feedback and representations to be made regarding the Polling Arrangements within the Borough, was published and displayed at the Council Offices on Station Road, Wigston on 9 January 2023. In addition, a copy of the Review Notice was placed on the Council's website and electronic copies were sent to:
 - All 26 Oadby and Wigston Borough Councillors representing the 10 Borough Wards;
 - All 5 Leicestershire County Councillors representing the Borough's 4 County Divisions;
 - The Member of Parliament representing the Harborough Constituency;
 - Local political parties with known contact details within the Harborough Constituency; and
 - Local organisations having knowledge of, or special expertise in, access for persons with disabilities known to be operating within Oadby, Wigston and South Wigston
- 3.2 The Returning Officer's Draft Proposals as set out in **Appendix 1** were received on 6 January 2023 and had to be published within 30 days of receipt. These were published at the Council Offices and on the Council's website on 9 January 2023.
- 3.3 The only revision proposed by the Returning Officer to the Polling Arrangements was a temporary re-location of one of the two polling stations in polling district G (Oadby Brocks Hill) from Coombe Park Pavilion to Parklands Leisure Centre, Oadby similar to the arrangements successfully implemented at the combined local elections in May 2021.

- 3.4 All feedback and representations received in response to the published Notice of Review and the Returning Officer's Draft Proposals are set out in full at **Appendix 2**.
- 3.5 The Returning Officer's Final Proposals, including comments on the feedback and representations received as set out in full at Appendix 2, are set out in **Appendix 3**.

4. Reasons for Recommendations

- 4.1 Following the Interim Review, and taking into account the impact of the new voter ID and accessibility requirements as introduced by the Elections Act 2022 which will apply for the first time from 4 May 2023, it is recommended that the needs of those affected electors will be best served, in the short-term at least, by adopting the proposed Polling Arrangements.
- 4.2 The Council should be mindful that, in view of the imminency of the local elections in May 2023, and the significant additional work pressures associated therewith from the Elections 2022 Act, the proposed Polling Arrangements are effectively a stopgap solution until the long-term availability and suitability of the Polling Arrangements, and particularly within Oadby Brocks Hill ward, can be assessed during the next compulsory review in late 2023.

5. Implementation

- 5.1 The Polling Arrangements that may be approved by Council will be used for the Borough Council elections on 4 May 2023, and any by-elections or Borough-wide elections and/or referendums, including a UK parliamentary general election, called before the next statutory review of the Polling Arrangements takes place as set outlined in paragraph 1.2 above.
- 5.2 Should the Council agree to the proposed temporary change of venue in polling district G, electors within this polling district will receive notification of the change of venue and free designated parking via their poll card, whilst polling staff at the remaining single polling station on polling day will be on hand to redirect any electors that inadvertently attend.
- 5.3 If any of the approved Polling Arrangements become untenable prior to/on polling day itself, alternative arrangements must be made by the Council in accordance with its decision-making arrangements. As it is a function of the Council to make decisions concerning electoral wards under its Constitution, it is prudent for Council to delegate authority to the Returning Officer to be able to act decisively in such exceptional circumstances.

6. Financial Implications

- 6.1. Subject to paragraph 6.2 below, the Council is only responsible for the costs of administering Borough Council elections, including local by-elections that elect the Borough's own Councillors (when held). At all other elections, all 'actual and necessary' costs are claimed and recovered by the Returning Officer from the relevant governing body of that particular election (e.g. the UK government for a UK parliamentary general elections).
- 6.2. The introduction of the new voter ID and accessibility requirements, as part of the Elections Act 2022, creates additional financial burdens for the Council when delivering its elections, and associated electoral registration activities, the costs of which are to be met by the UK government under their 'New Burdens Doctrine' and 'Election Act Funding Methodology'.

7. Legal Implications

- 7.1 In carrying out any review of the Polling Arrangements, the Council must comply with the steps set out in Schedule A1 Representation of the People Act 1983 ("the 1983 Act").
- 7.2 By approving the outcomes of this Interim Review, the Council will be complying with its

statutory duty to keep under review its Polling Arrangements as designated under sections 18A-18E of the 1983 Act (as amended).

- 7.3 Rule 20(1)(a) of the Local Elections (Principal Areas) (England and Wales) Rules 2006 provides that the Returning Officer may use, free of charge, for the purpose of taking the poll, any room in a school maintained or assisted by the local authority, or in a school in respect of which grants are made out of monies provided by parliament to the person or body responsible for the management of the school.
- 7.4 Following the conclusion of this Interim Review, certain persons have a right to make representations to the Electoral Commission.
- 7.5 There are only two grounds on which a representation may be made, namely:
 - 7.5.1 The Council has failed to meet the reasonable requirements of electors in the constituency; and/or
 - 7.5.2 The Council has failed to take sufficient account of accessibility to disabled persons of the polling station(s) within a polling place.

Representations based on any other premise will not be considered.

- 7.6 Provision is contained within section 18E of the Act to state that no election is to be questioned by reason of any informality relative to the Polling Arrangements.



The Returning Officer's Draft Proposals

Oadby St. Peters

Existing Arrangements			
Polling District	Electors	Polling Place / Station(s)	Disabled Access
A	1,778	Trinity Methodist Church, Harborough Road	Yes
B	1,547	United Reformed Church Hall, Rosemead Drive	Yes

Returning Officer's Draft Comments
No comment(s).

Returning Officer's Draft Proposals
No change(s).

Oadby Grange

Existing Arrangements			
Polling District	Electors	Polling Place / Station(s)	Disabled Access
C	1,889	Immaculate Conception Church Hall, New Street	Yes
D	1,893	John Foster Hall, Facilities Building, Manor Road	Yes

Returning Officer's Draft Comments
No comment(s).

Returning Officer's Draft Proposals
No change(s).

Oadby Uplands

Existing Arrangements			
Polling District	Electors	Polling Place / Station(s)	Disabled Access
E	3,291	The Barnabas Centre, St. Paul's Close	Yes

Returning Officer's Draft Comments

No comment(s).

Returning Officer's Draft Proposals

No change(s).

Oadby Woodlands

Existing Arrangements

Polling District	Electors	Polling Place / Station(s)	Disabled Access
F	3,343	Woodland Grange Primary School, Beaufort Way	Yes

Returning Officer's Draft Comments

No comment(s).

Returning Officer's Draft Proposals

No change(s).

Oadby Brocks Hill

Existing Arrangements

Polling District	Electors	Polling Place / Station(s)	Disabled Access
G	3,178	Coombe Park Pavilion, Coombe Rise	Yes

Returning Officer's Draft Comments

Historically, Coombe Park Pavilion has been used as a double polling station for a number of previous elections. It is a Council-owned facility located in the south eastern part of Brocks Hill Ward which is available all year round at minimal cost and provides adequate parking facilities and disabled access. However, feedback from polling staff has consistently stated that the facilities are only suitable for accommodating one polling station rather than two.

At present, the second polling station has to be set up in the corridor of the Pavilion, which creates significant issues around access, the secrecy of the poll and where to accommodate tellers. Brocks Hill Ward currently has the third largest electorate in the Borough and the needs of the electorate cannot be adequately met by retaining the existing arrangements.

Parklands Leisure Centre is located to the north western side of Brocks Hill Ward and its Function Suite is able to offer suitable facilities for voting including disabled access. An overflow parking area is situated immediately adjacent to the Function Suite, which on poll day can be exclusively designated and signposted for use by electors without charge.

Until the long-term availability and suitability of the polling arrangements within the ward

can be assessed (i.e. following the operational establishment of the Council Offices at Brocks Hill Country Park), a temporary re-location of one of the two polling stations to Parklands Leisure Centre would help to alleviate the pressure on space currently experienced at the Pavilion without unduly inconveniencing electors residing in the western side of the ward.

At the combined local elections in 2021, a temporary re-location of one of the two polling stations to the nearby Brocks Hill Visitor Centre was implemented successfully, with no discernible impact on elector turnout or any formal complaints from electors being received.

Returning Officer's Draft Proposals

That until the long-term availability and suitability of the polling arrangements within the ward can be assessed during the next compulsory review in late 2023, and similar to the temporary arrangements implemented at the 2021 combined local elections, the temporary designated polling places and polling stations arising from an informal register spilt be:

Register Spilt	Polling Place	Polling Station
Electors residing in those streets located west of, and including, Briar Walk and Briar Meads	Parklands Leisure Centre, Washbrook Lane	Function Suite
Electors residing in those streets located east of, but excluding, Briar Walk and Briar Meads	Coombe Park Pavilion, Coombe Rise	Pavilion Building

Wigston St. Wolstans

Existing Arrangements

Polling District	Electors	Polling Place / Station(s)	Disabled Access
H	1,726	Freer Community Centre, 242A Leicester Road	Yes
I	1,707	Glenmere Community Primary School, Estoril Avenue	Yes
J	1,505	Freer Community Centre, 242A Leicester Road	Yes

Returning Officer's Draft Comments

No comment(s).

Returning Officer's Draft Proposals

No change(s).

Wigston Meadowcourt

Existing Arrangements

Polling	Electors	Polling Place / Station(s)	Disabled
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District			Access
K1	2,181	Meadow Community Primary School, Meadow Way	Yes
K2	547	Meadow Community Primary School, Meadow Way	Yes
L	2,378	Club House, South Leicester Rugby Club, Welford Road	Yes

Returning Officer's Draft Comments

No comment(s).

Returning Officer's Draft Proposals

No change(s).

Wigston All Saints

Existing Arrangements

Polling District	Electors	Polling Place / Station(s)	Disabled Access
M	2,130	Thythorn Hill Community Centre, Horsewell Lane	Yes
N1	2,231	The Elms and Ex-Services Social Club, Bushloe End	Yes
N2	287	The Elms and Ex-Services Social Club, Bushloe End	Yes

Returning Officer's Draft Comments

No comment(s).

Returning Officer's Draft Proposals

No change(s).

Wigston Fields

Existing Arrangements

Polling District	Electors	Polling Place / Station(s)	Disabled Access
O	2,135	Central Avenue Christian Church Hall, Central Avenue	Yes
P1	2,575	Bethel Evangelical Free Church Hall, Burleigh Avenue	Yes
P2	357	Bethel Evangelical Free Church Hall, Burleigh Avenue	Yes

Returning Officer's Draft Comments

No comment(s).

Returning Officer's Draft Proposals

No change(s).

South Wigston

Existing Arrangements			
Polling District	Electors	Polling Place / Station(s)	Disabled access
Q	1,935	The Menphys Hub, Bassett Street	Yes
R	1,620	Blaby Road Park Pavilion, Blaby Road Park	Yes
S	2,453	Fairfield Community Primary School, Cheshire Drive	Yes

Returning Officer's Draft Comments

No comment(s).

Returning Officer's Draft Proposals

No change(s).



Consultation Responses Received (2)

Councillor Jeffrey Kaufman (Oadby Brocks Hill Ward)

From: Jeffrey Kaufman
Sent: 06 February 2023 12:48
To: ElectoralServices
Cc: Latif Darr
Subject: Re: *Reminder* - Interim Review of Polling Districts, Places and Stations in Oadby and Wigston (2023)

Categories: Samuel

Thank you for your reminder.

I have comments regarding the placement of the polling station in Parklands Leisure Centre.

Residents have complained of the remoteness in relation to where residents live in fact the nearest voters have to vote elsewhere. The long walk up the drive for pedestrians has been mentioned. It would be more convenient if the polling station was returned to Coombe Park Pavilion as pre pandemic.

I hope this is helpful

Kindest regards

Jeffrey

Councillor Latif Darr (Oadby Brocks Hill Ward)

From: Latif Darr
Sent: 06 February 2023 14:10
To: Jeffrey Kaufman; ElectoralServices
Subject: Re: *Reminder* - Interim Review of Polling Districts, Places and Stations in Oadby and Wigston (2023)

Categories: Samuel

Dear Samuel

I agree with what Jeffery Kafman has said about Parklands and would also add that if residents do go there by car they will have to pay to park the cars.

For local residents Coombe park has worked just fine

Kind Regards

Councillor Latif Darr



The Returning Officer's **Final** Proposals

Oadby St. Peters

Existing Arrangements			
Polling District	Electors	Polling Place / Station(s)	Disabled Access
A	1,778	Trinity Methodist Church, Harborough Road	Yes
B	1,547	United Reformed Church Hall, Rosemead Drive	Yes

Returning Officer's Comments to Consultation Responses

No consultation response(s).

Returning Officer's Final Proposals

No change(s).

Oadby Grange

Existing Arrangements			
Polling District	Electors	Polling Place / Station(s)	Disabled Access
C	1,889	Immaculate Conception Church Hall, New Street	Yes
D	1,893	John Foster Hall, Facilities Building, Manor Road	Yes

Returning Officer's Comments to Consultation Responses

No consultation response(s).

Returning Officer's Final Proposals

No change(s).

Oadby Uplands

Existing Arrangements			
Polling District	Electors	Polling Place / Station(s)	Disabled Access
E	3,291	The Barnabas Centre, St. Paul's Close	Yes

Returning Officer's Comments to Consultation Responses

No consultation response(s).

Returning Officer's Final Proposals

No change(s).

Oadby Woodlands

Existing Arrangements

Polling District	Electors	Polling Place / Station(s)	Disabled Access
F	3,343	Woodland Grange Primary School, Beaufort Way	Yes

Returning Officer's Comments to Consultation Responses

No consultation response(s).

Returning Officer's Final Proposals

No change(s).

Oadby Brocks Hill

Existing Arrangements

Polling District	Electors	Polling Place / Station(s)	Disabled Access
G	3,178	Coombe Park Pavilion, Coombe Rise	Yes

Returning Officer's Comments to Consultation Responses

The feedback to the proposal is noted: however, the anecdotal complaints raised by electors to the consultees are not substantiated in the Returning Officer's formal records.

At the combined local elections in 2021, a temporary re-location of one of the two polling stations to the then nearby Brocks Hill Visitor Centre was implemented successfully with a review of the relevant records finding no complaints were logged or received in relation to 'remoteness', the pedestrian walk along Washbrook Lane or the walking distance generally.

For the average elector affected in the polling district, the use of Parklands Leisure Centre would reduce, or be comparable to, the walking distance to Coombe Park Pavilion. An analysis of the turnout between the 2019 and 2021 local election data-sets showed less than 2% difference in the polling station turnout, suggesting electors were not discouraged.

For the reasons set out in the Returning Officer's draft comments, the Pavilion is simply not big enough to accommodate a second polling station, least of all in the corridor, because of the need to provide two sets of staff, polling booths, equipment and notices that are essential for a double station to satisfy the Electoral Commission's pre-existing requirements.

Establishing a second polling station at the Pavilion would significantly compromise voter privacy, the comfort, wellbeing and health and safety of staff during a 16-hour polling day, as well as leaving insufficient space to accommodate wheelchair users and those with a right of access to oversee polling proceedings, such as agents or accredited observers.

The new voter ID and accessibility requirements - as introduced by the Elections Act 2022 which will apply for the first time at local elections on 4 May 2023 - compounds these issues further as each polling station is required to have separate, secluded area for the private checking of electors' identities (if requested by the elector).

Furthermore, in line with new Electoral Commission guidance, an additional poll clerk per polling place is to be allocated in anticipation of likely queue management issues as a result of voter ID checks being carried out for every elector voting in person.

In terms of accessibility, the 2022 Act creates a specific legal requirement to ensure polling stations are resourced in such a way to provide for the purposes of 'enabling, or making it easier for, relevant disabled persons to vote independently and in secret'.

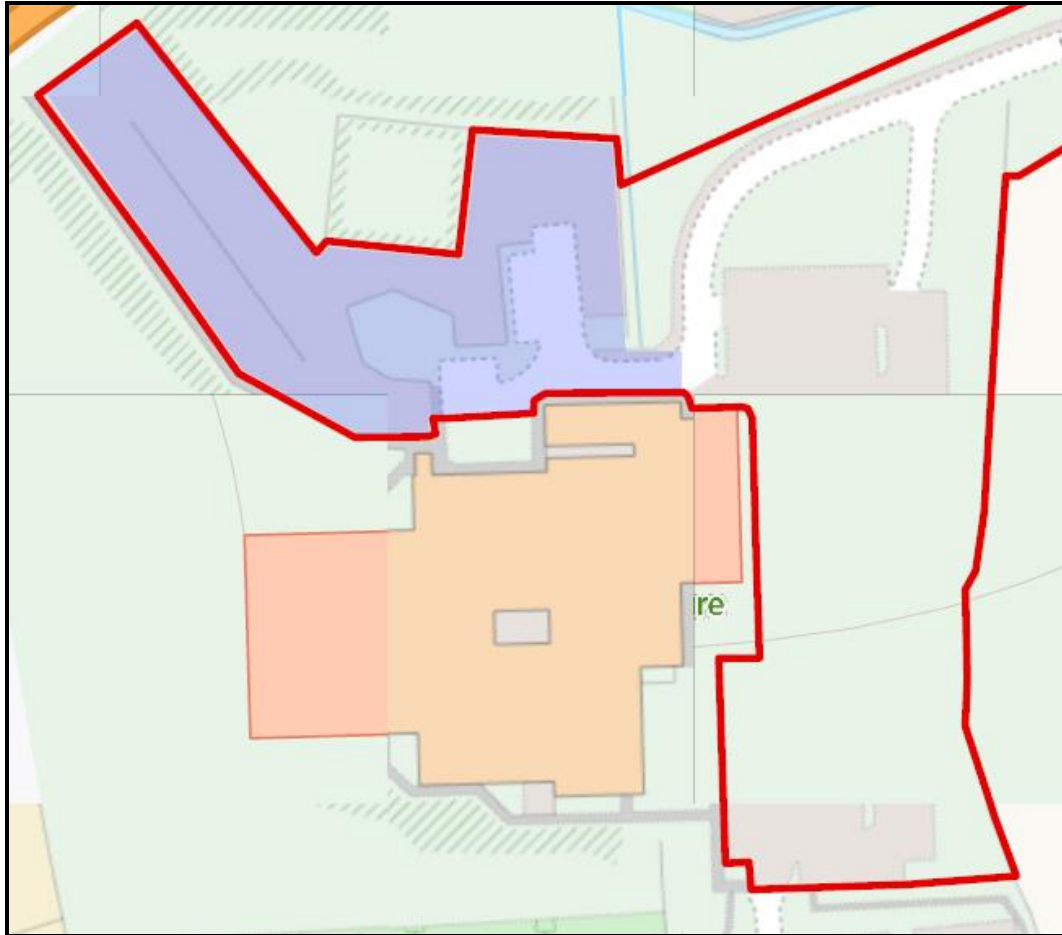
In the Returning Officer's judgement, Parklands Leisure Centre, and its Function Suite, is able to offer improved facilities and space requirements for voting, both in general and in such a way to ensure compliance with the new conditions of the 2022 Act. As set out in the Returning Officer's draft comments, the issue of electors who may visit Parklands by vehicle, and having to "pay-to-vote", has been anticipated and provided for.

The side and overflow parking areas situated immediately adjacent to the Function Suite, as shaded blue in the plan below, will be exclusively designated for use by electors (and by extension polling staff, candidates, agents etc.) free of charge and suitably enforced by the Council's Civil Enforcement Officers.

Arrangements will also be made for the message 'Free Designated Parking For Voters' (or similar) to be printed on affected electors' poll cards and for the following additional signage to be procured and erected at Parklands to signpost the free designated parking areas.



Free Voter Parking Signage



Parklands Leisure Centre Car Park

No alternative polling place, other than the Pavilion, has been suggested by consultees. In view of the imminency of the local elections in May, and the additional workload pressures arising from the 2022 Act, the Returning Officer does not recommend any other alternative venue, which otherwise would delay and incumber elections planning unnecessarily.

In any case, the Returning Officer's final proposals are effectively a stopgap solution until the long-term availability and suitability of the polling arrangements within polling district G can be assessed during the next compulsory review in late 2023.

Returning Officer's Final Proposals

That until the long-term availability and suitability of the polling arrangements can be assessed during the next compulsory review in late 2023, and similar to the successful temporary arrangements implemented at the 2021 combined local elections, the temporary designated polling places and polling stations arising from an informal register spilt be:

Register Spilt	Polling Place	Polling Station
Electors residing in those streets located west of, and including, Briar Walk and Briar Meads	Parklands Leisure Centre, Washbrook Lane	Function Suite
Electors residing in those streets located east of, but excluding, Briar Walk and Briar Meads	Coombe Park Pavilion, Coombe Rise	Pavilion Building

Wigston St. Wolstans

Existing Arrangements			
Polling District	Electors	Polling Place / Station(s)	Disabled Access
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I	1,707	Glenmere Community Primary School, Estoril Avenue	Yes
J	1,505	Freer Community Centre, 242A Leicester Road	Yes

Returning Officer's Comments to Consultation Responses

No consultation response(s).

Returning Officer's Final Proposals

No change(s).

Wigston Meadowcourt

Existing Arrangements			
Polling District	Electors	Polling Place / Station(s)	Disabled Access
K1	2,181	Meadow Community Primary School, Meadow Way	Yes
K2	547	Meadow Community Primary School, Meadow Way	Yes
L	2,378	Club House, South Leicester Rugby Club, Welford Road	Yes

Returning Officer's Comments to Consultation Responses

No consultation response(s).

Returning Officer's Final Proposals

No change(s).

Wigston All Saints

Existing Arrangements			
Polling District	Electors	Polling Place / Station(s)	Disabled Access
M	2,130	Thythorn Hill Community Centre, Horsewell Lane	Yes
N1	2,231	The Elms and Ex-Services Social Club, Bushloe End	Yes
N2	287	The Elms and Ex-Services Social Club, Bushloe End	Yes

Returning Officer's Comments to Consultation Responses

No consultation response(s).

Returning Officer's Final Proposals

No change(s).

Wigston Fields

Existing Arrangements

Polling District	Electors	Polling Place / Station(s)	Disabled Access
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P1	2,575	Bethel Evangelical Free Church Hall, Burleigh Avenue	Yes
P2	357	Bethel Evangelical Free Church Hall, Burleigh Avenue	Yes

Returning Officer's Comments to Consultation Responses

No consultation response(s).

Returning Officer's Final Proposals

No change(s).

South Wigston

Existing Arrangements

Polling District	Electors	Polling Place / Station(s)	Disabled access
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R	1,620	Blaby Road Park Pavilion, Blaby Road Park	Yes
S	2,453	Fairfield Community Primary School, Cheshire Drive	Yes

Returning Officer's Comments to Consultation Responses

No consultation response(s).

Returning Officer's Final Proposals

No change(s).



Full Council	Thursday, 23 February 2023	Matter for Information and Decision
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Report Title: **Appointment of Deputy Electoral Registration Officers**

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

Purpose of Report:	This report requests the appointment of two Deputy Electoral Registration Officers to support the Electoral Registration Officer.
Report Summary:	The report requests that two Deputy Electoral Registration Officers be appointed for resilience and for the practicalities of implementing the new requirements as introduced by the Elections Act 2022.
Recommendation(s):	That the Head of Law & Democracy (Monitoring Officer) and the Legal & Democratic Services Manager (Deputy Monitoring Officer) be appointed Deputy Electoral Registration Officers.
Senior Leadership, Head of Service, Manager, Officer and Other Contact(s):	<p>Anne Court (Chief Executive / Head of Paid Service / Electoral Registration Officer) (0116) 257 2602 anne.court1@oadby-wigston.gov.uk</p> <p>David Gill (Head of Law & Democracy / Monitoring Officer) (0116) 257 2626 david.gill@oadby-wigston.gov.uk</p> <p>Samuel Ball (Legal & Democratic Services Manager / Deputy Monitoring Officer) (0116) 257 2643 samuel.ball@oadby-wigston.gov.uk</p>
Corporate Objectives:	Providing Excellent Services (CO3)
Vision and Values:	Accountability (V1) Teamwork (V3)
Report Implications:-	
Legal:	Failure to appoint Deputy Electoral Registration Officers may impact on the ability to successfully implement the Elections Act 2022.
Financial:	There are no implications arising from this report.
Corporate Risk Management:	Reputation Damage (CR4) Regulatory Governance (CR6)
Equalities and Equalities Assessment (EA):	There are no implications arising from this report. EA not applicable.
Human Rights:	There are no implications arising from this report.
Health and Safety:	There are no implications arising from this report.

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

1. Information

- 1.1 Under section 8(2) of the Representation of the People Act 1983, the Council must appoint an Officer to the position of 'Electoral Registration Officer'. This position is responsible for maintaining the Electoral Register for the area. The Chief Executive is the appointed Electoral Registration Officer (ERO).
- 1.2 Under section 52(2) of the Representation of the People Act 1983, the Council may appoint a Deputy Electoral Registration Officer(s) who is able to perform and exercise any of the duties and powers of the ERO.
- 1.3 If there were a legal challenge to any act of including, or refusing to include, somebody within the Register of Electors, it is the Electoral Registration Officer that would convene and conduct the hearing required.
- 1.4 The changes contained in the Elections Act 2022, and in particular the Voter Identification requirements, means that there are additional tasks for the ERO, associated with the issuing of Voter Authority Certificates. As such, it is proposed that two Deputies be appointed to enable the tasks to be carried out in the most practical and appropriate way.
- 1.5 It therefore recommended that the Head of Law & Democracy (Monitoring Officer) and the Legal & Democratic Services Manager (Deputy Monitoring Officer) be appointed Deputy Electoral Registration Officers.