



**TO COUNCILLOR:**

N Alam  
L A Bentley  
G A Boulter  
F S Broadley (Vice-Chair)  
M L Darr

J K Ford  
D A Gamble  
C S Gore  
S Z Haq  
G G Hunt

P Joshi  
J Kaufman  
K J Loydall  
I K Ridley (Chair)

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

**Meeting:** Policy, Finance & Development Committee  
**Date & Time:** Tuesday, 10 September 2024, 7.00 pm  
**Venue:** Civic Suite 2, Brocks Hill Council Offices, Washbrook Lane, Oadby, Leicester, LE2 5JJ  
**Contact:** Democratic Services  
**t:** (0116) 257 2775  
**e:** democratic.services@oadby-wigston.gov.uk

Yours faithfully

Council Offices  
Oadby  
**02 September 2024**

**Anne E Court**  
Chief Executive



**Meeting ID: 2710**

**ITEM NO.**

**AGENDA**

**PAGE NO'S**

**Meeting Live Broadcast | Information and Link**

This meeting will be broadcast live.

**Press & Public Access:**

A direct link to the live broadcast of the meeting's proceedings on the Council's Civico platform is below.

<https://civico.net/oadby-wigston/19262-Policy-Finance-Development-Committee>

**1. Apologies for Absence**

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

## **2. Appointment of Substitutes**

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

## **3. Declarations of Interest**

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

## **4. Minutes of the Previous Meeting**

**4 - 7**

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

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

To read, confirm and note the Action List arising from the previous meeting.

## **6. Petitions and Deputations**

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

## **7. Budget Monitoring (Q1 2024/25)**

**8 - 23**

Report of the Finance Manager, the Senior Business Partner and the Finance Business Partner

## **8. Treasury Management Report (Q1 2024/25)**

**24 - 37**

Report of the Senior Finance Business Partner

## **9. Collection and Write-Off of Council Debt (Q1 2024/25)**

**38 - 41**

Report of the Revenues and Benefits Manager

## **10. Budget Setting Approach for 2025/26 and Medium-Term Financial Plan Update**

**42 - 46**

Report of the Chief Finance Officer / Section 151 Officer

## **11. Revised Local Development Scheme (Autumn 2024)**

**47 - 65**

Report of the Principal Planning Policy Officer

## **12. Updated Car Park Strategy (2024-2027)**

**66 - 77**

Report of the Assistant Corporate Assets Manager

## **13. Standards & Ethical Indicators (Q1 2024/25)**

**78 - 88**

Report of the Head of Law & Democracy / Monitoring Officer

**Access all available public meeting information, documents and live broadcasts on:**



**Policy, Finance & Development  
Committee**

Tuesday, 10 September 2024, 7.00 pm

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**and approved.**

**5. ACTION LIST(S) ARISING FROM THE PREVIOUS MEETING(S)**

There was no action list.

**6. PETITIONS AND DEPUTATIONS**

None.

**7. BUDGET MONITORING (Q4 2023/24)**

The Committee gave consideration to the report and appendices (as set out at pages 3 – 58 of the second agenda update pack), which provided the outturn position for the Council for the financial year 2023/24 at the end of Q4.

It was moved by the Chair, seconded by Councillor L A Bentley, and it was

**RESOLVED THAT:**

- i) The contents of the report and appendices be noted.**

**For                8**  
**Against         4**  
**Abstentions    0**

It was moved by the Chair, seconded by Councillor L A Bentley, and it was

**UNANIMOUSLY RESOLVED THAT:**

- ii) The slippage on the Capital and HRA programmes be carried forward to 24/25.**

**8. CLIMATE CHANGE STRATEGY (2024)**

The Committee gave consideration to the report and appendix (as set out at pages 53 – 75 of the agenda reports pack), which asked it to approve the Council's Climate Change Strategy.

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

**UNANIMOUSLY RESOLVED THAT:**

- i) The finalised Climate Change Strategy at Appendix 1 of this report be approved.**

**9. DAMP, MOULD & CONDENSATION POLICY (2024)**

The Committee gave consideration to the report and appendices (as set out at pages 76 – 90 of the agenda reports pack), which asked it to approve the new Damp, Mould & Condensation Policy.

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

**UNANIMOUSLY RESOLVED THAT:**

- i) The Damp, Mould & Condensation Policy (as set out at Appendix 1) be approved.**

**10. DRAFT ORGANISATIONAL STRATEGY (2024 - 2027)**

The Committee gave consideration to the report and appendix (as set out at pages 91 – 102 of the agenda reports pack), which asked it to approve the draft Organisational Strategy.

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

**UNANIMOUSLY RESOLVED THAT:**

- i) The Draft Organisational Strategy as set out at appendix 1 be approved.**

**11. STANDARDS & ETHICAL INDICATORS (Q4 2023/24)**

The Committee gave consideration to the report and appendix (as set out at pages 104 – 114 of the agenda reports pack), which provided the figures for local determination of complaints and ethical indicators for Q4 2023/24.

By general affirmation of the meeting, it was

**UNANIMOUSLY RESOLVED THAT:**

- i) The content of the report and appendix be noted.**

**12. EXCLUSION OF THE PRESS & PUBLIC**

By general affirmation of the meeting, it was

**UNANIMOUSLY RESOLVED THAT:**

- i) 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 paragraphs 1 and 3 of Part 1 of Schedule 12A of the Act and, in all the circumstances, the public interest in maintaining the exempt item(s) outweighed the public interest in disclosing the information.**

**13. DISPOSAL OF REDUNDANT PUBLIC TOILETS (EXEMPT)**

The Committee gave consideration to the exempt report and appendix (as set out at pages 115 – 125 of the private agenda reports pack), which requested authorisation to dispose of the redundant toilet blocks.

It was moved by Councillor L A Bentley and seconded by Councillor S Z Haq that a new proposal ('recommendation B') be approved.

**IT WAS RESOLVED THAT:**

**i) The new proposal ('recommendation B') be approved.**

**For 8**  
**Against 4**  
**Abstentions 0**

**THE MEETING CLOSED AT 8.26 pm**

# Agenda Item 7



<b>Policy, Finance and Development Committee</b>	<b>Tuesday, 10 September 2024</b>	<b>Matter for Information and Decision</b>
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**Report Title:** **Budget Monitoring Report (Q1 2024/25)**

**Report Author(s):** **Laura Parsons (Finance Manager)  
Simon Ball (Senior Business Partner)  
Aseel Qassim (Finance Business Partner)**

<b>Purpose of Report:</b>	To provide the Committee with the forecast Outturn position for the Council for the financial year 2024/25, at the end Quarter 1, April – June.
<b>Report Summary:</b>	<p>The forecast outturn position for the year on the General Fund is an underspend of <b>£75K</b> compared to the budget of £7,677K for 2024/25.</p> <p>The forecast outturn for the HRA is an underspend of <b>£23K</b>, compared to the budget of (£101k).</p> <p>Spending on the Council’s HRA and General Fund Capital Programmes currently show slippage.</p>
<b>Recommendation(s):</b>	<p><b>That the Committee:</b></p> <ol style="list-style-type: none"> <li><b>1. Notes the contents of the Quarter 1 report and the Appendices;</b></li> <li><b>2. Approves the carry forward of slippage as shown in the Capital projects; and</b></li> <li><b>3. Approves the Vehicles purchases from the available Capital budget as noted on Appendix 4.</b></li> </ol>
<b>Senior Leadership, Head of Service, Manager, Officer and Other Contact(s):</b>	<p>Colleen Warren (Chief Finance Officer / S151 Officer) (0116) 257 2759 <a href="mailto:colleen.warren@oadby-wigston.gov.uk">colleen.warren@oadby-wigston.gov.uk</a></p> <p>Laura Parsons (Finance Manager) (0116) 257 2694 <a href="mailto:laura.parsons@oadby-wigston.gov.uk">laura.parsons@oadby-wigston.gov.uk</a></p> <p>Simon Ball (Senior Business Partner) (0116) 257 2624 <a href="mailto:simon.ball@oadby-wigston.gov.uk">simon.ball@oadby-wigston.gov.uk</a></p> <p>Aseel Qassim (Finance Business Partner) (0116) 257 2890 <a href="mailto:Aseel.qassim@oadby-wigston.gov.uk">Aseel.qassim@oadby-wigston.gov.uk</a></p>
<b>Strategic Objectives:</b>	Our Council (SO1)
<b>Vision and Values:</b>	"Our Borough - The Place to Be" (Vision) Resourceful & Resilient (V4)
<b>Report Implications: -</b>	
<b>Legal:</b>	There are no implications directly arising from this report.



Financial:	The implications are as set out in this report.
Corporate Risk Management:	Decreasing Financial Resources / Increasing Financial Pressures (CR1) Reputation Damage (CR4) Economy / Regeneration (CR9)
Equalities and Equalities Assessment (EA):	There are no implications directly arising from this report. EA not applicable
Human Rights:	There are no implications directly arising from this report.
Health and Safety:	There are no implications directly arising from this report.
<b>Statutory Officers' Comments: -</b>	
Head of Paid Service:	The report is satisfactory.
Chief Finance Officer:	The report is satisfactory.
Monitoring Officer:	The report is satisfactory.
<b>Consultees:</b>	<ul style="list-style-type: none"> <li>• Senior Leadership Team</li> <li>• Heads of Service</li> <li>• Budget Managers</li> </ul>
<b>Background Papers:</b>	2024/25 Revenue Budgets, Medium Term Financial Plan 2024/25 – 2028/29 Capital Programmes – Full Council 23 February 2023
<b>Appendices:</b>	<ol style="list-style-type: none"> <li>1. General Fund Variance Detail</li> <li>2. Sustainability Programme</li> <li>3. HRA Variances</li> <li>4. Earmarked Reserves</li> <li>5. Capital Programmes (General Fund and HRA)</li> </ol>

## 1. Introduction

- 1.1 This is the Quarter 1 monitoring report for the 2024/25 financial year and this report details the forecast outturn position for the year.
- 1.2 In February 2024, the Council approved its revenue and capital budgets for the general fund and the HRA for the 24/25 Financial year. In previous years reserves were utilised to fill any budget gaps, significant work has taken place during 23/24 and 24/25 to reduce spending and deliver a balanced budget.
- 1.3 Although economic conditions and inflationary pressures have started to ease, there is still considerable pressure on the Council's budgets in areas such as Homelessness, Leisure provision and Insurance costs, these issues are affecting Councils nationwide and the level of support from the Government cannot be forecast.

## 2. Summary

- 2.1 This report covers the General Fund Revenue, Housing Revenue Accounts and the Capital Programmes for the current financial year.

2.2 Whilst there are still a number of variables, especially this early in the financial year, based on the latest set of assumptions the General Fund forecast outturn position at the end of Quarter 1 for 2024/25 is a favourable variance of £75k. This is shown below in **Table 1**.

**Table 1**

Service	Original Budget 2024/25	Outturn 24/25	Variance
	£	£	£
Senior Leadership Team	407,620	394,031	-13,589
Finance & Resources	3,243,864	3,170,766	-73,098
The Built Environment	1,173,948	1,093,930	-80,018
Law & Democracy	813,940	815,570	1,630
Community & Wellbeing,	-303,520	-314,832	-11,312
Corporate Assets	241,585	313,437	71,852
Depot	985,100	1,044,730	59,630
Customer Services & Business Transformation	1,114,268	1,084,115	-30,153
<b>Net Revenue Expenditure</b>	<b>7,676,805</b>	<b>7,601,748</b>	<b>-75,057</b>
<b>Financed by:</b>			
Funding	7,676,805	7,676,805	0
Earmarked Reserves	0	0	0
General Fund Reserve	0	-75,057	-75,057
<b>Total Financing</b>	<b>7,676,805</b>	<b>7,601,748</b>	<b>-75,057</b>

2.3 The HRA is forecasting a reduction in expenditure resulting in a favourable variance of £23,357k as shown below in **Table 2**.

**Table 2**

HRA	Original Budget 2024/25	Outturn 24/25	Variance
	£	£	£
Housing Revenue Account	-4,342,020	-4,342,020	0
Estate Management	2,132,803	2,158,406	25,603
Repairs & Maintenance	1,253,750	1,261,250	7,500
Older Persons Service & Community Care	118,640	118,640	0
Capital Charges	735,760	679,300	-56,460
<b>Net Revenue Expenditure</b>	<b>-101,067</b>	<b>-124,424</b>	<b>-23,357</b>
<b>Financed by:</b>			
Housing Revenue Reserve	0	-23,357	-23,357
<b>Total Financing</b>	<b>0</b>	<b>-23,357</b>	<b>-23,357</b>

### 3. General Fund and HRA Balances

3.1 The General fund forecast is currently an underspend of £75k, this will increase our General Fund balances by this amount, **Table 3** shows the expected movements in reserves.

3.2 The HRA forecast also shows a favourable variance, increasing the Housing Revenue balances by £124k being the Budgeted amount of £101k and the additional variance of £23k, as shown in **Table 3**.

**Table 3**

Balances	Opening Balances 2024/25	Forecast Outturn 2024/25	Forecast Balances
	£	£	£
<b>General Fund Balances</b>	-1,799,236	-75,057	-1,874,293
<b>Housing Revenue Account Balances</b>	-1,426,069	-124,424	-1,550,493

#### 4. General Fund Revenue Forecast Outturn Position 2024/25

4.1 The General Fund Summary is currently forecasting an underspend of £75K, **Table 4** below shows the major forecast variances. Detailed analysis of the variances are shown in **Appendix 1**.

**Table 4 – Major Variances over £30K**

Service Area	Team	Under/Over spends	Key reasons for forecast variance
Finance & Resources	Corporate Management	-55,928	Underspend on the contingency budget for funding additional Homelessness costs.
	Corporate Management non-Finance	-36,560	£23k for increased Sustainability plan savings (utilisation of additional savings to be decided at year end), £13k reduced Debt charges
	Finance	-50,998	Salary savings on vacancies and reduced hired staff charges
	Insurance	45,000	Estimated additional cost of Insurances
	Council Tax Benefits	65,000	Cost of Council tax discounts funded by GF
	Corporate Projects	-48,210	Saving on Procurement Contract
The Built Environment	Development Control	-87,540	£30k Salary savings, £25k BNG grant and additional grant income for Planning performance agreements
Corporate Assets	Cemeteries	47,846	Reduced Income levels
	Bushloe House Offices and Grounds	33,952	Additional utility costs for Bushloe House due to awaiting completion of sale.
Depot	Mechanics Workshop	-33,161	Salary savings from Interim Fleet Manager
	Garden Waste	67,850	£50k Reduced income, £15k Hired staff costs. (Although income expectation is lower than budget, it is still higher than achieved in previous years. There was some attrition from the price increase and also due to the bad weather.)

4.2 Inflationary pressures continue to affect services across the Council, pressures that cannot be forecast at quarter 1 are noted below-

- Local government pay award 24/25, this has not yet been agreed. The LGA have confirmed their offer of £1,290 per FTE as full and final, however unions are still consulting. 3% has been built into the forecast but any award higher will result in an overspend.
- Homelessness- this is currently a nationwide issue, whilst mitigations have been put in place such as leasing accommodation to accommodate homeless in our area, the problem continues to grow. Additional grant income was received in 23/24 to support the additional pressures of homelessness, but we cannot forecast if or how much the new government may grant in support.
- Leisure Services- Leisure has not fully recovered since pre-covid times, the Leisure contract has been renegotiated however there is a profit/loss split which cannot be forecast at this point, this could impact on the level of income forecast.
- Utilities especially electric is still very high, discussions are being held with suppliers to ensure that meter readings are taken, and actual costs are reported.

2.3 Income Forecasts – The table below details the income forecast as at Quarter 1.

	23/24 Outturn £	24/25 Income £	24/25 Forecast £	24/25 Budget £	Variance £
<b>Law &amp; Democracy</b>					
<b>Environmental Protection</b>	-1,367	0	-2,000	-2,000	0
<b>Dog Control Service</b>	-1,240	-112	-1,500	-1,500	0
<b>Legal and Admin Fees</b>	-12,325	-36	-25,000	-25,000	0
<b>Taxi Licences</b>	-239,109	-57,995	-184,500	-176,700	-7,800
<b>Other Licences</b>	-14,030	-5,594	-13,200	-13,200	0
<b>Alcohol and Entertainment Licences</b>	-62,249	-5,739	-34,700	-34,700	0
<b>Gambling Act Licences</b>	-1,915	-130	-4,600	-4,600	0
<b>Selective Property Licence Scheme</b>	-40,970	-3,150	-25,000	-25,000	0
<b>The Built Environment</b>					
<b>Planning Application Fees</b>	-170,253	-38,116	-195,000	-195,000	0
<b>Pre-Application Advice</b>	-19,284	-13,355	-22,500	-22,500	0
<b>Corporate Assets</b>					
<b>Allotment Rent</b>	-13,727	0	-13,660	-13,700	40
<b>Bowls Season Tickets</b>	-6,776	-7,232	-7,300	-8,800	1,500
<b>Cricket Pitch</b>	-1,521	-1,784	-1,800	-1,320	-480
<b>Football Rugby</b>	-14,108	-3,501	-18,920	-18,920	0
<b>Pavilion Hire</b>	-55,907	-7,711	-61,740	-61,740	0
<b>Cemeteries</b>	-137,056	-42,712	-140,000	-177,250	37,250
<b>Parking Income</b>	-585,469	-168,376	-834,000	-834,000	0
<b>Parking Penalties</b>	-18,603	-26,328	-27,000	-11,000	-16,000
<b>Depot</b>					
<b>White Goods &amp; Special Collections</b>	-24,917	-5,970	-25,000	-35,000	10,000

<b>Green Waste</b>	<b>-530,880</b>	<b>-585,945</b>	<b>-610,000</b>	<b>-660,000</b>	<b>50,000</b>
**Finance are currently carrying out research into the income patterns to correctly profile budgets to accurately reflect the forecast income.					

## 5. Sustainability Programme 2024/25

- 5.1 The Budget for 24/25 was balanced without utilising reserves, due to a robust sustainability project which achieved the savings required. Members and Officers are continuing to work together to move away from the reliance on reserves, but the Council is vulnerable to unforeseen budget pressures and any that do occur will need to be funded by reserves.
- 5.2 The Sustainability programme was approved in February 2024 and the below Table shows a summary of the savings agreed to be achieved and the pressures to be budgeted for. The Growth and pressures, some service delivery and a removal of post were carried out during the budget setting process.

**Table 5 - Sustainability Programme Savings**

<b>Identified cost increases and savings 2024/25</b>	<b>£</b>
Growth and pressures identified	326,000
Increased service income	-396,000
Service Delivery Changes	-840,000
Updated budget assumptions	-226,000
Funding Changes	-131,000
<b>Total savings</b>	<b>-1,267,000</b>

- 5.3 The remaining savings and pressures identified to the value of £996k are to be carried out during 24/25. **Appendix 2** shows projects, savings and pressure's that are within budget during 24/25 and their performance against the budget.
- 5.4 Overall, the Sustainability plan has been very successful and more savings have been achieved with an additional £27k forecast, this is largely due to a contingency amount for Homelessness that has not been fully utilised. This will continue to be monitored and updated throughout the year.
- 5.5 The Service Transformation project was successfully carried out within Q1 and has delivered savings of £607k, an additional £23k above the savings goal.
- 5.6 The Alternate weekly waste collection project is ongoing but is also set to exceed the forecast by £14k due to the reduced maintenance costs of using newer vehicles and reduced expenditure on Hired staff.
- 5.7 Green waste is forecast to not achieve budget by a reduction in income of £50k.
- 5.8 Car Parking income cannot yet be forecast accurately, previous patterns indicate that income will not achieve budget however we will not be able to accurately forecast until Q2-3.

## 6. Business Rates

- 6.1 The only element of the Council Funding that is not fully fixed for the year at budget stage is Business Rates. The table below shows the latest forecast in respect of Business Rates for 2024/25.

**Table 4 – Business Rates Forecast 2024/25**

	<b>Original Budget 2024/25</b>	<b>Forecast Outturn Q1</b>	<b>Variance</b>
	£	£	£
NNDR Income	-5,048,987	-4,565,920	483,067
Tariff	3,847,539	3,847,539	0.00
Section 31 Grants - Funded Reliefs	-1,523,124	-1,430,026	93,098
Levy	321,977	99,873	-222,104
Renewable energy	-8,564	-8,564	0
<b>Total Financing</b>	<b>-2,411,159</b>	<b>-2,057,098</b>	<b>354,062</b>

6.2 Due to the complexities of the Collection Fund, it is important to note that the largest element of this position 'NNDR income' is fixed based on the amount forecast at budget setting, any variance from the actual NNDR income impacts on the budget in 25/26 in the form of the surplus/deficit for the previous year. The forecast cumulative deficit at the end of 2023/24, that will impact on the budget in 2024/25 is £1.07m but this deficit will be split within the pool.

A large part of this deficit relates to a provision held for appeals, which has been increased during the year, this provides for any successful appeals against Businesses that believe their rateable value is too high. Should the appeals be unsuccessful the provision will be reduced back down, however should the appeals be successful we have made a provision for these payments.

6.3 Oadby & Wigston are part of a business rate pool led by Leicester City Council, £199k was received in year in benefits from the Pool in 22/23, £531k is forecast to be received from Pooling activities for 23/24.

6.4 The Collection fund reserve at Q4 has a balance of £492,548 as shown in the table below.

	<b>Council Tax</b>	<b>NNDR</b>	<b>Total</b>
<b>Opening balance 1st April 2024</b>	-98,553	591,101	492,548
<b>Movement in year</b>	0	0	0
<b>Closing Balance 31st March 2025</b>	<b>-98,553</b>	<b>591,101</b>	<b>492,548</b>

The movements in year reflect the expected surplus/deficits on the funds for 24/25, which will impact in 25/26.

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

7.1 For 2024/25 the Councils Housing Revenue Account (HRA) net revenue budget was set with a planned contribution to balances of £101k, resulting in an estimated level of general balances at the year-end of £1.527M.

7.2 The HRA is currently projecting a forecast underspend of £23k, which would result in HRA balances of £1.550M as at the end of 2024/25 financial year. This position maintains balances above the prudent minimum.

7.3 Quarter 1 forecasts for most services to achieve budget, with just Estates management forecast to overspend by £25k due to legal fee's relating to disrepair claims and additional

salary costs. This overspend on Estates management is offset by savings on interest paid due to the reduced interest rate.

## 8. Earmarked Reserves

8.1 The Council holds a number of earmarked revenue reserves over both the General Fund and HRA. These reserves are sums set aside for specific purposes and to mitigate against potential future known or predicted liabilities. A number of these reserves are budgeted for use over the period of the MTFS.

8.2 Contributions to/from reserves are noted below, detailed analysis of reserves are shown on **Appendix 3**.

Reserves	Opening Balance 01/04/24	Increase	Decrease	Closing Balance 31/03/25
	£		£	£
<b>General Fund Earmarked Reserves</b>	-1,463,765	0	441,782	-1,021,983
<b>Housing Revenue Balance</b>	-1,636,198	0	1,155,563	-480,635

## 9. Capital Programme

9.1 The 2024/25 Capital Programme was set at Full Council in February 2024. Table 8 below shows a summary of the 2024/25 capital programme; the full capital programme is shown in **Appendix 4**.

9.2 The forecast at Quarter 1 for the **General Fund capital programme** is £1.879m with slippage of £653k estimated by outturn. This is comprised principally of £211k on the vehicle replacement programme, due to long lead times on new vehicles, and £350k on the sports facility's improvement programme, due to challenges from Sport England that have now been resolved.

9.3 The forecast at Quarter 1 for the **HRA capital programme** is £3.426m with slippage of £1.902m estimated by outturn due to a delay on the New Housing Initiatives scheme as further funding options and housing options are being investigated.

9.4 Approval is requested to reduce the capital budgets for 2024/25 and increase the 2025/26 by the reported slippage amounts for the general fund and HRA. Capital spend against the revised budgets will be monitored for the remainder of the financial year.

**Table 8 – Capital Programme Summary**

Fund	Revised Budget	Forecast Outturn	Forecast Variance to Budget
	<b>2023/24</b>	<b>2023/24</b>	<b>2023/24</b>
	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>
<b>General Fund Schemes</b>			
Vehicle Replacement	754	543	-211
Waste Project	368	368	0
Sports Facilities Improvement Programme	484	134	-350
Other	925	834	-92

GF Total	<b>2,531</b>	<b>1,879</b>	<b>-653</b>
<b>Housing Revenue Account</b>			
New Housing Initiatives	2,157	255	-1,902
Decarbonisation of Housing Stock	1,060	1,060	0
Central Heating	1,068	1,068	0
Other	1,043	1,043	0
HRA Scheme Total	<b>5,328</b>	<b>3,426</b>	<b>-1,902</b>
Total	<b>7,859</b>	<b>5,305</b>	<b>-2,555</b>

Details of the Capital Programme financing are included in **Appendix 7**.



Service Area	Team	Under/ Over spends	Key reasons for forecast variance
Community & Wellbeing	Grants	-5,811	Reduction of grant awarded from July
	Crime and Disorder Partnership	-5,319	Additional funding to be received
Corporate Assets	Allotments	-1,328	Saving on water costs
	Sports Grounds	2,514	Reduced bowls income, increased maintenance contracts and equipment costs
	Wigston Fields (The Poplars)	6,126	Increased electricity costs
	Cemeteries	47,846	£39k reduced income, £5k increased staffing costs, £2.5k increased maintenance contracts
	Car Parks	-3,122	Penalty fine income relating to 23/24 £16k, refund of Pay by Phone charges £11k, offset by car park works planned £15k, increased charges for NNDR and maintenance contracts.
	Borough Engineering	2,630	Forecast overspend on Wigston Lanes lighting scheme
	Street Cleansing	-1,664	Increased income from fees and charges
	Grounds Maintenance Holding Ac	-3,903	Staff savings from vacancies
	Env Development & Operational	-3,512	Forecast reduced expenditure on computer software
	Council Offices	33,952	Increased electricity costs £28k, increased gas £1k and increased NNDR £4k
	Brocks Hill Move	-6,251	Increased rental income
Customer Service	Information and PR	5,986	£3.1k costs for digital screen, £1.3k pay award
	Customer Services	-28,162	£19.3k software savings, £8.7k salary savings from vacancy and overtime underspend
	Mobile Phone Holding Ac	-17,000	Saving on new mobile phone contract
Depot	Refuse Collection	10,000	£10k reduced income on bulkies
	Recycling	6,942	Reduced income for bin sales £12k, partly offset by savings on bag purchases and protective clothing
	Recycling Disposal	2,700	Environment management system review
	Garden Waste Collection	67,850	£50k reduced income on green collections, £20k hired staff, partly offset by a saving on printing and stationary
	Mechanics Workshop	-33,161	Saving on fleet manager post £27k and hired staff £5k
	Oadby Depot	21,293	£16k electricity costs, £2k additional overtime, £4k increased NNDR
	Fleet Management	-15,994	Savings on vehicle costs relating to the waste project
Finance & Resources	Corporate Management	-55,928	£61k saving on contingency budget, £19k audit costs pressure, £12k additional cost for health insurance and £18k additional grant income
	Corporate Management non Fin	-27,515	£14k increased savings for sustainability plan, £13k reduced debt management charges
	NNDR	2,923	Additional software charges
	Housing Benefits	-14,542	£42k increase in recovery of overpayments, £19k reduction in grants, £7.5k reduction in admin grant
	Council tax Benefits	65,000	Care leaver discount funded by general fund
	Internal Audit	-3,976	Saving on internal audit cost
	Finance	-50,998	£33k saving on vacancies, £40k saving on hired staff, £34k increased costs of software
	ICT Section	11,646	£20k increase in phone line costs, £2k increase in external fees partly offset by £10k salary savings
	Revenues and Benefits Manager	6,919	£19k increase in software costs offset by £12k grant income
	Systems Administration	6,157	Increased staffing cost to allow a handover period
	Emergency CallO	-1,800	Saving on call outs
	Insurance Holding	45,000	Additional cost of insurance premium due higher cost last year (inflation)
Corporate Projects	-48,210	£39k saving on procurement, £9k salary saving	
Law & Democracy	Env Health Admin/Enforcement	3,592	Increase in salary over budget
	Democratic Representation &Mgt	2,635	Increase in salary for training post
	Taxi Licences	-7,300	Increased income for competency fee using Brocks Hill
	Selective Property Licence Scheme	3,136	Reduced income for selective licenses
SLT	Senior Management Team	-13,589	£7.5k salary savings, £4.2k recruitment savings
The Built Environment	Homelessness	8,659	Current overspend on temporary accomodation
	RentPlus Properties	1,505	Increase in property rent and leases
	Development Control	-87,540	£25k income planning performance grant, £31k BNG grant income, £30k salary savings
	Economic Development	-3,204	Saving on consultancy

Service Area	Description	Key reasons for forecast variance	Amount	23/24 Budget	24/25 Budget	Forecast	Variance	Comments
SLT	Pressure	Recruitment Support	10,000.00	0.00	10,000.00	5,887.00	-4,113.00	Recruitment has now been completed and a saving made.
Finance	Saving	Service Transformation	-534,000.00	-50,000.00	-584,000.00	-607,140.00	-23,140.00	Recruitment has now been completed and a saving made.
	Pressure	Local Government Pay Award	-76,000.00	0.00	-76,000.00	-76,000.00	0.00	Initial offers look to be in line with the estimate but has not yet been confirmed.
Depot	Saving	Alternate weekly waste collections	-120,000.00	0.00	-120,000.00	-134,000.00	-14,000.00	Savings target is forecast to be exceeded if hired staff expenditure is well managed.
	Income	Bin Swaps	-12,000.00	-200.00	-12,000.00	0.00	12,000.00	Waste project is still on-going bin swaps are included within project costs.
	Income	Increase in Green waste charges	-110,000.00	-550,000.00	-660,000.00	-610,000.00	50,000.00	Increased uptake of the service not achieved.
	Income	Increase in Bulky Waste charge	-5,000.00	-30,000.00	-35,000.00	-25,000.00	10,000.00	Increased uptake of the service not achieved.
The Built Environment	Pressure	Contingency	130,984.00	0.00	130,984.00	74,200.00	-56,784.00	Contingency to cover additional costs of homelessness.
	Income	Increased car parking charges	-259,000.00	-575,000.00	-834,000.00	-834,000.00	0.00	Increased parking charges, too early to accurately forecast at Q1
Law & Democracy	Pressure	Reduction in Taxi Licencing Income	23,000.00	-144,400.00	-121,400.00	-127,600.00	-6,200.00	Budget was reduced due to previous underspends
Customer Service	Saving	Reduce 'Our Borough' Publication	-15,000.00	17,000.00	5,000.00	-5,000.00	0.00	24/25 budget includes growth.
Community & Wellbeing	Saving	Reduction in Grants awarded	-29,000.00	77,000.00	48,000.00	42,189.00	-5,811.00	Saving on grants achieved.
			-996,016.00	-1,255,600.00	-2,248,416.00	-2,296,464.00	-38,048.00	

**Housing Revenue Account variances**

<b>Cost Centre</b>	<b>Under/ Over spends</b>	<b>Key reasons for forecast variance</b>
<b>General Repairs</b>	7,500	Use of hired staff to fill vacancy
<b>Estate Management</b>	25,603	15k additional costs for tenant liason officer, 17k cost of disrepair claims, 9k grant income for tenant satisfaction new burdens
<b>Capital Charges</b>	-56,460	Reduced debt charges
	-23,357	

# Appendix 4

## Statement of Movement on Reserves

	Balance as at 31 March 2024	Amendments subject to audit	Transfers too/from Reserves	Forecast Closing Balance as at 31 March 2025
	£			
<b><u>General Fund Earmarked Reserves</u></b>				
Contingency Reserve	-139,207			-139,207
Land Valuation Reserve	-1,000			-1,000
GF Cost Of Living Reserve	-41,738			-41,738
Lottery Reserve	-6,349			-6,349
Local Plan Reserve	-190,085			-190,085
<b>Total GF</b>	<b>-378,379</b>	<b>0</b>	<b>0</b>	<b>-378,379</b>
<b><u>General Fund Grants</u></b>				
Collection Fund Reserve	-446,000	446,000		0
Business Rates Retention Reserve	0	-306,000	306,000	0
NNDR Equalisation Reserve	0	-371,000	331,782	-39,218
Earmarked Revenue Grants Reserve	-176,028			-176,028
Grounds Maintenance Reserve Balance	-463,357		35,000	-428,357
<b>Total GF Grants</b>	<b>-1,085,386</b>	<b>-231,000</b>	<b>672,782</b>	<b>-643,604</b>
<b>Total GF Ear Marked Reserves</b>	<b>-1,463,765</b>	<b>-231,000</b>	<b>672,782</b>	<b>-1,021,983</b>
<b>General Fund Reserve</b>	<b>-1,799,236</b>	<b>231,000</b>	<b>-75,057</b>	<b>-1,643,293</b>
<b>Total General Fund Revenue Reserves</b>	<b>-3,263,001</b>	<b>0</b>	<b>597,725</b>	<b>-2,665,276</b>
<b>General Fund Capital Receipts Reserve</b>	<b>-443,105</b>	<b>-3,010,000</b>	<b>1,360,446</b>	<b>-2,092,659</b>
<b><u>HRA Revenue Reserves</u></b>				
Major Repairs Reserve Balance	-1,216,255		1,155,563	-60,692
Regeneration Reserve	-361,443			-361,443
Budgets Carried Forward HRA Reserve Balance	-8,500			-8,500
HRA Cost Of Living Reserve	-50,000			-50,000
<b>Total HRA</b>	<b>-1,636,198</b>	<b>0</b>	<b>1,155,563</b>	<b>-480,635</b>
<b>HRA Reserve</b>	<b>-1,426,069</b>		<b>-124,424</b>	<b>-1,550,493</b>
<b>Total HRA</b>	<b>-3,062,267</b>	<b>0</b>	<b>1,031,139</b>	<b>-2,031,128</b>
<b><u>HRA Capital Reserves</u></b>				
<b>1-4-1 Housing Reserve</b>	<b>-1,268,372</b>		<b>1,078,750</b>	<b>-189,622</b>

Project Code Reference	Scheme	Budget Holder	Responsible Person	2024-25 Total Budget	Actual to 30th June 2024	Variance to Budget	Forecast	Variance to Forecast	Comments
	<b>Housing Revenue Account</b>			£	£				
50029	New Housing Initiatives	Chris Eyre	Chris Eyre	2,157,499	0	(2,157,499)	255,000	(1,902,499)	This budget includes match funding to enable the council to spend its Right to Buy receipts. Budget allocated to the provision of additional new housing stock at Horsewell Lane and the purchase of existing properties. The forecast of £255K is the minimum amount we need to spend to retain our Right to Buy receipts.
	<b>New Housing Initiatives - Subtotal</b>			2,157,499	0	(2,157,499)	255,000	(1,902,499)	
~ Page 21 ~	Decarbonisation of Housing Stock	Chris Eyre	Chris Eyre	1,059,868	0	(1,059,868)	1,059,868	0	The council has been successful in securing grant funding to reduce carbon emissions and improve the energy efficiency of some of our stock. The energy efficiency measures include loft insulation, solar PV etc. The HRA is match funding this project on a 1 for 1 basis. Wave 2 capital commitments of £635K are in place with the project expected to conclude in December 2024. Consideration is currently being given to secure additional funding for Wave 3. If this is the case any remaining budget will be put towards this.
50003	Central Heating	Chris Eyre		1,068,054	1,051,227	(16,827)	1,068,054	0	Chartwell House Boiler Phase 1 works (£364K) upgrading the boiler plant room and replacement boiler has concluded. Phase 2 works (£730K) associated with the heating and hot water components being upgraded in individual flats has started. In addition to this work we are also replacing all pipework and components associated with the heating and hot water system located in communal areas.
50006	Front & Rear Doors	Chris Eyre		150,000	5,785	(144,215)	150,000	0	Door replacement programme at Chartwell House. Work to commence once boiler work is completed.
50016	Decent Homes Work	Chris Eyre		125,000	31,931	(93,069)	125,000	0	This will be used on bringing void properties up to decent homes standards which will enable us to let properties e.g. kitchens, bathrooms and electrical upgrades.
50017	Major Adaptations	Chris Eyre		200,000	17,939	(182,061)	200,000	0	This is for work generated by an occupational therapist referral making recommendations for stairlifts, level access showers etc.
50019	Fire Safety	Chris Eyre		438,432	102,537	(335,896)	438,432	0	Compliance work to communal schemes and blocks to implement remedial works identified in fire risk assessments.
50041	Stock Condition Survey	Chris Eyre		130,000	2,513	(127,487)	130,000	0	The stock condition survey started 1st week in July. Work is scheduled to be completed by the end of the financial year.
	<b>HRA Other Subtotal</b>			1,043,433	240,796	(802,636)	1,043,433	0	
	<b>Total - HRA</b>			5,328,854	1,292,023	(4,036,830)	3,426,354	(1,902,499)	

Project Code Reference	Scheme	Budget Holder	Responsible Person	2024-25 Total Budget	Actual to 30th June 2024	Variance to Budget	Forecast	Variance to Forecast	Comments
	<b>General Fund</b>			£	£				
54133	Replacement RCV	David Gill	Brian Kew	238,511	238,511	0	238,511	0	Project complete
54162	Vehicle Refurbishment	David Gill	Brian Kew/Mark Westkamp	311,560	90,793	(220,768)	100,000	(211,560)	2x RCV refurbishments complete
54164	7.5 Tonne Box Lorry	David Gill	Brian Kew	0	665	665	665	665	Slightly higher invoice than GRN
54170	2 Isuzu 4WD Pickups	David Gill	Brian Kew	60,853	60,853	0	60,853	0	Project complete
	Replacement of Grounds Maintenance Dennis bowling green mower	David Gill	Brian Kew	15,000	0	(15,000)	15,000	0	Husqvarna mower to be replaced as priority
	Replacement of Grounds Maintenance Vehicle FE09 XOT	David Gill	Brian Kew	37,000	0	(37,000)	37,000	0	Transit tipper to be replaced as priority
	Replacement of Grounds Maintenance Vehicle FG12 MVN	David Gill	Brian Kew	44,000	0	(44,000)	44,000	0	Relacement of small diesel van x2
	Replacement of cemeteries vehicles- 3 way tipper	David Gill	Stuart Marbrook	22,000	0	(22,000)	22,000	0	Expected to complete in-year.
	Replacement of cemeteries vehicles- Mower trailer	David Gill	Stuart Marbrook	25,000	0	(25,000)	25,000	0	Expected to complete in-year.
	<b>Vehicle Refurbishment Subtotal</b>			<b>753,924</b>	<b>390,822</b>	<b>(363,103)</b>	<b>543,029</b>	<b>(210,895)</b>	
54147	Recycling Wheelie Bins	David Gill	Brian Kew	273,600	108,409	(165,191)	273,600	0	Part of Waste Project - funded by bin sales
54168	Refuse Route Optimisation	David Gill	Ben Wilson	14,850	14,823	(27)	14,850	0	Part of Waste Project - funded by bin sales
54169	Waste Transformation	David Gill	Ben Wilson	79,950	(42,390)	(122,340)	79,950	0	Part of Waste Project - funded by bin sales
	<b>Waste Project Subtotal</b>			<b>368,400</b>	<b>80,842</b>	<b>(287,558)</b>	<b>368,400</b>	<b>0</b>	
54522	New Facility at Uplands Park	David Gill	Stuart Marbrook	134,363	1,680	(132,683)	134,363	0	Project being managed by a consultant, & managed by Planning who may be better placed to provide an update.
~ Page 22 ~	Cricket Nets at Uplands Park	David Gill	Stuart Marbrook	40,000	0	(40,000)	0	(40,000)	On hold, pending completion of Uplands Park project. Potential for re-allocation
	Football Goals	David Gill	Stuart Marbrook	7,221	0	(7,221)	0	(7,221)	On hold, pending completion of Uplands Park project. Potential for re-allocation
	Pitch Improvement Equipment	David Gill	Stuart Marbrook	30,000	0	(30,000)	0	(30,000)	On hold, pending completion of Uplands Park project. Potential for re-allocation
	Skatepark and Parkour or BMX facilities	David Gill	Stuart Marbrook	220,000	0	(220,000)	0	(220,000)	Willow Park: Current area in disrepair, ongoing discussions around the development of area. Some concerns raised from members.
	Residue of reassigned sports budgets held as hedge against cost inflation.	David Gill	Stuart Marbrook	52,779	0	(52,779)	0	(52,779)	On hold, pending completion of Uplands Park project. Potential for re-allocation
	<b>Sports Facilities Improvement Programme Subtotal</b>			<b>484,363</b>	<b>1,680</b>	<b>(482,683)</b>	<b>134,363</b>	<b>(350,000)</b>	
52092	Oadby Pool Housing Project	Adrian Thorpe	Adrian Thorpe	0	18,460	18,460	18,460	18,460	Sale subject to contract, which includes gaining Planning Permission. Planning Application currently under consideration.
53908	UKSPF Digital Highstreets	Adrian Thorpe	Adrian Thorpe	1,652	0	(1,652)	0	(1,652)	
53909	UKSPF Shop Front Scheme	Adrian Thorpe	Adrian Thorpe	9,786	0	(9,786)	0	(9,786)	
54010	Play Area Refurbishments	David Gill	Stuart Marbrook	8,400	1,117	(7,284)	8,400	0	Repairs carried out to BH snake swing - further refurb work to be carried out elsewhere.
54017	Xmas Decoration Infrastructure	Adrian Thorpe	Mark Hryniw	7,500	0	(7,500)	7,500	0	New Christmas lights. A rolling cycle of replacements is in place. In the lead up to Christmas these will be replaced.
54094	Website accessibility	Trish Hatton	Robert Helliwell	5,000	0	(5,000)	5,000	0	Web improvement plan underway. Details to follow
54097	Walter Charles Premises Repair	David Gill	Stuart Marbrook	0	7,965	7,965	0	0	Ground works prior to sale. Can be deducted from receipt.
54114	Car Park Resurfacing	David Gill	Stuart Marbrook	0	10	10	10	10	Slightly higher invoice than GRN
54566	Brocks Hill Additional Play Equipment	David Gill	Stuart Marbrook	82,000	78,771	(3,229)	82,000	0	Some final adjustments to be made. Budget will be required.
54576	Repairs to play area surface various play areas	David Gill	Stuart Marbrook	12,730	2,986	(9,744)	12,730	0	Expected to complete in-year.

Project Code Reference	Scheme	Budget Holder	Responsible Person	2024-25 Total Budget	Actual to 30th June 2024	Variance to Budget	Forecast	Variance to Forecast	Comments
				£	£				
54578	Town Centre Wi-Fi	Adrian Thorpe	Mark Hryniw	23,752	0	(23,752)	0	(23,752)	Project has concluded. No plans are in place to spend the remaining budget. 50% pool funded.
54588	Tree Works – All Saints and St Wistans Churchyards	David Gill	Stuart Marbrook	15,000	0	(15,000)	15,000	0	Awaiting Diocese of Leics approval. Expected 24/25.
54589	Multi use basketball / football court at Freer Park, Carlton Drive, Wigston	David Gill	Stuart Marbrook	35,000	32,967	(2,033)	34,600	(400)	Nearing completion.
54590	Wigston Pool Photovoltaics Electrical	David Gill	Stuart Marbrook	184,050	5,176	(178,874)	184,050	0	Grant funded scheme - awaiting details.
56055	Document Management System Software	Colleen Warren	Ben Wilson	6,454	2,200	(4,254)	6,454	0	Expected to complete in-year.
56069	Licensing Software Review	David Gill	Jon Wells	11,791	11,791	0	11,791	0	Licensing software review of forms and processes with NWLDC support. Work is ongoing on our systems to resolve issues that have been flagged up. Expected to be completed by year end. Invest to save project.
56072	South Wigston Shop Fronts	Adrian Thorpe	Mark Hryniw	1,992	0	(1,992)	1,992	0	Use depends on if we receive any applications.
56085	New Council Offices	Adrian Thorpe	Ben Wilson	10,000	4,350	(5,650)	10,000	0	Capital maintenance
56092	Laptop Renewal	Sal Khan	Ben Wilson	3,560	0	(3,560)	3,560	0	Ad-hoc in-year replacements.
56096	Capital Maintenance Brocks Hill	David Gill	Stuart Marbrook	1,279	0	(1,279)	0	(1,279)	Works complete 23/24
56097	Depot Health & Safety Works	David Gill	Brian Kew	1,566	995	(571)	995	(571)	Residual costs.
56099	Public Access Upgrade Salaries	Trish Hatton	Ben Wilson	0	7,150	7,150	7,150	7,150	Supplementary sought.
	Invest to Save	David Gill	Ben Wilson	423,857	0	(423,857)	423,857	0	Transformation schemes, including cost of redundancy related to waste project
	Finance System Upgrade	Colleen Warren	Laura Parsons	80,000	0	(80,000)	0	(80,000)	Unlikely to happen this year.
	<b>GF Other Subtotal</b>			<b>925,370</b>	<b>175,868</b>	<b>(749,502)</b>	<b>833,556</b>	<b>(91,814)</b>	
	<b>Total - General Fund</b>			<b>2,532,057</b>	<b>649,211</b>	<b>(1,882,846)</b>	<b>1,879,348</b>	<b>(652,709)</b>	
	<b>PLANNED EXPENDITURE GRAND TOTAL</b>			<b>7,860,911</b>	<b>1,941,235</b>	<b>(5,919,676)</b>	<b>5,305,702</b>	<b>(2,555,209)</b>	

# Agenda Item 8



<b>Policy, Finance and Development Committee</b>	<b>Tuesday, 10 September 2024</b>	<b>Matter for Information</b>
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**Report Title:** **Treasury Management Report (Q1 2024/25)**

**Report Author(s):** **Simon Ball (Senior Finance Business Partner)**

<b>Purpose of Report:</b>	This report details the performance and activities of the authority's treasury management function for the financial year 2024/25 to June 30.
<b>Report Summary:</b>	Treasury management is defined in the Code of Practice as "the management of the organisation's cash flows, its banking, money market and capital market transactions; the effective control of the risks associated with those activities and the pursuit of optimum performance consistent with those risks".
<b>Recommendation(s):</b>	<b>That the content of the report and appendices be noted.</b>
<b>Senior Leadership, Head of Service, Manager, Officer and Other Contact(s):</b>	Laura Parsons (Finance Manager) (0116) 257 2694 <a href="mailto:Laura.Parsons@Oadby-Wigston.gov.uk">Laura.Parsons@Oadby-Wigston.gov.uk</a>  Simon Ball (Senior Finance Business Partner) (0116) 257 2624 <a href="mailto:Simon.Ball@Oadby-Wigston.gov.uk">Simon.Ball@Oadby-Wigston.gov.uk</a>
<b>Corporate Objectives:</b>	Providing Excellent Services (CO3)
<b>Vision and Values:</b>	"A Stronger Borough Together" (Vision) Accountability (V1) Innovation (V4)
<b>Report Implications:-</b>	
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) 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.
<b>Statutory Officers' Comments:-</b>	
Head of Paid Service:	Unable to comment due to annual leave.



Chief Finance Officer:	The report is satisfactory.
Monitoring Officer:	The report is satisfactory.
<b>Consultees:</b>	None.
<b>Background Papers:</b>	<ul style="list-style-type: none"> <li>• <a href="#">Treasury Policy (2024/25)</a></li> <li>• <a href="#">Treasury Strategy (2024/25)</a></li> <li>• <a href="#">Investment Strategy (2024/25)</a></li> </ul>
<b>Appendices:</b>	<ol style="list-style-type: none"> <li>1. List of Investments (1 April 2024 to 30 June 2024)</li> <li>2. Schedule of Loans (2024/25)</li> <li>3. Investment Strategy (2022/23 to 2024/25)</li> </ol>

## 1. **Introduction**

1.1 Two reports are produced annually on treasury management. The Treasury Management Strategy and Statement is approved by Council prior to the commencement of the financial year, and subsequently, the Treasury Management Annual Report provides Members with a summary of actual activity during the year 2024/25. The report is required to comply with both the "Code of Practice on Treasury Management in Local Government" and the Council's own Treasury Management Policy Statement.

1.2 The Code requires the Section 151 Officer to ensure that the treasury management function operates in accordance with treasury management practices adopted by Council. There are no issues of non-compliance with these practices that need be brought to Member's attention.

1.3 Under the Prudential Code for Capital Finance, the Council is required to prepare a number of prudential indicators against which treasury management performance is to be measured.

1.4 The details of all borrowing and investment transactions for the year 2024/25 to 30 June 2023, together with the performance of the treasury management function against prudential indicators are given below.

### 1.5 **Borrowing**

1.5.1 **Long Term** - The Authority is able to borrow on a long-term basis from the Public Works Loans Board (PWLB). At the beginning of the year, the value of the outstanding loans was £16.968m, comprising £12.076m relating to the HRA, and £4.892m relating to the general fund. £45K of principle has been repaid in year to date, and no additional long-term borrowing was undertaken, leaving the balance at £16.923m. No additional long-term borrowing is expected this financial year.

1.5.2 **Short Term** (Less than 365 days in duration) - There was £18.5m of short-term borrowing outstanding at the start of the year, taken out in lieu of long-term borrowing, plus £1.006m of long term borrowing reclassified to short-term, as the time until maturity fell under 365 days. An additional £2m of borrowing is forecast before year-end, in order to finance the capital program.

1.5.3 A summary of currently outstanding loan balances is given at **Appendix 2**.

#### 1.5.4 **Cost of Borrowing**

Interest on the loans to date was paid as follows:

Loan	Maturity	Interest	Interest
£000's	Date	Rate	£000's
4,392	30/06/2055	2.66	58

## 1.6 Investments

During 2024/25, the Council is often in a position where it often has temporary cash surpluses to invest. When considering investments the Council must consider the following factors;

- Security – the Authority has a counterparty list, based on credit ratings, within its Investment Strategy that is approved prior to the commencement of the financial year. The current list and basis of approval is attached at **Appendix 3**;
- Liquidity – because of the fluctuation of cash flows, there is always a need to have a mix of investments that are realisable when required;
- Yield – probably the least important consideration as often higher yields mean greater risks.

Given the current economic climate, and the attendant volatility and uncertainty in the financial markets, security has to be the most important factor of the three listed above.

For 2024/25 surplus cash was invested in the following ways.

**Special Interest Bearing Account** – This account is held with National Westminster Bank plc. It can be used for deposits up to £5 million and pays interest at 1.45%.

**Money Market Deposits** – Used for larger amounts, up to £1.5 million. The list of institutions approved for investment was agreed at Committee on 7 February 2023 and is included again for reference in **Appendix 3**. The investments fall into two categories;

- Money on Call – These investments run for a minimum of 7 days after which they can be recalled at any time. Interest rates are variable and can fluctuate during the life of the investment;
- Fixed Deposits – Investments which mature at a pre-arranged date. The interest rate is fixed for the life of the investment.

**Debt Management Office Deposit Facility** – This is the overnight deposit facility for the British government. There is no limit on the size of the deposits, and the maximum duration is six months. The current interest rate for one-day deposits is 4.94%.

The total accrued interest received to 30 June 2024 on temporary investments amounted to £61,839 (2023/24 £165,802). A summary of the total amount invested in 2024/25 to date is given at **Appendix 1**.

## 1.7 Prudential Indicators

The Local Government Act 2003 requires Councils to comply with the Prudential Code for Capital Finance in Local Authorities when carrying out their budgeting and treasury management activities. Fundamental to this is the calculation of a number of prudential indicators which provide the basis for management and monitoring of borrowing and investments. These indicators were agreed by Council on 1 February 2022.

**The Capital Financing Requirement (CFR)** – This represents the Council’s underlying need to borrow for capital purposes, based on the cumulative value of capital expenditure not fully paid for. The CFR will change year on year in accordance with the value of capital spending.

The key control over treasury activities is to ensure that over the medium term, net borrowing will only be for capital purposes. The Authority must ensure that net external borrowing does not, except for short periods, exceed the total of the CFR. A comparison of the estimate against the actuals is shown in the table below.

	<b>2024/25 Original Estimate At Year End £000’s</b>	<b>2024/25 Revised Estimate At Year End £000’s</b>
Gross Borrowing	36,377	37,377
Investments	0	0
<b>Net Borrowing 31<sup>st</sup> March</b>	<b>36,377</b>	<b>37,377</b>
<b>Total CFR 31<sup>st</sup> March</b>	<b>42,797</b>	<b>42,405</b>

**The Section 151 Officer reports that the Council is expected to comply with the requirement to keep borrowing below the relevant CFR in 2024/25 and no difficulties are foreseen for the current or future years.**

**Borrowing Levels** – The following two indicators control the overall level of borrowing;

- **The Authorised Limit** – This represents the limit beyond which borrowing is prohibited, and needs to be set and revised by Members. It reflects the level of borrowing which, while not desired, could be afforded in the short term, but is not sustainable. It is the expected maximum borrowing need with some headroom for unexpected movements. This is the statutory limit determined under section 3(1) of the Local Government Act 2003;
- **The Operational Boundary** – This indicator is based on the probable external debt during the course of the year. It is not a limit and actual borrowing could vary around the boundary for short times during the year. It should act as a barometer to ensure the authorised limit is not breached;
- **The actual borrowing compared to the Authorised and Operational limits agreed by Council are as follows.**

	<b>2024/25 Original Limit £000’s</b>	<b>2024/25 Revised Limit £000’s</b>
Authorised Limit	46,000	46,000
Operational Boundary	41,000	41,000

**Ratio of Financing Costs to Net Revenue Stream** – This indicator compares net financing costs (borrowing costs less investment income) to net revenue income from revenue support grant, business rates, housing revenue account subsidy, Council tax and rent income. The purpose of the indicator is to show how the proportion of net income used to pay for financing costs is changing over time.

	<b>2024/25 Original Estimate %</b>	<b>2024/25 Revised Estimate %</b>
General Fund	14.2	14.2
HRA	13.1	11.6

The above indicator shows that within the General Fund, financing costs were originally expected to be 14.2% of the net revenue income, and 13.1% for the HRA. Due to a recalculation of the division of interest receivable between the GF and HRA, the HRA ratio has dropped to 11.6%. The GF figure remains unchanged; the recalculation having been offset by a fall in projected interest payable due to a faster than anticipated decrease in the BOE base rate.

**Limits on Activity** – The following indicators constrain the activity of the treasury function to within certain limits, thereby reducing the risk of an adverse movement in interest rates impacting negatively on the Council’s overall financial position.

- **Upper Limits on Variable Rate Exposure** – This indicator identifies a maximum Limit for variable interest rates;
- **Maturity Structures of Borrowing** – These gross limits are set to reduce the Council’s exposure to large fixed rate sums falling due for refinancing;
- **Total Principal Funds Invested** – This limit is set to reduce the need for early sale of investments and is based on the availability of investments after each year-end.

	2024/25 Original Indicators		2024/25 Revised Indicators		2024/25 Actual Maturity Structure	
	%		%		%	
Fixed Interest Rates Limit	100		100		100	
Variable Interest Rates Limit	100		25		0	
Maturity Structure of Borrowing	Lower	Upper	Lower	Upper	Lower	Upper
Under 12 Months	0	50	0	50	0	53
12 Months to 2 Years	0	50	0	50	0	3
2 Years to 5 Years	0	50	0	50	0	8
5 Years to 10 Years	0	100	0	100	0	14
10 Years & Above	0	100	0	100	0	22

The Prudential Code requires indicators to be set for the maturity structure of fixed borrowings only.

## Treasury Management

**Total investments placed during the period**  
**1 April 2024 to 30 June 2024**

	<b>Cumulative No. Of Investments To 30 June</b>	<b>Total Value Invested To 30 June</b>	<b>Average Interest Rate</b>	<b>Average Duration</b>	<b>Interest Earned (Accrued)</b>
		<b>£ 000's</b>	<b>%</b>		<b>£ 000's</b>
<b>British Clearing Banks</b>					
National Westminster Bank PLC	56	25,438	1.45	1 day	1
<b>Local Authorities</b>					
Spelthorne Borough Council	2	2,000	6.68	3 weeks	8
Cheltenham Borough Council	1	1,000	5.24	5 weeks	1
<b>Government Bodies</b>					
Debt Management Office	37	173,300	5.19	2 days	52
<b>Total</b>					<b>62</b>

# Appendix 2

## **Schedule Of PWLB Loans (HRA Self – Financing Settlement)**

<b>Principal Outstanding (£)</b>	<b>Rate of Interest (%)</b>	<b>Date of Maturity</b>
1,006,333	2.82	20/03/2025
1,006,333	2.92	20/03/2026
1,006,333	3.01	20/03/2027
1,006,333	3.08	20/03/2028
1,006,333	3.15	20/03/2029
1,006,333	3.21	20/03/2030
1,006,333	3.26	20/03/2031
1,006,333	3.30	20/03/2032
1,006,333	3.34	20/03/2033
1,006,333	3.37	20/03/2034
1,006,333	3.40	20/03/2035
1,006,333	3.42	20/03/2036
1,006,333	3.44	20/03/2037
<b>13,082,329</b>	<b>Total</b>	

## **Schedule Of PWLB Loans (General Fund)**

<b>Principal Outstanding (£)</b>	<b>Rate of Interest (%)</b>	<b>Date of Maturity</b>
500,000	4.10	29/03/2052
4,392,036	2.66	29/06/2055
<b>4,892,036</b>	<b>Total</b>	

## **Schedule of Short Term Loans (General Fund)**

<b>Principal Outstanding (£)</b>	<b>Rate of Interest (%)</b>	<b>Date of Maturity</b>
2,000,000	5.95	05/02/2025
2,000,000	5.95	05/02/2025
3,000,000	5.60	30/09/2024
4,500,000	5.98	13/01/2025
<b>11,500,000</b>	<b>Total</b>	

## **Schedule of Short Term Loans (HRA)**

<b>Principal Outstanding (£)</b>	<b>Rate of Interest (%)</b>	<b>Date of Maturity</b>
4,000,000	5.60	12/07/2025
3,000,000	5.95	05/02/2024
<b>7,000,000</b>	<b>Total</b>	

## **INVESTMENTS STRATEGY 2022/23 – 2024/25**

### **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 Communities and Local Government (DCLG) Guidance on Local Authority Investments issued in April 2010, any revisions of that guidance, the Audit Commission's report on Icelandic investments and the revised CIPFA Treasury Management in Public Services Code of Practice and Cross Sectoral Guidance Notes (2017).

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 placed 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 12 months.

**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.

## 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.

## 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 Sector's 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 3.1.

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 although 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 Link Asset Services 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**

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

**Category 2**

<b>Restrictions</b>	
<b>Max Amount £m</b>	1
<b>Duration</b>	364 days
<b>Asset Base (Building Societies Only)</b>	£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**

<b>Restrictions</b>	
<b>Max Amount £m</b>	N/A
<b>Duration</b>	6 months

Operated by a National Government Department

**Public Authorities in England, Scotland and Wales**

<b>Restrictions</b>	
<b>Max Amount £m</b>	5
<b>Duration</b>	3 Years

All public authorities (including local government, fire and police authorities)

in England, Wales and Scotland

**Money Market Funds**

<b>Restrictions</b>	
<b>Max Amount £m</b>	1.5
<b>Duration</b>	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).

# Agenda Item 9



<b>Policy, Finance and Development Committee</b>	<b>Tuesday, 10 September 2024</b>	<b>Matter for Information and Decision</b>
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**Report Title:** **Collection and Write-Off of Council Debt (Q1 2024/25)**

**Report Author(s):** **Claire Werra (Revenues and Benefits Manager)**

<b>Purpose of Report:</b>	The purpose of this report is to provide members with an update on the status of debts written off under delegated powers.
<b>Report Summary:</b>	In Quarter 1 there have been amounts of NDR, Council Tax, Housing Benefit Overpayment written off under delegated powers by the Section 151 Officer, amounts under £5,000.
<b>Recommendation(s):</b>	<b>That the committee note the contents of the report</b>
<b>Senior Leadership, Head of Service, Manager, Officer and Other Contact(s):</b>	<p>Colleen Warren (Chief Finance Officer / S151 Officer) (0116) 257 2759 <a href="mailto:colleen.warren@oadby-wigston.gov.uk">colleen.warren@oadby-wigston.gov.uk</a></p> <p>Laura Parsons (Finance Manager) (0116) 257 2694 <a href="mailto:laura.parsons@oadby-wigston.gov.uk">laura.parsons@oadby-wigston.gov.uk</a></p> <p>Claire Werra (Revenues and Benefits Manager) (0116) 257 2681 <a href="mailto:claire.werra@oadby-wigston.gov.uk">claire.werra@oadby-wigston.gov.uk</a></p>
<b>Strategic Objectives:</b>	Our Council (SO1)
<b>Vision and Values:</b>	Accountability (V1) Respect (V2) Customer Focus (V5)
<b>Report Implications:-</b>	
Legal:	There are no implications arising from this report.
Financial:	The implications are as set out at paragraphs 2 to 6 of this report.
Corporate Risk Management:	Decreasing Financial Resources / Increasing Financial Pressures (CR1)
Equalities and Equalities Assessment (EA):	There are no implications arising from this report. EA not applicable
Human Rights:	There are no implications arising from this report.
Health and Safety:	There are no implications arising from this report.
<b>Statutory Officers' Comments:-</b>	
Head of Paid Service:	The report is satisfactory.

Chief Finance Officer:	The report is satisfactory.
Monitoring Officer:	The report is satisfactory.
<b>Consultees:</b>	<ul style="list-style-type: none"> <li>• Senior Leadership Team</li> <li>• Heads of Service</li> </ul>
<b>Background Papers:</b>	None.
<b>Appendices:</b>	None.

## 1. Introduction

- 1.1 The purpose of this report is to provide an update on the status of debts written off under delegated powers.
- 1.2 Under the policy, amounts owed by a single debtor under £5,000 may be written off by the Chief Finance Officer. Amounts above £5,000 but below £10,000 are delegated for write off to the Chief Finance Officer in consultation with the Policy, Finance and Development Committee (PFDC) Chair. The writing debts off above £10,000 may only be approved by PFDC.
- 1.3 Every effort is made to recover a debt owed to the Council before it is considered for write off. Where appropriate, recovery and enforcement options have been taken or where the Council is legally prohibited from pursuing, debts are considered for write off in line with the Council's Corporate Debt Policy. Examples where debt recovery is prohibited by law include:
- Bankruptcy or a Debt Relief Order is in place,
  - Deceased – No assets within the estate,
  - Debtor Absconded/no trace,
  - Company in liquidation/dissolved or ceased trading with no assets,
  - Severe hardship and/or serious health issues or
  - Statute barred i.e. the Council cannot legally pursue the debt as there has been six years since the debt fell due and no action has been taken to collect the debt.
- 1.4 In some cases, it is uneconomical to collect an outstanding debt because the costs associated with recovering the debt exceed the income recoverable.

## 2. Current Position

Write offs relating to Quarter 1 (2024/25) as approved by the Chief Finance Officer (S151) are set out below.

Type of Debtor	Write offs to date less than £5,000 (by S151 Officer under delegated powers)	Write offs to date £5,001 - £10,000 (by S151 Officer under delegated powers)	Amounts written off over £10,001 approved by Members	TOTAL
<b>Council Tax</b>	£10,309.57	-	-	£10,309.57
<b>Non-Domestic Rates</b>	£2,707.40	-	-	£2,707.40
<b>Housing Benefit Overpayments</b>	£3,495.69	-	-	£3,495.69
<b>Total</b>	16,512.66			16,512.66

The amounts detailed in the above table are shown below by category and the reason for write off.

### 3. Council Tax

- 3.1 In Q1 (2024/25) there are currently no Council Tax Debts over £10,000 for which Committee's approval for write off is sought.
- 3.2 The amounts written off under delegated powers in accordance with the thresholds are outlined in the Corporate Debt Policy are as follows:

Council Tax	Total No of cases	Write offs to date less than £5,000 (by s151 Officer under delegated powers)	Write offs to date £5,001 - £10,000 (by s151 Officer under delegated powers)
Deceased	5	£515.79	-
Bankruptcy	3	£1375.28	-
DRO	2	£195.56	-
Small Balance	29	£940.45	-
Unable to trace	16	£7183.93	-
Vulnerable	2	£98.56	-
<b>TOTAL</b>	<b>57</b>	<b>10,309.57</b>	<b>-</b>

### 4. Non-Domestic Rates (NDR)

- 4.1 There are currently no NDR over £10,000 for which Committee's approval for write off is sought.
- 4.2 The amounts written off under delegated powers in accordance with the thresholds outlined in the Corporate Debt Policy are as follows:

Non-Domestic Rates	Total No of cases	Write offs to date less than £5,000 (by s151 Officer under delegated powers)	Write offs to date £5,001 - £10,000 (by s151 Officer under delegated powers)
Dissolved	1	£53.50	-
Not appropriate to pursue	1	£2,653.89	-
Uneconomical to pursue	1	£0.01	-
<b>TOTAL</b>	<b>3</b>	<b>£2,707.40</b>	<b>-</b>

### 5. Housing Benefit Overpayments

- 5.1 There are no Housing Benefit overpayments over £10,000 for which committee approval for write off is sought.
- 5.2 The amounts written off under delegated powers in accordance with the thresholds outlines in the Corporate Debt Policy are as follows:

(Continued overleaf)



Housing Benefit Overpayment	Total No of cases	Write offs to date less than £5,000 (by s151 Officer under delegated powers)	Write offs to date £5,001 - £10,000 (by s151 Officer under delegated powers)
<b>Bankrupt</b>	1	£318.08	-
<b>Unable to Trace</b>	1	189.19	-
<b>Old debt</b>	3	£2,166.23	-
<b>Uneconomical to pursue</b>	8	81.21	-
<b>Non-recoverable</b>	2	740.98	-
<b>TOTAL</b>	<b>15</b>	<b>£3,495.69</b>	<b>-</b>

# Agenda Item 10



<b>Policy, Finance and Development Committee</b>	<b>Tuesday, 10 September 2024</b>	<b>Matter for Information and Decision</b>
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**Report Title:** **Budget Setting Approach for 2025/26 and Medium-Term Financial Plan Update**

**Report Author(s):** **Colleen Warren (Chief Finance Officer / Section 151 Officer)**

<b>Purpose of Report:</b>	To consult Members on the approach for setting the 2025/26 budget and to update Members on the Medium-Term Financial Plan (MTFP) position.
<b>Report Summary:</b>	This report seeks approval of the approach to set the annual budget for 2025/26 and provides an update on the MTFP budget gaps and progress on the Sustainability Programme.
<b>Recommendation(s):</b>	<b>That the Committee:</b> <b>A. Agrees and recommends to Council the Budget Approach for 2025/26; and</b> <b>B. Note the updated MTFP budget gaps.</b>
<b>Senior Leadership, Head of Service, Manager, Officer and Other Contact(s):</b>	Colleen Warren (Chief Finance Officer / Section 151 Officer) (0116) 257 2759 <a href="mailto:colleen.warren@oadby-wigston.gov.uk">colleen.warren@oadby-wigston.gov.uk</a>  Laura Parsons (Finance Manager) (0116) 257 2694 <a href="mailto:laura.parsons@oadby-wigston.gov.uk">laura.parsons@oadby-wigston.gov.uk</a>
<b>Strategic Objectives:</b>	Our Council (SO1)
<b>Vision and Values:</b>	"Our Borough - The Place To Be" (Vision) Resourceful & Resilient (V4)
<b>Report Implications: -</b>	
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) Political Dynamics (CR3) Reputation Damage (CR4) Regulatory Governance (CR6) Organisational / Transformational Change (CR8)
Equalities and Equalities Assessment (EA):	There are no implications arising from this report.
Human Rights:	There are no implications arising from this report.
Health and Safety:	There are no implications arising from this report.

<b>Statutory Officers' Comments: -</b>	
Head of Paid Service:	Unable to comment due to annual leave.
Chief Finance Officer:	As the author, the report is satisfactory.
Monitoring Officer:	The report is satisfactory.
<b>Consultees:</b>	<ul style="list-style-type: none"> <li>• Senior Leadership Team.</li> </ul>
<b>Background Papers:</b>	<ul style="list-style-type: none"> <li>• <a href="#">Medium Term Financial Strategy (MTFS 2024 -2029) to Full Council 22 September 2024</a></li> <li>• <a href="#">2024/25 Revenues Budget, Medium Term Financial Plan and 2024/25 and 2028/29 Capital Programme to Full Council 22nd February 2024</a></li> </ul>
<b>Appendices:</b>	None.

## **1. Background**

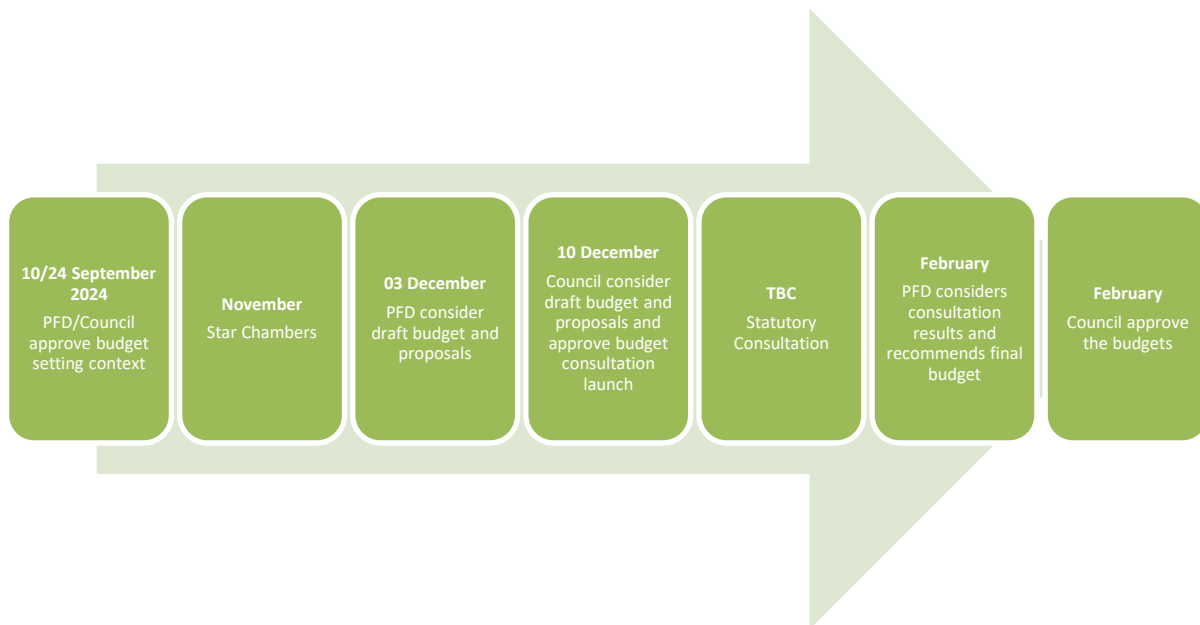
- 1.1 The Council's Constitution includes the Budget and Policy Framework Rules. This requires that each year the Council will agree a process for the development of the annual budget and policy framework and that the programme will be widely published.
- 1.2 The Local Government Act 1992 requires the councils that are billing authorities complete and approve their budgets and set a council tax before 11 March immediately prior to the start of the financial year on 1 April. The budget timetable (see section 3 of this report) will ensure these statutory deadlines are achieved.
- 1.3 The Council approved a new Medium-Term Financial Strategy (MTFS) in February 2024, the Medium-Term Financial Strategy is a five-year assessment of the resources required to deliver the Council's services over that period. It sets out the projected budget gaps over the period and a Sustainability Plan for delivering savings to mitigate these gaps. The Medium-Term Financial Plan (MTFP) for 2024/25 to 2028/29 provided an updated gap position and was reported to Council in February 2024. The annual budget approach for 2025/26 will update the indicative position with a detailed budget following the budget approach set out in section 2.
- 1.4 As was stated in the February 2024 budget report the Sustainability Programme savings included in the MTFP, did not meet the budget gap. The achievement of the Sustainability Programme savings included were still to be identified. Given the significant challenge in the financial position for 2024/25 and future years, it is key that SLT and members continue to focus efforts on delivering savings and this has been taken into account in the budget approach outlined below.

## **2. Approach and Key Principles**

- 2.1 The 2024/25 revised budget will form the base budget for 2025/26.
- 2.2 Inflation assumptions will be made based on latest information, in respect of:
- Salaries
  - Utilities
  - Fuel
  - Contracts (as per Contract terms)

- Interest rates (investment/borrowing)
- 2.3 **There will be no further revenue growth** – any pressures (cost inflation on supplies and services, in addition to those in 2.2), any growth (additional staff) or reduction in income due to reduced demand or fees should, insofar as is possible, be “self-funding”. This means services should try as far as is reasonably practical to off-set increases in financial resources by making savings in other areas.
- 2.4 **Review of budgets to identify savings** - historical budgets and actuals are to be reviewed to identify any consistent budget underspends with a view to removing these budgets to create savings. This will have to be considered in the context that the underspend may have been offsetting overspends, in which case budgets will need to be realigned.
- 2.5 **Capital growth** - any additions to the capital programme must be funded by grant OR have a revenue payback OR be essential for the maintenance of service delivery. Ideally, if we are creating or enhancing an asset, it should be because it will better the council’s financial position through reducing spend or generating income, or it must be because we need to do this to maintain services.
- 2.6 **Sustainability Programme** - the projects identified under the Sustainability Programme will continue to progress to identify savings
- Financial Management
  - Service Review
  - Asset Management
  - Income Generation – including review of fees and charges in line with charging policy
  - Contracts
- 2.7 **Star Chamber** – During November Heads of Service will be required to attend a ‘Star Chambers’ to present the need for their service budgets. The Leader, Deputy Leader, Chair of PFD, Chair of Services and representation from the opposition, Chief Executive, Strategic Director, CFO/S151 and Head of Finance will provide challenge on the budgets proposed.
- 3. Timetable**
- 3.1 The key dates for members in relation to the budget approach are outlined in the proposed timetable below:

(Continued overleaf)



#### 4. MTFP Update

- 4.1 The MTFS set out the approach for reviewing the MTFP and the Sustainability Programme. This will be reviewed before budget setting and as the budget is set.
- 4.2 Table 1 below shows the MTFP budget gaps approved at Full Council on the 22<sup>nd</sup> February 2024, this was the projected position after sustainability programme savings:

**Table 1 – Budget Gap as of February 2024**

<b>Financial year</b>	<b>In-year gap</b>	<b>Cumulative gap</b>
2024/25	£0	£0
2025/26	£97,000	£97,000
2026/27	(£62,000)	£35,000
2027/28	(£26,000)	£9,000
2028/29	£131,000	£140,000

- 4.3 Table 2 below shows the updated MTFP budget gaps revised for emerging pressures in 2024/25 as identified at the Q1 monitoring position, and the ongoing impact of these pressures in future years.

(Continued overleaf)

**Table 2 – Budget Gap revised for emerging pressures identified in 2024/25 Q1 Monitoring (Sept 2024)**

<b>Financial year</b>	<b>In-year gap/Surplus</b>	<b>Cumulative gap</b>
2024/25	(£75,057)	(£75,057)
2025/26	£97,000	£21,943
2026/27	(£62,000)	(£40,057)
2027/28	(£26,000)	(£66,057)
2028/29	£131,000	£64,943

- 4.4 As detailed in the Budget Monitoring Report for Q1 the main emerging pressures relate to increases in insurance prices, the cost of Council Tax discounts, a reduction in Cemetery income and attrition in the uptake of the Garden Waste service (albeit income has increased), partly offset by additional Sustainability Plan savings, savings on the procurement contract and salary savings.
- 4.5 The MTFP and budget gaps will continue to be reviewed and updated as the budget approach for 2025/26 progresses and assumptions in the MTFP are reviewed and updated.



<b>Policy, Finance and Development Committee</b>	<b>Tuesday, 10 September 2024</b>	<b>Matter for Decision</b>
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**Report Title:** **Revised Local Development Scheme (Autumn 2024)**

**Report Author(s):** **Ed Morgan (Principal Planning Policy Officer)**

<b>Purpose of Report:</b>	This report seeks Committee’s approval for the adoption of the revised Local Development Scheme as the Council’s most up to date Local Development Scheme.
<b>Report Summary:</b>	<p>The Local Development Scheme (LDS) is a statutory document that sets out the Council’s proposal for the preparation of the Local Plan and other planning policy documents. The LDS is a statutory document that is required by Government and needs to be kept up to date.</p> <p>The Local Development Scheme establishes a programme of work for the period Autumn 2024 to Summer / Autumn 2026 and identifies milestones that the Council will need to meet.</p> <p>It is important that the Council meets the milestones set out in the Local Development Scheme to enable the Council to have a Plan examined under the existing Local Plan Legislation. The Local Development Scheme will ensure that planning policy and guidance documents are robust, up to date and in line with the project milestones and timescales.</p> <p>Having up to date planning policy and guidance documents ensures that the Council is able to make robust, justified and informed planning decisions. It also reduces the risk of developer appeals.</p>
<b>Recommendation(s):</b>	<b>That the Local Development Scheme (Autumn 2024) be approved.</b>
<b>Senior Leadership, Head of Service, Manager, Officer and Other Contact(s):</b>	<p>Adrian Thorpe (Head of Built Environment) (0116) 257 2645 <a href="mailto:adrian.thorpe@oadby-wigston.gov.uk">adrian.thorpe@oadby-wigston.gov.uk</a></p> <p>Jamie Carr (Planning Policy &amp; Development Manager) (0116) 257 2652 <a href="mailto:jamie.carr@oadby-wigston.gov.uk">jamie.carr@oadby-wigston.gov.uk</a></p> <p>Ed Morgan (Principal Planning Policy Officer) (0116) 257 2650 <a href="mailto:ed.morgan@oadby-wigston.gov.uk">ed.morgan@oadby-wigston.gov.uk</a></p>
<b>Strategic Objectives:</b>	<p>Our Council (SO1) Our Communities (SO2) Our Economy (SO3) Our Environment (SO4)</p>

	Our Partners (SO5)
<b>Vision and Values:</b>	"Our Borough - The Place To Be" (Vision) Customer & Community Focused (V1)
<b>Report Implications:-</b>	
Legal:	There are no implications arising from this report.
Financial:	There are no implications arising from this report.
Corporate Risk Management:	Regulatory Governance (CR6)
Equalities and Equalities Assessment (EA):	There are no implications arising from this report. EA not applicable
Human Rights:	There are no implications arising from this report.
Health and Safety:	There are no implications arising from this report.
<b>Statutory Officers' Comments:-</b>	
Head of Paid Service:	The report is satisfactory.
Chief Finance Officer:	The report is satisfactory.
Monitoring Officer:	The report is satisfactory.
<b>Consultees:</b>	None.
<b>Background Papers:</b>	None.
<b>Appendices:</b>	1. Local Development Scheme (Autumn 2024)

## 1. Information

- 1.1 The Local Development Scheme (LDS) is a statutory document that sets out the Council's proposal for the preparation of the Local Plan and other planning policy documents. The LDS is a statutory document that is required by Government and needs to be kept up to date.
- 1.2 On a periodic basis, the Local Development Scheme is updated to reflect the ongoing preparation and development of the Council's Local Plan and other planning policy related documents, for example, Development Plan Documents and Supplementary Planning Documents such as the Developer Contributions Supplementary Planning Document.
- 1.3 The Local Development Scheme breaks down the preparation of the Local Plan and other planning policy related documents into specific stages and gives a timescale by which these stages will be completed as well as outlining the potential risks to meeting these timescales.
- 1.4 This LDS has been produced to ensure that the Plan is prepared in accordance with timescales set by the Government.



- 1.5 The various milestones set out for the new Local Plan within the Autumn 2024 Local Development Scheme are as set out below:
- Regulation 18B (Issues and Options): Spring 2024
  - Regulation 19 (Pre-Submission Consultation): Winter 2024/25
  - Regulation 22 (Submission to the Planning Inspectorate): Spring 2025
  - Regulation 24 (Estimated Examination Hearing Sessions): Autumn 2025 (date to be determined by the Planning Inspectorate)
  - Main modifications as recommended by the Independent Planning Inspectorate: Winter / Spring 2026 (date to be determined by the Planning Inspectorate)
  - Regulation 26 (Adoption): Summer / Autumn 2026 (date to be determined by the Planning Inspectorate)
- 1.6 The need to amend the Local Development Scheme is to ensure that planning policy and guidance documents are robust, up to date and in line with the target of Local Plan submission by June 2025.
- 1.7 More detailed information regarding preparation timescales and the key milestones for Local Development Documents is contained within the Local Development Scheme document.

# Local Development Scheme

Autumn 2024

## Contents

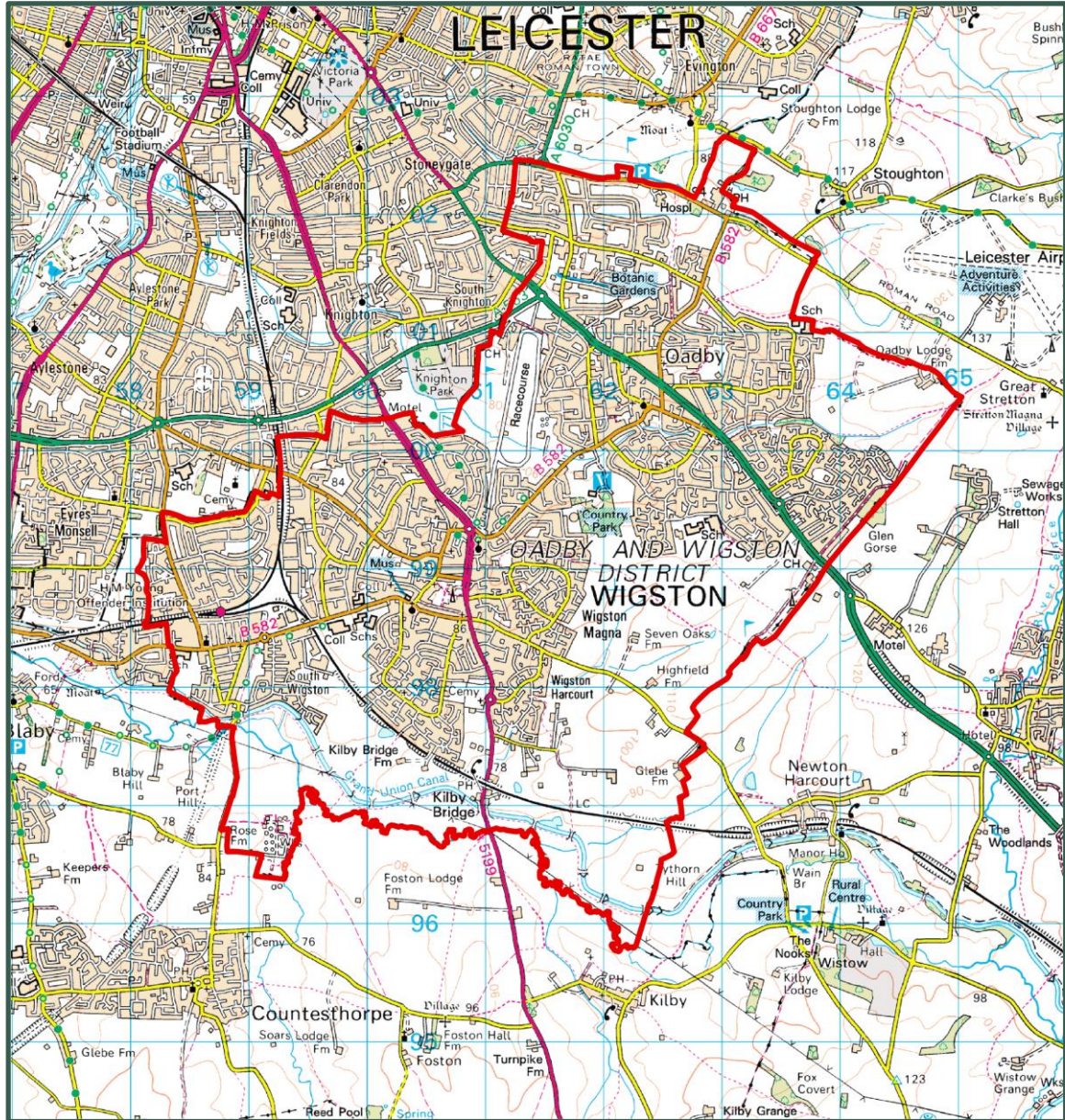
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## 1. Introduction

- 1.1 The Local Development Scheme (LDS) is a document which contains a local authority's timetable / programme of works for the production of their Development Plan and other planning related documents. The Planning and Compulsory Purchase Act 2004 (as amended by the Localism Act 2011) requires local planning authorities to prepare, maintain and publish an LDS. This enables local communities and stakeholders to find out which key planning documents are to be prepared for the area within the foreseeable future.
- 1.2 The Council generally seeks to update its LDS approximately every two to three years, however this LDS is updating the Council's previously adopted LDS of Spring 2024. This LDS will cover the period Autumn 2024 to Summer / Autumn 2026. This update is required due to an accelerating of the Council's new Local Plan production timescales.
- 1.3 This LDS will outline the Council's timetable for producing the new Local Plan. It also makes reference, where relevant to other planning related documentation, such as Supplementary Planning Documents (SPD) (and planning guidance), however does not set out any specific programme for future SPD, due to the focus of resource being on the production of the new Local Plan. Having such information and timetabling enables the community, businesses, developers, service and infrastructure providers and other interested organisations to know which planning related documents are being and / or are to be prepared for the Borough area and when they will be able to participate in public consultation.
- 1.4 The Council is committed to working with its partners, stakeholders, and all members of the local community in the preparation of new planning policy. Together, the LDS and the adopted Statement of Community Involvement (SCI) set out how and when stakeholders can participate in the process. External participation throughout the process is integral to shaping the Boroughs future.
- 1.5 The Council's most up to date LDS will be published on its website – [www.oadby-wigston.gov.uk](http://www.oadby-wigston.gov.uk).

## 2. Geographical Coverage Area

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



### **3. The Planning System**

- 3.1 The National Planning Policy Framework (NPPF) was first published on 27<sup>th</sup> March 2012 and came into immediate effect. The NPPF document has been reviewed and updated by Government a number of times since, with the latest version having been published in December 2023. The NPPF sets out the Government’s planning policies for England and how these are expected to be applied. It also provides a framework in which local authorities can produce their own distinctive Local Plans.
- 3.2 The NPPF confirms that the planning system is “plan-led” which means that planning applications have to be determined in accordance with the Development Plan unless material considerations dictate otherwise.
- 3.3 The NPPF also confirms that the policies in emerging plans will gather more weight as development plans progress towards adoption.
- 3.4 During March 2014 the Government published the National Planning Practice Guidance (NPPG) which gives further guidance on specific aspects of the planning system, for example the Duty to Cooperate and housing and economic land availability assessments. The NPPG is a web-based ‘live’ resource and is updated on a regular basis by Government as and when required to do so.

## 4. The Council's Current Development Plan

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

## 5. The Council's Local Plan

- 5.1 National planning policy places Local Plans at the very heart of the planning system. It is essential that they are in place and kept up to date. The Council's current Local Plan was adopted on Tuesday 16 April 2019.
- 5.2 The Council's Local Plan sets out the vision, framework, and spatial strategy for all future development within the entire Borough area for the period 2011 to 2031. The Plan addresses the needs and opportunities in relation to housing, the economy, community facilities and infrastructure; it also safeguards vital green open spaces and the environment, and illustrates how the Borough area can secure high quality sustainable design.
- 5.3 The Local Plan is also a critical tool in guiding decisions about individual development proposals, as the Plan is the starting point for considering whether applications for development can be approved.
- 5.4 Government planning policy and guidance sets out that local planning authorities should review their Local Plans at least every 5 years from the date of adoption, to ensure that they are up to date and based on the most reliable and up to date evidence. It is also clear from national planning policy and guidance that relevant local policies for the supply of housing should not be considered up to date if the local authority cannot demonstrate a 5-year supply of deliverable housing sites.
- 5.5 The Council monitors the policies set out within the Local Plan on an annual basis through the production of the Annual Monitoring Report and other associated monitoring documents. These are all available on the Council's website.
- 5.6 It should be noted that the Council's current adopted Local Plan is not considered out of date. However, the Council has taken the decision to be proactive in the preparation of its next Local Plan after taking into consideration the Government announcement that set out that all local authorities should proactively work towards having an up-to-date Local Plan submitted to the Planning Inspectorate by June 2025.
- 5.7 The Council will continue to proactively work to deliver a New Local Plan within this timeframe. It should be noted that the date of adoption is very much in the hands of the Planning Inspectorate once the Council submits the new Plan for Examination.



## **6. Timetable for New Development Plan Documents**

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

**Table 1. Local Plan Development Plan Document**

<b>New Local Plan Overview</b>	
<b>Role and Subject</b>	The Borough of Oadby and Wigston Local Plan document provides the overall spatial and development strategy for the Borough area for the period up to 2041. It contains both strategic and specific planning policy, as well as relevant designations and allocations. All planning decisions made within the Borough will need to be consistent with the Council's Local Plan unless material considerations indicate otherwise.
<b>Geographical coverage area</b>	The entire Borough area
<b>Document Type</b>	Development Plan Document
<b>Chain of Conformity</b>	The National Planning Policy Framework (NPPF), National Planning Practice Guidance and reflect the Leicester and Leicestershire Strategic Growth Plan
<b>Timetable (key stages)</b>	
<b>Initial Call for sites</b>	Autumn 2020 and 2021
<b>Regulation 18a (Issues and Options)</b>	Autumn 2021
<b>Regulation 18b (Preferred Options)</b>	Spring 2024
<b>Regulation 19 Pre-Submission Consultation</b>	Winter 2024/25
<b>Regulation 22 Submission to the Planning Inspectorate</b>	Spring 2025
<b>Regulation 24 Estimated Examination Hearing Sessions</b>	Autumn 2025 (date to be determined by the Planning Inspectorate)
<b>Main modifications, as recommended by the Independent Planning Inspectorate</b>	Winter / Spring 2026 (date to be determined by the Planning Inspectorate)
<b>Regulation 26 Adoption</b>	Summer / Autumn 2026 (date to be determined by the Planning Inspectorate)
<b>Production Arrangements</b>	
<b>Lead Section</b>	Planning Policy
<b>Project Manager(s)</b>	Planning Policy and Development Manager and Principal Planning Policy Officer
<b>Internal resources</b>	All internal Council departments
<b>External resources</b>	Specific expert consultants
<b>Community Involvement</b>	As per the Council's SCI

**Table 2. Adopted Policies Map**

<b>Adopted Policies Map Overview</b>	
<b>Role and Subject</b>	The Adopted Policies Map is directly related to the Council's new Local Plan and illustrates the Plans key proposals, relevant policy areas, designations, allocations and locations of development within the Borough area.
<b>Geographical coverage area</b>	The entire Borough area
<b>Document Type</b>	Local Plan Adopted Policies Map
<b>Chain of Conformity</b>	The new Local Plan and the National Planning Policy Framework (NPPF)
<b>Timetable (key stages)</b>	
<b>Stage</b>	The Adopted Policies Map is produced alongside the Council's Local Plan and will be published alongside the Council's new Local Plan.
<b>Production Arrangements</b>	
<b>Lead Section</b>	Planning Policy
<b>Project Manager(s)</b>	Planning Policy and Development Manager and Principal Planning Policy Officer
<b>Internal resources</b>	Planning Policy and Regeneration
<b>External resources</b>	Leicestershire County Council
<b>Community Involvement</b>	As per the Council's SCI

## **7. Other New Documents**

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

## 8. Resourcing Document Production

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

**Table 3. Officer Time spent on Local Plan Production**

Post	Percentage of Time (%)
Planning Policy and Development Manager	25 - 30 %
Principal Planning Policy Officer	90 - 95 %
Senior Planning Policy Officer	95 - 100 %
Planning Policy and Monitoring Officer	90 - 95 %

- 8.3 In addition to that highlighted above, limited staff resources will be required from a number of other Council teams, including but not limited to: the Development Control Team, the Economic Regeneration Team, the Planning Technical and Administration Team, as well as the ICT and Legal Departments of the Council.

### Councillors

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

## 9. Risks to Delivery of the Programme of Works

9.1 A number of ‘risks’ could arise over the next two – three-year period, which could affect the delivery of the programme of works set out in this Local Development Scheme (LDS). In line with the Council’s adopted [Risk Management Policy](#), all risks have been assessed twice. The first score is given when evaluating the risk before controls are in place to minimise the risk, and the second and final score is given after controls have been evaluated.

9.2 The risks are outlined and explained in table 4 below. The scoring of these risks is then shown in table 5. All risks and their scores will be kept under review by the Council’s planning policy team.

**Table 4. Outline of risks**

<b>Risk</b>	<b>Risk Explained</b>
Insufficient staff resource available.	Being a small local authority, the Planning Policy team has required involvement in many projects not necessarily associated to planning policy. The Planning Policy team is involved in an ever-broadening work programme. In addition, should experienced staff leave the authority, recruiting equivalent experience and knowledge could be extremely challenging.
New Planning Framework	The new Government could introduce a new planning framework that would supersede the current plan making system.
Duty to Cooperate delays.	The Duty to Cooperate requires local authorities to work together spatially and produce joint pieces of evidence base work. Delays can occur from the different governance processes.
Loss of financial resource due to government funding cuts.	Government funding cuts have already required the Council to review its staffing structure and use of external expertise. Further structure reviews and use of external expertise could be required.
Missing project milestones and deadlines set out in this LDS.	The Planning Policy team is undertaking an ever increasing and diverse workload and is seeking to achieve an ambitious Local Plan production timetable.
Lack of public interest in the planning process.	The general public may not want to get involved in the planning process.
Planning Inspectorate taking time to assess the Plan.	The timetabling and requirements of the Planning Inspectorate are beyond the Council’s control and the Council can only be reactive once the plan is submitted for examination.

Risk	Likelihood of risk before control	Impact of risk before control	Initial risk score <sup>1</sup>	Controls and action in place to minimise the risk	Likelihood of risk after control	Impact of risk after control	Final risk score
Insufficient staff resource available.	2 (Possible)	4 (Major)	Medium	Continue to work as efficiently as possible. Be able to concentrate on the production of the Local Plan. The completion of the work programme outlined in this LDS is the priority for the Planning Policy team.	2 (Possible)	3 (Significant)	Medium
New Planning Framework	4 (Major)	4 (Major)	High	Continue to work as efficiently as possible.	3 (Significant)	3 (Significant)	Medium
Duty to Cooperate delays.	2 (Possible)	3 (Significant)	Medium	The Council will continue to work closely with local authorities and will timetable work and projects accordingly, taking account of potential delays.	2 (Possible)	3 (Significant)	Medium
Loss of financial resource due to government funding cuts.	2 (Possible)	3 (Significant)	Medium	Continue to work as efficiently as possible. Always seek cost savings where possible as well as 'value for money' opportunities.	2 (Possible)	2 (Minor)	Medium
Missing project milestones and deadlines set out in this LDS.	2 (Possible)	4 (Major)	Medium	Continue to work as efficiently as possible. Use external resources where relevant and appropriate to do so.	2 (Possible)	4 (Major)	Medium
Lack of public interest in the planning process.	2 (Possible)	2 (Minor)	Medium	The Borough Council's Statement of Community Involvement (SCI) sets out how the Council will consult with the public. The SCI sets out how the Council goes 'above and beyond' when consulting	2 (Possible)	2 (Minor)	Medium

<sup>1</sup> Overall risk score is calculated by multiplying likelihood and impact, where a score of 3 or below results in an overall score of low, 4-9 is medium and 10 or above is classed as high.

				the public to ensure that as many people as possible can get involved.			
Planning Inspectorate taking time to assess the Plan.	2 (Possible)	4 (Major)	Medium	Continue to work as efficiently as possible. Use external resources where relevant and appropriate to do so.	2 (Possible)	4 (Major)	Medium

**Table 5. Risk Assessment scores before and after controls to minimise risks have been evaluated.**



## 10. Monitoring and Review

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

# Agenda Item 12



<b>Policy, Finance and Development Committee</b>	<b>Tuesday, 10 September 2024</b>	<b>Matter for Information and Decision</b>
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**Report Title:** Updated Car Park Strategy (2024-2027)

**Report Author(s):** Samantha Holmes (Assistant Corporate Assets Manager)

<b>Purpose of Report:</b>	To update the Car Park Strategy for the Borough for 2024 to 2027.
<b>Report Summary:</b>	This report updates the Car Park Strategy adopted in 2021 for the operation and management of council owned car parks within the Borough that will deliver a self-financing car park service. The Strategy sets out how any surplus would be used to improve the parking experience.
<b>Recommendation(s):</b>	<b>That the Car Park Strategy (2024-2027) (as set out at Appendix 1 to this report) be approved.</b>
<b>Senior Leadership, Head of Service, Manager, Officer and Other Contact(s):</b>	<p>Teresa Neal (Strategic Director) (0116) 257 2642 <a href="mailto:teresa.neal@oadby-wigston.gov.uk">teresa.neal@oadby-wigston.gov.uk</a></p> <p>Dave Gill (Monitoring Officer / Head of Law and Democracy) (0116) 257 2626 <a href="mailto:david.gill@oadby-wigston.gov.uk">david.gill@oadby-wigston.gov.uk</a></p> <p>Samantha Holmes (Assistant Corporate Assets Manager) (0116) 257 2871 <a href="mailto:samantha.holmes@oadby-wigston.gov.uk">samantha.holmes@oadby-wigston.gov.uk</a></p>
<b>Strategic Objectives:</b>	<p>Our Communities (SO2)</p> <p>Our Economy (SO3)</p> <p>Our Environment (SO4)</p>
<b>Vision and Values:</b>	<p>Customer &amp; Community Focused (V1)</p> <p>"Our Borough - The Place To Be" (Vision)</p>
<b>Report Implications:-</b>	
Legal:	There are no implications arising from this report.
Financial:	There are no implications directly arising from this report.
Corporate Risk Management:	<p>Reputation Damage (CR4)</p> <p>Decreasing Financial Resources / Increasing Financial Pressures (CR1)</p> <p>Effective Utilisation of Assets / Buildings (CR5)</p> <p>Economy / Regeneration (CR9)</p>
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 directly arising from this report.

<b>Statutory Officers' Comments:-</b>	
Head of Paid Service:	Unable to comment due to annual leave.
Chief Finance Officer:	The report is satisfactory.
Monitoring Officer:	The report is satisfactory.
<b>Consultees:</b>	None.
<b>Background Papers:</b>	None.
<b>Appendices:</b>	1. Car Park Strategy (2024-2027)

## **1. Background**

- 1.1 On Tuesday 30 March 2021, Full Council approved the Car Park Strategy (2021-2026) for consultation with the public along with the extension of the parking charges then in force.
- 1.1.1 The extended charging scheme came into effect on 4 January 2022.
- 1.1.2 The provision of car parking is not a statutory requirement but it is accepted that this is a function which the Borough Council should be involved in provided that the service delivers a self-financing car park service.
- 1.1.3 The attached strategy has been updated to reflect best practice and progress on achievements.

# Car Park Strategy (2024 – 2027)

## Introduction

This document sets out proposals for the way the Council manages and regulates car parks across the Borough. The Council is under no obligation to provide car parks or parking facilities, but it chooses to do so as it recognises that parking plays an important part in supporting the local economy and promoting the vitality and viability of the Borough as a whole and, in particular its three town centres.

This Car Park Strategy sets out the Council's approach to the provision and development of off-street car parking across the Borough. The strategy covers a four-year period (2024-2027) and will be reviewed regularly.

The strategy sets out the framework which the Council will use to make future decisions and what these should aim to achieve; it does not set out every decision or action that will affect car parking in the Borough.

At the heart of the strategy is the principle that there are enough car parking spaces in appropriate locations to support the prosperity and sustainability of our town centres and leisure facilities and that these are accessible, convenient and of a quality standard. The strategy considers how these aspirations can be financed.

Behind the Car Park Strategy sits the Council's:

- Corporate Strategy 2024-2027
- Local Plan
- Environment Strategy 2019

The Corporate Strategy sets out the overarching context for the Borough up to 2027. The Corporate Vision is 'Our Borough "The Place to Be"'. It includes five strategic objectives:

- Our Council
- Our Communities
- Our Economy
- Our Environment
- Our Partners

The Local Plan aims to establish vibrant town centres in the borough by delivering regeneration, investment, and growth. The Car Park Strategy has a key role to play in delivering this aspiration by providing potential sites for redevelopment whilst also ensuring adequate car parking is available for visitors to the town centres.

The Car Park Strategy supports the Councils' Environment Strategy by including measures to reduce the environmental impact of our car parks, in particular through electric vehicle charging and provision of further cycle racks.

## **CAR PARK STRATEGY (2024 – 2027)**

### Car Park Strategic Aim and Objectives

The overall aim of the Car Park Strategy is to provide and manage a range of safe, secure, well maintained and affordable car parking that meets the needs of residents, shoppers, businesses, visitors and commuters in a way that supports the long term economic, social and environmental wellbeing of the Borough of Oadby and Wigston.

In order to do this, we will seek to:

1. Make best use of our assets by ensuring the right number of parking spaces are provided in the right location.
2. Provide safe, well-maintained and well-managed car parks.
3. Support the Local Plan and the Environment Strategy 2019 by encouraging sustainable transport use and reducing emissions.
4. Deliver a self-financing car park service that is able to provide continual improvements in the parking environment.

Underpinning the main objectives above are the principles that:

- Parking should be purposeful – located and managed to fulfil a specific functional requirement.
- Planning and managing parking provision requires close working with, and an understanding of, business, employers and service user's needs.
- Parking management is essential to ensure that wider environmental, social and economic objectives are met.
- Car parks need to be maintained to a high standard in terms of facilities, condition and safety.
- On street parking issues and displacement parking need to be kept under review
- Marketing and promotion should be used as a tool to encourage use of the most appropriate parking for different purposes.
- The cost of providing and managing car parks should be met by car park users.
- Parking charges should be reasonable and proportionate and set at a level that does not undermine the vitality of the town centres. Balanced against this is the need for the Council to generate income to cover the costs of providing car parks and associated facilities and to allow for future improvements and investment.
- Opportunities to encourage sustainable forms of transport should be taken into consideration.

## **Background:**

### **Off-Street parking**

Oadby and Wigston Borough Council owns and operates 21 public car parks that are covered by this strategy. Ten of these car parks serve the three town centres, three serve country park and leisure facility users, seven are for users of local parks and one for local residents / railway station users. The rules and regulations that govern the operation of the car parks are detailed in a legal document known as the 'Borough of Oadby and Wigston (Off-street Parking Places) Order'. A copy of the current Order can be found on the councils' web site at [www.oadby-wigston.gov.uk/car\\_parks](http://www.oadby-wigston.gov.uk/car_parks)

### **On-street parking**

Leicestershire County Council is responsible for the management and enforcement of on-street parking within the Borough. Oadby and Wigston Borough Council will seek to maintain a close working relationship with Leicestershire County Council to ensure any on-street parking provision contributes to the aims of this strategy.

Requests for additional on-street restrictions and changes are made through Leicestershire County Council.

The County Council currently operates three on-street resident parking permit schemes in the Borough:

- Sandhurst Street, Oadby
- Paddock Street, Wigston
- Marstown Avenue and surrounding area, South Wigston

### **Enforcement**

Both on-street and off-street enforcement is delivered locally through a partnership arrangement with Leicestershire County Council and Harborough District Council. This ensures that Civil Enforcement Officers working on behalf of the Borough Council can regulate all parking across the Borough. This has advantages in terms of efficiency and helps to ensure the various traffic rules, regulations and restrictions are adhered to consistently.

### **Parking for people with disabilities**

All of the Council's public car parks have designated disabled parking bays where blue badge holders can park so long as they are displaying a valid badge. Blue badge holders may also park in any space if the disabled bays are full provided, they display a valid badge.

### **Private parking provision**

There are several privately owned car parks across the Borough, notably in town centres. Some of these are for employees only whilst some are offered as free customer parking. In some locations businesses have chosen to employ private enforcement agents. The council does not have any jurisdiction in these areas.

### **Working with local businesses**

The Council recognises that the availability of public parking is necessary for businesses to operate successfully whether this is for their own staff or for the convenience of their customers and visitors. The council will maintain a dialogue with local businesses to ensure that the provision of car parking promotes the economic vitality and regeneration opportunities of the town centres and supports businesses to achieve commercial success.

**Objective 1 – Make best use of our assets by ensuring the right number of parking spaces are provided in the right location.**

We will do this by:

- Undertaking regular surveys to establish user patterns, needs and expectations.
- Carrying out regular reviews of the survey findings to identify level of demand and usage and propose options for any deficiencies or propose alternative uses/options for under used car parks as appropriate. In line with Policy 2 of the Local Plan, any development or alternatives would seek to maintain the net number of existing public car parking spaces.
- Making adequate provision for Blue Badge Holders.
- Reviewing the need for lorry and bus provision within car parks
- Working with Leicestershire County Council to examine the desirability for additional On-Street Resident Parking Areas.
- Proactively pursuing development opportunities that will result in the regeneration of the Borough's town centres, make the best use of councils' assets and assist with the provision of an appropriate overall level of parking for the Borough.

**Objective 2 - Provide safe, well maintained and well managed car parks.**

We will do this by:

- Reviewing and determining the appropriate standards for the maintenance, design and provision of parking facilities and equipment.
- Establish satisfactory safety standards for car parks and implement a phased programme of work to ensure they are safe.
- Continuing to monitor our car park infrastructure on a regular basis and take remedial action where required.
- Monitor levels of crime and anti-social behaviour in car parks and take action to mitigate.

**Objective 3 – Support the Environment Strategy by encouraging sustainable transport use and reducing emissions.**

We will do this by:

- Making comprehensive and up to date information on our car parks available through our website, social media and other means which allows visitors to make the best sustainable transport choice when visiting the Borough.
- Providing information and directional signage within our car parks to assist first time visitors to the Borough.
- Installing electric vehicle charge points across our car parks where this is possible.



- Extending the provision of well-designed, secure cycle racks across our car parks to encourage cycle use.
- Ensuring that where pedestrian ‘short cuts’ and desire lines exist through our car parks they are safe and well managed.
- Reviewing the provision of directional signage off the highway for off-street car parks with Leicestershire County Council.

**Objective 4 - Deliver a self-financing car park service that is able to provide continual improvements in the parking environment.**

We will do this by:

- Establishing charges that are reasonable and proportionate to enable the service to be self- financing.
- Ensuring that the charging policy is structured in such a way as to meet the requirements needed to fund improvements in all the council’s car parks.
- Keeping the level of charges under review to ensure they do not adversely impact the local economy, nor lead to undesirable displacement consequences.
- Implementing a fully funded regular maintenance and inspection programme to ensure agreed standards are achieved.
- Ensure the charging regime supports the use of short-term spaces in convenient locations and that long-term need is provided out of centre where possible.
- Keep payment options under review to ensure the widest range of options is available to users whilst keeping back-office administration costs as low as possible.
- Introducing and keeping under review a range of cost-effective options for different types of parking including, for example, residential off-street permits and season tickets etc.

## All Town Centre and Leisure Car Parks:

Hours of enforcement:	Hours for enforcement and regulation are 0800 to 1800 Monday to Sunday, inclusive of public holidays.
Charges:	Charges apply to the town centre and leisure car parks listed below. Pay and display machines allow both cash and card payments with vehicle number registration entry. Pay by phone is available in all locations. Parking permits are also available.
Parking permits:	Permits are available to anyone using car parks in the Borough. For regular users these present a cost-effective way of paying for parking at a reduced price. More information is available on the council web site at <a href="http://www.oadby-wigston.gov.uk/permit">www.oadby-wigston.gov.uk/permit</a> Permits are available for either 6- or 12-month duration and allow parking up to the maximum length of stay allowed in each car park (see car park sign board).
Disabled bays	Disabled parking is free in any bay for up to 3 hours so long as a valid 'Blue Badge' and clock is displayed correctly.
Quick shop bays:	There are 6 'quick shop' bays allowing up to 30 minutes free parking at Countesthorpe Road Car Park in South Wigston, Junction Road and Spring Lane Car Parks in Wigston and Sandhurst Street and East Street Car Parks in Oadby
Electric Vehicle Charge Points:	Where bays are provided for electric vehicle charging these should only be used whilst a vehicle is charging. Parking charges apply in these bays during enforcement hours. Electric vehicles must move out of a charging bay once charging is complete.

## Town Centre Car Parks:

### Oadby - East Street\*

Total number of parking bays	180
Number of disabled parking bays	14
Free 'quick shop' 30-minute bays	6
Number of Electric Vehicle charging bays	8
Maximum length of stay	4 hours
Return visits during same day	Prohibited if within 3 hours
Charges:	See website - <a href="https://www.oadby-wigston.gov.uk/pages/car_parks">https://www.oadby-wigston.gov.uk/pages/car_parks</a>

### Oadby – Ellis Park\*

Total number of parking bays	39
Number of disabled parking bays	2
Free 'quick shop' 30-minute bays	0
Number of Electric Vehicle Charging bays	0
Maximum length of stay	4 hours
Return visits during same day	Prohibited if within 3 hours
Charges:	See website - <a href="https://www.oadby-wigston.gov.uk/pages/car_parks">https://www.oadby-wigston.gov.uk/pages/car_parks</a>

**Oadby – Sandhurst Street\***

Total number of parking bays	192
Number of disabled parking bays	10
Free 'quick shop' 30-minute bays	6
Number of Electric Vehicle Charging bays	0
Maximum length of stay	12 hours
Return visits during same day	Allowed
Charges:	See website - <a href="https://www.oadby-wigston.gov.uk/pages/car_parks">https://www.oadby-wigston.gov.uk/pages/car_parks</a>

**South Wigston – Countesthorpe Road**

Total number of parking bays	68
Number of disabled parking bays	4
Free 'quick shop' 30-minute bays	6
Number of Electric Vehicle Charging bays	15
Maximum length of stay	12 hours
Return visits during same day	Allowed
Charges:	See website - <a href="https://www.oadby-wigston.gov.uk/pages/car_parks">https://www.oadby-wigston.gov.uk/pages/car_parks</a>

**South Wigston – Station Street**

Total number of parking bays	29
Number of disabled parking bays	2
Free 'quick shop' 30-minute bays	0
Number of Electric Vehicle Charging bays	0
Maximum length of stay	12 hours
Return visits during same day	Allowed
Charges:	See website - <a href="https://www.oadby-wigston.gov.uk/pages/car_parks">https://www.oadby-wigston.gov.uk/pages/car_parks</a>

**South Wigston – Kirkdale Road (parking for rail users)**

Total number of parking bays	42
Number of disabled parking bays	2
Free 'quick shop' 30-minute bays	0
Number of Electric Vehicle Charging bays	0
Maximum length of stay	12 hours
Return visits during same day	Allowed
Charges:	See website - <a href="https://www.oadby-wigston.gov.uk/pages/car_parks">https://www.oadby-wigston.gov.uk/pages/car_parks</a>

**Wigston – Aylestone Lane**

Total number of parking bays	58
Number of disabled parking bays	4
Free 'quick shop' 30-minute bays	0
Number of Electric Vehicle Charging bays	10
Maximum length of stay	12 hours
Return visits during same day	Allowed
Charges:	See website - <a href="https://www.oadby-wigston.gov.uk/pages/car_parks">https://www.oadby-wigston.gov.uk/pages/car_parks</a>

**Wigston – Frederick Street**

Total number of parking bays	53
Number of disabled parking bays	4
Free 'quick shop' 30-minute bays	0
Number of Electric Vehicle Charging bays	0
Maximum length of stay	4 hours
Return visits during same day	Prohibited within 3 hours
Charges:	See website - <a href="https://www.oadby-wigston.gov.uk/pages/car_parks">https://www.oadby-wigston.gov.uk/pages/car_parks</a>

**Wigston – Junction Road\***

Total number of parking bays	137
Number of disabled parking bays	8
Free 'quick shop' 30-minute bays	6
Number of Electric Vehicle Charging bays	0
Maximum length of stay	4 hours
Return visits during same day	Prohibited within 3 hours
Charges:	See website - <a href="https://www.oadby-wigston.gov.uk/pages/car_parks">https://www.oadby-wigston.gov.uk/pages/car_parks</a>

**Wigston – Paddock Street\***

Total number of parking bays	79
Number of disabled parking bays	5
Free 'quick shop' 30-minute bays	0
Number of Electric Vehicle Charging bays	0
Maximum length of stay	12 hours
Return visits during same day	Allowed
Charges:	See website - <a href="https://www.oadby-wigston.gov.uk/pages/car_parks">https://www.oadby-wigston.gov.uk/pages/car_parks</a>

**Wigston – Spring Lane**

Total number of parking bays	28
Number of disabled parking bays	2
Free 'quick shop' 30-minute bays	6
Number of Electric Vehicle Charging bays	0
Maximum length of stay	4 hours
Return visits during same day	Prohibited within 3 hours
Charges:	See website - <a href="https://www.oadby-wigston.gov.uk/pages/car_parks">https://www.oadby-wigston.gov.uk/pages/car_parks</a>

\* See Oadby and Wigston Local Plan (2011-2031) Policy 2 – Spatial Strategy for Development within the Borough.

**Country Parks and Leisure Facilities****Oadby - Brocks Hill Country Park**

Total number of parking bays	45
Number of disabled parking bays	5
Free 'quick shop' 30-minute bays	0
Number of Electric Vehicle Charging bays	0
Maximum length of stay	12 hours
Return visits during same day	Allowed

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Total number of parking bays	45
Charges:	See website - <a href="https://www.oadby-wigston.gov.uk/pages/car_parks">https://www.oadby-wigston.gov.uk/pages/car_parks</a>

### **Oadby – Parklands Leisure Centre**

Total number of parking bays	183 (plus 130 in overflow car park)
Number of disabled parking bays	9
Free 'quick shop' 30-minute bays	0
Number of Electric Vehicle Charging bays	0
Maximum length of stay	12 hours
Return visits during same day	Allowed
Charges:	See website - <a href="https://www.oadby-wigston.gov.uk/pages/car_parks">https://www.oadby-wigston.gov.uk/pages/car_parks</a>

### **Wigston – Wigston Pool & Gym**

Total number of parking bays	80
Number of disabled parking bays	5
Free 'quick shop' 30-minute bays	0
Number of Electric Vehicle Charging bays	12
Maximum length of stay	12 hours
Return visits during same day	Allowed
Charges:	See website - <a href="https://www.oadby-wigston.gov.uk/pages/car_parks">https://www.oadby-wigston.gov.uk/pages/car_parks</a>

### **Local Parks – no charges apply**

<b>Oadby - Coombe Park</b>
Free (maximum stay 12 hours)

<b>Oadby - Uplands Park</b>
Free (maximum stay 12 hours)

<b>South Wigston - Blaby Road Park</b>
Free (maximum stay 4 hours)

<b>South Wigston - Crow Mills</b>
Free (maximum stay 12 hours)

<b>Wigston – Horsewell Lane Park</b>
Free (maximum stay 12 hours)

<b>Wigston – Peace Memorial Park</b>
Free (maximum stay 4 hours)

<b>Wigston – Willow Park</b>
Free (maximum stay 4 hours)

# Agenda Item 13



<b>Policy, Finance and Development Committee</b>	<b>Tuesday, 10 September 2024</b>	<b>Matter for Information</b>
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**Report Title:** **Standards & Ethical Indicators (Q1 2024/25)**

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

<b>Purpose of Report:</b>	To receive the figures for local determination of complaints and ethical indicators for Q1 2024-25.
<b>Report Summary:</b>	The report provides information in relation to Member Complaints, Corporate and Ombudsman Complaints, Freedom of Information Requests and Anti-Social Behaviour Reports and Resolutions.
<b>Recommendation(s):</b>	<b>That the content of the report and appendix be noted.</b>
<b>Senior Leadership, Head of Service, Manager, Officer and Other Contact(s):</b>	<p>Teresa Neal (Strategic Director) (0116) 257 2642 <a href="mailto:teresa.neal@oadby-wigston.gov.uk">teresa.neal@oadby-wigston.gov.uk</a></p> <p>David Gill (Head of Law &amp; Democracy / Monitoring Officer) (0116) 257 2626 <a href="mailto:david.gill@oadby-wigston.gov.uk">david.gill@oadby-wigston.gov.uk</a></p>
<b>Strategic Objectives:</b>	Our Communities (SO2) Our Council (SO1)
<b>Vision and Values:</b>	Customer & Community Focused (V1)
<b>Report Implications:-</b>	
Legal:	There are no implications arising from this report.
Financial:	There are no implications arising from this report.
Corporate Risk Management:	Political Dynamics (CR3) Reputation Damage (CR4) Regulatory Governance (CR6)
Equalities and Equalities Assessment (EA):	There are no implications arising from this report. EA not applicable
Human Rights:	There are no implications arising from this report.
Health and Safety:	There are no implications arising from this report.
<b>Statutory Officers' Comments:-</b>	
Head of Paid Service:	The report is satisfactory.
Chief Finance Officer:	The report is satisfactory.
Monitoring Officer:	As the author, the report is satisfactory.

<b>Consultees:</b>	None
<b>Background Papers:</b>	None
<b>Appendices:</b>	1. Standards & Ethical Indicators (Q1 2024/25)

## **1. Information**

- 1.1 Regular reporting about the Council's activities under the Regulation of Investigatory Powers Act 2000 is a statutory requirement under the oversight regime of the Investigatory Powers Commissioner. This report to Members covers Quarter (Q1) of 2024/25.
- 1.2 The report also contains other matters which Officers considered would be of interest to Members, including the number and disposal of Member Complaints, the number of Corporate and Ombudsman complaints, the number of Freedom of Information requests and the number of anti-social behaviour reports and resolutions.
- 1.3 The Quarter 1 report for 2024/25 is attached at Appendix 1 for Members' information.



**OADBY AND WIGSTON BOROUGH COUNCIL**

**STANDARDS AND ETHICAL INDICATORS**

**QUARTER 1 REPORT**

**2024/2025**



## 1. Introduction

This is the quarterly report to the Policy Finance and Development Committee detailing both the figures for the Ethical Indicators and the figures for the Local Determination of Complaints process for 2023/2024.

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

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

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

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

## 2. Part 1 – Local Determination of Complaints

The Monitoring Officer received 0 complaints in Quarter 1 of 2024/2025.

### 2.1 Source of Complaint

Not applicable

### 2.2 Assessment Sub-committee Decisions

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

### 2.3 Timeliness of Decision

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

### 2.4 Review Requests

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

### 2.5 Subsequent Referrals

None

## **2.6 Outcome of Investigations**

No formal investigations were concluded in this period.

## **2.7 Parts of the Code Breached**

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

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

Not applicable

Ref	Performance Indicator Description	Officer responsible for providing information	Q1		Q2		Q3		Q4	
			2023/2024	2024/2025	2023/2024	2024/2025	2023/2024	2024/2025	2023/2024	2024/2025
LG1	Objections to the Council's Accounts	Head of Finance	0	0	0		0		0	
LG2	Follow up Action relating to reaches of the Member/Officer Protocol (Members)	Head of Law & Democracy	0	0	0		0		0	
LG3	Disciplinary Action relating to breaches of the Member / Officer Protocol (Staff)	HR Manager	0	0	0		0		0	
LG4	Number of Whistle Blowing Incidents Reported	Head of Law & Democracy	0	0	0		0		0	
LG5	No. of Recommendations made to improve Governance Procedures/Policies		0	0	0		0		0	
LG6	No. of Recommendations Implemented		0	0	0		0		0	

**Corporate Complaints**

Ref	Performance Indicator Description	Officer responsible for providing information	Q1		Q2		Q3		Q4	
			2023/2024	2024/2025	2023/2024	2024/2025	2023/2024	2024/2025	2023/2024	2024/2025
LG7	No. Corporate Complaints received	Policy, Compliance, and Data Protection Officer	56	57	48		50		37	
	No. Corporate Complaints escalated to L2		9	4	10		2		3	
	No. Corporate Complaints escalated to Ombudsman		1	0	1		3		2	
LG7a	No. Corporate Complaints Resolved at L1		47	53	38		48		34	
	No. Corporate Complaints Resolved at L2		9	4	10		2		3	
LG7b	No. Corporate Complaints where compensation paid		0	0	1		0		2	
	Service Area		-		Council Tax		-		Housing	
LG8	No. Ombudsman complaints received		1	0	1		3		2	
	Service Area		N/A (General OWBC)	N/A	Waste		- Housing, Revenue s, EH		Housing	
LG8a	No. Ombudsman complaints resolved		1	N/A	1		2		1	
LG8b	No. Ombudsman complaints not yet determined by the Ombudsman		0	0	0		1		1	
LG8c	No. Ombudsman complaints where compensation paid		0	0	0		0		1	

**Freedom of Information Act Indicators**

Ref	Performance Indicator Description	Officer responsible for providing information	Q1		Q2		Q3		Q4	
			2023/2024	2024/2025	2023/2024	2024/2025	2023/2024	2024/2025	2023/2024	2024/2025
LG9a	No. of FOI Requests Compliant	Policy, Compliance, and Data Protection Officer	178	154	174		161		212	
LG9b	No. of Non-compliant FOI Requests		10	41	7		2		8	
LG9c	No. of FOI Requests still open and within the 20 working days		0	0	0		4		4	
LG9d	No. of FOI Requests withheld due to exemptions/fees applied		7	0	1		3		3	

**Regulation of Investigatory Powers Act Indicators**

Ref.	Performance Indicator Description	Officer Responsible for Providing Information	Q1		Q2		Q3		Q4	
			2023/2024	2024/2025	2023/2024	2024/2025	2023/2024	2024/2025	2023/2024	2024/2025
LG10	No. of Directed Surveillance Authorisations granted during the quarter	Head of Law & Democracy	0	0	0		0		0	
LG10a	No. in force at the end of the quarter		0	0	0		0		0	
LG10b	No. of CHIS recruited during the quarter		0	0	0		0		0	
LG10c	No. ceased to be used during the quarter		0	0	0		0		0	
LG10d	No. active at the end of the quarter		0	0	0		0		0	
LG10e	No. of breaches (particularly unauthorised surveillance)		0	0	0		0		0	
LG10f	No. of applications submitted to obtain communications data which were rejected		0	0	0		0		0	
LG10g	No. of Notices requiring disclosure of communications data		0	0	0		0		0	
LG10h	No. of authorisations for conduct to acquire communications data		0	0	0		0		0	
LG10i	No. of recordable errors		0	0	0		0		0	

### Anti-Social Behaviour Indicators

Ref.	Performance Indicator Description	Officer responsible for providing information	Q1		Q2		Q3		Q4	
			2023/2024	2024/2025	2023/2024	2024/2025	2023/2024	2024/2025	2023/2024	2024/2025
	No. of Complaints Registered	Head of Law and Democracy	1/21	0/13	4/27		0/10		0/12	
	No. of Disposals		1/4	0/2	1/6		0/4		0/0	
	No. of Complaints still Open		1/0	0/0	4/4		0/5		0/1	
	No Further Action (where suspect identified)		0/1	0/1	0/4		0/1		0/0	
	No Further Action (no suspect identified)		0/17	0/10	3/17		0/7		0/0	

Blue text – Housing

Red text – ASB Officer

### Food Safety Inspections

Ref.	Performance Indicator Description	Officer responsible for providing information	Q1		Q2		Q3		Q4	
			2023/2024	2024/2025	2023/2024	2024/2025	2023/2024	2024/2025	2023/2024	2024/2025
BPE31	No. of high-risk Inspections	Head of Law & Democracy	1	2	3		3		8	
	No. of medium/low inspections		8	5	25		18		28	
	No. new business registered		37	14	10		13		12	
	Outstanding medium low risk inspections from 2023.		30	21	14		11		11	
	No. of high-risk Inspections Completed		1	1	3		6		8	
	No. of medium/low risk completed		3	5						
	No. of new business triaged		26	8	27		9		8	
	No of new businesses inspected			12						

	Outstanding medium low risk inspections from 2023.  Formal revisit under the food hygiene rating system			12	14		12		16	
	No. of Inspections Outstanding High risk  Medium risk  New businesses  D's 2022		0	0	0		1		0	
			5	0	3		14		20	
			9	13	0		12		12	
			2		**4		2**		1	

- High risk are A/B risk rating businesses. Medium/ Low are C/D's. \*\*4 premises were found which had not pulled through due to an issues with its scoring. \*\* 2 premises we are struggling to again access too.
- New businesses continue to receive a triage call to assess their activities, if High risk then a physical inspection is selected to be carried out. Low risk is not being carried out now but remain under review.