



**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  
R V 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, 4 February 2025, 7.00 pm  
**Venue:** Civic Suite 2, Brocks Hill Council Offices, Washbrook Lane, Oadby, Leicester, LE2 5JJ  
**Special Title:** MTFS & Budget (2025/26)  
**Contact:** Democratic Services  
**t:** (0116) 257 2775  
**e:** democratic.services@oadby-wigston.gov.uk

Yours faithfully

Council Offices  
Oadby  
**27 January 2025**

**Anne E Court**  
Chief Executive



**Meeting ID: 2737**

**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/19860-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

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

a. **Tuesday, 17 December 2024** **3 - 5**

b. **Tuesday, 21 January 2025** **6 - 11**

## 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. 2025/26 Revenue Budgets, Medium Term Financial Plan and 2025/26-2029/30 Capital Programme **12 - 53**

Report of the Finance Manager

## 8. Treasury Management Policy and Strategies and Prudential Indicators (2025/26) **54 - 101**

Report of the Senior Finance Business Partner

## 9. Local Development Scheme **102 - 122**

Report of the Planning Policy and Monitoring Officer

## 10. Standards & Ethical Indicators (Q3 2024/25) **123 - 133**

Report of the Head of Law & Democracy / Monitoring Officer

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**Policy, Finance & Development Committee**

Tuesday, 4 February 2025, 7.00 pm

*Printed and published by Democratic Services, Oadby and Wigston Borough Council, Brocks Hill Council Offices, Washbrook Lane, Oadby, Leicester, LE2 5JJ*

# Agenda Item 4a.

**MINUTES OF THE MEETING OF THE POLICY, FINANCE & DEVELOPMENT COMMITTEE  
HELD AT CIVIC SUITE 2, BROCKS HILL COUNCIL OFFICES, WASHBROOK LANE, OADBY,  
LEICESTER, LE2 5JJ ON TUESDAY, 17 DECEMBER 2024 COMMENCING AT 7.15 PM**

## **PRESENT**

I K Ridley                                      Chair  
F S Broadley                                  Vice-Chair



Meeting ID: 2843

## **COUNCILLORS**

N Alam  
L A Bentley  
G A Boulter  
M L Darr  
J K Ford  
D A Gamble  
C S Gore  
S Z Haq  
P Joshi  
J Kaufman  
K J Loydall

## **OFFICERS IN ATTENDANCE**

D M Gill                                      Head of Law & Democracy / Monitoring Officer  
P Heath                                        Planning Policy Officer  
E Morgan                                    Principal Planning Policy Officer  
A Thorpe                                     Head of Built Environment  
S Wheeliker                                 Senior Democratic & Electoral Services Officer

### **41. APOLOGIES FOR ABSENCE**

None.

### **42. APPOINTMENT OF SUBSTITUTES**

None.

### **43. DECLARATIONS OF INTEREST**

None.

### **44. MINUTES OF THE PREVIOUS MEETING**

By affirmation of the meeting, it was

#### **UNANIMOUSLY RESOLVED THAT:**

**The minutes of the previous meeting held on 3 December 2024 be taken as read, confirmed and approved.**

### **45. ACTION LIST ARISING FROM THE PREVIOUS MEETING**

**Policy, Finance & Development  
Committee**  
Tuesday, 17 December 2024, 7.15 pm

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Offices, Washbrook Lane, Oadby, Leicester, LE2 5JJ  
~ Page 3 ~*

None.

**46. PETITIONS AND DEPUTATIONS**

None.

**47. LOCAL PLAN REGULATION 19 CONSULTATION AND SUBMISSION (JANUARY 2025)**

The Committee gave consideration to the report and appendices (as set out at pages 7 – 217 of the agenda reports pack and pages 3 – 4 of the agenda update pack), which sought approval to take the draft Local Plan out to public consultation.

It was requested that the minutes clearly state that the recommendation (as amended in the agenda update) was deemed to be the best approach by Officers.

It was moved by Councillor L A Bentley, seconded by Councillor G A Boulter, and

**RESOLVED THAT:**

**That the Pre-Submission Draft Local Plan be approved for the purposes of public consultation proposed to commence on Friday 10 January 2025, running until Friday 21 February 2025.**

<b>For</b>	<b>9</b>
<b>Against</b>	<b>4</b>
<b>Abstentions</b>	<b>0</b>

**48. DEVELOPER CONTRIBUTIONS SUPPLEMENTARY PLANNING DOCUMENT (JANUARY 2025)**

The Committee gave consideration to the report and appendices (as set out at pages 218 – 263 of the agenda reports pack), which sought approval to take the Draft Developer Contributions Supplementary Planning Document (SPD) out for public consultation alongside the emerging Pre-Submission draft Local Plan.

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

**UNANIMOUSLY RESOLVED THAT:**

**The Draft Developer Contributions Supplementary Planning Document (SPD) be approved for the purposes of public consultation proposed to commence Friday 10 January 2025, running until Friday 21 February 2025.**

**49. BOROUGH OF OADBY AND WIGSTON DRAFT DESIGN CODE (JANUARY 2025)**

The Committee gave consideration to the report and appendix (as set out at pages 264 – 310 of the agenda reports pack), which sought approval for the Draft Design Code to be brought out for public consultation alongside the emerging Pre-Submission draft Local Plan.

Councillor M L Darr left the meeting at 8:15pm and rejoined the meeting at 8:19pm. Because Councillor M L Darr was not present for the entirety of the debate he was unable

to take part in the vote.

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

**UNANIMOUSLY RESOLVED THAT:**

**The draft Design Code be approved for the purpose of a 6-week public consultation at the same time as the emerging Pre-Submission draft Local Plan.**

**THE MEETING CLOSED AT 8.25 pm**

# Agenda Item 4b.

**MINUTES OF THE MEETING OF THE POLICY, FINANCE & DEVELOPMENT COMMITTEE  
HELD AT CIVIC SUITE 2, BROCKS HILL COUNCIL OFFICES, WASHBROOK LANE, OADBY,  
LEICESTER, LE2 5JJ ON TUESDAY, 21 JANUARY 2025 COMMENCING AT 7.07 PM**

## **PRESENT**

I K Ridley                      Chair  
F S Broadley                  Vice-Chair



**Meeting ID: 2862**

## **COUNCILLORS**

N Alam  
L A Bentley  
G A Boulter  
H E Darling  
S Z Haq  
P Joshi  
J Kaufman  
K J Loydall

## **OFFICERS IN ATTENDANCE**

D M Gill                      Head of Law & Democracy / Monitoring Officer  
S Wheeliker                 Senior Democratic & Electoral Services Officer

### **50. APOLOGIES FOR ABSENCE**

An apology for absence was received from Councillors J K Ford, D A Gamble, C S Gore and G G Hunt.

### **51. APPOINTMENT OF SUBSTITUTES**

Councillor H E Darling substituted for Councillor C S Gore.

### **52. DECLARATIONS OF INTEREST**

None.

### **53. EXCLUSION OF THE PRESS AND PUBLIC**

By general affirmation, it was

#### **UNANIMOUSLY RESOLVED THAT:**

**The press and public be excluded from the remainder of the meeting in accordance with Section 100(A)(4) of the Local Government Act 1972 (Exempt Information) during consideration of the item 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 outweighed the public interest in disclosing the information.**

### **54. (EXEMPT) ASSET REVIEW UPDATE**

The Committee gave consideration to the report and appendices (as set out at pages 6 – 43 of the private agenda update pack), which updated Members on the current status of the Assets Review and identified those assets that were suitable for disposal.

An amendment to consider items in recommendations A and B separately was proposed. It was moved by Councillor S Z Haq, seconded by Councillor L A Bentley, and

**UNANIMOUSLY RESOLVED THAT:**

**The items be considered individually.**

An amendment to item 1 was proposed and subsequently it was proposed that the action on item 1 be deferred subject to the amendment.

It was moved by Councillor G A Boulter, seconded by Councillor K J Loydall, and

**UNANIMOUSLY RESOLVED THAT:**

**Action on item 1 be deferred subject to the amendment.**

It was moved by Councillor S Z Haq, seconded by Councillor N Alam, and

**UNANIMOUSLY REJECTED THAT:**

**Recommendation A, concerning items 2-4, be approved.**

It was moved by Councillor G A Boulter, seconded by Councillor L A Bentley, and

**UNANIMOUSLY RESOLVED THAT:**

**Recommendation B, concerning item 5, be approved.**

Members requested that further information be provided before items 6-10 be considered.

It was moved by Councillor S Z Haq, seconded by Councillor J Kaufman, and

**RESOLVED THAT:**

**Consideration of items 6-10 be deferred until further information is provided at the next meeting of the Committee.**

**For                6**  
**Against         3**  
**Abstentions    1**

An amendment to item 11 was proposed in that the Committee would approve the action relating to part of item 11, but action on the other part of item 11 be deferred until further information was provided.

It was moved by Councillor G A Boulter, seconded by Councillor K J Loydall, and

**RESOLVED THAT:**

**The action relating to part of item 11 be approved, and action on the other part**

**of item 11 be deferred until further information is provided at the next meeting of the Committee.**

**For 9**  
**Against 0**  
**Abstentions 1**

An amendment to recommendation C was proposed.

It was moved by Councillor G A Boulter, seconded by Councillor N Alam, and

**UNANIMOUSLY RESOLVED THAT:**

**Recommendation C, as amended, be approved.**

**THE MEETING CLOSED AT 7.48 pm**



(Document is Restricted)

# Agenda Item 7



<b>Policy, Finance and Development Committee</b>	<b>Tuesday, 04 February 2025</b>	<b>Matter for Information and Decision</b>
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**Report Title:** **2025/26 Revenue Budget, Medium Term Financial Plan and 2025/26 – 2029/30 Draft Capital Programmes**

**Report Author(s):** **Laura Parsons (Finance Manager)  
Colleen Warren (Chief Finance Officer/S151 Officer)**

<b>Purpose of Report:</b>	For Policy, Finance and Development Committee to receive an update on and recommend to Full Council the General Fund Revenue Budget for 2025/26, the Housing Revenue Account revenue budget for 2025/26 and the draft Capital Programme and the MTFP for 2025/26 to 2029/30.
<b>Report Summary:</b>	<p>The report outlines the final proposed General Fund Revenue Budget for 2025/26, which is a balanced budget with no use of the general fund reserve.</p> <p>The five-year Medium Term Financial Plan 2025/26 to 2029/30 shows a forecast cumulative deficit.</p> <p>The report also presents the draft Housing Revenue Account which sets out the high level 5-year position.</p> <p>The report sets out potential futures schemes to be added to the capital programme as funding is secured.</p> <p>Finally, the report sets out the Section 151 Officer’s statement on robustness of estimates and adequacy of reserves, as required by Section 25 of the Local Government Act 2003.</p>
<b>Recommendation(s):</b>	<p><b>a) Recommend to Council for approval, the General Fund Revenue Budget for 2025/26 as set out in Appendix 1, subject to any final adjustments as may be required prior to Full Council (such as the NNDR1 final estimates and the Final Local Government Finance Settlement 2025/26);</b></p> <p><b>b) Recommend to Council for approval, to increase Council Tax by the maximum core referendum limit of 2.99% as announced in the Provisional Local Government Settlement, subject to any update announced in the Final Local Government Settlement;</b></p> <p><b>c) Recommend to Full Council for approval, the HRA budget for 2025/26, as detailed in Table 4. This is based on the rent increase of 2.7% for housing rents, garages and service charges approved at the Full Council meeting on the 10 December 2024;</b></p> <p><b>d) Recommends that Full Council approves the Scale of Fees and Charges as set out in Appendix 4;</b></p> <p><b>e) Recommends that Full Council approves the Capital Schemes of the General Fund and HRA;</b></p> <p><b>f) Recommends that Full Council notes the MTFP for 2025/26 and 2029/30 as set out in Table 6; and</b></p>

	<b>g) Recommends that Full Council notes the S151 Officer's statement on the robustness of the budget and the adequacy of reserves as set out in Section 13 of the report.</b>
<b>Senior Leadership, Head of Service, Manager, Officer and Other Contact(s):</b>	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>  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 the report.
Corporate Risk Management:	Decreasing Financial Resources / Increasing Financial Pressures (CR1) Reputation Damage (CR4) Regulatory Governance (CR6) Organisational / Transformational Change (CR8)
Equalities and Equalities Assessment (EA):	There are no implications directly arising from this report. EA not applicable
Human Rights:	There are no implications arising from this report.
Health and Safety:	There are no implications arising from this report.
<b>Statutory Officers' Comments:-</b>	
Head of Paid Service:	The report is satisfactory.
Chief Finance Officer:	As the author, the report is satisfactory.
Monitoring Officer:	The report is satisfactory.
<b>Consultees:</b>	<ul style="list-style-type: none"> <li>Senior Leadership Team</li> </ul>
<b>Background Papers:</b>	<ul style="list-style-type: none"> <li>25/26 Draft Revenue Budget and Medium-Term Financial Plan update- 3 December 2024</li> </ul>
<b>Appendices:</b>	<ol style="list-style-type: none"> <li>General Fund Budget Summary (2025/26)</li> <li>Budget Changes 2024/25 to 2025/26</li> <li>Scale of Fees and Charges</li> <li>Capital Programme (2025/26)</li> </ol>

(Continues overleaf)

## 1. Introduction

- 1.1 The Draft General Fund and Housing Revenue Account proposals, Capital Programme and updated MTFP were considered by this committee on the 3 December 2024 and by Full Council on 10 December 2024.
- 1.2 This report summarises the changes final draft budget 25/26, the details of the provisional finance settlement and proposed Fees and Charges schedule for 25/26.
- 1.3 The aim of the General fund and Housing Revenue Account (HRA) budgets and the associated MTFP is to achieve:
- Financial resilience
  - Financial self-sustainability

The achievement of both will provide opportunities for members to invest in their priorities.

- 1.4 The preparation of the budget for 2025/26 has been a detailed process involving officer review.

## 2. The General Fund Budget

- 2.1 The draft general fund budget, taking into account salary increases, inflation assumptions, contract rises, and other known changes is £7,623,542 a reduction of £53,263k from the previous year's budget.
- 2.2 The General Fund Budget is shown at **Appendix 1**.
- 2.3 **Table 1** below shows the changes from the approved budget for 2024/25 and the proposed draft budget for 2025/26.

**Table 1**

General Fund	Budget 2024/25	Draft Budget 25/26	Variance
	£	£	£
Employee Expenses	8,840,988	8,302,538	(538,450)
Premises Expenses	529,237	585,600	56,363
Supplies and Services	2,353,893	2,354,874	981
Transport	312,100	284,500	(27,600)
Banking & Schemes	992,648	1,055,561	62,913
Capital	986,100	969,000	(17,100)
Income	-6,338,161	-5,928,531	409,630
<b>Net Revenue Expenditure</b>	<b>7,676,805</b>	<b>7,623,542</b>	<b>(53,263)</b>

- 2.4 Employee Expenses are the most significant movement between years mainly due to the success of the 2024/25 sustainability programme and the Waste project. A 3% increase has been built in for 25/26 as a forecast for the Local Government pay award. This is in line with other District Councils assumptions.
- 2.5 Premises expenses have increased due to increased cost of utilities and an increase in NNDR Charges.

- 2.6 Inflationary increases have been applied to Supplies and Services and Premises Expenses where required and any savings on software, supplies and services have been applied where possible.
- 2.7 Transport savings on Fuel, Road Fund licences and Tyres have been achieved through the Waste project.
- 2.8 Banking and Schemes has increased due to external contract pressures for Sport Development, rationalisation of the Housing Benefit subsidy costs and budgets for bad debt write offs.
- 2.9 The Capital Budget reflects the reduced costs of debt.
- 2.10 Changes have been made within the budget to incorporate the Sustainability savings implemented in 2024/25.
- 2.11 You will note from **Appendix 2** that significant savings have been made since the 24/25 budget, however these savings have only offset inflationary increases. Departments have been advised that further savings will be needed throughout the year.

### 3. The Provisional Settlement

- 3.1 The new government published its Autumn Budget on 30 October 2024 informing the amount of funding that will be allocated to local government. The Government announced a 3.2% increase in national Core Spending Power (the measure of the resources available to local authorities to fund service delivery).
- 3.2 Key points from the Autumn budgets are noted below-
  - **National insurance** paid by Employers will increase from 13.8% to 15% and the threshold for payment will reduce to £5,000.
  - **Business rates** multipliers, it has been advised that the small business multiplier will be frozen at 49.9p and the Standard multiplier will increase as per Sept 24 CPI to 55.5p.
  - Retail, Hospitality and Leisure businesses will receive 40% relief on their business rates up to £110k.
  - **Homelessness** will receive an additional funding allowance of £81,338k for OWBC.
  - **Extended Producer Responsibility** to improve recycling outcomes will be fully funded by Government in 2025/26.
  - **Right to Buy Reform** will allow Authorities to retain the full receipt from the sale, along with an increase in the cost floor period from 15 years to 30 years which will ensure that the purchase price does not fall below the total spend on construction, repairs or maintenance of the property during the 30-year period.
  - **UKSPF** will be continued for another year to allow local authorities to invest in local growth.
  - **Planning** funding is expected to support recruitment and training of 300 graduates and apprentices into local planning authorities.
  - **Warm Homes plan** will provide funding for decarbonisation and household efficiencies.
- 3.3 Although the Autumn Statement appeared to recognise the burden of Homelessness costs on Authorities the additional funding offered falls far short of resolving the issue, Oadby & Wigston have a budget of £530k per year to accommodate the cost of homelessness, however this budget is not sufficient to cover the costs of the growing homelessness issue, £594k was spent in 2023/24 against a budget of £260k causing a significant overspend funded by the General fund. In 2024/25 budget an additional £270k was added to the homelessness budget a give a total budget of £530k, however we are now forecasting that homeless costs in 2024/25 will be approximately £1,000,000 as such an overspend of £470k in year for which there is no funding at this time. This is putting an increasing burden on our reserves and balances.

The funding received in year does not allow any increase to the Homelessness budget as such we, along with almost every Council country wide are forecasting large overspends in 2025/26 already.

The teams are working hard to acquire new properties by rent or purchase to accommodate homeless and reduce these costs and the Government are being urged to provide more funding and recognise the issue.

- 3.4 Whilst the Autumn statement appeared a positive one with an increase in core spending power, additional funding for Homelessness and funding for the NI increase, the Settlement has been very disappointing for both Oadby and Wigston and other Districts with the increase in core spending power being driven by rises in Council tax alone, previous funding received has been removed and only partial compensation for National Insurance increase we are left in a very challenging position.

#### 4. Council Tax 2025/26

- 4.1 It is proposed that the Council Tax is increased by 2.99%, this recognises the deficit across the MTFP and equates to an additional £199k of funding to support essential services.
- 4.2 The Tax base for 24/25 is 18,594.19 and increase of 226.21 properties when compared to last year.
- 4.3 Any Surplus/Deficit on the Council tax during 24/25 will affect the Council Tax precepts for 25/26. The current forecast is a surplus of £75k.

#### 5. Business Rates (NNDR) 2025/26

- 5.1 The Business Rates position will be updated at the end of January on completion of the NNDR1 which forecasts the position for 25/26.

#### 6. Funding Position 2025/26

- 6.1 The overall funding position including provisional settlement for 2025/26 is set out in **Table 2**

**Table 2 – 2025/26 Draft Budget Funding Position**

	<b>Funding 24/25</b>	<b>Funding 25/26</b>
	£	£
Earmarked Reserves	(672,782)	162,000
Retained Business Rates	(2,471,440)	(2,589,433)
Collection Fund (Surplus)/Deficit – BR	637,782	597,348
National Insurance New Burdens	0	(63,000)
Services Grant - One-off	(10,768)	0
Extended Producer Responsibility	0	(468,000)
New Homes Bonus	(287,250)	(236,500)
Council Tax – OWBC	(4,666,276)	(4,864,982)
Collection Fund Bal – Council Tax	(54,244)	(145,942)
Funding Guarantee	(129,501)	0
Green Plant & Machinery Grant	(22,326)	0
DA Safe Accommodation Grant	0	(35,195)
<b>Total Financing</b>	<b>(7,676,805)</b>	<b>(7,643,704)</b>

6.2 The Provisional Settlement has been issued but a Final Settlement is imminent, this will confirm the NI amount receivable and any other change to the funding advised in the settlement. This will be updated in the final report for Full Council.

## 7. General Fund Reserves

7.1 The forecast position for the General Fund Reserve is shown in Table 3. The position includes an estimation for the return from the Business Rate Pool, the amount actually received will be impacted on by the Business Rates performance of all Leicestershire authorities, it is very volatile and hard to predict.

7.2 As you can see the closing balances are depleting and we need to maintain a minimum balance provision of approximately 20% of the budget. The forecast falls slightly short of that at approximately 16% so we need to try and increase our balances going forwards.

**Table 3**

General Fund Reserves	£
<b>Opening Balance 01/04/2024</b>	<b>(1,765,066)</b>
Movement from General Fund Reserve to Equalisation Reserve	302,000
Forecast overspend for 2024/25	430,000
Estimated return from Business rates pool 24/25	(200,000)
<b>Estimated Closing Balance 31 March 2025</b>	<b>(1,233,066)</b>
Estimate of return from the Business Rates Pool 2025/26	(200,000)
<b>Estimated Closing Balance 31 March 2026</b>	<b>(1,433,066)</b>

## 8. Scale of Fees and Charges

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

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

8.2 A draft proposed charge position was included in the December report, this has now been updated to reflect the new charges agreed as part of the Service Delivery Changes – Financial Sustainability Plan. Included at **Appendix 3** is the final proposed charge position of individual charges.

## 9. Housing Revenue Account 2025/26

9.1 **Table 4** shows the 2024/25 revised budget and the draft 2025/26 proposed budget for the HRA.

(Continues overleaf)

**Table 4 - Housing Revenue Account Draft Budget 2025/26**

General Fund	Original Budget 2024/25	Draft Budget 25/26	Variance
	£	£	£
Employee Expenses	658,300	990,990	332,690
Premises Expenses	972,600	1,027,000	54,400
Supplies and Services	468,990	467,950	(1,040)
Transport	0	0	0
Banking & Schemes	735,760	761,400	25,640
Capital	1,580,000	1,580,000	
Income	(5,985,520)	(6,164,300)	(178,780)
Corporate overheads	1,468,803	1,391,300	(77,503)
<b>Net Revenue Expenditure</b>	<b>-101,067</b>	<b>54,340</b>	<b>155,407</b>

9.2 The draft budget for 25/26 is £54k overspend for which balances will have to be used to balance the budget. This is an increase on the 2024/25 budget of £155k.

9.3 The assumption for the housing and garage rents is an increase of 2.7%, in line with the national rent increase formula of CPI in September (1.7%) + 1%.

9.4 Employee expenses have increased by £275k this is due to 2 new management posts, housing operations manager and major works and compliance officer, along with a 3% assumption for the pay award.

## 10. HRA Medium Term Financial Plan

10.1 The HRA Medium Term Financial Plan 2025/26 to 2029/30 as shown in **Table 5** is forecasting to be in surplus for each year of the MTFP except 2025/26.

**Table 5 - HRA MTFS**

Expenditure	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30
	£	£	£	£	£	£
Salaries	658,300	990,990	924,800	913,300	931,900	950,800
Supervision and Management	256,750	258,850	290,590	313,140	331,220	371,280
Residential & Communal Services	212,240	209,100	214,328	218,614	221,893	225,222
Responsive Maintenance	355,600	410,000	420,250	428,655	435,085	441,611
Planned Maintenance	174,000	174,000	178,350	181,917	184,646	187,415
Voids Maintenance	209,000	209,000	214,225	218,510	221,787	225,114
Gas Servicing	210,000	210,000	215,250	219,555	222,848	226,191
Adaptations	24,000	24,000	24,600	25,092	25,468	25,850



General Fund Recharge	1,468,803	1,391,300	1,433,000	1,426,100	1,419,100	1,419,100
Depreciation	1,580,000	1,580,000	1,627,000	1,668,000	1,701,000	1,735,000
Capital	735,760	761,400	503,435	538,909	574,383	609,857
<b>Income</b>	<b>5,884,453</b>	<b>6,218,640</b>	<b>6,045,828</b>	<b>6,151,792</b>	<b>6,269,331</b>	<b>6,417,441</b>
Rental - Dwellings	(5,686,826)	(5,845,300)	(6,053,524)	(6,265,131)	(6,390,661)	(6,518,582)
Rental - Other	(79,600)	(81,300)	(83,768)	(85,051)	(86,360)	(87,696)
Service Charges	(219,094)	(237,700)	(231,064)	(235,153)	(239,324)	(243,579)
<b>Total Funding</b>	<b>(5,985,520)</b>	<b>(6,164,300)</b>	<b>(6,368,356)</b>	<b>(6,585,336)</b>	<b>(6,716,345)</b>	<b>(6,849,857)</b>
<b>Budget Gap</b>	<b>(101,067)</b>	<b>54,340</b>	<b>(322,528)</b>	<b>(433,544)</b>	<b>(447,015)</b>	<b>(432,416)</b>
<b>General Fund Balance</b>	<b>(1,519,445)</b>	<b>(1,465,105)</b>	<b>(1,787,633)</b>	<b>(2,221,177)</b>	<b>(2,668,192)</b>	<b>(3,100,608)</b>

## 11. Capital Programme 2025/26

- 11.1 An indicative capital programme for 2025/26 to 2027/28 was approved in February 2024 and the impact of this is incorporated into the capital financing charges included in the MTFP. This is included at **Appendix 4**.
- 11.2 A number of capital bids have been made as part of the budget setting process. The capital bids received do not identify any funding. This means they would be required to be funded through 'prudential borrowing' or capital receipts. This would increase the capital charges in the General Fund, as a 'Minimum Revenue Provision' (MRP) is required, which effectively is a method of repaying the capital amount borrowed from revenue over the asset life and interest charges would also increase.
- 11.3 Due to the challenging financial pressures the Council is currently facing it is not recommended to approve any additional capital schemes to be added to the capital programme funded by 'prudential borrowing'. It is recommended a list of priority schemes should be approved with a view to them only progressing if capital receipts are received and/or other capital funding is identified. If capital receipts are received, the Section 151 Officer in consultation with the Chief Executive, Chair of PFDC, the Leader of the Council and the Leader of the Opposition will need to consider the use of the receipts in terms of the need to repay existing debt to reduce revenue costs or to commence priority capital schemes
- 11.4 The capital bids received are outlined below; some require more information to enable the schemes to be prioritised. A prioritised list of schemes will be presented for approval in the February Budget report.

### **Vehicle Refurbishment - £1,035K**

Two refuse collection vehicles have reached the end of their life and require replacement. Another three will have their lives extended two years through refurbishment. A new 7.5T bin truck is required, as is a new street sweeper.

### **Food Waste - £580K**

Transitional capital grant funding of £580K has been received for the introduction food waste collections required from 1 April 2026. A scheme for implementing this is presently in development, but at this point, it is envisaged that two specialised vehicles will be required.

### **Brocks Hill Roof and Installation of Solar Panels - £465k**

During the course of refurbishing the Brocks Hill building, it came to light that the existing roof tiles to the building are degraded and require replacement. This did not form part of the scope of works or budget, and it is to do with the existing fabric of the building. Given that the roof tiles currently remain watertight it was decided to leave the work to a later date. Once the tiles are replaced this will then enable solar panels to be fitted to the roof which will contribute towards the Council contribution towards the reduction of CO2 as set out in our Climate Change Strategy. It is envisaged that this project will take place in 2026/27.

### **Building Works at Parklands Leisure Centre - £71K**

An inspection has been completed at Parklands Leisure Centre and various works identified through this capital bid to maintain the integrity of the building and to prevent and or/mitigate future damages or disrepairs, most notably to the roof.

### **IT Replacements – £66K**

The Council started its journey to move its IT services in house in late 2020, and the project transition phase was completed in 2021. Since then, there has been no requirement for a capital investment of any hardware, however we have now entered the period where physical hardware, that is due to be end of life, will need replacing throughout 25/26 and onwards.

This is to replace end of life or damaged equipment across the following key areas:

- Laptop Replacement – 25% of workforce
- Mobile Phones – 50% of workforce
- Apple Mac Mini – To manage Apple products across the whole estate
- Server room replacement and maintenance
- Accessories – Replace keyboards, mouse and/or other minor end user devices.

### **Webpay 2 Upgrade - £26K**

To upgrade the Council's payment system that is used by staff to take card payments. This is provided by Civica and called 'Webpay Staff 2'. The system currently in use is outdated and working its way to end of life.

### **Christmas Decorations - £8K**

New electricity points are needed to ensure the lights continue to operate, as the network of electrical points installed is now at capacity. Also, additional icicle lights are needed to cover areas that have not already been covered.

### **New Council Offices - £10K**

Contingency budget for additional capital works at the Council Offices that may be required.

### **Brocks Hill Drainage - £30K**

Improved drainage is required along the paths at Brocks Hill in order to prevent further erosion caused by heavy rainfall. This project will follow on from emergency works to be done imminently.

## **12. Draft Medium Term Financial Plan 2025/26 to 2029/30**

- 12.1 The MTFP has been updated to reflect the on-going impact of the changes made to the 2024/25 budget and to include the latest funding forecasts following the provisional settlement and is shown below in **Table 6**.

12.2 **Table 6** below demonstrates the budget gap from 2026/27 to 2029/30 and its effect on the General fund reserve balance. It does not apply any annual increases in fees and charges but does assume a 2.99% increase in Council Tax.

12.3 At this point Government funding has been assumed at the current levels (with the exception of New Homes Bonus which is in its final year) although there is no certainty on this due to Devolution and the Local Government reorganisation as well as the proposal for the spending review and the multiyear settlement. There are also no implications built in yet in terms of the Business rates reset as there is no detail available currently.

**Table 6**

	2025/26	2026/27	2027/28	2028/29	2029/30
	£	£	£	£	£
Salaries	8,091,383	8,317,826	8,480,031	8,645,480	8,814,238
Supplies & Services	2,603,679	2,355,985	2,427,895	2,484,458	2,542,152
Utilities	352,600	387,860	403,374	419,509	436,290
Insurances	277,690	305,459	320,732	336,769	353,607
Income	(2,770,810)	(2,612,560)	(2,612,560)	(2,612,560)	(2,612,560)
Selective Licensing	(360,000)	(225,000)	(120,000)	(75,000)	(30,000)
Leisure Management	(571,000)	(537,000)	(537,000)	(537,000)	(537,000)
<b>Net cost of Services</b>	<b>7,623,542</b>	<b>7,992,570</b>	<b>8,362,472</b>	<b>8,661,655</b>	<b>8,966,726</b>
Earmarked Reserves	468,000	0	0	0	0
Retained Business Rates	(2,589,433)	(2,641,222)	(2,694,046)	(2,747,927)	(2,802,886)
Collection Fund (Surplus)/Deficit – BR	597,348	0	0	0	0
EPR	(468,000)	0	0	0	0
New Homes Bonus	(236,500)	0	0	0	0
Council Tax – OWBC	(4,864,982)	(5,060,073)	(5,262,476)	(5,472,975)	(5,691,894)
Collection Fund Bal – CTax	(145,942)	0	0	0	0
Safe Accommodation grant	(35,195)	(35,195)	(35,195)	(35,195)	(35,195)
S31 Business Rates Grants	(306,000)	0	0	0	0
NI increase funding	(63,000)	(63,000)	(63,000)	(63,000)	(63,000)
<b>Total Funding</b>	<b>(7,643,704)</b>	<b>(7,799,490)</b>	<b>(8,054,717)</b>	<b>(8,319,097)</b>	<b>(8,592,974)</b>
<b>Budget Gap</b>	<b>(20,162)</b>	<b>(193,080)</b>	<b>(307,755)</b>	<b>(342,558)</b>	<b>(373,752)</b>

<b>General Fund Balance</b>	<b>(1,253,228)</b>	<b>(1,060,148)</b>	<b>(752,393)</b>	<b>(409,834)</b>	<b>(36,083)</b>
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The Table shows the depleting levels of reserves over the term of the MTFP and further savings will need to be found along with the potential flexible use of capital receipts.

In order to ensure that we can continue to provide services we need to ensure that the budgets are balanced annually. Once the Finance settlement is known a more accurate forecast can be presented to ensure that plans are in place to balance the budget.

Use of increasing fees and charges, contract management, invest to save schemes, flexible use of capital receipts and full recovery of costs where possible will be considered to ensure that the budgets are balanced annually.

#### 12.4 **Robustness of Estimates and Adequacy of Reserves (Section 25 Statement)**

It has been well established that balancing budgets and closing budget gaps through the utilisation of reserves is not ideal and the Council needs to manage its expenditure within its funding and income means. This issue has been highlighted by the council's external auditors, Grant Thornton UK LLP.

- 12.5 At the Audit Committee meeting on 22 January 2024, Grant Thornton delivered their Interim Annual Report for 2023/24.
- 12.6 The 2023/24 Key Recommendations Report stated that in line with the requirements of the NAO's Code of Audit practice and due to the increasing financial challenges that the Council is facing within 2023-24 and the deterioration in its financial position and the reported risk that it could run out of money in 2025/26 unless further significant and challenging savings are achieved the auditors have issued an immediate report highlighting a significant weakness in financial sustainability arrangements and have made a key recommendation as set out in the report.
- 12.7 In their interim report for 23/24 Grant Thornton acknowledged that the Council had taken the recommendation seriously and had taken huge steps in managing the future sustainability of Oadby & Wigston, however the recommendation still remains so the members will need to continue to make difficult decisions within the budget in order to close the gap in the MTFP.
- 12.8 It is of fundamental importance that Members remain focused on the pledge not to use reserves to balance the budget and for Officers and Members to work collectively to identify those sustainable cost savings.
- 12.9 The Local Government Act 2003 requires the Council's Chief Financial Officer (Section 151 Officer) to comment on the robustness of the estimates and also on the adequacy of the proposed reserves. Members must have regard to these comments when deciding on the budget proposals for the forthcoming year.
- 12.10 The Section 151 Officer considers that the estimates which form the General Fund and Housing Revenue Account are robust and prudent, and the proposals are deliverable for 2025/26, however it is essential that members, officers and staff continue to look for essential savings in order to balance the budget in the long term.
- 12.11 It is noted that Council considered as part of the draft budget, to increase its council tax by the maximum level available, representing 2.99%. This is a prudent decision given the government funding position.
- 12.12 The budget for 2025/26 shows no use of general fund reserve to balance the budget as per the recommendation approved by Full Council at the meeting on the 12 December 2023.

- 12.13 There is no set formula for deciding what level of reserves is appropriate and councils are free to determine the level of reserves they hold. Where councils hold very low reserves is little resilience to financial shocks and sustained financial challenges.
- 12.14 The forecast general fund reserve position is set out at paragraph 6.1 in the report, this forecasts the closing reserves to be £1.253m at March 2025. The current level of reserves is forecast to be approximately 16% of the net revenue budget. Whilst this is a reasonable level of reserve any depletion of this would put the Council at risk. Therefore, the current level of reserves needs to be maintained and when possible increased to achieve a balance of approximately 20%.
- 12.15 Added to the general reserves position, there is also a need to bolster more specific and earmarked reserves which are only used for their identified purposes, from a Risk Management perspective. These include a specific reserve for NNDR/Business Rates equalisation reserve, due to the uncertainties around calculations with the Business Rates Retention Scheme and for areas such as Invest to Save schemes whereby formally approved income generating schemes can be initiated in order to create savings in the future.
- 12.16 Changes in grant funding continue to present a further significant risk to the Council and the Section 151 Officer continues to work with key sector representatives to raise the profile of the unique issues faced by the Council and lobby for more financial freedoms around council tax precept levels and currently heavily regulated income streams.
- 12.17 The Housing Revenue Account position remains in a sustainable position. However, financial risks exist around: rising interest rates and the fact that the service needs to refinance debt on a regular basis and is therefore exposed to further increases in this regard; the need to decarbonise the stock and the associated financial burden this presents; ongoing volatility in respect of energy costs which are highly susceptible to economic conditions; and the level of properties sold through right to buy.

Service	Original Budget 2024/25	Adjustments to Budget	Revised Budget 2024/25	Reverse 2024/25 Adjustments to Budget	2025/26 Savings Plan	2025/26 Permenant Growth	2025/26 Inflationary Growth	2025/26 Salaries	2025/26 One-Off Growth & Savings	2025/26 Virement	2025/26 Proposed Budgets
	£	£	£	£	£	£	£	£	£	£	£
Senior Leadership Team	499,220	(91,600)	407,620	(10,000)	(1,400)	350	0	(18,170)	0	0	378,400
Finance & Resources	3,331,467	432,600	3,764,067	(71,200)	(186,574)	323,211	79,190	131,680	(2,000)	(413,500)	3,624,874
The Built Environment	1,230,448	(161,300)	1,069,148	44,100	(715,804)	340,440	6,850	440	0	375,500	1,120,674
Law & Democracy	849,040	(33,100)	815,940	(23,000)	(361,030)	33,500	6,900	55,900	0	27,000	555,210
Community & Wellbeing, Corporate Assets, Depot	1,048,965	(113,150)	935,815	105,350	(125,830)	146,199	65,673	69,570	(50)	(5,000)	1,191,727
Customer Services & Transformation	1,237,868	(123,600)	1,114,268	0	(38,218)	17,400	2,500	97,610	(34,400)	16,000	1,175,160
HRA Recharge	(1,468,803)	104,800	(1,364,003)	0	0	0	0	0	0	0	(1,364,003)
Capital Financing	948,600	0	948,600	0	(7,100)	0	0	0	0	0	941,500
<b>NET COST OF SERVICES</b>	<b>7,676,805</b>	<b>14,650</b>	<b>7,691,455</b>	<b>45,250</b>	<b>(1,435,956)</b>	<b>861,100</b>	<b>161,113</b>	<b>337,030</b>	<b>(36,450)</b>	<b>0</b>	<b>7,623,542</b>

<b>FUNDING</b>											
Earmarked Reserves	(672,780)								834,780		162,000
Retained Business Rates	(2,471,440)				(117,993)						(2,589,433)
Collection Fund (Surplus)/Deficit – BR	637,782								(40,434)		597,348
Extended Producer responsibility									(468,000)		(468,000)
National Insurance					(63,000)						(63,000)
Lower Tier Grant											0
Covid Support Grant											0
Services Grant - One-off	(10,768)					10,768					0
New Homes Bonus	(287,250)					50,750					(236,500)
Council Tax – OWBC	(4,666,276)				(198,706)						(4,864,982)
Collection Fund Bal – CTax	(54,244)								(91,698)		(145,942)
Funding Guarantee	(129,501)					129,501					0
Green Plant & Machinery Grant	(22,326)					22,326					0
DA Safe Accomodation Grant					(35,195)						(35,195)
<b>TOTAL FUNDING</b>	<b>(7,676,803)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(414,894)</b>	<b>213,345</b>	<b>0</b>	<b>0</b>	<b>234,648</b>	<b>0</b>	<b>(7,643,704)</b>

Built Environment	Budget 24/25	Draft Budget 2025/26	Change
	£	£	£
Employee Expenses	495,020	374,450	-120,570
Premises Expenses	3,200	2,950	-250
Supplies and Services	1,000	1,000	0
Misc & Banking	0	0	0
Income	0	0	0
<b>Total Budget</b>	<b>499,220</b>	<b>378,400</b>	<b>-120,820</b>

Built Environment	Amount	Description
Employee Expenses	-120,570.00	
	-127,330.00	Removal of Budget for the Director Post
	16,760.00	Salary Increases and Cost of NI increase
	-10,000.00	Removal of Recruitment Expenses Budget
Premises Expenses	-250.00	
	-250.00	Reduction in Computer Software costs

Built Environment	Budget 24/25	Draft Budget 2025/26	Change
	£	£	£
Employee Expenses	1,006,840	1,027,190	20,350
Premises Expenses	3,200	4,000	800
Supplies and Services	154,550	188,850	34,300
Misc & Banking	2,000	8,100	6,100
Income	-335,050	-690,430	-355,380
<b>Total Budget</b>	<b>831,540</b>	<b>537,710</b>	<b>-293,830</b>

Built Environment	Amount	Description
<b>Employee Expenses</b>	<b>20,350.00</b>	
	-35,100.00	Savings in Environmental Health admin from
	55,450.00	Salary Increases and Cost of NI increase
<b>Premises Expenses</b>	<b>800.00</b>	
	800.00	Increased Utilities Charges
<b>Supplies and Services</b>	<b>34,300.00</b>	
	28,700.00	Increased costs of Computer Software
	2,500.00	Increased costs of Books & Subscriptions
	1,500.00	Additional costs for Vehicle Checks
	1,600.00	Increased costs of Annual Canvas
<b>Banking and Schemes</b>	<b>-704,660.00</b>	
	5,000.00	HSE Contingency transfer
	1,000.00	Costs of Signature Refresh
	100.00	Increased budget for Remembrance
<b>Income</b>	<b>-355,380.00</b>	
	-335,000.00	Private landlord Selective Licence Scheme 1
	-25,500.00	Increased Income for Drivers Taxi Licence
	5,000.00	Reduction in budget for General Licence
	120.00	Other Minor Variances



Built Environment	Budget 24/25	Draft Budget 2025/26	Change
	£	£	£
Employee Expenses	2,556,843	2,476,373	-80,470
Premises Expenses	700	800	100
Supplies and Services	1,342,434	1,278,750	-63,684
Misc & Banking	517,758	315,059	-202,699
Capital	948,600	941,500	-7,100
Income	-2,555,071	-1,810,111	744,960
<b>Total Budget</b>	<b>2,811,264</b>	<b>3,202,371</b>	<b>391,107</b>

Built Environment	Amount	Description
<b>Employee Expenses</b>	<b>-80,470.00</b>	
	-175,300.00	Salary Savings from Sustainability Programme
	99,910.00	Salary Increases and Cost of NI increase
	-39,330.00	Removal of Hired Staff Budget
	13,190.00	Increase in Premium for Ill Health Insurance
	21,060.00	Inflationary Increases in Pension Lump Sum
<b>Premises Expenses</b>	<b>100.00</b>	
	100.00	Minor Variance
<b>Supplies and Services</b>	<b>-63,684.00</b>	
	-130,984.00	Removal of Contingency Budget
	74,820.00	Increased cost of Computer Software
	29,700.00	Increased Audit Costs
	-39,000.00	Saving on Procurement Service
	1,780.00	Other Minor Variances
<b>Banking and Schemes</b>	<b>-202,699.00</b>	
	-295,699.00	Transfer of Net cost of Benefit cost to
	43,000.00	Increased budget to reflect actuals for
	50,000.00	Debtor Write off budget
<b>Income</b>	<b>744,960.00</b>	
	584,760.00	Removal of the Corporate Saving target
	104,800.00	Reduction in the HRA due to transfer of the
	55,400.00	Reduction of Administration Grant

Built Environment	Budget 24/25	Draft Budget 2025/26	Change
	£	£	£
<b>Employee Expenses</b>	<b>1,006,480</b>	<b>965,940</b>	<b>-40,540</b>
<b>Premises Expenses</b>	<b>1,800</b>	<b>5,200</b>	<b>3,400</b>
<b>Supplies and Services</b>	<b>260,488</b>	<b>233,640</b>	<b>-26,848</b>
<b>Misc &amp; Banking</b>	<b>36,800</b>	<b>30,080</b>	<b>-6,720</b>
<b>Capital</b>	<b>20,000</b>	<b>10,000</b>	<b>-10,000</b>
<b>Income</b>	<b>-87,700</b>	<b>-69,700</b>	<b>18,000</b>
<b>Total Budget</b>	<b>1,237,868</b>	<b>1,175,160</b>	<b>-62,708</b>

Built Environment	Amount	Description
<b>Employee Expenses</b>	<b>-40,540.00</b>	
	-123,600.00	Salary Savings achieved from the
	76,470.00	Salary Increases and Cost of NI increase
	-10,000.00	Removal of Recruitment expenses budget
	-3,000.00	Reduction in Overtime costs
	19,590.00	New Business partner Post
<b>Premises Expenses</b>	<b>3,400.00</b>	
	3,400.00	Increased NNDR Costs
<b>Supplies and Services</b>	<b>-26,300.00</b>	
	-30,000.00	Reduction in Computer Software
	-12,300.00	Reduced Professional Services to be carried
	16,000.00	Increased cost of Telephones and Mobiles
	548.00	Other Minor Variances
<b>Banking and Schemes</b>	<b>-6,720.00</b>	
	-6,720.00	Saving on Corporate Training
<b>Income</b>	<b>18,000.00</b>	
	8,000.00	Reduction in Events Budget
	10,000.00	Reduced budget for Community Lottery

Built Environment	Budget 24/25	Draft Budget 2025/26	Change
	£	£	£
Employee Expenses	1,296,685	1,106,375	-175,310
Premises Expenses	118,787	134,100	313
Supplies and Services	242,196	265,209	23,013
Misc & Banking	222,060	496,190	274,130
Income	-649,280	-881,200	-231,920
<b>Total Budget</b>	<b>1,230,448</b>	<b>1,120,674</b>	<b>-109,774</b>

Built Environment	Amount	Description
<b>Employee Expenses</b>	<b>-175,850.00</b>	
	-100,400.00	Transfer of the Cleaning Team to HRA
	-56,500.00	Savings on Economic Development and
	-15,160.00	Saving on Hired Staff Costs
	61,420.00	Salary Increases and Cost of NI increase
	-65,210.00	25/26 Saving on Cleaning costs
<b>Premises Expenses</b>	<b>576,956.00</b>	
	12,913.00	Additional property costs for rental
	-7,000.00	Saving on Premises expenses for Cleaners
	-2,500.00	Saving on Repairs and Maintenance costs
	-3,100.00	Saving on Cleaning materials
<b>Supplies and Services</b>	<b>576,643.00</b>	
	20,813.00	control (18.4k), Joint Strategic Planning manager (0.5k), Climate Change officer (1.9k)
	2,200.00	Increases for Equipment, Public Wifi and
<b>Banking and Schemes</b>	<b>274,130.00</b>	
	344,500.00	Non Tenant Benefit Shortfall cost of
	-65,000.00	Reduced Local Plan costs for the year
	-9,870.00	UKSPF grant funding to be offset against
	2,500.00	Increased budget for Domestic abuse
	2,000.00	Budget for Development of BID company
<b>Income</b>	<b>-231,920.00</b>	
	-97,620.00	Additional Grant income, Homelessness grant
	-56,300.00	Additional Rental income and Housing
	-78,000.00	in Statutory Fees

Built Environment	Budget 24/25	Draft Budget 2025/26	Change
	£	£	£
<b>Employee Expenses</b>	<b>2,479,120</b>	<b>2,350,210</b>	<b>-128,910</b>
<b>Premises Expenses</b>	<b>404,750</b>	<b>441,500</b>	<b>36,750</b>
<b>Supplies and Services</b>	<b>351,025</b>	<b>341,125</b>	<b>-9,900</b>
<b>Transport</b>	<b>312,100</b>	<b>284,500</b>	<b>-27,600</b>
<b>Banking &amp; Schemes</b>	<b>213,030</b>	<b>256,232</b>	<b>43,202</b>
<b>Income</b>	<b>-2,711,060</b>	<b>-2,481,840</b>	<b>229,220</b>
<b>Total Budget</b>	<b>1,048,965</b>	<b>1,191,727</b>	<b>142,762</b>

Built Environment	Amount	Description
<b>Employee Expenses</b>	<b>-128,910.00</b>	
	-125,800.00	Savings on Street Cleansing and Grounds
	154,820.00	Salary Increases and Cost of NI increase
	30,670.00	New Premises officer funded by savings
	-188,600.00	Savings from Alternate weekly waste
<b>Premises Expenses</b>	<b>36,750.00</b>	
	18,300.00	Additional costs of NNDR
	29,150.00	Increased electricity costs
	-11,550.00	Savings on Utilities from Bushloe Offices
	3,650.00	Increased costs for structural maintenance
	-2,800.00	Removal of Walter Charles Budgets
<b>Supplies and Services</b>	<b>-9,900.00</b>	
	-13,000.00	Reduction of Grant budget
	-11,000.00	Reduction of Budget for Trees and Plants
	10,600.00	Increased Hardware, Software costs and
	5,200.00	Increased Maintenance contracts and
	-1,700.00	Other Minor Variances
<b>Banking and Schemes</b>	<b>43,102.00</b>	
	22,730.00	Increased Enforcement contract costs
	17,000.00	OPCC Funding expenditure
	12,472.00	Sports Development Scheme
	-6,200.00	Reduced costs of NPU Levy
	-5,000.00	HSE Transfer
	2,100.00	Increased costs for Street lighting in local
<b>Income</b>	<b>229,230.00</b>	
	120,000.00	Removal of Savings target for the Waste
	12,380.00	Reduced Income for Pavilion Hire
	50,000.00	Reduced Income Garden Waste service
	27,250.00	Increase in Cemeteries Fees & Charges
	21,000.00	Reduction of Internal Charges
	-1,400.00	Minor Increases in Rents and Income

DEVELOPMENT CONTROL COMMITTEE

	DESCRIPTION OF CHARGE	VAT	GL ACCOUNT CODE	UNIT	2024-25 £	2025-26 £	%age increase	£ increase	Externally Set	Notes	Explanation regarding the recommended level of charge
<b>1</b>	<b>BUILDING CONTROL &amp; PLANNING - COMMON CHARGES</b>										
	<b>1.1 PLANNING AND BUILDING CONTROL FEES</b>										
(a)	Statutory Charge set by Central Government and Local Authorities								X		
	<b>1.2 BUILDING AND PLANNING RECORDS SEARCH</b>										
(a)	Domestic development enquiries	N	40001 9356	Each enquiry	60.00	70.00	16.67%	10.00		Relating to all chargeable enquiries; for example, Permitted Development right check, lawful use check, and planning permission check.	£10 increase in an attempt to recover more of the costs associated in providing this service.
(b)	Commercial development enquiries	N	40001 9356	Each enquiry	95.00	110.00	15.79%	15.00		Relating to all chargeable enquiries; for example, Permitted Development right check, lawful use check, and checks relating to planning permission.	£15 increase in an attempt to recover more of the costs associated in providing this service.
	Section 106 and / or Tree Preservation Order document request and / or document enquiry.	N	40001 9356	Per hour	60.00	70.00	16.67%	10.00		Relating to S106 and / or TPO documentation requests or checks associated to S106 documentation; for example checking whether S106 obligations have been complied with.	£10 increase in an attempt to recover more of the costs associated in providing this service.
	Tree Preservation Order or Conservation Area Enquiry (i.e. is my property is a Conservation Area or do I have trees subject to a Tree Preservation Order).	N	40001 9356	Each enquiry	20.00	25.00	25.00%	5.00		Only charged if information can ordinarily be obtained by customer without LA assistance.	£5 increase in an attempt to recover more of the costs associated in providing this service.
	<b>1.3 COPY OF PLANS, DOCUMENTS &amp; DECISIONS**</b>										
	If the total charge (at the rates below) does not exceed £3.00 then no charge will made to provide the requested copies.										
(a)	A4 size (black and white) per sheet*	N	40001 9206	Each	3.00	3.00	0.00%	0.00			Fee consistent with last years fee.
(b)	A4 size (colour) per sheet*	N	40001 9206	Each	3.00	3.00	0.00%	0.00			Fee consistent with last years fee.
(c)	A3 size (black and white) per sheet*	N	40001 9206	Each	3.00	3.00	0.00%	0.00			Fee consistent with last years fee.
(d)	A3 size (colour) per sheet*	N	40001 9206	Each	3.00	3.00	0.00%	0.00			Fee consistent with last years fee.
(e)	A2 size per sheet	N	40001 9206	Each	10.00	10.00	0.00%	0.00			Fee consistent with last years fee.
(f)	A1 per sheet	N	40001 9206	Each	10.00	10.00	0.00%	0.00			Fee consistent with last years fee.
(g)	A0 per sheet	N	40001 9206	Each	10.00	10.00	0.00%	0.00			Fee consistent with last years fee.
	<b>1.4 PRE APPLICATION CHARGES</b>										
	Written Householder Advice – small scale extensions to one house or a single flat; small scale development within the curtilage of the property. Does not include a site visit or meeting.	N	40001 9395	Each enquiry	130.00	200.00	53.85%	70.00			£70 increase in an attempt to recover more of the costs associated in providing this service.
	Written Householder Advice (where heritage or arboricultural advice is required) – small scale extensions to one house or a single flat; small scale development within the curtilage of the property. Does not include a site visit or meeting.	N	40001 9395	Each enquiry	180.00	260.00	44.44%	80.00		Please note that if both heritage and arboricultural advice is required an additional £60 charge will apply. Does not include a site visit or meeting. Additional charges will apply if sites visits are required.	£80 increase in an attempt to recover more of the costs associated in providing this service.

	Small scale development advice (commercial) - Small scale extensions / alterations to commercial or similar premises, below 100 m2. Does not include a site visit or meeting.	N	40001 9395	Each enquiry	205.00	225.00	9.76%	20.00		£20 increase in an attempt to recover more of the costs associated in providing this service.
	Small scale development advice (commercial) (where heritage or arboricultural advice is required) - Small scale extensions / alterations to commercial or similar premises, below 100 m2. Does not include a site visit or meeting.	N	40001 9395	Each enquiry	255.00	285.00	11.76%	30.00	Please note that if both heritage and arboricultural advice is required an additional £60 charge will apply. Does not include a site visit or meeting. Additional charges will apply if sites visits are required.	£30 increase in an attempt to recover more of the costs associated in providing this service.
	Small to Medium scale development advice (commercial) - small to medium scale extensions / alterations to commercial or similar premises, between 100 and 499 m2. Does not include a site visit or meeting.	N	40001 9395	Each enquiry	320.00	350.00	9.38%	30.00		£30 increase in an attempt to recover more of the costs associated in providing this service.
	Small to Medium scale development advice (commercial) (where heritage or arboricultural advice is required) - small to medium scale extensions / alterations to commercial or similar premises, between 100 and 499 m2. Does not include a site visit or meeting.	N	40001 9395	Each enquiry	370.00	410.00	10.81%	40.00	Please note that if both heritage and arboricultural advice is required an additional £60 charge will apply. Does not include a site visit or meeting. Additional charges will apply if sites visits are required.	£40 increase in an attempt to recover more of the costs associated in providing this service.
	Medium scale development advice (commercial) - medium scale extensions / alterations to commercial or similar premises, between 500 and 999 m2. Does not include a site visit or meeting.	N	40001 9395	Each enquiry	900.00	1,000.00	11.11%	100.00		£100 increase in an attempt to recover more of the costs associated in providing this service.
	Medium scale development advice (commercial) (where heritage or arboricultural advice is required) - medium scale extensions / alterations to commercial or similar premises, between 500 and 999 m2. Does not include a site visit or meeting.	N	40001 9395	Each enquiry	1,000.00	1,100.00	10.00%	100.00	Please note that if both heritage and arboricultural advice is required an additional £100 charge will apply. Does not include a site visit or meeting. Additional charges will apply if sites visits are required.	£100 increase in an attempt to recover more of the costs associated in providing this service.
	Larger scale development advice (commercial) - larger scale extensions / alterations to commercial or similar premises, over 1,000 m2. Does not include a site visit or meeting.	N	40001 <del>9356</del> -9395	Each enquiry	2,000.00	2,200.00	10.00%	200.00		£200 increase in an attempt to recover more of the costs associated in providing this service.
	Larger scale development advice (commercial) (where heritage or arboricultural advice is required) - larger scale extensions / alterations to commercial or similar premises, over 1,000 m2. Does not include a site visit or meeting.	N	40001 9395	Each enquiry	2,100.00	2,300.00	9.52%	200.00	Please note that if both heritage and arboricultural advice is required an additional £100 charge will apply. Does not include a site visit or meeting. Additional charges will apply if sites visits are required.	£200 increase in an attempt to recover more of the costs associated in providing this service.
	Advertising related advice - relates to all advertising proposals. Does not include a site visit or meeting.	N	40001 9395	Each enquiry	300.00	400.00	33.33%	100.00	Please note that if heritage and arboricultural advice is required an additional £60 charge will apply for each discipline involved. Does not include a site visit or meeting. Additional charges will apply if sites visits are required.	£100 increase in an attempt to recover more of the costs associated in providing this service.
	Changes of use not relating to residential development or commercial floorspace. Does not include a site visit or meeting.	N	40001 9395	Each enquiry	300.00	500.00	66.67%	200.00	Please note that if heritage and arboricultural advice is required an additional £60 charge will apply for each discipline involved. Does not include a site visit or meeting. Additional charges will apply if sites visits are required.	£200 increase in an attempt to recover more of the costs associated in providing this service.

	Telecommunications equipment and apparatus advice. Does not include a site visit or meeting.	N	40001 9395	Each enquiry	300.00	500.00	66.67%	200.00	Please note that if heritage and arboricultural advice is required an additional £60 charge will apply for each discipline involved. Does not include a site visit or meeting. Additional charges will apply if sites visits are required.	£200 increase in an attempt to recover more of the costs associated in providing this service.
(a)	New Residential Unit Enquiries (including if permission is required)									
	1-3 new dwellings. Does not include a site visit or meeting.	N	40001 9395	Each enquiry	500.00	600.00	20.00%	100.00		£100 increase in an attempt to recover more of the costs associated in providing this service.
	1- 3 new dwellings (where heritage or arboricultural advice is required)	N	40001 9395	Each enquiry	600.00	700.00	16.67%	100.00	Please note that if both heritage and arboricultural advice is required an additional £100 charge will apply. Does not include a site visit or meeting. Additional charges will apply if sites visits are required.	£100 increase in an attempt to recover more of the costs associated in providing this service.
	4-9 new dwellings. Does not include a site visit or meeting.	N	40001 9395	Each enquiry	1,000.00	1,100.00	10.00%	100.00		£100 increase in an attempt to recover more of the costs associated in providing this service.
	4-9 new dwellings (where heritage or arboricultural advice is required). Does not include a site visit or meeting.	N	40001 9395	Each enquiry	1,100.00	1,200.00	9.09%	100.00	Please note that if both heritage and arboricultural advice is required an additional £100 charge will apply. Does not include a site visit or meeting. Additional charges will apply if sites visits are required.	£100 increase in an attempt to recover more of the costs associated in providing this service.
	10-49 new dwellings. Does not include a site visit or meeting.	N	40001 9395	Each enquiry	2000.00	2,250.00	12.50%	250.00		£250 increase in an attempt to recover more of the costs associated in providing this service.
	10-49 new dwellings (where heritage or arboricultural advice is required). Does not include a site visit or meeting.	N	40001 9395	Each enquiry	2100.00	2,400.00	14.29%	300.00	Please note that if both heritage and arboricultural advice is required an additional £150 charge will apply. Does not include a site visit or meeting. Additional charges will apply if sites visits are required.	£300 increase in an attempt to recover more of the costs associated in providing this service.
	50-199 new dwellings. Does not include a site visit or meeting.	N	40001 9395	Each enquiry	3200.00	3,500.00	9.38%	300.00		£300 increase in an attempt to recover more of the costs associated in providing this service.
	50-199 new dwellings (where heritage or arboricultural advice is required). Does not include a site visit or meeting.	N	40001 9395	Each enquiry	3400.00	3,700.00	8.82%	300.00	Please note that if both heritage and arboricultural advice is required an additional £200 charge will apply. Does not include a site visit or meeting. Additional charges will apply if sites visits are required.	£300 increase in an attempt to recover more of the costs associated in providing this service.
	200-399 new dwellings. Does not include a site visit or meeting.	N	40001 9395	Each enquiry	4500.00	5,000.00	11.11%	500.00		£500 increase in an attempt to recover more of the costs associated in providing this service.
	200-399 new dwellings (where heritage or arboricultural advice is required). Does not include a site visit or meeting.	N	40001 9395	Each enquiry	4700.00	5,250.00	11.70%	550.00	Please note that if both heritage and arboricultural advice is required an additional £250 charge will apply. Does not include a site visit or meeting. Additional charges will apply if sites visits are required.	£550 increase in an attempt to recover more of the costs associated in providing this service.
	400 - 799 new dwellings. Does not include a site visit or meeting.	N	40001 9395	Each enquiry	5500.00	6,500.00	18.18%	1,000.00		£1000 increase in an attempt to recover more of the costs associated in providing this service.

	400 - 799 new dwellings (where heritage or arboricultural advice is required). Does not include a site visit or meeting.	N	40001 9395	Each enquiry	5700.00	6,800.00	19.30%	1,100.00	Please note that if both heritage and arboricultural advice is required an additional £300 charge will apply. Does not include a site visit or meeting. Additional charges will apply if sites visits are required.	£1100 increase in an attempt to recover more of the costs associated in providing this service.
	800 or more new dwellings. Does not include a site visit.	N	40002 9395	Each enquiry		9,000.00	NEW	9,000.00		New fee.
	800 or more new dwellings (where heritage or arboricultural advice is required). Does not include a site visit or meeting.	N	40003 9395	Each enquiry		9,300.00	NEW	9,300.00	Please note that if both heritage and arboricultural advice is required an additional £300 charge will apply. Does not include a site visit or meeting. Additional charges will apply if sites visits are required.	New fee.
	Site visit / applicant meeting (additional fee) relating to any planning related enquiry.		40001 9395 (DC related) 40101 9201 (Policy related)	Each site visit or meeting	200.00	300.00	50.00%	100.00	The fee is charged for each site visit / meeting for any planning related enquiry. Multiple site visits / meetings will incur multiple fees. Please note that if heritage and arboricultural advice is required an additional £60 charge will apply for each discipline involved per meeting.	£100 increase in an attempt to recover more of the costs associated in providing this service.
<b>1.5 HIGH HEDGE COMPLAINTS</b>										
	Complaints via written means (electronic or hard copy)	N	40001 9369	Each enquiry	550.00	567.00	3.09%	17.00		Fee consistent with last years fee.
	Those on means tested benefits and war pensions will receive 33% discount	N	40001 9369	Each enquiry	368.50	380.00	3.12%	11.50		Fee consistent with last years fee.
	<b>1.6 WEEKLY LIST OF ALL PLANNING APPLICATIONS</b>	N	40001 9354	Per Year	150.00	155.00	3.33%	5.00		Fee consistent with last years fee.
<b>1.7 OADBY AND WIGSTON LOCAL PLAN</b>										
	New Local Plan DPD (non resident or local group) **	N	40101 9206	Each	45.00	46.00	2.22%	1.00		Fee consistent with last years fee.
	New Local Plan DPD (resident or local group) **	N	40101 9206	Each	20.00	21.00	5.00%	1.00		Fee consistent with last years fee.
<b>1.8 OTHER DOCUMENTS</b>										
(a)	Annual Monitoring Documents (Published Annually) **	N	40101 9206	Each	20.00	21.00	5.00%	1.00		Fee consistent with last years fee.
(b)	Supplementary Planning Document / Statements of Consultation **	N	40101 9206	Each	20.00	21.00	5.00%	1.00		Fee consistent with last years fee.
(c)	Employment Land Availability Study (Published Annually) **	N	40101 9206	Each	20.00	21.00	5.00%	1.00		Fee consistent with last years fee.
(d)	Landscape Character Assessment **	N	40101 9206	Each	35.00	36.00	2.86%	1.00		Fee consistent with last years fee.
(e)	Oadby & Wigston Green Wedge Management Strategy	N	40101 9206	Each	35.00	36.00	2.86%	1.00		Fee consistent with last years fee.
(f)	Oadby & Wigston Phase 1 Habitat Survey & Biodiversity Audit **	N	40101 9206	Each	35.00	36.00	2.86%	1.00		Fee consistent with last years fee.
(g)	Oadby and Wigston Employment Land and Premises Study**	N	40101 9206	Each	35.00	36.00	2.86%	1.00		Fee consistent with last years fee.
(h)	Statement of Community Involvement **	N	40101 9206	Each	35.00	36.00	2.86%	1.00		Fee consistent with last years fee.
(j)	Nature Conservation Strategy	N	40101 9206	Each	35.00	36.00	2.86%	1.00		Fee consistent with last years fee.
(k)	Local Development Scheme**	N	40101 9206	Each	10.00	10.00	0.00%	0.00		Fee consistent with last years fee.
(l)	HEDNA **	N	40101 9206	Each	35.00	36.00	2.86%	1.00		Fee consistent with last years fee.
(m)	Retail Study**	N	40101 9206	Each	35.00	36.00	2.86%	1.00		Fee consistent with last years fee.
(n)	Faith Community Study & Places of Worship Needs Assessment**	N	40101 9206	Each	35.00	36.00	2.86%	1.00		Fee consistent with last years fee.
(o)	Play & Recreational Facilities Study	N	40101 9206	Each	35.00	36.00	2.86%	1.00		Fee consistent with last years fee.
(p)	Affordable Housing Viability Assessment **	N	40101 9206	Each	35.00	36.00	2.86%	1.00		Fee consistent with last years fee.
(q)	Whole Plan Viability Assessment **	N	40101 9206	Each	35.00	36.00	2.86%	1.00		Fee consistent with last years fee.
(r)	Assessment of Highways and Transportation Implications	N	40101 9206	Each	35.00	36.00	2.86%	1.00		Fee consistent with last years fee.
(s)	Employment Sites & Brownfield Land Study	N	40101 9206	Each	35.00	36.00	2.86%	1.00		Fee consistent with last years fee.
(t)	Adopted Policies Map	N	40101 9206	Each	20.00	21.00	5.00%	1.00		Fee consistent with last years fee.
<b>** Documents are available on the Councils Website free of charge</b>										
<a href="http://www.oadby-wigston.gov.uk">www.oadby-wigston.gov.uk</a>										




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

POLICY FINANCE AND DEVELOPMENT COMMITTEE

	DESCRIPTION OF CHARGE	VAT	GL ACCOUNT CODE	UNIT	2024-25 £	2025-26 £	2025-26 Expected Volume	2025-26 Expected Income £	%age increase	£ increase	Externally Set	Explanation regarding the recommended level of charge
2	<b>LICENCES</b>											OWBC fees have been benchmarked across the county for taxis and operators and we are higher, therefore do not propose any inflationary increase
	<b>2.1 HACKNEY CARRIAGE AND PRIVATE HIRE CARS</b>											
(a)	Driver's Licence - Private Hire and Hackney Carriage* one Year - renewal only	N	42001 9333	Each	180.00	180.00			0.00%	0.00		
	two Year - renewal only	N	42001 9333	Each	280.00	280.00			0.00%	0.00		
i)	Three Year application and renewal	N	42001 9333	Each	350.00	350.00			0.00%	0.00		
(b)	Competence Test	N	42001 9389	Each	55.00	55.00			0.00%	0.00		
(c)	Drivers Badge - Replacement	N	42001 9333	Each	35.00	35.00			0.00%	0.00		
(d)	Private Hire Operator's Licence											
i)	Five Year 1-5 Vehicles	N	42001 9331	Each	1050.00	1050.00			0.00%	0.00		
ii)	Five Year 6-10 Vehicles	N	42001 9331	Each	1550.00	1550.00			0.00%	0.00		
iii)	Five Year 11 + vehicles	N	42001 9331	each	2060.00	2060.00			0.00%	0.00		
ii)	Operators Licence Competency Test*	N	42001 9389	Each	55.00	55.00			0.00%	0.00		
e	Private Hire Vehicle Licence	N	42001 9389	each	350.00	350.00			0.00%	0.00		
(e)	Private Hire Vehicle Licence renewal	N	42001 9332	Each	350.00	350.00			0.00%	0.00		
(f)	Hackney Carriage Vehicle Licence	N	42001 9335	Each	350.00	350.00			0.00%	0.00		
	Hackney Carriage Vehicle Licence renewal	N	42001 9335	Each	350.00	350.00			0.00%	0.00		
	Rear Bracket for Hackney and Private hire vehicle	N	42001 9332	Each	25.00	26.00			4.00%	1.00		
(g)	Replacement of Vehicle Licence Plate	N	42001 9332	Each	36.00	36.00			0.00%	0.00		
(h)	Transfer of Vehicle Licence to Another Licensee	N	42001 9332	Each	62.00	62.00			0.00%	0.00		
(j)	Certificate of Compliance	N	42001 9201	Each	25.00	25.00			0.00%	0.00		
(k)	Replacement of Vehicle Licence (paper)	N	42001 9332	Each	25.00	25.00			0.00%	0.00		
(l)	Replacement docu-dash	N	42001 9201	Each	10.00	10.00			0.00%	0.00		
(m)	Replacement Front Windscreen pouch	N	42001 9332	Each	10.00	10.00			0.00%	0.00		
*	Excludes DBS fee £54.00 payable on application and £8.00 DVLA mandate fee											
(n)	HPI checks (new applicants)	N	42001 9383	Each	22.00	22.00			0.00%	0.00		
(o)	Vehicle checks for 6 month inspections paid to external MOT stations	N	42001 9384	Each								
(p)	Child Sexual Exploitation (CSE) Training (for new applicants & renewals)now paid to external company by applicant	N	42001 9385	Each								
	<b>2.2 LICENCE FEES</b>											
(a)	Animal Boarding Establishment (new) application Fee plus vet fees	N	42002 9323	Each	320.00	320.00			0.00%	0.00		
	Animal Boarding Establishment (new) grant of licence	N	42002 9323	Each	150.00	150.00			0.00%	0.00		
(b)	Animal Boarding Establishment (renewal) Fee	N	42002 9323	Each	280.00	280.00			0.00%	0.00		
	Animal Boarding Establishment renewal grant of licence	N	42202 9323	Each	150.00	150.00			0.00%	0.00		
i)	One Year (Up to 6 animals) see matrix	N	42002 9396	Each								
ii)	Two Year (Up to 6 animals) see matrix	N	42002 9397	Each								
iii)	Three Year (Up to 6 animals) see matrix	N	42002 9398	Each								
iv)	One Year (7 or more animals) see matrix	N	42002 9396	Each								
v)	Two Year (7 or more animals) see matrix	N	42002 9397	Each								
vi)	Three Year (7 or more animals) see matrix	N	42002 9398	Each								
(c)	Breeding of Dogs (new) application 1 breeding bitch plus vet fees	N	42002 9326	Each	320.00	320.00			0.00%	0.00		
	Breeding of Dogs 1 breeding bitch grant of licence	N	42002 9326	Each	150.00	150.00			0.00%	0.00		
(d)	Breeding of Dogs (renewal) 1 breeding bitch application	N	42002 9326	Each	250.00	250.00			0.00%	0.00		
	Breeding of Dogs (renewal) 1 breeding bitch grant of licence	N	42002 9326	Each	150.00	150.00			0.00%	0.00		
	Breeding of Dogs 2 -3 breeding bitches application fee / renewal fee same as new	N	42002 9326	Each	350.00	350.00			0.00%	0.00		
	Breeding of Dogs 2 -3 breeding bitches grant of licence	N	42002 9326	Each	150.00	150.00			0.00%	0.00		
	Breeding of Dogs 4-5 breeding bitches application fee/renewal	N	42002 9326	Each	450.00	450.00			0.00%	0.00		
	Breeding of Dogs 4-5 breeding bitches grant of licence	N	42002 9326	Each	150.00	150.00			0.00%	0.00		
	Breeding of Dogs 6 + breeding bitches application	N	42002 9326	Each	500.00	500.00			0.00%	0.00		
	Breeding of Dogs 6 + breeding bitches grant of licence	N	42002 9326	Each	150.00	150.00			0.00%	0.00		
i)	One Year see matrix	N	42002 9396	Each								
ii)	Two Year see matrix	N	42002 9397	Each								
iii)	Three Year see matrix	N	42002 9398	Each								
(e)	Dangerous Wild Animals (new) Application fee plus Vet Fees	N	42002 9334	Each	250.00	250.00			0.00%	0.00		
	Dangerous Wild Animals grant of licence	N	42002 9334	Each	150.00	150.00			0.00%	0.00		
	Dangerous Wild Animal grant of licence	N	42002 9334	Each	150.00	150.00			0.00%	0.00		
(f)	Dangerous Wild Animals (renewal) application+ Vet Fees	N	42002 9334	Each	250.00	250.00			0.00%	0.00		
(g)	Hiring out horses (new) application fee 1-5 horses + Vet fees renewal fee the same	N	42002 9325	Each	440.00	440.00			0.00%	0.00		



(b)	Grant or Renewal of a Personal Licence (valid for 10 years)	N	42003 9371	Each	37.00	37.00			0.00%	0.00	X	
	Premises Licences / Club Premises Certificates											
	Annual Fees Rateable Value Bands :-											
	A (no rateable value to £4,300)	N	42003 9364	Each	70.00	70.00			0.00%	0.00		
	B (£4,301 to £33,000)	N	42003 9364	Each	180.00	180.00			0.00%	0.00		
	C (£33001 to £87,000)	N	42003 9364	Each	295.00	295.00			0.00%	0.00		
	D (£87,001 to £125,000)	N	42003 9364	Each	320.00	320.00			0.00%	0.00		
	E (£125,001 and above)	N	42003 9364	Each	350.00	350.00			0.00%	0.00		
	A multiplier is applied to premises in band D and E where they are exclusively or primarily in the business of selling alcohol											
	D (x2)	N	42003 9364	Each	640.00	640.00			0.00%	0.00		
	E (x3)	N	42003 9364	Each	1050.00	1,050.00			0.00%	0.00		
(c)	New or Variation of Premises Licences / Club Premises Certificates										X	
	Application fees Rateable Value Bands :-											
	A (no rateable value to £4,300)	N	42003 9364	Each	100.00	100.00			0.00%	0.00		
	B (£4,301 to £33,000)	N	42003 9364	Each	190.00	190.00			0.00%	0.00		
	C (£33001 to £87,000)	N	42003 9364	Each	315.00	315.00			0.00%	0.00		
	D (£87,001 to £125,000)	N	42003 9364	Each	450.00	450.00			0.00%	0.00		
	E (£125,001 and above)	N	42003 9364	Each	635.00	635.00			0.00%	0.00		
	A multiplier is applied to premises in band D and E where they are exclusively or primarily in the business of selling alcohol											
	D (x2)	N	42003 9364	Each	900.00	900.00			0.00%	0.00		
	E (x3)	N	42003 9364	Each	1905.00	1,905.00			0.00%	0.00		
	Minor Variation of Premises Licences	N	42003 9393	Each	89.00	89.00			0.00%	0.00		
(d)	Application / Notice										X	
i)	Temporary Event notice	N	42003 9372	Each	21.00	21.00			0.00%	0.00		
ii)	Theft, loss, etc of premises licence or summary	N	42003 9373	Each	10.50	10.50			0.00%	0.00		
iii)	Application for a provisional statement where premises being built etc	N	42003 9374	Each	315.00	315.00			0.00%	0.00		
iv)	Notification of change of name or address	N	42003 9375	Each	10.50	10.50			0.00%	0.00		
v)	Application to vary licence to specify individual as premises supervisor	N	42003 9376	Each	23.00	23.00			0.00%	0.00		
vi)	Application for transfer of premises licence	N	42003 9377	Each	23.00	23.00			0.00%	0.00		
vii)	Interim authority notice following death etc of licence holder	N	42003 9378	Each	23.00	23.00			0.00%	0.00		
viii)	Theft, loss, etc of certificate or summary	N	42003 9379	Each	10.50	10.50			0.00%	0.00		

ix)	Notification of change of name or alteration of rules of club	N	42003 9380	Each	10.50	10.50	0.00%	0.00	
x)	Change of relevant registered address of club	N	42003 9375	Each	10.50	10.50	0.00%	0.00	
xi)	Theft, loss, etc of temporary event notice	N	42003 9379	Each	10.50	10.50	0.00%	0.00	
xii)	Theft, loss, etc of personal licence	N	42003 9379	Each	10.50	10.50	0.00%	0.00	
xiii)	Notification of change of name or address of premises licence holder	N	42003 9375	Each	10.50	10.50	0.00%	0.00	
xiv)	Right to freeholder etc to be notified of licensing matters	N	49901 9356	Each	21.00	21.00	0.00%	0.00	
<b>2.4 GAMBLING ACT 2005 all set by outside agencies</b>									
(a)	<b>Small Society Lotteries</b>								X
i)	Initial Application Fee	N	42004 9420	Each	40.00	40.00	0.00%	0.00	
ii)	Renewal Fee	N	42004 9420	Each	20.00	20.00	0.00%	0.00	
(b)	<b>Bingo Premises</b>								X
i)	Premises Licence	N	42004 9410	Each	1200.00	1,200.00	0.00%	0.00	
ii)	Annual Fee	N	42004 9412	Each	554.00	554.00	0.00%	0.00	
iii)	Variation of Licence	N	42004 9410	Each	1317.00	1,317.00	0.00%	0.00	
iv)	Change of Circumstances	N	42004 9410	Each	50.00	50.00	0.00%	0.00	
v)	Transfer of Licence	N	42004 9410	Each	554.00	554.00	0.00%	0.00	
vi)	Re-instatement Fee	N	42004 9410	Each	554.00	554.00	0.00%	0.00	
vii)	Provisional Statement	N	42004 9410	Each	1317.00	1,317.00	0.00%	0.00	
viii)	Copy of Licence	N	42004 9411	Each	25.00	25.00	0.00%	0.00	
(c)	<b>Betting Premises (Track)</b>								X
i)	Premises Licence	N	42004 9404	Each	1200.00	1,200.00	0.00%	0.00	
ii)	Annual Fee	N	42004 9406	Each	554.00	554.00	0.00%	0.00	
iii)	Variation of Licence	N	42004 9404	Each	1250.00	1,250.00	0.00%	0.00	
iv)	Change of Circumstances	N	42004 9404	Each	50.00	50.00	0.00%	0.00	
v)	Transfer of Licence	N	42004 9404	Each	554.00	554.00	0.00%	0.00	
vi)	Re-instatement Fee	N	42004 9404	Each	554.00	554.00	0.00%	0.00	
vii)	Provisional Statement	N	42004 9404	Each	1317.00	1,317.00	0.00%	0.00	
viii)	Copy of Licence	N	42004 9405	Each	25.00	25.00	0.00%	0.00	
(d)	<b>Family Entertainment Centres</b>								X
i)	Premises Licence	N	42004 9323	Each	1000.00	1,000.00	0.00%	0.00	
ii)	Annual Fee	N	42004 9323	Each	554.00	554.00	0.00%	0.00	
iii)	Variation of Licence	N	42004 9323	Each	1250.00	1,250.00	0.00%	0.00	
iv)	Change of Circumstances	N	42004 9323	Each	50.00	50.00	0.00%	0.00	
v)	Transfer of Licence	N	42004 9323	Each	554.00	554.00	0.00%	0.00	
vi)	Re-instatement Fee	N	42004 9323	Each	554.00	554.00	0.00%	0.00	
vii)	Provisional Statement	N	42004 9323	Each	1317.00	1,317.00	0.00%	0.00	
viii)	Copy of Licence	N	42004 9323	Each	25.00	25.00	0.00%	0.00	
(e)	<b>Adult Gaming Centre</b>								X
i)	Premises Licence	N	42004 9414	Each	1200.00	1,200.00	0.00%	0.00	
ii)	Annual Fee	N	42004 9416	Each	554.00	554.00	0.00%	0.00	
iii)	Variation of Licence	N	42004 9414	Each	1000.00	1,000.00	0.00%	0.00	
iv)	Change of Circumstances	N	42004 9414	Each	50.00	50.00	0.00%	0.00	
v)	Transfer of Licence	N	42004 9414	Each	554.00	554.00	0.00%	0.00	
vi)	Re-instatement Fee	N	42004 9435	Each	554.00	554.00	0.00%	0.00	
vii)	Provisional Statement	N	42004 9436	Each	1317.00	1,317.00	0.00%	0.00	
viii)	Copy of Licence	N	42004 9434	Each	25.00	25.00	0.00%	0.00	
(f)	<b>Betting Premises (Other)</b>								X
i)	Temporary Use Notice	N	42004 9323	Each	500.00	500.00	0.00%	0.00	
ii)	Replacement of Temporary Use Notice	N	42004 9323	Each	25.00	25.00	0.00%	0.00	
iii)	Premises Licence	N	42004 9400	Each	1317.00	1,317.00	0.00%	0.00	
iv)	Annual Fee	N	42004 9402	Each	554.00	554.00	0.00%	0.00	
v)	Variation of Licence	N	42004 9400	Each	1317.00	1,317.00	0.00%	0.00	
vi)	Change of Circumstances	N	42004 9400	Each	50.00	50.00	0.00%	0.00	
vii)	Transfer of Licence	N	42004 9400	Each	554.00	554.00	0.00%	0.00	
viii)	Re-instatement Fee	N	42004 9323	Each	554.00	554.00	0.00%	0.00	
ix)	Provisional Statement	N	42004 9323	Each	1317.00	1,317.00	0.00%	0.00	
x)	Copy of Licence	N	42004 9401	Each	25.00	25.00	0.00%	0.00	
(g)	<b>Club Gaming Machine Permits</b>								X
i)	Grant of Permit	N	42004 9422	Each	200.00	200.00	0.00%	0.00	
ii)	Grant of Permit (Club Premises Certificate holder)	N	42004 9422	Each	100.00	100.00	0.00%	0.00	
iii)	Variation of Permit	N	42004 9422	Each	100.00	100.00	0.00%	0.00	
iv)	Renewal of Permit	N	42004 9422	Each	200.00	200.00	0.00%	0.00	
v)	Renewal of Permit (Club Premises Certificate holder)	N	42004 9422	Each	100.00	100.00	0.00%	0.00	
vi)	Annual Fee	N	42004 9432	Each	50.00	50.00	0.00%	0.00	
vii)	Copy of Permit	N	42004 9422	Each	15.00	15.00	0.00%	0.00	
(h)	<b>Club Gaming Permits</b>								X
i)	Grant of Permit	N	42004 9421	Each	200.00	200.00	0.00%	0.00	
ii)	Grant of Permit (Club Premises Certificate holder)	N	42001 9421	Each	100.00	100.00	0.00%	0.00	
iii)	Variation of Permit	N	42004 9421	Each	100.00	100.00	0.00%	0.00	
iv)	Renewal of Permit	N	42001 9421	Each	200.00	200.00	0.00%	0.00	

v)	Renewal of Permit (Club Premises Certificate holder)	N	42004 9421	Each	100.00	100.00			0.00%	0.00		
vi)	Annual Fee	N	42004 9431	Each	50.00	50.00			0.00%	0.00		
vii)	Copy of Permit	N	42004 9421	Each	15.00	15.00			0.00%	0.00		
(i)	<b>Family Entertainment Centre Permits</b>										X	
i)	Grant of Permit	N	42004 9323	Each	300.00	300.00			0.00%	0.00		
	Existing Operator Permit	N	42004 9424	Each	100.00	100.00			0.00%	0.00		
ii)	Renewal of Permit	N	42004 9323	Each	300.00	300.00			0.00%	0.00		
iii)	Change of Name on Permit	N	42004 9323	Each	25.00	25.00			0.00%	0.00		
iv)	Copy of Permit	N	42004 9323	Each	15.00	15.00			0.00%	0.00		
(j)	<b>Prize Gaming Permits</b>										X	
i)	Grant of Permit	N	42004 9424	Each	300.00	300.00			0.00%	0.00		
	Existing Operator Permit	N	42004 9424	Each	100.00	100.00			0.00%	0.00		
ii)	Renewal of Permit	N	42004 9424	Each	300.00	300.00			0.00%	0.00		
iii)	Change of Name on Permit	N	42004 9424	Each	25.00	25.00			0.00%	0.00		
iv)	Copy of Permit	N	42004 9424	Each	15.00	15.00			0.00%	0.00		
(k)	<b>Licensed Premises Gaming Machine Permits</b>										X	
i)	Grant of Permit	N	42004 9423	Each	150.00	150.00			0.00%	0.00		
ii)	Variation of Permit	N	42004 9423	Each	100.00	100.00			0.00%	0.00		
	First and Annual Fee	N	42004 9423	Each	50.00	50.00			0.00%	0.00		
iii)	Change of Name on Permit	N	42004 9423	Each	25.00	25.00			0.00%	0.00		
iv)	Copy of Permit	N	42004 9423	Each	15.00	15.00			0.00%	0.00		
v)	Transfer of Permit	N	42004 9423	Each	25.00	25.00			0.00%	0.00		
vi)	Automatic Entitlement Notification	N	42004 9423	Each	50.00	50.00			0.00%	0.00		

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	DESCRIPTION OF CHARGE	VAT	GL ACCOUNT CODE	UNIT	2024-25 £	2025-26 £ - BCM	2025-26 Expected Volume	2025-26 Expected Income £	%age increase	£ increase	Externally Set	Explanation regarding the recommended level of charge
3	<b>ENVIRONMENTAL HEALTH</b>											
3.1	<b>ENVIRONMENT &amp; SAFETY INFORMATION ACT 1988</b>											
	Copies of entries in register	I	14001 9356	Each	15.40	16.00			3.90%	0.60		I do not believe we would be able to produce this and it may need to be digitised within Unifrom, also cost of producing would be far more than £16.00 in officer time
3.2	<b>FOOD SAFETY ACT</b>											
	Copies of Register of Food Business	I	14001 9356	Each	657.00	750.00			14.16%	93.00		Increased, as fee may not have effectively reflected the work involved in providing this data
3.3	<b>ENVIRONMENTAL PROTECTION ACT</b>											
	Copies of Register of Authorisations	I	14001 9356	Each	68.00	70.00			2.94%	2.00		
3.4	<b>DOG CONTROL</b>											
(a)	Stray dogs - Statutory Charge	N	14007 9200	Each	25.00	25.00			0.00%	0.00	X	
(b)	Collect and Return to Owner (If Known)	N	14007 9200	Each	87.50	87.50			0.00%	0.00	X	
(c)	Collect and Take to Kennels	N	14007 9200	Each	87.50	87.50			0.00%	0.00	X	
(d)	Collect and Return if Dog Strays More Than Once (in a 6 month period)	N	14007 9200	Each	129.00	129.00			0.00%	0.00	X	
(e)	Kennelling Fee	N	14007 9200	Per Day	14.50	14.50			0.00%	0.00	X	
(f)	Emergency Vets Fee (plus 10% Admin Fee)	N	14007 9200	Visit	Actual	Actual			0.00%	0.00	X	
3.5	<b>FOOD EXPORT CERTIFICATE</b>	N	140019200	Each	151.00	170.00			12.58%	19.00		
3.6	<b>RE-INSPECTION FEE FOR THE FHRS INSPECTION(FOOD HYGIENE RATING)</b>	N	140019200	Each	187.00	200.00			6.95%	13.00		Increased to reflect time spent on recent cases and the additional burden on the team.
3.7	<b>PRIVATE SECTOR HOUSING</b>											
(a)	Accommodation Certificates	N	14001 9360	Each	180.00	185.00			2.78%	5.00		Increase to reflect increase in costs and also to accommodate technology costs and bench marking with the city and county
(b)	Change of Details on Certificate	N	14001 9360	Each	30.00	35.00			16.67%	5.00		Increase to reflect increase in costs and also to accommodate technology costs and bench marking with the city and county
(c)	Mandatory Five year Licensing of Houses in Multiple Occupation (HMO)	N	14001 9392	Each	740.00	800.00			8.11%	60.00		Increase to reflect increase in costs and also to accommodate technology costs and bench marking with the city and county
(d)	Additional Fee for Unlicensed Premises	N	14001 9392	Each	270.00	400.00			48.15%	130.00		Increase to reflect increase in costs and also to accommodate technology costs and bench marking with the city and county
	Enforcement fee	N	14001 9392	Each	270.00	400.00			48.15%	130.00		Increase to reflect increase in costs and also to accommodate technology costs and bench marking with the city and county
(e)	Renewal of Mandatory Five Year Licences for HMO	N	14001 9392	Each	700.00	750.00			7.14%	50.00		Increase to reflect increase in costs and also to accommodate technology costs and bench marking with the city and county
	Enforcement Fee				270.00	400.00			48.15%	130.00		Increase to reflect increase in costs and also to accommodate technology costs and bench marking with the city and county
i)	Second house to be licensed	N	14001 9392	Each	-30.00	-30.00			0.00%	0.00		Fixed reduction
ii)	Membership of approved accreditation schemes	N	14001 9392	Each	-110.00	-100.00			-9.09%	10.00		Fixed reduction
iii)	Membership of approved landlord scheme	N	14001 9392	Each	-110.00	-100.00			-9.09%	10.00		Fixed reduction
(f)	Notices served under Housing Act 2004	N	14001 9356	Per Hour	50.00	52.00			4.00%	2.00		
(g)	Expenses incurred in determining Enforcement Action	N	14001 9356	Actual Cost	Actual							
3.8	<b>ABANDONED VEHICLE</b>											
(a)	Abandoned Vehicle Charge										X	Prescribed fees set by government. There is also an FPN that we can issue for £200
i)	Abandoned Vehicle in Good condition	N	14004 9383	Each	150.00+	150.00+			0.00%	0.00		
ii)	Abandoned Vehicle in Bad condition	N	14004 9383	Each	150.00+	150.00+			0.00%	0.00		
(b)	Daily charge for every day we store vehicle with a maximum of 15 days storage	N	14004 9383	Daily	10.00+	10.00+			0.00%	0.00	X	
(c)	For Disposal of Vehicle	N	14004 9383	Each	50.00+	50.00+			0.00%	0.00	X	
3.9	<b>CONTAMINATED LAND ENQUIRIES</b>											
(a)	Written Correspondence	N	14004 9200	Per Letter	80.00	82.00			2.50%	2.00		
(b)	Additional Hourly charge	N	14004 9200	Per Hour	70.00	72.00			2.86%	2.00		
3.1	<b>CCTV</b>											
(a)	Request for viewing	I	14001 9348	Each	20.00	POA			0.00%	0.00		
	Request for viewing from Police	I	14001 9349	Each	20.00	POA			0.00%	0.00		
3.11	<b>SOLICITOR/BUSINESS REQUESTS including factual reports</b>											
(a)	Written Correspondence	I	14001 9356	Per Letter	80.00	82.00			2.50%	2.00		
(b)	Additional Hourly charge	I	14001 9356	Per Hour	70.00	72.00			2.86%	2.00		

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POLICY FINANCE AND DEVELOPMENT COMMITTEE

	DESCRIPTION OF CHARGE	VAT	GL ACCOUNT CODE	UNIT	2024-25 £	2025-26 £	2025-26 Expected Volume	2025-26 Expected Income £	%age increase	£ increase	Externally Set	Explanation regarding the recommended level of charge
4	<b>CORPORATE RESOURCES</b>											
4.1	<b>COPIES OF OFFICIAL / CERTIFIED COUNCIL DOCUMENTS</b>											
(a)	Annual Report & Budget Book (Hard-Copy Only)	Z	30201 9206	Each set	54.00	56.00			3.70%	2.00		
(b)	Agendas, Reports & Background Documents (Hard-Copy Only)	Z	30201 9206	Each set	23.00	24.00			4.35%	1.00		
(c)	Minutes (Hard-Copy Only)	Z	30201 9206	Each set	17.00	18.00			5.88%	1.00		
(d)	Miscellaneous Legal Contracts, Agreements, Deeds, Instruments etc.	I	39904 9206	Each doc	50.00	52.00			4.00%	2.00		
4.2	<b>LEGAL / ADMINISTRATIVE SERVICES</b>											
(a)	Simple Transfers, Charges, Leases, Licences, Other Agreements etc.	I	39904 9105	Each set	POA	POA			0.00%	0.00		
(b)	Complex Transfers, Charges, Leases, Licences, Other Agreements etc.	I	39904 9105	Each set	POA	POA			0.00%	0.00		
(c)	Commercial Transfers, Charges, Leases, Licences, Other Agreements etc.	I	39904 9105	Each set	POA	POA			0.00%	0.00		
(d)	Freehold / Leasehold Property Enquires	I	39904 9105	Each set	250.00	258.00			3.20%	8.00		
(e)	Statutory Declarations, Statements, Affidavits, Certificates	I	39904 9105	Each doc	POA	POA			0.00%	0.00		
(f)	Certification of Original Documents	I	39904 9356	Each doc	POA	POA			0.00%	1.00		
(g)	Miscellaneous Hourly Rates (Qualified over 8ys)	I	39904 9105	Per hour	200.00	200.00			0.00%	0.00	X	
(h)	Miscellaneous Hourly Rates (Non-Qualified)	I	39904 9105	Per hour	134.00	138.00			2.99%	4.00		
	POA = Price on Application											
4.3	<b>LOCAL LAND CHARGES (LLC)</b>											
(a)	Full Search (LLC and Con29R) (Residential / Commercial)	N	30101 9200	Per Search	External	External			0.00%	0.00	X	Set by BDC
(b)	LLC1 Search	N	30101 9200	Each	External	External			0.00%	0.00	X	
(c)	CON29R Search	N	30101 9200	Each	External	External			0.00%	0.00	X	
(d)	CON29 Optional (Questions 4-22 each)	N	30101 9200	Each	External	External			0.00%	0.00	X	
(e)	CON29 Building Regs (Q1.1j-l and 3.8 each)	N	30101 9200	Each	External	External			0.00%	0.00	X	
(f)	LLC1 Additional parcel fee	N	30101 9200	Each	External	External			0.00%	0.00	X	
(g)	CON29R Additional parcel fee (up to a maximum of 10)	N	30101 9200	Each	External	External			0.00%	0.00	X	
(h)	Own written questions	N	30101 9200	Each	External	External			0.00%	0.00	X	
4.4	<b>COPIES OF BYLAWS (Statutory max 20p per 100 words)</b>	I	39904 9206	Each	External	External			0.00%	0.00	X	
4.5	<b>ELECTORAL SERVICES</b>											
(a)	Written proof of registration	N	30401 9203	Each	POA	POA			0.00%	0.00	X	
(b)	Forwarding of documents	N	30401 9203	Each	POA	POA			0.00%	0.00	X	
(c)	Written proof of historical registration	N	30401 9203	Each	POA	POA			0.00%	0.00	X	
(d)	Sale of registers (open register, marked register etc.).	N	30401 9203	Each	POA	POA			0.00%	0.00	X	
	POA = Price on Application											
4.6	<b>ENVIRONMENTAL INFORMATION REGULATIONS (EIR) CHARGES</b>											
(a)	Photocopy or printing, standard, black and white, normal paper - min A4	I	39904 9356	Per Page	0.10	0.10			0.00%	0.00		
(b)	Photocopy or printing, standard, black and white, normal paper - A3	I	39904 9356	Per Page	0.15	0.15			0.00%	0.00		
(c)	Photocopy or printing, standard, black and white, normal paper - A2	I	39904 9356	Per Page	0.20	0.21			5.00%	0.01		
(d)	Photocopy or printing, standard, black and white, normal paper - A1	I	39904 9356	Per Page	0.25	0.26			4.00%	0.01		
(e)	Photocopy or printing, standard, black and white, normal paper - A0	I	39904 9356	Per Page	0.50	0.52			4.00%	0.02		
(f)	Reproduction of data onto CD, DVD, USB or other Portal / Cloud Device	I	39904 9356	Each	POA	POA			0.00%	0.00		
(g)	Miscellaneous Expenses and Disbursements	E	39904 9054	-	POA	POA			0.00%	0.00		
	POA = Price on Application											
	<b>NB</b> : If the total charge (at the rates above) does not exceed £3.00 then no charge will made to provide the requested copies											
4.7	<b>FREEDOM OF INFORMATION ACT (FOIA) CHARGES UNDER SECTION 12</b>											
	Price on Application (POA) for requests that exceed the cost limit of £450.00/ 18 hours		399049356	-	POA	POA			0.00%	0.00		

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- Z Zero-rated vat



**SERVICE DELIVERY COMMITTEE**

	DESCRIPTION OF CHARGE	VAT	GL ACCOUNT CODE	UNIT	2024-25 £	2025-26 £	2025-26 Expected Volume	2025-26 Expected Income £	%age increase	£ increase	Externally Set	Explanation regarding the recommended level of charge
5	<b>HOUSING</b>											
	5.1 Use of Guest Rooms	E	1150* 9552	Night	25.00	26.00			4.00%	1.00		<i>Rent increase of 2.7%</i>
	5.2 Hostel charge	E	14202 9600	Weekly	244.94	251.55			2.70%	6.61		
	5.3 Personal contribution for hotel accommodation	E	14201 9104	Weekly	23.60	24.00			1.69%	0.40		
	5.4 Room Hire - Communal lounge (sheltered housing scheme)	E	1150* 9554	Hourly	22.00	23.00			4.55%	1.00		
	5.5 Communal lounge and kitchen facilities	E	1150* 9554	Hourly	27.00	28.00			3.70%	1.00		
	5.6 Key Fob Deposits - Refundable	E	62023 9629	Each	10.00	10.00			0.00%	0.00		

**VAT Key**

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

SERVICE DELIVERY COMMITTEE

6	DESCRIPTION OF CHARGE	VAT	GL ACCOUNT CODE	UNIT	2024-25	2025-26	2025-26 Expected Volume	2025-26 Expected Income	%age increase	£ increase	Externally Set	Explanation regarding the recommended level of charge
					£	£		£				
	<b>CEMETERIES</b>											All increased by 3%.
	The Cemeteries are open for interments from 9:30am to 3.45pm (2.30pm on Fridays); the latest time that an interment can be booked is 3.15pm (Monday to Thursday) and 2.00pm (Friday). For bookings outside of these hours the interment fee will be doubled.											
	<b>6.1 PURCHASE OF GRAVE AND EXCLUSIVE RIGHT OF BURIAL</b>											
	(a) Resident											
	i) Adult grave (a single grave for two coffin burials and up to six ash caskets; includes application fee for memorial not exceeding 2' 6" (750mm).	E	20102 9200		1,060.29	1,166.00			9.97%	105.71		
	Children's grave (a single grave for one coffin burial in the children's section of Oadby Cemetery or Wigston Cemetery for a child up to and including 12 years of age; includes application fee for memorial not exceeding 2' 6" (750mm).	E	20102 9200		294.53	324.00			10.01%	29.48		
	iii) Cremated remains plot in the Garden of Remembrance at Oadby Cemetery or Wigston Cemetery (a single plot for two caskets; includes application fee for memorial not exceeding 2'6" (750mm).	E	20102 9200		541.93	596.00			9.98%	54.07		
	(b) Non Resident											
	The above charges are trebled in the case of a Non Resident of the Borough of Oadby and Wigston											
	(c) The fees above include the issue of the Deed of Grant of Burial which is given for a period of 100 years											
	i) To extend the exclusive right of burial in a grave previously purchased for a further 50 years.	E	20102 9200		212.06	233.00			9.88%	20.94		
	<b>NOTES:</b>											
	The allocation of grave spaces for interment and exclusive rights of burial at both the cemeteries will be made available only in rotation.											
	Purchase of burial or cremation plots in advance is not permitted at Oadby Cemetery											
	Purchase of burial plots or cremation plots in Wigston Cemetery is limited to a maximum of 2 per applicant											
	<b>6.2 INTERMENT - IN A PRIVATE OR COMMON GRAVE</b>											
	For Interment in a Grave :-											
	(a) Resident											
	i) A child whose age at the time of death did not exceed one month.	E	20102 9200		176.72	194.00			9.78%	17.29		
	ii) A child whose age at the time of death exceeded one month but did not exceed 12 years.	E	20102 9200		612.61	674.00			10.02%	61.39		
	iii) A person whose age at the time of death exceeded 12 years.	E	20102 9200		212.06	233.00			9.88%	20.94		
	iv) For the interment of cremated remains in a grave or vault.	E	20102 9200		94.25	104.00			10.35%	9.75		
	v) A scattering of Ashes	E	20102 9200									
	(b) Non Resident											
	The above charges are double in the case of a non resident of the Borough of Oadby and Wigston.											
	(c) Additional charge for burial with less than 48 hours notice or cremated remains with less than 24 hours notice over and above charges at i) ii) iii) and iv) for residents and non residents.	E	20102 9200		282.74	311.00			9.99%	28.26		
	<b>NOTE:</b>											
	The above charges include the digging of a grave where appropriate											
	<b>6.4 WALLED GRAVES AND VAULTS</b>											
	(a) For the right to construct a walled grave or vault:-											
	i) 9ft x 9ft	E	20102 9200		1,414.79	1,556.00			9.98%	141.21		
	ii) 9ft x 4ft	E	20102 9200		1,143.83	1,258.00			9.98%	114.17		
	<b>6.5 MONUMENTS, GRAVESTONES, TABLETS AND INSCRIPTIONS</b>											
	(a) For the right to erect or place on a grave or vault subject to approval of the Council;											
	A headstone or memorial tablet, vase and base											
	i) not exceeding 1ft in height (300mm)	I	20102 9200		94.25	104.00			10.35%	9.75		
	ii) exceeding 1ft but not exceeding 2ft 6in. (300mm to 750mm)	I	20102 9200		129.59	143.00			10.35%	13.41		
	iii) exceeding 2ft 6in (over 750mm) (but see <b>NOTES</b> below)	I	20102 9200		247.40	272.00			9.94%	24.60		
	(b) Kerbstone, Borderstone or Flatstone enclosing or over a grave (but see <b>NOTES</b> below)	I	20102 9200		282.74	311.00			9.99%	28.26		
	(c) For the right to place an inscribed plaque on the memorial at the Garden of Remembrance at Oadby Cemetery.											
	i) Not Exceeding 6ins x 4ins (150mm x 100mm)	I	20102 9200		82.47	91.00			10.35%	8.53		
	ii) Exceeding 6ins x 4ins (150mm x 100mm)	I	20102 9200		117.81	130.00			10.35%	12.19		
	(d) For each inscription after the first inscription	I	20102 9200		70.69	78.00			10.35%	7.31		
	(e) Replacement of existing memorial - administration fee	I	20102 9200		70.69	78.00			10.35%	7.31		
	<b>NOTES:</b>											
	Kerb edgings, headstones and memorials exceeding 2'6" (750mm) are not allowed in the Gardens of Remembrance and if installed will be removed.											
	An additional inscription is defined as an action taken after the erection of the monument.											
	Fees are to be enclosed with all applications											
	<b>6.6 MISCELLANEOUS</b>											
	(a) Transfer of Grave Ownership	N	20102 9200		70.69	78.00			10.35%	7.31		

(b)	for Searches of registers, copies and extracts therefrom:									
(i)	Search of registers by Council staff - per hour or part hour	N	20102 9200	35.34	39.00			10.35%	3.66	
	Search of registers - in person - per hour or part hour	N	20102 9200	35.34	39.00			10.35%	3.66	
(ii)	Certificated copies of entry	N	20102 9200	35.34	39.00			10.35%	3.66	
(c)	Notice of Interment Forms									
(d)	Use of the Chapel at Wigston Cemetery - per funeral	I	20102 9200	193.85	213.00			9.88%	19.15	
(e)	Purchase and planting of memorial trees - Donation	I	20102 9200	259.18	285.00			9.96%	25.82	
(f)	Donation towards a memorial seat (provided and installed by Council)	I	20102 9200	907.14	998.00			10.02%	90.86	
(g)	Exhumation (where requested by Deed Holder - subject to the required statutory approvals) - burial plot	E	20102 9200	918.92	1,011.00			10.02%	92.08	
(h)	Exhumation (where requested by Deed Holder - subject to the required statutory approvals) - casket plot	E	20102 9200	318.09	350.00			10.03%	31.91	
<b>* DEFINITION OF THE TERM RESIDENT *</b>										
For Purchase of Grant of Right of Burial a <b>RESIDENT</b> is defined as:										
A person who, at the time of applying, has a permanent home address within the Borough										
For Interments a <b>RESIDENT</b> is defined as:										
i)	A person who had resided at a private address within the Borough for 5 consecutive years immediately preceding the date of death <b>OR</b>									
ii)	A person who had at the time of death, resided in a residential or nursing home (or similar establishment) outside of the Borough for 3 years or less but had resided at an address within the Borough for the 5 consecutive years (or more) immediately preceding moving to the residential or nursing home <b>OR</b>									
iii)	A person who had resided within the Borough for 5 consecutive years (or more) but had within the 6 months immediately preceding the date of death moved from the Borough.									

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DEVELOPMENT CONTROL COMMITTEE

	DESCRIPTION OF CHARGE	VAT	GL ACCOUNT CODE	UNIT	2024-25 £	2025-26 £	2025-26 Expected Volume	2025-26 Expected Income £	%age increase	£ increase	Externally Set	Explanation regarding the recommended level of charge
1	<b>Advertising and sponsorship</b>											
	<b>ADVERTISING ON THE DIGITAL DISPLAY SCREENS</b>											
	(a) Community Groups/Charity not-for-profit advert											
	i) First advert in quarter	I	30001 9201	First screen only	0.00	0.00			0.00%	0.00		
	ii) First advert in quarter on all three screens	I	30001 9201	Additional screens	50.00	52.00			4.00%	2.00		
	iii) Additional adverts in same quarter	I	30001 9201	Per screen	25.00	26.00			4.00%	1.00		
	(b) Business Within the Borough, community groups outside the borough or Community Groups/Charities from within the borough with a for-profit advert											
	i) Advert shown for up to one month	I	30001 9201	Per screen	50.00	52.00			4.00%	2.00		
	ii) Advert shown for between one and three months	I	30001 9201	Per screen	125.00	129.00			3.20%	4.00		
	iii) Advert shown for between three months and six months	I	30001 9201	Per screen	250.00	258.00			3.20%	8.00		
	iv) Advert shown for between six and 12 months	I	30001 9201	Per screen	450.00	464.00			3.11%	14.00		
	(c) Business Outside the Borough											
	i) Advert shown for up to one month	I	30001 9201	Per screen	100.00	103.00			3.00%	3.00		
	ii) Advert shown for between one and three months	I	30001 9201	Per screen	250.00	258.00			3.20%	8.00		
	iii) Advert shown for between three months and six months	I	30001 9201	Per screen	500.00	515.00			3.00%	15.00		
	iv) Advert shown for between six and 12 months	I	30001 9201	Per screen	900.00	927.00			3.00%	27.00		
	NB: A 20% discount will be offered to any advertiser that wishes to display their advert on all three town centre screens at once (Oadby, Wigston and South Wigston)											
7.1	<b>ADVERTISING ON THE COUNCIL'S INTERNAL INTRANET AND STAFF NEWSLETTER</b>											
	(a) All advertisers	I	30001 9201	Per week	50.00	52.00			4.00%	2.00		
	NB: A 20% discount will be applied for subsequent weeks featuring the same advert											
7.2	<b>ADVERTISING ALONGSIDE THE COUNCIL'S OUR BOROUGH LEAFLET</b>											
	(a) All advertisers											
	i) Single sided A5 leaflet	I	30001 9201	Per edition	1,750.00	1,803.00			3.03%	53.00		
	ii) Doubled sided A5 leaflet	I	30001 9201	Per edition	1,950.00	2,009.00			3.03%	59.00		
7.2	<b>ADVERTISING WITHIN EMAILS SENT THROUGH THE COUNCIL'S EMAIL SUBSCRIPTION SERVICE</b>											
	(a) Promotion of a not-for-profit community event within the borough to 2,700+ what's on and events subscribers	I	30001 9201	Per email	100.00	103.00			3.00%	3.00		
	(b) Promotion of a for-profit community event within the borough 2,700+ what's on and events subscribers	I	30001 9201	Per email	400.00	412.00			3.00%	12.00		
	(c) Promotion of a not-for-profit community event outside of the borough 2,700+ what's on and events subscribers	I	30001 9201	Per email	200.00	206.00			3.00%	6.00		
	(d) Promotion of a for-profit community event outside of the borough 2,700+ what's on and events subscribers	I	30001 9201	Per email	800.00	824.00			3.00%	24.00		
	(e) Inclusion of square/rectangle advert in 5 emails to subscribers in a one-month period (guaranteed to be delivered to a minimum of 5 subscribers)	I	30001 9201	Per month	250.00	258.00			3.20%	8.00		
	(f) Inclusion of banner advert in a 5 emails to subscribers in a one-month period (guaranteed to be delivered a minimum of 5 subscribers)	I	30001 9201	Per month	400.00	412.00			3.00%	12.00		
	NB: Prices for adhoc request available											

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SERVICE DELIVERY COMMITTEE

	DESCRIPTION OF CHARGE	VAT	GL ACCOUNT CODE	UNIT	2024-25 £	2025-26 £	2025-26 Expected Volume	2025-26 Expected Income £	%age increase	£ increase	Externally Set	Explanation regarding the recommended level of charge
8	<b>RECREATION GROUNDS, PAVILION, OFFICES &amp; GREEN SPACES HIRE</b>											All increased by 3%.
	<b>8.1 BROCKS HILL COUNCIL OFFICES</b>											
	(a) Civic suite combined (large; accommodates 80 with row seating):											
	commercial:											
	- first hour	I	39917 9201		50.00	52.00			4.00%	2.00		
	- subsequent/part hour	I	39917 9201		40.00	41.00			2.50%	1.00		
	non-commercial:											
	- first hour	I	39917 9201		40.00	41.00			2.50%	1.00		
	- subsequent/part hour	I	39917 9201		30.00	31.00			3.33%	1.00		
	(b) Civic suite 2 (medium; accommodates 20):											
	Civic suite 1 (small; accommodates 16):											
	commercial:											
	- first hour	I	39917 9201		36.00	37.00			2.78%	1.00		
	- subsequent/part hour	I	39917 9201		24.00	25.00			4.17%	1.00		
	non-commercial:											
	- first hour	I	39917 9201		28.50	29.00			1.75%	0.50		
	- subsequent/part hour	I	39917 9201		21.00	22.00			4.76%	1.00		
	(c) Campfire room (accommodates 5):											
	commercial:											
	- first hour	I	39917 9201		25.00	26.00			4.00%	1.00		
	- subsequent/part hour	I	39917 9201		16.00	16.00			0.00%	0.00		
	non-commercial:											
	- first hour	I	39917 9201		20.00	21.00			5.00%	1.00		
	- subsequent/part hour	I	39917 9201		13.00	13.00			0.00%	0.00		
	<b>8.2 BROCKS HILL COUNTRY PARK (EDUCATION VISITS)</b>											
	A set charge for each activity for up to 20 children maximum. For schools located within the borough. There is no charge for teachers/leaders.	E	20201 9201		70.00	72.00			2.86%	2.00		
	A set charge for each activity for up to 20 children maximum. For schools located outside the borough. There is no charge for teachers/leaders.	E	20201 9201		80.00	82.00			2.50%	2.00		
	Self-Led Activity kits (please note that for any self-led activity the loss or damage of any of the equipment provided will have to be paid for and you will be invoiced following the event)	E	20201 9201		50.00	52.00			4.00%	2.00		
	<b>8.3 ROOM HIRE PER HOUR - VAT Exempt Pavilions</b>											
	Blaby Road Park Pavilion		20010 ****									
	Freer Centre		20004 ****									
	Sheila Mitchell Pavilion		20005 ****									
	Uplands Park Pavilion		20012 ****									
	(a) Freer Centre room hire (Fri) - first hour	E	20004 9201		45.00	46.00			2.22%	1.00		
	Freer Centre room hire (Fri) - subsequent/part hour	E	20004 9201		18.00	19.00			5.56%	1.00		
	Freer Centre room hire (Sat) - first hour	E	20004 9201		51.00	53.00			3.92%	2.00		
	Freer Centre room hire (Sat) - subsequent/part hour	E	20004 9201		18.00	19.00			5.56%	1.00		
	Freer Centre room hire (Sun) - first hour	E	20004 9201		57.00	59.00			3.51%	2.00		
	Freer Centre room hire (Sun) - subsequent/part hour	E	20004 9201		18.00	19.00			5.56%	1.00		
	Room hire fee includes an inspection fee (Fri £20; Sat £26, Sun £32)											
	(b) Non Commercial Use - first hour	E	**** 9539	First Hour	25.00	26.00			4.00%	1.00		
	Non Commercial Use - each subsequent hour or part hour	E	**** 9539	Per Hour	18.00	19.00			5.56%	1.00		
	(c) Commercial Use - first hour	E	**** 9538	First Hour	30.00	31.00			3.33%	1.00		
	Commercial Use - each subsequent hour or part hour	E	**** 9538	Per Hour	21.00	22.00			4.76%	1.00		
	Saturday evening hire - minimum charge of 4 hours booking from 5pm onwards											
	(d) Refundable deposit per booking (full or part)	E	62023 9627	Deposit								
	(e) Charge for lost keys (in addition to (e) below)	E	**** 9539	Each	22.00	23.00			4.55%	1.00		
	(f) Late return of keys (charge per working day)	E	**** 9539	Each	15.00	15.00			0.00%	0.00		
	<b>8.4 ROOM HIRE PER HOUR - Vatable Pavilions</b>											
	Coombe Park Pavilion		20015 ****									

		20013 ****						
Thythorn Hill Community Centre								
(a)	Non Commercial Use - first hour	I **** 9539	Per Hour	28.50	29.00		1.75%	0.50
	Non Commercial Use - each subsequent hour or part hour	I **** 9539	Per Hour	21.00	22.00		4.76%	1.00
(b)	Commercial Use - first hour	I **** 9538	Per Hour	36.00	37.00		2.78%	1.00
	Commercial use - each subsequent hour or part hour	I **** 9538	Per Hour	24.00	25.00		4.17%	1.00
(c)	Refundable deposit per booking (full or part)	E 62023 9627	Deposit					
(d)	Charge for lost keys (in addition to (e) below)	E **** 9539	Each	22.00	23.00		4.55%	1.00
(e)	Late return of keys (charge per working day)	E **** 9539	Each	15.00	15.00		0.00%	0.00
** Saturday evening hire - minimum charge of 4 hours booking from 5pm onwards								
<b>CANCELLATION OF ROOM HIRE</b>								
Cancellation with more than 8 weeks notice - return 100% of hire fee								
Cancellation less than 8 weeks but more than 6 weeks - return 75% of hire fee								
Cancellations less than 6 weeks but more than 14 days- return 50% of hire fee								
Cancellations less than 14 days but more than 7 days - return 25% of hire fee								
Cancellations with less than 7 days notice - hire fee not returned								
<b>8.5 RECREATION GROUNDS</b>								
(a)	Bowls							
i)	Season Ticket - Adult	I 20002 9530	Each	111.33	115.00		3.30%	3.67
ii)	Half Season Ticket - Adult	I 20002 9530	Each	55.37	57.00		2.94%	1.63
iii)	Season Ticket - Junior (under 18)	I 20002 9530	Each	34.75	36.00		3.59%	1.25
iv)	Hourly Ticket - per person	I 20002 9532	Per Person	4.71	5.00		6.10%	0.29
v)	Visiting Team							
v)	Season Ticket - New member (one year introductory offer)	I 20002 9530	Each	37.11	38.00		2.40%	0.89
(b)	Cricket							
i)	Per match VATable	I 20002 9533	Per Match	93.07	96.00		3.15%	2.93
ii)	Per match Non VATable	E 20002 9534						
(c)	Football - Junior Clubs (Under 10's and below)							
i)	With shower facilities VATable	I 20002 9536	Per Booking	27.10	28.00		3.34%	0.90
	With shower facilities non VATable	E 20002 9537						
ii)	Without shower facilities VATable	I 20002 9536	Per Booking	14.14	15.00		6.10%	0.86
	Without shower facilities non VATable	E 20002 9537						
iii)	Academy (Coombe Park - subject to VAT at Standard Rate)	I 20002 9536	Per Booking	203.81	210.00		3.04%	6.19
(d)	Football - Youths (10 - 18 years)							
i)	With shower facilities VATable	I 20002 9536	Per Booking	49.48	51.00		3.07%	1.52
ii)	Without shower facilities Non VATable	E 20002 9537	Per Booking	24.74	25.00		1.05%	0.26
(e)	Football - Senior Clubs (Over 18s)							
i)	With shower facilities VATable	I 20002 9536	Per Booking	74.22	76.00		2.40%	1.78
	With shower facilities non VATable	E 20002 9537						
ii)	Without shower facilities VATable	I 20002 9536	Per Booking	37.11	38.00		2.40%	0.89
	Without shower facilities non VATable	E 20002 9537						
iii)	Coombe Park - subject to VAT at Standard Rate	I 20002 9537	Per Booking					
iv)	Thythorn Hill (Horsewell Lane) - subject to VAT at Standard Rate	I 20002 9537	Per Booking	74.22	76.00		2.40%	1.78
v)	Peace Memorial Park - 5 a side	I 20002 9536	Per Booking					
Bookings of 10 matches or more booked together, are exempt from VAT (except Coombe Park)								
(f)	Rounders - Senior Clubs (Over 18s)							
(i)	Willow Park VATable with changing rooms/showers	I 20014 9536	Per booking	74.22	76.00		2.40%	1.78
(ii)	Willow Park Non VATable with changing rooms/showers	E 20014 9537						
(iii)	Willow Park VATable pitch only	I 20014 9536	Per booking	37.11	38.00		2.40%	0.89
(iv)	Willow Park Non VATable pitch only	E 20014 9537						
(g)	Rounders - Junior / Youth teams (under 18s)							
(i)	Willow Park VATable with changing rooms/showers	I 20014 9536	Per booking	49.48	51.00		3.07%	1.52
(ii)	Willow Park Non VATable with changing rooms/showers	E 20014 9537						
(iii)	Willow Park VATable pitch only	I 20014 9536	Per booking	24.74	25.00		1.05%	0.26
(iv)	Willow Park Non VATable pitch only	E 20014 9537						
Bookings of 10 matches or more booked together, are exempt from VAT (except Coombe Park and Thythorn Hill)								
(h)	Fetes and Galas - Activities for commercial gain							
i)	Use of Ground - per day	E 20002 9552	Per Day	706.86	728.00		2.99%	21.14
ii)	Deposit - to be returned in part or whole dependent on condition of ground.	N 62023 9624	Deposit	1,178.10	1,213.00		2.96%	34.90
(i)	Fetes and Galas - Community events supportive of Council priorities							

i)	Use of Ground - per day			Per Day								
ii)	Deposit - to be returned in part or whole dependent on condition of ground.	N	62023 9624	Deposit	235.62	243.00			3.13%	7.38		
	Personal trainers and instructors - licence for use of parks	E	20002 9552	12 months	176.72	182.00			2.99%	5.29		
	Personal trainers and instructors - licence for use of parks	E	20002 9552	1 month	23.56	24.00			1.86%	0.44		
<b>NOTES</b>												
Deposits may be withheld in part or full for any damage caused and / or where the hirer fails to leave the building clean and tidy for the next user and / or where a hirer fails to remove and dispose of waste arising from their hire. An additional charge (over and above the deposit) is levied for the late return / non return of keys.												

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SERVICE DELIVERY COMMITTEE

	DESCRIPTION OF CHARGE	VAT	GL ACCOUNT CODE	UNIT	2024-25 £	2025-26 £	2025-26 Expected Volume	2025-26 Expected Income £	%age increase	£ increase	Externally Set	Explanation regarding the recommended level of charge
10	<b>ALLOTMENTS</b>											All increased by 3%.
10.1	<b>RESIDENTS</b> Rent of plot to residents of the Borough - - per square yard from 23/24											
	1) Wigston Road	N	20001 9552	Each	0.26	0.27			3.00%	0.01		
	2) Aylestone Lane	N	20001 9552	Each	0.26	0.27			3.00%	0.01		
	3) Manchester Gardens - Rectangle	N	20001 9552	Each	0.24	0.25			3.00%	0.01		
	4) Manchester Gardens - Triangle	N	20001 9552	Each	0.21	0.22			3.00%	0.01		
	5) Brabazon Road	N	20001 9552	Each	0.24	0.25			3.00%	0.01		
	<b>NB:</b> Allotment rent year runs from 29 September to 28 September the following year											
10.2	<b>SENIOR CITIZENS</b> 25% reduction on the above charge											
10.3	<b>DEPOSIT - REFUNDABLE</b>	N	20001 9622	Each	60.00	62.00			3.33%	2.00		
10.4	<b>KEY - REPLACEMENT</b>	I	20001 9362	Each	22.00	23.00			4.55%	1.00		



	DESCRIPTION OF CHARGE	VAT	GL ACCOUNT CODE	UNIT	2024-25 £	2025-26 £	2025-26 Expected Volume	2025-26 Expected Income £	%age increase	£ increase	Externally Set	Explanation regarding the recommended level of charge
11	<b>SPECIAL COLLECTION OF HOUSEHOLD REFUSE</b>											
	<b>11.1 COLLECTION OF HOUSEHOLD REFUSE</b>											
	(a) The following non electrical items can be collected :- All Domestic items - house improvement or building work related. Items such as building waste or replaced windows will not be collected. Broken glass must be supplied in a box. Bagged, boxed and tied waste will be classed as individual items. Sheds <u>must</u> be dismantled and each panel classed as an item. Items <u>must</u> be presented in a form that reasonably facilitates loading and satisfies manual handling requirements - failure to do so will result in non-collection and payment refunded for those items not collected. Note - Bags should be strong enough so items do not split when being taken to vehicle. Charges for Garden Tools and Equipment* are :-											
	i) 3 Item	N	20801 9310	Each	40.00	41.00			2.50%	1.00		
	ii) Each Additional Item	N	20801 9310	Each	5.00	5.00			0.00%	0.00		
	(b) The following electrical items can be collected :- Vacuum Cleaners, Televisions, Fridge, Fridge/Freezer, Coolers, Washing Machines, Tumble Dryers, Dishwashers, Audio Visual Equipment. Charges for Electrical Items are :-											
	i) 1 Item	N	20801 9310	Each	40.00	41.00			2.50%	1.00		
	ii) Each Additional Item	N	20801 9310	Each	5.00	5.00			0.00%	0.00		
	The collection of electrical and non-electrical items are two separate services. Free collection for all items above, for those residents receiving :- Housing Benefit, Council Tax Benefit or Disability Benefit, Military Service - Maximum of four items - no more than two separate collections per annum * Garden Tools can be taken to Brocks Hill Environment Centre ( for re-use by volunteers working in the Borough )											
	ii) Contaminated Bins	N		Each	54.00	56.00			3.70%	2.00		
	<b>11.2 GARDEN WASTE COLLECTION SERVICE</b>											
	(a) This charge applies to 1 x 240 litre bin or up to 2 x 140 litre bins (le still applies if there is only 1 x 140 litre bin) This provides a fortnightly collection all year round.	N	20805 9318	Each	60.00	60.00			0.00%	0.00		
	(b) i) Additional bins: 140Litres	N	20805 9217	Each	25.00	25.00			0.00%	0.00		
	ii) Additional Bins: 240Litres				35.00	35.00			0.00%	0.00		
	* Please see separate terms & conditions for further details											
	c. Intorduction of Bin Swaps	N	20805 9217	Each	30.00	30.00			0.00%	0.00		
	<b>11.3 RECYCLING COLLECTION SERVICE - ADDITIONAL WHEELIE BIN</b>	N	20805 9217	Each	19.00	20.00			5.26%	1.00		
	Bulky Waste charge	N			40.00	41.00			2.50%	1.00		
	<b>11.4 DISPOSAL OF DECEASED DOMESTIC ANIMALS</b>	I	20701 9200	Each	73.00	75.00			2.74%	2.00		

**VAT Key**

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

	DESCRIPTION OF CHARGE	VAT	GL ACCOUNT CODE	UNIT	2024-25 £	2025-26 £	2025-26 Expected Volume	2025-26 Expected Income £	%age increase	£ increase	Externally Set	Explanation regarding the recommended level of charge
12	<b>COUNCIL CAR PARKS</b>											
12.1	<b>COUNCIL CAR PARKS</b>											
(a)	Off Street parking		20501 9500									discuss proposed increases with Budget Manager/Service Head. In 24/25 the majority of permits were increased by 100%
	Parking charge for stays of over 3 hours (where applicable)	I	20501 9500	Each	FREE	FREE			0.00%	0.00		
	Parking charge in 30 minute quick shop bays			Each					0.00%	0.00		
	Pay and Display - Town Centre car parks for up to 2 hours	N		Each	1.50	1.50			0.00%	0.00		
	Pay and Display - Town Centre car parks for up to 2 - 4 hours	N		Each	4.00	4.00			0.00%	0.00		
	Pay and Display - Town Centre car parks for over 4 hours	N		Each	6.00	6.00			0.00%	0.00		
	Pay and Display - Leisure Centre Car Parks 2 hours	N		Each	1.00	1.00			0.00%	0.00		
	Pay and Display - Leisure sites Car Parks for up to 4 hours	N		Each	2.00	2.00			0.00%	0.00		
	Pay and Display - Leisure sites Car Parks over 4 hours	N		Each	6.00	6.00			0.00%	0.00		
	Annual Parking Permit for all council car parks - Borough residents	N		Each	150.00	150.00			0.00%	0.00		
	Annual Parking Permit for all council car parks - Non residents	N		Each	300.00	300.00			0.00%	0.00		
	Annual permit for all town centre car parks only - Borough Residents	N		Each	100.00	100.00			0.00%	0.00		
	Annual permit for all town centre car parks only - non residents	N		Each	200.00	200.00			0.00%	0.00		
	Annual Parking permit for Oadby town centre car parks only - Borough residents	N		Each	50.00	50.00			0.00%	0.00		
	Annual Parking permit for Oadby town centre car parks only - Non residents	N		Each	100.00	100.00			0.00%	0.00		
	Annual Parking permit for Wigston & South Wigston town centre car parks only - Borough residents	N		Each	50.00	50.00			0.00%	0.00		
	Annual Parking permit for Wigston & South Wigston town centre car parks only - Non residents	N		Each	100.00	100.00			0.00%	0.00		
	Annual Parking permit for Leisure sites car parks only - Borough residents	N		Each	50.00	50.00			0.00%	0.00		
	Annual Parking permit for Leisure sites car parks only - Non residents	N		Each	100.00	100.00			0.00%	0.00		
	Annual Parking permit Countesthorpe Road Car park only - Monday to Friday before 9.30am and 2.30pm to 4.00pm term time only - Borough residents and non residents	N		Each	20.00	20.00			0.00%	0.00		
	6 month parking permit for all council car parks - Borough residents	N		Each	75.00	75.00			0.00%	0.00		
	6 month parking permit for all council car parks - Non residents	N		Each	150.00	150.00			0.00%	0.00		
	6 month parking permit for Oadby town centre car parks only - Borough residents	N		Each	25.00	25.00			0.00%	0.00		
	6 month parking permit for Oadby town centre car parks only - Non residents	N		Each	50.00	50.00			0.00%	0.00		
	6 month parking permit for Wigston & South Wigston town centre car parks only - Borough residents	N		Each	25.00	25.00			0.00%	0.00		
	6 month parking permit for Wigston & South Wigston town centre car parks only - Non residents	N		Each	50.00	50.00			0.00%	0.00		
	6 month parking permit for Leisure sites car parks only - Borough residents	N		Each	25.00	25.00			0.00%	0.00		
	6 month parking permit for Leisure sites car parks only - Non residents	N		Each	50.00	50.00			0.00%	0.00		
	Second permit charge	N		Each								

**VAT Key**

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**OADBY AND WIGSTON BOROUGH COUNCIL CAPITAL PROGRAMME**

Project Code Reference	Scheme	Budget Holder	2024/25									Funding													
			2024-25 Proposals	2023-24 Budgeted C/F	2023-24 Budgeted Addition	2024-25 Approved Budget	2023-24 Final C/F	Additions/Removals/Transfers	Slippage to 2025/26	2024-25 Total Budget	2025/26 Preliminary	2026/27 Preliminary	2027/28 Preliminary	2028/29 Preliminary	2029/30 Preliminary	Grant & S106	Capital Receipts	1-4-1	Major Repairs Reserve	Reserves/Other Reserves	Revenue	Leasing or Borrowing			
<b>Funding Available B/F Estimated Additions in Year</b>																									
<b>Total Funding Available</b>																									
<b>Housing Revenue Account</b>																									
50003	Central Heating	Chris Eyre	0	0	0	0	315,062	904,023	0	1,219,086	0	0	0	0	0	0	0	0	0	0	1,219,086	0	0	0	
50006	Front & Rear Doors	Chris Eyre	0	0	0	0	(4,868)	154,868	(125,000)	25,000	125,000	0	0	0	0	0	0	0	0	0	150,000	0	0	0	
50009	Fire Safety Marriot House	Chris Eyre	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
50016	Decent Homes Work	Chris Eyre	1,000,000	195,018	0	1,195,018	9,473	(1,079,489)	0	125,000	1,377,253	1,500,000	1,500,000	1,500,000	1,500,000	0	0	0	0	0	7,502,253	0	0	0	
50017	Minor Adaptations	Chris Eyre	0	14,907	0	14,907	(31,657)	218,530	0	200,000	0	0	0	0	0	0	0	0	0	0	200,000	0	0	0	
50019	Fire Safety	Chris Eyre	0	80,000	0	80,000	58,432	300,000	0	438,432	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
50024	Ventilation Insulation	Chris Eyre	0	0	0	0	(2,041)	2,041	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
50029	New Housing Inflatives	Chris Eyre	0	2,178,225	0	2,178,225	0	(20,726)	(1,772,499)	385,000	1,772,499	0	0	0	0	0	0	0	0	0	2,096,807	60,893	0	0	
50041	Stock Condition Survey	Chris Eyre	0	100,000	0	100,000	0	30,000	0	130,000	0	0	0	0	0	0	0	0	0	0	0	130,000	0	0	
50046	Kitchen Replacements Decent Homes, incl Bathrooms	Chris Eyre	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
50047	Housing Block Improvements	Chris Eyre	0	0	0	0	(83,966)	83,966	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
50049	Horsewell Lane housing development, Modular Build	Chris Eyre	0	0	0	0	(20,726)	20,726	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
	Acquisition of Existing Property	Chris Eyre	0	0	0	0	(9,159)	9,159	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
	Decarbonisation of Housing Stock	Chris Eyre	500,000	761,142	269,000	1,530,142	0	(621,306)	(198,453)	710,383	321,200	0	0	0	0	0	0	0	0	0	515,792	0	0	0	
<b>Total - HRA</b>			<b>1,500,000</b>	<b>3,329,380</b>	<b>269,000</b>	<b>5,098,380</b>	<b>230,682</b>	<b>(208)</b>	<b>(2,095,952)</b>	<b>3,232,902</b>	<b>3,595,952</b>	<b>1,500,000</b>	<b>1,500,000</b>	<b>1,500,000</b>	<b>1,500,000</b>	<b>1,500,000</b>	<b>0</b>	<b>0</b>	<b>2,096,807</b>	<b>10,216,255</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>General Fund - Service Delivery</b>																									
52002	Disabled Facilities Grant	Adrian Thorpe	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
52052	Oadby Pool Housing Project	Adrian Thorpe	0	0	0	0	0	18,460	0	18,460	0	0	0	0	0	0	0	0	0	0	0	0	0	18,460	
53908	UKSPF Digital Highstreets	Adrian Thorpe	0	0	0	0	1,652	(1,652)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
53909	UKSPF Shop Front Scheme	Adrian Thorpe	0	0	0	0	9,786	22,000	0	28,786	0	0	0	0	0	0	0	0	0	0	28,786	0	0	0	
	UKSPF Wigston Town Centre Capital Projects	Adrian Thorpe	0	0	0	0	0	64,000	0	64,000	0	0	0	0	0	0	0	0	0	0	64,000	0	0	0	
53910	UKSPF Street Furniture	Adrian Thorpe	0	0	0	0	0	125,000	0	125,000	0	0	0	0	0	0	0	0	0	0	0	125,000	0	0	
53911	UKSPF Town Centre Signage	Adrian Thorpe	0	0	0	0	0	10,000	0	10,000	0	0	0	0	0	0	0	0	0	0	10,000	0	0	0	
53912	UKSPF Murals	Adrian Thorpe	0	0	0	0	0	40,000	0	40,000	0	0	0	0	0	0	0	0	0	0	40,000	0	0	0	
53913	UKSPF Play Park	Adrian Thorpe	0	0	0	0	0	51,516	0	51,516	0	0	0	0	0	0	0	0	0	0	51,516	0	0	0	
53914	UKSPF Kilby Waterside Towpath	Adrian Thorpe	0	0	0	0	0	150,000	0	150,000	0	0	0	0	0	0	0	0	0	0	150,000	0	0	0	
54010	Play Area Refurbishments	David Gill	0	8,400	0	8,400	0	8,400	0	8,400	0	0	0	0	0	0	0	0	0	0	0	0	0	8,400	
54017	Xmas Decoration Infrastructure	Adrian Thorpe	7,500	0	0	7,500	0	0	0	7,500	7,500	7,500	7,500	7,500	7,500	0	0	0	0	0	37,500	0	0	0	
54018	Alliment Drainage	David Gill	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
54094	Website accessibility	Trish Hatton	0	5,000	0	5,000	0	0	0	5,000	0	0	0	0	0	0	0	0	0	0	0	0	0	5,000	
54097	Walter Charles Premises Repair	David Gill	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
54098	Asbestos Removal	David Gill	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
54114	Car Park Resurfacing	David Gill	0	8,976	0	8,976	(8,976)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
54133	Replacement RCV	David Gill	0	0	0	0	0	238,511	0	238,511	0	0	0	0	0	0	0	0	0	0	238,511	0	0	0	
54147	Recycling Wheelie Bins	David Gill	0	0	0	0	0	199,557	0	199,557	0	0	0	0	0	0	0	0	0	0	199,557	0	0	0	
54150	CCTV Cameras	David Gill	0	0	0	0	0	22,172	0	22,172	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
54151	Air Quality Monitoring	David Gill	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	22,172	
54159	Play & Display Scheme	David Gill	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
54162	Vehicle Refurbishment	David Gill	400,000	284,924	0	684,924	0	(493,045)	(129,199)	62,680	1,164,199	285,000	250,000	750,000	320,000	0	0	0	0	0	2,831,879	0	0	0	
54164	7.5 Tonne Box Lorry	David Gill	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
54165	Refuse Route Optimisation	David Gill	0	0	0	0	0	14,850	0	14,850	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
54167	Waste Transformation	David Gill	0	0	0	0	0	125,759	0	125,759	0	0	0	0	0	0	0	0	0	0	125,759	0	0	14,850	
54169	2 Isuzu 4WD Pickups	David Gill	0	0	0	0	0	61,238	0	61,238	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
54169	Ford Transit Tipper	David Gill	0	0	0	0	0	34,000	0	34,000	0	0	0	0	0	0	0	0	0	0	34,000	0	0	0	
54172	2 Transit Connect Trend L2 250	David Gill	0	0	0	0	0	47,916	0	47,916	0	0	0	0	0	0	0	0	0	0	47,916	0	0	0	
54172	New Facility at Uplands Park	David Gill	0	135,525	0	135,525	(1,162)	0	0	134,363	0	0	0	0	0	0	0	0	0	0	134,363	0	0	0	
54173	New Benches Oadby	David Gill	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
54174	Brocks Hill Additional Play Equipment	David Gill	0	82,000	0	82,000	0	0	0	82,000	0	0	0	0	0	0	0	0	0	0	82,000	0	0	0	
54174	Repairs to play area surface various play areas	David Gill	0	12,730	0	12,730	0	0	0	12,730	0	0	0	0	0	0	0	0	0	0	0	0	0	12,730	
54176	Town Centre WiFi	Adrian Thorpe	0	23,752	0	23,752	0	(23,752)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
54184	Uplands Pavilion Boiler	David Gill	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
54585	Wigston Cemetery – entrance drive resurfacing and disabled parking	David Gill	0	12,000	0	12,000	(12,000)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
54588	Tree Works – All Saints and St Wlstan Churchyards	David Gill	0	15,000	0	15,000	0	0	0	15,000	0	0	0	0	0	0	0	0	0	0	0	0	0	15,000	
54589	Multi use basketball / football court at Freer Park, Carlton Drive, Wigston	David Gill	0	35,000	0	35,000	0	(400)	0	34,600	0	0	0	0	0	0	0	0	0	0	0	0	0	34,600	
54590	Wigston Pool Photovoltaics Electrical	David Gill	0	0	0	0	0	184,050	0	184,050	0	0	0	0	0	0	0	0	0	0	184,050	0	0	0	
54591	Wessex RMX500 Mower	Trish Hatton	0	0	0	0	0	37,320	0	37,320	0	0	0	0	0	0	0	0	0	0	0	0	0	37,320	
56003	Customer Services	Trish Hatton	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
56010	IT replacements	Trish Hatton	0	0	0	0	0	0	0	0	66,000	66,000	50,000	66,000	66,000	66,000	0	0	0	0	314,000	0	0	0	
56026	Integra Upgrade	Colleen Warren	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
56027	41 Canal St CPO	David Gill	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
56044	Revs & Bens System	Sal Khan	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
56055	Document Management System Software	Colleen Warren	0	3,454	0	3,454	3,000	0																	

# Agenda Item 8



<b>Policy, Finance and Development Committee</b>	<b>Tuesday, 04 February 2025</b>	<b>Matter for Information and Decision</b>
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**Report Title:** **Treasury Management Policy and Strategies and Prudential Indicators (2025/26)**

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

<b>Purpose of Report:</b>	<p>This report contains the Capital Strategy and Prudential Indicators which ensure that the capital expenditure plans of local authorities are affordable, prudent, and sustainable.</p> <p>It also contains the Treasury Management Policy, Strategy and Plan including Treasury Management Indicators detailing the expected treasury management operations and impact on the prudential indicators for the forthcoming financial year.</p> <p>It fulfils the key requirements of the:</p> <ul style="list-style-type: none"> <li>• Local Government Act 2003;</li> <li>• The CIPFA Prudential Code for Finance in Local Authorities;</li> <li>• The CIPFA Code of Practice for Treasury Management in Public Services;</li> <li>• DLUHC Statutory Guidance on Local Government Investments; and</li> <li>• DLUHC Statutory Guidance on the Minimum Revenue Provision.</li> </ul>
<b>Report Summary:</b>	<p>The report contains the Council's:</p> <ul style="list-style-type: none"> <li>• Capital Strategy (2025/26) and Prudential Indicators (2024/25 – 2029/30)</li> <li>• Treasury Management Policy (2025/26)</li> <li>• Treasury Management Strategy (2025/26) and Treasury Management Indicators (2025/26 - 2029/30)</li> <li>• Minimum Revenue Provision Statement (2025/26)</li> <li>• Investment Strategy (2025/26 – 2027/28)</li> <li>• Flexible Use of Capital Receipts Strategy (2025/26)</li> </ul>
<b>Recommendation(s):</b>	<p>a) <b>That the Capital Strategy (2025/26) and Prudential Indicators (2024/25 – 2029/30) (as set out in Appendix 1) be approved;</b></p> <p>b) <b>That the Treasury Management Policy (2025/26) and Treasury Management Strategy (2025/26) &amp; Treasury Management Indicators (2025/26 – 2029/30) (as set out in Appendices 2 &amp; 3) be approved;</b></p> <p>c) <b>That the Minimum Revenue Provision Statement (2025/26) (as set out in Appendix 4) be approved;</b></p> <p>d) <b>That the Investment Strategy (2025/26 – 2027/28) (as set out in Appendix 5) be approved; and</b></p> <p>e) <b>That the Flexible Use of Capital Receipts Strategy (2025/26) (as set out in Appendix 6) be approved.</b></p>
<b>Senior Leadership, Head of Service, Manager, Officer and Other Contact(s):</b>	<p>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></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 Finance Business Partner) (0116) 257 2624 <a href="mailto:simon.ball@oadby-wigston.gov.uk">simon.ball@oadby-wigston.gov.uk</a></p>
<b>Strategic Objectives:</b>	Our Council (SO1)
<b>Vision and Values:</b>	"A Stronger Borough Together" (Vision) Resourceful & Resilient (V4)
<b>Report Implications: -</b>	
Legal:	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) Regulatory Governance (CR6)
Equalities and Equalities Assessment (EA):	There are no implications directly arising from this report. EA not applicable.
Human Rights:	There are no implications directly arising from this report.
Health and Safety:	There are no implications directly arising from this report.
<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>	<ol style="list-style-type: none"> <li>1. Capital Strategy (2025/26) and Prudential Indicators (2024/25 – 2029/30)</li> <li>2. Treasury Management Policy (2025/26)</li> <li>3. Treasury Management Strategy (2025/26) and Treasury Management Indicators (2025/26 - 2029/30)</li> <li>4. Minimum Revenue Provision Statement (2025/26)</li> <li>5. Investment Strategy (2025/26 – 2027/28)</li> <li>6. Flexible Use of Capital Receipts Strategy (2025/26)</li> </ol>

## **1. Introduction**

- 1.1 The Local Government Act 2003 and supporting regulations require the Council to 'have regard to' the Chartered Institute of Public Finance and Accountancy (CIPFA) Prudential Code and the CIPFA Treasury Management Code of Practice and to prepare, set and publish a Capital Strategy including prudential indicators, and a

Treasury Management Policy, Treasury Strategy and Plan including treasury indicators that ensure the Council's capital expenditure plans are affordable, prudent and sustainable in the long-term.

- 1.2 The prudential indicators consider the affordability and impact of capital expenditure plans and set out the Council's overall capital framework. The prudential indicators summarise expected treasury activity, introduce limits upon that activity and reflect the underlying capital programme. As a consequence, a Treasury Management Strategy is prepared which considers the effective funding of the capital expenditure decisions and complements the prudential indicators.
- 1.3 The Council is required to operate a balanced budget, meaning that cash raised during the year will meet cash expenditure. As part of this, the treasury management operation is to ensure that this cash flow is adequately planned, with cash being available when it is needed. Surplus moneys are invested in low-risk counterparties commensurate with the Council's low risk appetite, providing adequate liquidity initially before considering investment return. The Council is required to calculate its budget requirement for each financial year to include the revenue costs that flow from capital financing decisions. This, therefore, means that increases in capital expenditure must be limited to a level whereby charges to revenue remain affordable within the projected income of the Council for the foreseeable future. These increases in charges may arise from increases in interest charges and debt repayment caused by increased borrowing to finance additional capital expenditure and any increases in operational running costs from new capital projects.
- 1.4 Treasury Management is, therefore, an important part of the overall financial management of the Council's affairs. Treasury Management is defined as: "The management of the local authority's investments and cash flows, its banking, money market and capital market transactions; the effective control of the risk associated with those activities; and the pursuit of optimum performance consistent with those risks."
- 1.5 Specific treasury indicators are prepared and included in the Treasury Management Policy and Strategy which also requires Member approval.
- 1.6 The Annual Investment Strategy for Treasury Management investments, sets the limits for the maximum amounts to be invested and the types of investments the Council may consider.
- 1.7 The Minimum Revenue Provision statement states how the Council will charge revenue for capital expenditure, which is financed by borrowing or credit arrangements. Local Authorities are required each year to set aside some of their revenues as provision for this debt. This was revised in November 2023.
- 1.8 The Council's capital and treasury activities are strictly regulated by statutory requirements and guidance, including the CIPFA Prudential Code for Capital Finance in Local Government, CIPFA Treasury Management Code of Practice, Department for Levelling Up Housing and Communities (DLUHC) Investment Guidance and DLUHC Minimum Revenue Provision (MRP) Guidance.
- 1.9 Full Council is required to approve the Capital Strategy and Treasury Management Policy statement for the forthcoming year at or before the start of the year.
- 1.10 Annual reporting to the Policy Finance and Development Committee (PFD) is required on the activities of the treasury management operation and on the exercise of the Section 151 Officer's delegated treasury management powers.

## **2. CAPITAL STRATEGY, TREASURY STRATEGIES AND PRUDENTIAL INDICATORS 2025/26**

2.1 The following strategies are attached as appendices for PFD to recommend to Council on the 20<sup>th</sup> of February for approval:

- Appendix 1 – Capital Strategy (2025/26) which includes the Prudential Indicators (2024/25 – 2029/30)
- Appendix 2 – Treasury Management Policy (2025/26)
- Appendix 3 - Treasury Management Strategy (2025/26) which includes the Treasury Management Indicators (2025/26 - 2029/30)
- Appendix 4 – Minimum Revenue Provision (MRP) Statement (2025/26)
- Appendix 5 – Investment Strategy (2025/26)
- Appendix 6 – Flexible Use of Capital Receipts Strategy (2025/26)

The values within these strategies align with the revenue and capital budgets. Changes in capital and treasury indicators will be reported to PFD on a quarterly basis. All changes to the budgets that impact on the strategies will be agreed with the Section 151 Officer in consultation with the Chair of Policy, Finance and Development Committee.

# Appendix 1

## Capital Strategy Report (2025/26) and Prudential Indicators (2024/25 – 2029/30)

### Oadby and Wigston Borough Council

#### Introduction

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

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

#### Capital Expenditure and Financing

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

- For details of the Authority's policy on capitalisation, see the accounting policies section of the Statement of Accounts:

In 2025/26, the Authority is planning capital expenditure of £5.478m as summarised below:

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

	<b>2024/25 Forecast £000s</b>	<b>2025/26 Forecast £000s</b>	<b>2026/27 Forecast £000s</b>	<b>2027/28 Forecast £000s</b>	<b>2028/29 Forecast £000s</b>	<b>2029/30 Forecast £000s</b>
General Fund	2.245	2.684	0.824	0.308	0.824	0.394
HRA	3.233	3.596	1.500	1.500	1.500	1.500
Capital Investments	0.000	0.000	0.000	0.000	0.000	0.000
<b>Total</b>	<b>5.478</b>	<b>6.280</b>	<b>2.324</b>	<b>1.808</b>	<b>2.324</b>	<b>1.894</b>

The main General Fund capital projects include Vehicle Replacements (£1,164k), Food Waste Collection (£580k) and Play Area Improvement (£350k); The Authority does not plan to incur capital expenditure on investments during 2025/26.



The Housing Revenue Account (HRA) is a ring-fenced account which ensures that council housing does not subsidise, or is itself subsidised, by other local services. HRA capital expenditure is therefore recorded separately and includes the building of new housing schemes (£1,772k), Social Housing Decarbonisation Fund (£321k) and other capital works per the HRA Business Plan (£1,502k).

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

**Governance:** Service managers bid annually to include projects in the Authority’s capital programme. Bids are collated by Finance who calculate the financing cost (which can be nil if the project is fully externally financed). The Policy, Finance and Development Committee appraises all bids based on a comparison of service priorities against financing costs and makes recommendations to Full Council. The final capital programme will be presented to Full Council in February at the same meeting as this strategy.

- For full details of the Authority’s capital programme, see:

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

*Table 2: Capital financing in £ millions*

	<b>2024/25 Forecast £000s</b>	<b>2025/26 Forecast £000s</b>	<b>2026/27 Forecast £000s</b>	<b>2027/28 Forecast £000s</b>	<b>2028/29 Forecast £000s</b>	<b>2029/30 Forecast £000s</b>
External sources	1.144	1.171	0.000	0.000	0.000	0.000
Capital resources	1.495	3.385	0.824	0.308	0.824	0.394
Revenue resources	2.493	1.724	1.500	1.500	1.500	1.500
Debt	0.346	0.000	0.000	0.000	0.000	0.000
<b>TOTAL</b>	<b>5.478</b>	<b>6.280</b>	<b>2.324</b>	<b>1.808</b>	<b>2.324</b>	<b>1.894</b>

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

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

	2024/25 Forecast £000s	2025/26 Forecast £000s	2026/27 Forecast £000s	2027/28 Forecast £000s	2028/29 Forecast £000s	2029/30 Forecast £000s
Capital resources	0.000	0.000	0.000	0.000	0.000	0.000
Revenue resources	0.303	0.337	0.376	0.412	0.452	0.495
<b>TOTAL</b>	<b>0.303</b>	<b>0.337</b>	<b>0.376</b>	<b>0.412</b>	<b>0.452</b>	<b>0.495</b>

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

The Authority's cumulative outstanding amount of debt finance is measured by the capital financing requirement (CFR). This increases with new debt-financed capital expenditure and reduces with MRP and capital receipts used to replace debt. The General Fund CFR is expected to decrease by £0.337 during 2025/26, due to the capital program being funded entirely from capital receipts accruing from the sale of Bushloe House & Oadby Pool. Based on the above figures for expenditure and financing, the Authority's estimated CFR is as follows:

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

	2024/25 Forecast £000s	2025/26 Forecast £000s	2026/27 Forecast £000s	2027/28 Forecast £000s	2028/29 Forecast £000s	2029/30 Forecast £000s
General Fund services	22.365	22.029	21.652	21.240	20.788	20.293
Council housing (HRA)	19.732	19.732	19.732	19.732	19.732	19.732
Capital investments	0.000	0.000	0.000	0.000	0.000	0.000
<b>TOTAL CFR</b>	<b>42.097</b>	<b>41.761</b>	<b>41.384</b>	<b>40.972</b>	<b>40.520</b>	<b>40.025</b>

**Asset disposals:** When a capital asset is no longer needed, it may be sold so that the proceeds, known as capital receipts, can be spent on new assets or to repay debt. Repayments of capital grants, loans and investments also generate capital receipts. The Authority plans to receive circa £4.9 m of capital receipts in the coming financial year as follows:

Table 5: Capital receipts receivable in £ millions

	2024/25 Forecast £000s	2025/26 Forecast £000s	2026/27 Forecast £000s	2027/28 Forecast £000s	2028/29 Forecast £000s	2029/30 Forecast £000s
Asset sales	1.000	4.900	0.100	0.100	0.100	0.100
Loans etc. repaid	0.000	0.000	0.000	0.000	0.000	0.000
<b>TOTAL</b>	1.000	4.900	0.400	0.400	0.400	0.400

- The Authority's Flexible Use of Capital Receipts Policy is available as part of the Full Council reporting pack in February 2025.

### **Treasury Management**

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

Due to decisions taken in the past, as at 31 December 2024 the Authority currently has £32.384m borrowing at an average interest rate of 3.19%.

**Borrowing strategy:** The Authority's main objective when borrowing is to achieve a low but certain cost of finance while retaining flexibility should plans change in future. These objectives are often conflicting, and the Authority therefore seeks to strike a balance between cheaper short-term loans and long-term fixed rate loans where the future cost is known but higher.

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

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

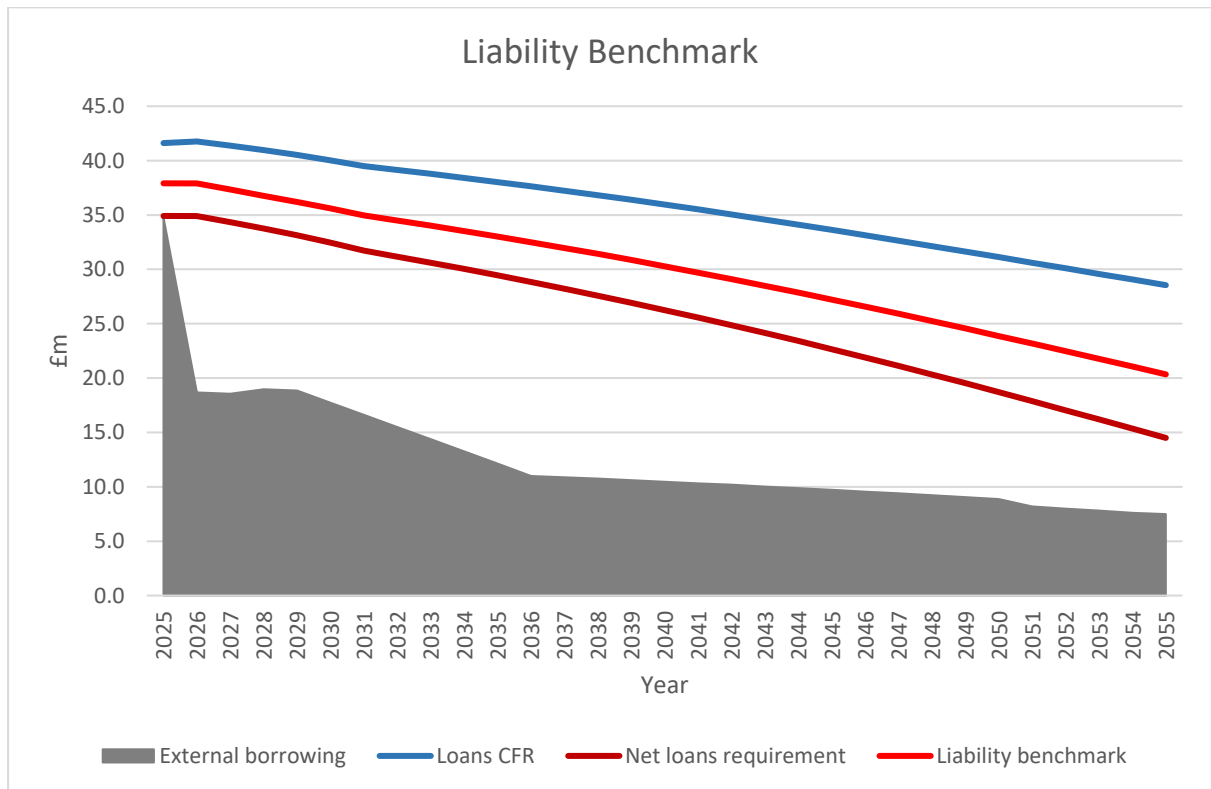
	2024/25 Forecast £000s	2025/26 Forecast £000s	2026/27 Forecast £000s	2027/28 Forecast £000s	2028/29 Forecast £000s	2029/30 Forecast £000s
GF and HRA Debt	37.377	34.778	35.676	36.072	36.465	36.855

Capital Financing Requirement	<b>42.097</b>	<b>41.761</b>	<b>41.384</b>	<b>40.972</b>	<b>40.520</b>	<b>40.025</b>
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Statutory guidance is that debt should remain below the capital financing requirement, except in the short-term. As can be seen from table 6, the Authority expects to comply with this in both the short and medium term.

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

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



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

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

	2024/25 Forecast £000s	2025/26 Forecast £000s	2026/27 Forecast £000s	2027/28 Forecast £000s	2028/29 Forecast £000s	2029/30 Forecast £000s
Authorised limit – borrowing	46.0	46.0	46.0	46.0	46.0	46.0
Operational boundary – borrowing	41.0	41.0	41.0	41.0	41.0	41.0

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

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

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

Table 9: Treasury management investments in £millions

	2024/25 Forecast £000s	2025/26 Forecast £000s	2026/27 Forecast £000s	2027/28 Forecast £000s	2028/29 Forecast £000s	2029/30 Forecast £000s
Near-term investments	0.000	1.000	1.000	1.000	1.000	1.000
Longer-term investments	0.000	0.000	0.000	0.000	0.000	0.000
<b>TOTAL</b>	<b>0.000</b>	<b>1.000</b>	<b>1.000</b>	<b>1.000</b>	<b>1.000</b>	<b>1.000</b>

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

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

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

### **Commercial Activities**

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

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

### **Liabilities**

In addition to debt of circa £32m (2025/26) detailed above, the Authority is committed to making future payments to cover its pension fund deficit (valued at £8.6m). It has also set aside £348k to cover OWBC share of risks arising from Business Rates appeals.

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

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

### **Revenue Budget Implications**

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

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

	<b>2024/25 Forecast £000s</b>	<b>2025/26 Forecast £000s</b>	<b>2026/27 Forecast £000s</b>	<b>2027/28 Forecast £000s</b>	<b>2028/29 Forecast £000s</b>	<b>2029/30 Forecast £000s</b>
Financing costs (£m) General Fund	0.949	0.946	0.812	0.838	0.862	0.877
Financing costs (£m) HRA	0.686	0.770	0.740	0.745	0.749	0.752
Proportion of net revenue stream GF	13.6	13.1	11.3	11.4	11.4	11.4

Proportion of net revenue stream HRA	11.6	13.0	12.2	12.0	11.7	11.5
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### **Incremental Impact of Capital Investment Decisions on the Band D Council Tax**

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

	<b>2024/25 Forecast £000s</b>	<b>2025/26 Forecast £000s</b>	<b>2026/27 Forecast £000s</b>	<b>2027/28 Forecast £000s</b>	<b>2028/29 Forecast £000s</b>	<b>2029/30 Forecast £000s</b>
2024/25 Programme	2.93	2.93	2.93	2.93	2.93	2.93
2025/26 Programme	0.00	(6.97)	(6.97)	(6.97)	(6.97)	(6.97)
2026/27 Programme	0.00	0.00	1.92	1.92	1.92	1.92
2027/28 Programme	0.00	0.00	0.00	0.84	0.84	0.84
2028/29 Programme	0.00	0.00	0.00	0.00	0.83	0.83
2029/30 Programme	0.00	0.00	0.00	0.00	0.00	0.81
<b>Total</b>	<b>2.93</b>	<b>(4.04)</b>	<b>(2.12)</b>	<b>(1.28)</b>	<b>(0.45)</b>	<b>0.36</b>

### **Incremental Impact of Capital Investment Decisions on Housing Rent Levels**

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

(Continues overleaf)

	2024/25 Estimate £	2025/26 Estimate £	2026/27 Estimate £	2027/28 Estimate £	2028/29 Estimate £	2029/30 Estimate £
2024/25 Programme	0.00	0.00	0.00	0.00	0.00	0.00
2025/26 Programme	0.00	0.00	0.00	0.00	0.00	0.00
2026/27 Programme	0.00	0.00	0.00	0.00	0.00	0.00
2027/28 Programme	0.00	0.00	0.00	0.00	0.00	0.00
2028/29 Programme	0.00	0.00	0.00	0.00	0.00	0.00
2029/30 Programme	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total</b>	0.00	0.00	0.00	0.00	0.00	0.00

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

### **Knowledge and Skills**

The Authority employs professionally qualified and experienced staff in senior positions with responsibility for making capital expenditure, borrowing and investment decisions. For example, the Section 151 Officer is a qualified accountant with substantial experience. The Authority pays for junior staff to study towards relevant professional qualifications including CIPFA, ACT (treasury) and AAT.

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





**Oadby & Wigston**  
BOROUGH COUNCIL

# Treasury Management Policy (2025/26)

Revised	20/01/2025
Next Revision By	31/01/2026
Head Of Finance Approval	

# **OADBY & WIGSTON BOROUGH COUNCIL** **TREASURY MANAGEMENT POLICY (2025/26)**

## **Introduction**

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

## **Three Key Elements to the Policy**

### **1. The Definition of The Treasury Activities of The Council**

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

### **2. The role of Risk Management in the Treasury Policy**

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

### **3. Achievement of Business and Service Objectives**

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

## **Treasury Management Practices (TMP)**

### **TMP1 Risk Management**

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

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

### **1. Liquidity Risk**

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

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

### **2. Interest Rate and Inflation Risk**

The Section 151 Officer, on behalf of the Council, will manage its exposure to fluctuations in interest rates and inflation with a view to containing its net interest costs or revenues in accordance with its treasury management policy and strategy. It will achieve these objectives by the prudent use of its approved financing and investment instruments, methods and techniques, primarily to create stability and certainty of income but at the same time retaining a sufficient degree of flexibility to take advantage of unexpected, potentially advantageous changes in the level or structure of interest rates. The above is subject at all times to the considerations and if required, approval of any policy or budgetary implications.

### **3. Credit and Counterparty Risk**

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

### **4. Refinancing Risk**

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

### **5. Legal and Regulatory Risk**

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

## **6. Operational Risk, Including Fraud, Error and Corruption**

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

## **7. Market Risk**

Oadby and Wigston Borough Council will seek to ensure that its stated treasury management policies and objectives will not be compromised by adverse market fluctuations in the value of the principal sums it invests and will accordingly seek to protect itself from the effects of such fluctuations.

## **8. Security, Liquidity & Yield**

When considering potential treasury management investments, Oadby and Wigston Borough Council will consider security, liquidity and yield in that order of importance.

Above all, the Council will consider the security of the capital sum invested. The Council needs to be as certain as possible when an investment is made that the amount invested is returned when due.

Liquidity is important because the Council needs cash to deliver its day-to-day activities therefore treasury officers have to determine how much should be invested in call accounts where daily access is available and how much is invested in term accounts where the money is only available on maturity.

Although the generation of yield is distinct from these prudential objectives, that does mean that the Council will ignore potential sources of revenue from investment. Once proper levels of security and liquidity are determined, it will then be reasonable to consider what yield can be obtained consistent with the above priorities. If the Council has an opportunity to invest a sum of money and there are two investment opportunities, each of which meets the security and liquidity criteria, then in this scenario the investment that pays the greatest yield will be chosen

## **9. Environmental, Social and Governance (ESG)**

Environmental, social and governance (ESG) considerations are increasingly becoming a factor in investment decision making, but the framework for evaluating investment opportunities is still developing, and therefore the Council does not currently include ESG scoring at an individual investment level.

Local authorities and other UK government institutions, such as the Debt Management Office, by their very nature as democratically accountable bodies, will meet ESG requirements. As such, it is not intended that any further checking of local authority or UK central government counterparties will be undertaken (other than our standard checks for financial stability).

When investing in banks and funds, the Authority will prioritise banks that are signatories to the UN Principles for Responsible Banking and funds operated by managers that are signatories to the UN Principles for Responsible Investment, and/or the UK Stewardship Code.

The Council will:

- Ensure that as far as is practicable, investment counterparties are committed to the principles of ESG.
- The Council and its counterparties will act with integrity at all times in their dealings.
- The Council will comply with any industry standard ESG guidelines that may arise and always seek to ensure best practice in managing its treasury investments.

This is a developing area for Treasury Management and the Council will continue to monitor progress and develop its policies in line with guidance from both CIPFA and the Council's Treasury Management Advisors.

## **TMP 2 Best Value and Performance Measurement**

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

## **TMP 3 Decision-making and Analysis**

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

## **TMP 4 Approved Instruments, Methods and Techniques**

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

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

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

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

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

## **TMP 6      Reporting Requirements and Management Information Arrangements**

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

Council will receive:

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

## **TMP 7      Budgeting, Accounting and Audit Arrangements**

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

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

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

## **TMP 8      Cash and Cash Flow Management**

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

## **TMP 9      Money Laundering**

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

## **TMP 10     Staff Training and Qualifications**

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

## **TMP 11     Use of External Service Providers**

Oadby and Wigston Borough Council recognises the potential value of employing external providers of treasury management services, in order to acquire access to specialist skills and resources. In doing so we will ensure that the cost and benefits are considered. We will also ensure, where feasible and necessary, that a spread of service providers is used, to avoid over-reliance on one company. Where services are subject to formal tendering standing orders will be applied.

#### **TMP 12 Corporate Governance**

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

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

## **TREASURY MANAGEMENT PRACTICES - SCHEDULES**

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

**TMP 1 Risk Management**

**TMP 2 Best Value and Performance Measurement**

**TMP 3 Decision-making and Analysis**

**TMP 4 Approved Instruments, Methods and Techniques**

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

**TMP 6 Reporting Requirements and Management Information Arrangements**

**TMP 7 Budgeting, Accounting and Audit Arrangements**

**TMP 8 Cash and Cash Flow Management**

**TMP 9 Money Laundering**

**TMP 10 Staff Training and Qualifications**

**TMP 12 Corporate Governance**



## **TMP 1      RISK MANAGEMENT**

### **1. Liquidity**

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

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

### **2. Interest Rate and Inflation**

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

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

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

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

### **3. Credit and Counterparty Policies**

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

The Council will seek to ensure that the maximum amount of market, media and local intelligence is gathered and communicated to the responsible treasury staff to assist them in constantly reviewing sectors and individual institutions on the approved list. The Section 151 Officer may add, delete or amend institutions on the approved list during the year. In any event, the list of counterparties will be reviewed annually by Council.

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

#### **4. Refinancing**

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

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

#### **5. Legal and Regulatory Work**

Treasury management activities will be carried out in accordance with rules governing the investment of local authorities' funds as set out in the Local Authorities (Capital Finance) (Approved Investments) Regulations 1990, and the Local Authorities (Capital Finance) Regulations 1997, as amended.

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

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

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

#### **6. Fraud, Error and Corruption, and Contingency Management**

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

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

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

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

#### **7. Market Risk Management**

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

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

- Other Local Authorities
- UK Clearing Banks and their subsidiaries.
- Government Institutions

- Building Societies
- Money Market Funds
- CCLA Property Funds

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

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

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

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

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

## **TMP 2            PERFORMANCE MANAGEMENT**

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

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

The following brokers may be used by the Council:

- Martins Brokers
- Tradition Brokers

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

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

The following consultants may be used by the Council.

- Arlingclose Treasury Management

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

### **TMP3            DECISION MAKING AND ANALYSIS**

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

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

In respect of borrowing objectives, the Council will:

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

In respect of investment objectives, the Council will:

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

### **TMP4            APPROVED INSTRUMENTS, METHODS AND TECHNIQUES**

#### **1. Treasury Management Procedure Notes**

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

#### **2. Approved Activities of the Treasury Management Operation**

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

### 3. Approved Instruments for Investments

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

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

### 4. Approved Methods and Sources of Raising Capital Finance

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

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

No instruments, other than those listed may be used.

## **TMP5      ORGANISATION, CLARITY AND SEGREGATION OF RESPONSIBILITIES AND DEALING ARRANGEMENTS**

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

### 1. Responsibilities of Staff Relating to Treasury Management

#### Section 151 Officer

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

### **Deputy Section 151 Officer**

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

### **Senior Finance Business Partner**

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

### **Finance Business Partner**

- Check daily cash-flow.
- Reconcile Treasury records to the financial ledger on a monthly basis.

### **Other Responsible Officers**

#### **Head of Paid Services**

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

#### **The Monitoring Officer**

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

## **2. Dealing and Decision-Making Limits**

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

## **TMP 6      REPORTING REQUIREMENTS AND MANAGEMENT INFORMATION ARRANGEMENTS**

### **1. Annual Treasury Strategy and Plan**

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

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

The Treasury Strategy and Plan will include the following elements:

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

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

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

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

### **2. Borrowing Limits**

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

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

for the forthcoming year and the following two years.

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

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

for the following periods:

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

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

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

### **3. Annual Treasury Management Performance Report**

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

This report will include the following.

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

## **TMP 7      BUDGETING, ACCOUNTING AND AUDIT ARRANGEMENTS**

### **1. Accounting Practices and Standards**

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

### **2. List of Information Requirements of External Auditors**

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

## **TMP 8      CASH AND CASH FLOW MANAGEMENT**

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

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



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

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

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

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

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

#### **TMP 9 MONEY LAUNDERING**

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

#### **TMP 10 STAFF TRAINING AND QUALIFICATIONS**

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

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

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

#### **TMP 11 USE OF EXTERNAL SERVICE PROVIDER**

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

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

#### **TMP 12 CORPORATE GOVERNANCE**

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

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

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

## **TREASURY STRATEGY (2025/26) AND TREASURY MANAGEMENT INDICATORS (2025/26 – 2029/30)**

### **1.0 Introduction**

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

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

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

### **2.0 Treasury Management Objectives**

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

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

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

### 3.0 Balanced Budget Requirement

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

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

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

### 4.0 Current Treasury Position

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

		31st March 2024		Rate	31st March 2025		Rate
		Actual			Forecast		
		GF	HRA		GF	HRA	
		£ 000s	£ 000s	%	£ 000s	£ 000s	%
Fixed Rate Debt	PWLB	500		4.10	500		4.10
	PWLB		13,082	3.17		12,076	3.24
	PWLB					2,000	5.40
	PWLB	4,392		2.66	4,301		2.66
	Market		7,000	5.50		3,000	4.80
	Market	6,000		5.50		2,500	5.45
	Market	4,000		5.50		500	6.00
	Market	1,500		5.50	2,000		5.45
	Market				10,500		6.00
Variable Rate Debt	PWLB	0	0		0	0	
	Market	0	0		0	0	
Total Debt		16,392	20,082		17,301	20,076	
Other Long-term Liabilities		0	0				
<b>Total</b>		<b>16,392</b>	<b>20,082</b>		<b>17,301</b>	<b>20,076</b>	
Fixed Investments		0	0		0	0	
Variable Investments		0	0		0	0	
<b>Total Investments</b>		<b>0</b>	<b>0</b>		<b>0</b>	<b>0</b>	
<b>Net Borrowing</b>		<b>16,392</b>	<b>20,082</b>		<b>17,301</b>	<b>20,076</b>	

## 5.0 Borrowing and Debt Strategy

### General Fund

As at 31<sup>st</sup> March 2024, the Council's outstanding borrowing for General Fund purposes stood at a total of £16.392m. This was made up of two loans from the Public Works Loan Board (PWLB) totalling £4.89m, and £11.5m of short-term borrowing, as shown in the table at 4.0.

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

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

From 2016/17 to 2023/24 the Council did not borrow any further funds long term and instead continued to take advantage of the very low short term rates to keep interest payments under control. While there is scope to continue with this policy to some extent, the need to control the council's exposure to refinancing risk means that future borrowing in support of the capital programme will need to consist of a mix of short and long-term debt.

Short-term debt applicable to the General Fund is forecast to rise to £12.5m during 2024/25 due to the costs of the GF capital programme. This is forecast to drop to £10.0m, in 2025/26 due to the capital receipts from the sale of Bushloe House and Oadby Pool. In 2026/27, borrowing of £1.0m is anticipated, and in subsequent years, borrowing of £0.5m a year.

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

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

2025/26	£10.0 million
2026/27	£11.0 million
2027/28	£11.5 million
2028/29	£12.0 million
2029/30	£12.5 million

In 2016/17 and 2017/18 the HRA used a total of £1.6m borrowing to fund its capital programme. This initially was supported by internal balances, however £1.5m of short-term borrowing is projected in 2024/25 in support of the HRA capital programme.

The HRA self-financing settlement involved the Council taking on £18.114 million of PWLB borrowing. Repayment of this borrowing commenced at the end of 2019/20, at the rate of £1m per annum. This repayment has been refinanced with short-term borrowing to date, however as from the end of 2024/25, it will be necessary to refinance using new long-term borrowing, in order to maintain the proportion of short-term borrowing to gross debt below 50%.

## **6.0 Prudential Indicators and Limits on Activity**

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

### **6.1 Authorised Limit for External Debt**

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

	<b>2024/25 Estimate £ 000s</b>	<b>2025/26 Estimate £ 000s</b>	<b>2026/27 Estimate £ 000s</b>	<b>2027/28 Estimate £ 000s</b>	<b>2028/29 Estimate £ 000s</b>	<b>2029/30 Estimate £ 000s</b>
Authorised limit – borrowing	46.0	46.0	46.0	47.0	47.0	47.0
Other Long Term Liabilities	0.0	0.0	0.0	0.0	0.0	0.0
<b>Total</b>	<b>46.0</b>	<b>46.0</b>	<b>46.0</b>	<b>47.0</b>	<b>47.0</b>	<b>47.0</b>

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

## 6.2 Operational Boundary for External Debt

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

	2024/25 Estimate £ 000s	2025/26 Estimate £ 000s	2026/27 Estimate £ 000s	2027/28 Estimate £ 000s	2028/29 Estimate £ 000s	2029/30 Estimate £ 000s
Borrowing	41.0	41.0	41.0	41.0	41.0	41.0
Other Long Term Liabilities	0.0	0.0	0.0	0.0	0.0	0.0
<b>Total</b>	<b>41.0</b>	<b>41.0</b>	<b>41.0</b>	<b>41.0</b>	<b>41.0</b>	<b>41.0</b>

## 6.3 Limits in Interest Rate Exposure

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

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

	2023/24 Upper %	2024/25 Upper %	2025/26 Upper %	2026/27 Upper %	2027/28 Upper %	2028/29 Upper %
Limits on Fixed Interest Rates	100	100	100	100	100	100
Limits on Variable Interest Rates	25	25	25	25	25	25

## 6.4 Maturity Structure of Fixed Borrowing

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

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

## 6.5 Total Principal Sums Invested

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

Price Risk Indicator	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30
Limit on principal invested beyond year end	£10m	£10m	£10m	£10m	£10m	£10m

## 7.0 Local Performance Indicators

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

Local Indicator	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30
Average rate of interest on borrowing compared to the national average	Level	Level	Level	Level	Level	Level
Average rate of interest on investments compared to the national average	Level	Level	Level	Level	Level	Level

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



## **Minimum Revenue Provision Statement (2025/26)**

### **Annual Minimum Revenue Provision Statement (2025/26)**

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

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

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

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

### **Minimum Revenue Provision Policy**

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

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

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

The Weighted Average Asset Life method requires that the MRP for non-supported debt be calculated by dividing the non-supported CFR by a weighted average of the expected lifetime of the Council's assets on an annuity instalment basis. The annuity rate applied will be the PWLB rate for the weighted average assets life at the date the policy is approved. In the case of Oadby and Wigston, the weighted average asset life is currently 31 years.

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

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

### **HRA**

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

This is due to:

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

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

## **INVESTMENTS STRATEGY (2025/26 – 2027/28)**

### **1.0 Introduction**

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

The objectives of this strategy are to:

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

### **2.0 Current Investments**

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

### **3.0 Investments: Loans**

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

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

The length of time an investment can be 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 maximum duration of 364 days.

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

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

### Debt Management Office

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

### Public Authorities in England, Scotland and Wales

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

The Council exercises due diligence by assessing the organisation's financial stability. This is achieved by reviewing their credit status, most recent audited

financial statements, auditor's report, budget report and current news which is financial in nature. All decisions are signed off the by the Section 151 Officer or the Deputy Section 151 Officer.

### Money Market Funds

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

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

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

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

## **4.0 Policy on the Use of External Service Providers**

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

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

## **5.0 Scheme of Delegation**

Full Council

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

Policy, Finance and Development Committee

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

Section 151 Officer

- Day to day management of treasury management, within agreed policy
- Appointment of external advisors, within existing Council procurement procedures and standing orders.

## **6.0 Role of Section 151 Officer**

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

## **7.0 Ethical Investment Strategy**

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

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

<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).

# Appendix 6

## Flexible Use of Capital Receipts Strategy (2025/26)

### 1 Introduction

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

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

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

- 1.2 On 4 April 2022, the Department of Levelling Up, Housing, and Communities confirmed this extension and published Guidance and a Direction. On 18<sup>th</sup> December 2023, it was announced that the flexibility scheme would be further extended to 31<sup>st</sup> March 2030.
- 1.3 The Council has previously produced strategies to 2022/23 in respect of the previous flexibility. This Strategy has been updated and produced for the financial year 2025/26, in the light of the extension and revised Guidance received in 2022 and 2023.

### 2 Objectives and purpose

- 2.1 This Strategy is intended to enable the Council to potentially take advantage of this flexibility if appropriate. The Strategy forms part of the delivery of the Corporate Strategy and particularly supports the theme of Financial Sustainability.
- 2.2 The objectives of this Strategy are to:
- Outline the methodology for funding projects using this flexibility;
  - Identify actual and potential capital receipts that could be utilised to fund transformation projects;
  - Identify projects that are considered to be eligible and which could be funded by this method;
  - In subsequent years, report on the progress of projects approved in previous years.
- 2.3 The Guidance sets out examples of qualifying expenditure which includes “funding the cost of service reconfiguration, restructuring or rationalisation (staff or non-staff), where this leads to ongoing efficiency savings or service transformation” and it is for this purpose that the Council is proposing to use Capital Receipts in 2025/26.

### **3 2025/26 Revenue Budget**

- 3.1 To support the significant and continued reconfiguration of the Council's Services to deliver the improvement and efficiencies set out in the Council's budget for 2025/26, it proposed that the associated one-off costs are funded from capital receipts. The legitimacy of this use will be determined by the S151 Officer in order to ensure that it meets the requirements set out by the Secretary of State.

### **4 The Prudential Code**

- 4.1 The Council has due regard to the requirements of the Prudential Code and the impact on its prudential indicators from the application of this Flexible Use of Capital Receipts Strategy.
- 4.2 Any capital receipts which are received and not allocated will be used to fund revenue costs incurred to support the Council's service development and delivery of savings and efficiencies. These receipts have not been earmarked as funding for any other proposed capital expenditure and therefore there is no anticipated additional impact on the Council's prudential indicators as set out in the Council's Treasury Management Strategy.
- 4.3 The Council will also have due regard to the Local Authority Accounting Code of Practice when determining and including the entries required from undertaking and funding this scheme within the 2024/25 Statement of Accounts.

### **5 Monitoring the strategy**

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

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

- 6.1 The following sets out the projects and activities that the Council is currently undertaking.

<b>Project</b>	<b>Description and Progress</b>	<b>Lead</b>	<b>Planned value and timing of use of receipts</b>
Customer Improvement Officer	Revenue costs associated with the funding of this post.	Head of Customer Services and Transformation	£50,000 per annum 2022/23 – 2025/26

# Agenda Item 9



<b>Policy, Finance and Development Committee</b>	<b>Tuesday, 04 February 2025</b>	<b>Matter for Decision</b>
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**Report Title:** **Local Development Scheme (February 2025)**

**Report Author(s):** **Lisa Chevallereau (Planning Policy and Monitoring 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 LDS has been produced in line with the recent Government changes made to Annex 1 of the National Planning Policy Framework (NPPF) published on Thursday 12 December 2024. Changes set out in the new NPPF requires the Council to take account of a much larger Local Housing Need (LHN) figure. The LDS details the revised timescales for the Council to fully assess the new LHN and progress with plan-making as per the transitional arrangements set out in Annex 1 of the NPPF.</p> <p>The Local Development Scheme establishes a programme of work for the period Spring 2025 to Spring / Summer 2027 and identifies the milestones that the Council will need to meet.</p> <p>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 (February 2025) be approved.</b>
<b>Senior Leadership, Head of Service, Manager, Officer and Other Contact(s):</b>	<p>Teresa Neal (Strategic Director)  <a href="mailto:teresa.neal@oadby-wigston.gov.uk">teresa.neal@oadby-wigston.gov.uk</a></p> <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 and 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)</p>

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<b>Strategic Objectives:</b>	Our Council (SO1) Our Communities (SO2) Our Economy (SO3) Our Environment (SO4) 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:	The implications are as set out at paragraph 1.6 of 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>	<b>1.</b> Local Development Scheme February 2025

## 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 is not a periodic review, but has been produced to ensure that the Plan is prepared in accordance with timescales set by the Government in Annex 1 of the National Planning Policy Framework (NPPF) published by the Government on Thursday 12 December 2024. Whilst the new Local Plan production was progressing well and has reached Regulation 19 stage, recent Government announcements and changes to the NPPF has changed the planning framework landscape for the Borough area. Changes set out in the new NPPF require the Council to take account of a significantly higher Local Housing Need (LHN) figure. The Council is now required to deliver 382 new homes per year, rather than the 240 per year previously being planned for. The Council must now pause and reassess relevant evidence to give consideration to the Borough's ability to accommodate the new LHN figure over the Plan period. In line with Annex 1 of the new NPPF, the Council should then proceed to examination by Friday, 12 June 2026. The Council is hamstrung, in that it has been forced into a position to pause and take account of the new larger housing figure. The Council cannot refuse to take account of the enlarged housing needs figure, as it is under a statutory duty to produce an up-to-date Local Plan.
- 1.5 It is important that the Council has an up-to-date Local Plan to manage development as the Council could otherwise be forced into a position where it must permit poor development and poor contributions to local infrastructure without control on the location of such growth. By meeting the deadline, the Council ensures a level of continued control on forthcoming development and its infrastructure requirements and allows for a smooth transition into the new Local Plan period.
- 1.6 The Council has submitted an expression of interest to the Ministry of Housing, Communities and Local Government to seek a grant for the additional funding that has been identified by Government to help Councils in this 'pause' position to cover the costs of additional work on the Local Plan.
- 1.7 The various milestones set out for the new Local Plan within the February 2025 Local Development Scheme are as set out below:
  - Call for Sites: 6-week consultation between March and April 2025
  - Local Housing Need and NPPF Conformity Consultation Document: 6-week consultation between June and July 2025
  - Regulation 19 Pre-Submission Consultation: 6-week consultation between February and March 2026
  - Regulation 22 Submission to the Planning Inspectorate: Process to Examination by 12 June 2026
  - Regulation 24 Estimated Examination Hearing Sessions: Dependent on the Planning Inspectorate, however likely within 6 months of submission date
  - Regulation 26 Adoption: Likely Spring / Summer 2027 (date dependant on the Planning Inspectorate)
- 1.8 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 Friday, 12 June 2026.

- 1.9 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

February 2025



## Contents

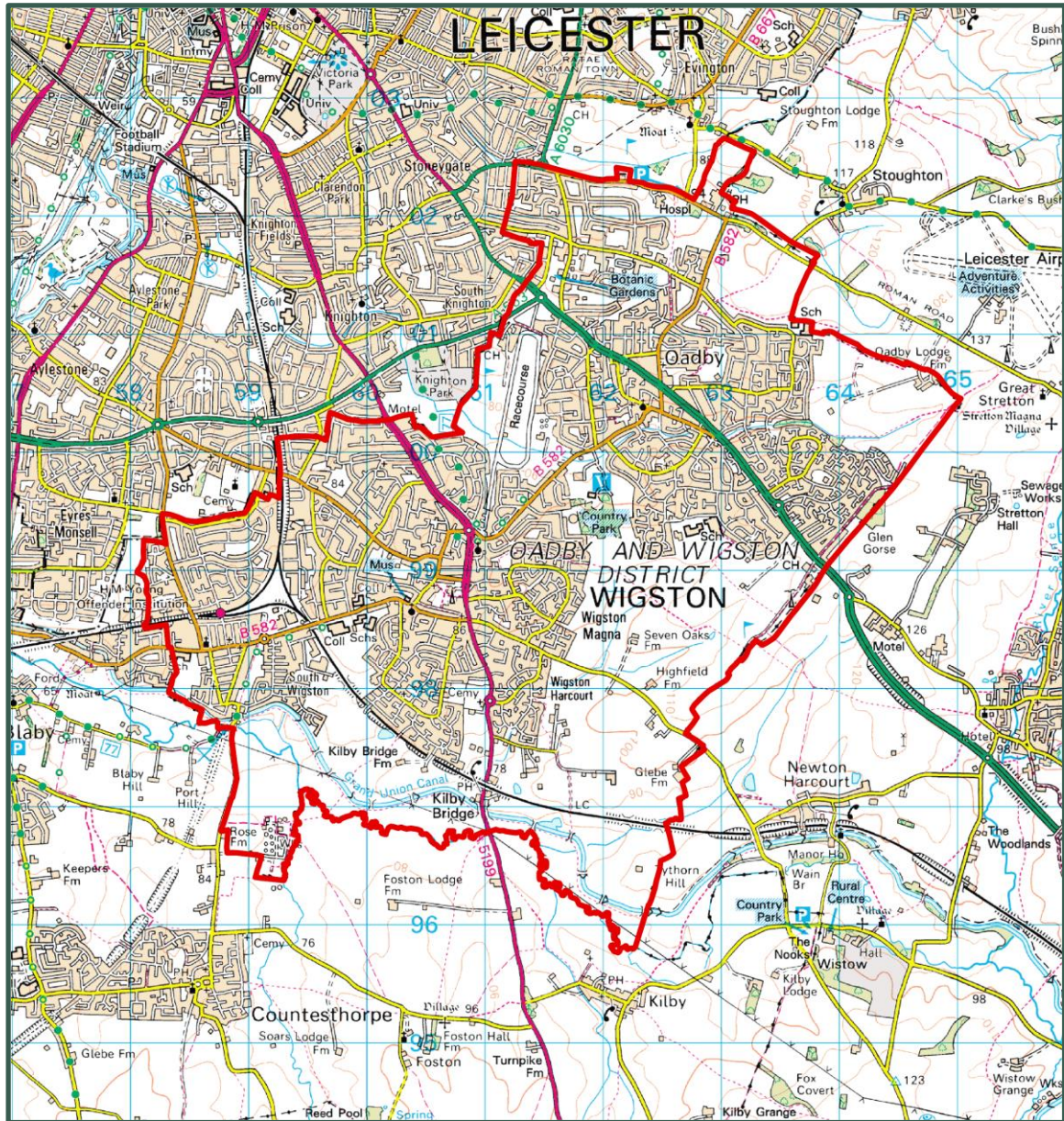
1. Introduction .....	3
2. Geographical Coverage Area.....	4
3. The Planning System .....	5
4. The Council’s Current Development Plan .....	6
5. The Council’s Local Plan .....	7
6. Timetable for New Development Plan Documents .....	8
7. Other New Documents .....	11
8. Resourcing Document Production .....	12
Councillors.....	12
9. Risks to Delivery of the Programme of Works.....	14
10. Monitoring and Review.....	17

## 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 Autumn 2024. This LDS will cover the period Spring 2025 to Spring / Summer 2027. This update has been produced due to recent changes made to Annex 1 of the National Planning Policy Framework (NPPF) published by the Government 12<sup>th</sup> December 2024. Annex 1 of the NPPF focusses on Local Plan production and transitional arrangements. In short, the Council has needed to revise its current new Local Plan production timetable because Government has significantly increased the Borough's Local Housing Need (LHN).
- 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 2024. 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
- 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 planning 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 took the decision to be proactive in the preparation of its next Local Plan. New Local Plan production was progressing well and had reached Regulation 19 stage, when the recent Government announcements and changes to the NPPF changed the planning framework landscape for the Borough area. Changes set out in the new NPPF requires the Council to take account of a much larger Local Housing Need (LHN) figure. To ensure that this new LHN is fully assessed, the Council is pausing the new Local Plan production and will progress as per the transitional arrangements set out in Annex 1 of the NPPF.
- 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-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 at least 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), and National Planning Practice Guidance.
<b>Timetable (key stages)</b>	
<b>Call for Sites</b>	9 weeks between September 2020 and November 2020, followed by 6 weeks between September 2021 and October 2021 alongside the Regulation 18A Public Consultation on the emerging new Local Plan Issues and Options Draft. Most recently there has also been a Call for Sites for 6 weeks between April and May 2024 alongside the Regulation 18B Public Consultation on the emerging new Local Plan Preferred Options consultation.
<b>Regulation 18a (Issues and Options)</b>	6 week consultation between September 2021 and October 2021
<b>Regulation 18b (Preferred Options)</b>	6 week consultation between April and May 2024
<b>Call for Sites</b>	6 week consultation between March and April 2025
<b>Local Housing Need and NPPF Conformity Consultation Document</b>	6 week consultation between June and July 2025
<b>Regulation 19 Pre-Submission Consultation</b>	6 week consultation between February and March 2026
<b>Regulation 22 Submission to the Planning Inspectorate</b>	Proceed to Examination by 12 June 2026
<b>Regulation 24 Estimated Examination Hearing Sessions</b>	Dependent on the Planning Inspectorate, however likely within 6 months of submission date.
<b>Regulation 26 Adoption</b>	Likely Spring / Summer 2027 (date dependant on the Planning Inspectorate)
<b>Production Arrangements</b>	
<b>Lead Section</b>	Planning Policy
<b>Project Manager(s)</b>	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 The Council regularly updates its evidence base documents, and will continue to do so. For example, over the next two years, the Council could be updating evidence relating to housing need, employment need, highway capacity and sustainable transport and viability.
- 7.2 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 Principal Planning Policy Officer post; a Senior Planning Policy Officer post; and a Planning Policy and Monitoring Officer post. The Planning Policy and Development Manager post (overseeing the whole Planning section) will need to make an element of time available also.
- 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	Approximate Percentage of Time (%)
Planning Policy and Development Manager	25 %
Principal Planning Policy Officer	90 - 95 %
Senior Planning Policy Officer	95 - 100 %
Planning Policy and Monitoring Officer	95 - 100 %

- 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.
- 8.4 Further still, a significant amount of consultant advice and time will be needed to evidence the Council's new Local Plan, specifically on topic areas that the Council does not have the expertise in, for example, highways and transport.

### Councillors

- 8.5 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 and Climate Change 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.
- 8.6 The Place Shaping and Climate Change 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, all member briefings 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-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**

Risk	Risk Explained
Insufficient staff resource available.	The Planning Policy is a very small team compared to most. The amount of Planning Policy work that is required means that the team is always at capacity. Further, 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, which adds additional resource implications. 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.

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

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.	3 (Significant)	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 and Devolution White Paper.	4 (Major)	4 (Major)	Medium	Continue to work as efficiently as possible.	3 (Significant)	3 (Significant)	Medium
Duty to Cooperate delays.	3 (Significant)	4 (Major)	Medium	The Council will continue to work closely with local authorities and will timetable work and projects accordingly, taking account of potential delays.	3 (Significant)	3 (Significant)	Medium
Loss of financial resource due to government funding cuts.	3 (Significant)	4 (Major)	Medium	Continue to work as efficiently as possible. Always seek cost savings where possible as well as 'value for money' opportunities.	3 (Significant)	3 (Significant)	Medium
Missing project milestones and deadlines set out in this LDS.	3 (Significant)	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.	3 (Significant)	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

## **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.





<b>Policy, Finance and Development Committee</b>	<b>Tuesday, 04 February 2025</b>	<b>Matter for Information</b>
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**Report Title:** **Standards & Ethical Indicators (Q3 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 Q3 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 (Q3 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 Three (Q3) 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 3 report for 2024/25 is attached at **Appendix 1** for Members' information.



**OADBY AND WIGSTON BOROUGH COUNCIL**

**STANDARDS AND ETHICAL INDICATORS**

**QUARTER 3 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 2024/2025.

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 3 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	0	0	
LG2	Follow up Action relating to reaches of the Member/Officer Protocol (Members)	Head of Law & Democracy	0	0	0	0	0	0	0	
LG3	Disciplinary Action relating to breaches of the Member / Officer Protocol (Staff)	HR Manager	0	0	0	0	0	0	0	
LG4	Number of Whistle Blowing Incidents Reported	Head of Law & Democracy	0	0	0	0	0	0	0	
LG5	No. of Recommendations made to improve Governance Procedures/Policies		0	0	0	0	0	0	0	
LG6	No. of Recommendations Implemented		0	0	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	60 (38 dealt with as early resolution, 22 were stage 1)	50	11	37	
	No. Corporate Complaints escalated to L2		9	4	10	7	2	6	3	
	No. Corporate Complaints escalated to Ombudsman		1	0	1	3	3	1	2	
LG7a	No. Corporate Complaints Resolved at L1		47	53	38	15	48	5	34	
	No. Corporate Complaints Resolved at L2		9	4	10	7	2	6	3	
LG7b	No. Corporate Complaints where compensation paid		0	0	1	4	0	1	2	
	Service Area		-		Council Tax	Corporate assets, Waste, Housing	-	Housing	Housing	
LG8	No. Ombudsman complaints received		1	0	1	3	3	1	2	
	Service Area		N/A (General OWBC)	N/A	Waste	Housing, Corporate assets	- Housing, Revenue s, EH	Housing	Housing	
LG8a	No. Ombudsman complaints resolved		1	N/A	1	0	2	1	1	
LG8b	No. Ombudsman complaints not yet determined by the Ombudsman		0	0	0	3	1	1	1	
LG8c	No. Ombudsman complaints where compensation paid		0	0	0	0	0	1	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	143	161	169	212	
LG9b	No. of Non-compliant FOI Requests		10	41	7	24	2	9	8	
LG9c	No. of FOI Requests still open and within the 20 working days		0	0	0	0	4	9	4	
LG9d	No. of FOI Requests withheld due to exemptions/fees applied		7	0	1	3	3	0	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	0	0	
LG10a	No. in force at the end of the quarter		0	0	0	0	0	0	0	
LG10b	No. of CHIS recruited during the quarter		0	0	0	0	0	0	0	
LG10c	No. ceased to be used during the quarter		0	0	0	0	0	0	0	
LG10d	No. active at the end of the quarter		0	0	0	0	0	0	0	
LG10e	No. of breaches (particularly unauthorised surveillance)		0	0	0	0	0	0	0	
LG10f	No. of applications submitted to obtain communications data which were rejected		0	0	0	0	0	0	0	
LG10g	No. of Notices requiring disclosure of communications data		0	0	0	0	0	0	0	
LG10h	No. of authorisations for conduct to acquire communications data		0	0	0	0	0	0	0	
LG10i	No. of recordable errors		0	0	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	13/21	0/10	10/12	0/12	
	No. of Disposals		1/4	0/2	1/6	5/1	0/4	8/3	0/0	
	No. of Complaints still Open		1/0	0/0	4/4	12/1	0/5	7/4	0/1	
	No Further Action (where suspect identified)		0/1	0/1	0/4	3/3	0/1	2/1	0/0	
	No Further Action (no suspect identified)		0/17	0/10	3/17	5/17	0/7	1/10	0/0	

Blue text – Housing

\*2024/25 Q3 – x2 disposals given to 1 perpetrator. Therefore 1 case in total with no suspect identified.

Red text – ASB Officer

\*2024/25 Q3 – x3 disposals given to 1 perpetrator. Therefore 10 cases in total with no suspect identified.

### 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
	No. of high-risk Inspections due	Head of Law & Democracy	1	2	3	2	3	2	8	
	No. of medium/low inspections due		8	5	25	16	18	5	28	
BPE31	No new business registered		37	14	10	17	13	33	12	
	No. of high-risk Inspections Completed		1	1	3	2	6	1	8	
	No. of medium/low risk completed		3	5	0	7	6	1	8	
	No. of new business triaged (Initial contact to see if high or low risk)		26	8	27	7	9	10	8	
	No of new businesses inspected (High risk only)		0	12	14	10	12	1	8	
	Formal revisit under the food hygiene rating system		0	1	0	1	0	0	0	

	New businesses		9	27	0	15	12	15	12	
	No. of inspections Outstanding high risk		0	0	0	2	1	2	0	
	No. of Inspections Outstanding medium risk		5	0	3	10	14	14	20	

Quarter 3 has been a very busy with service request and also a staff absence.

- High risk are A/B risk rating businesses. Medium/ Low are C/D's.
- 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.