



Oadby & Wigston

BOROUGH COUNCIL

Law & Democracy
Democratic Services

TO COUNCILLOR:

R H Adams
N Alam
S S Athwal
L A Bentley
G A Boulter
L M Broadley
F S Broadley
M H Charlesworth
J K Chohan (Deputy Mayor)

H E Darling
M L Darr
J K Ford
D A Gamble
F S Ghattoraya
C S Gore
S Z Haq
G G Hunt
P Joshi

R V Joshi
J Kaufman
C D Kozlowski (Mayor)
K J Loydall
C J R Martin
R E R Morris
I K Ridley
C A M Walter

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

Meeting: Full Council

Date & Time: Tuesday, 15 April 2025, 7.00 pm

Venue: Civic Suite, Brocks Hill Council Offices, Washbrook Lane, Oadby, Leicester, LE2 5JJ

Contact: Democratic Services

t: (0116) 257 2775

e: democratic.services@oadby-wigston.gov.uk

Yours faithfully

Council Offices
Oadby
07 April 2025

Anne E Court
Chief Executive



Meeting ID: 2755

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/20357-Full-Council>

1. Calling to Order of the Meeting



Postal Address: Brocks Hill Council Offices, Washbrook Lane, Oadby, Leicester, LE2 5JJ

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

Telephone: (0116) 288 8961 **Email:** customer.services@oadby-wigston.gov.uk



oadby-wigston.gov.uk

~ Page 1 ~



OadbyWigstonBC



@Oadby_Wigston

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

2. Apologies for Absence

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

3. Declarations of Interest

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

4. Minutes of the Previous Meeting

4 - 10

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

5. Action List Arising from the Previous Meeting

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

6. Motions on Notice

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

7. Petitions, Deputations and Questions

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

8. Mayor's Announcements

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

a. Official Mayoral / Deputy Mayoral Engagements

11 - 14

9. Leader's Statement

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

10. Public Space Protection Order Renewal

15 - 43

Report of the Senior Strategic Development Manager

11. Draft Schedule of Council and Allied Meetings (2025/26)

44 - 67

Report of the Senior Democratic & Electoral Services Officer

12. Scheme of Members' Allowances (2025/26)

68 - 78

Report of the Head of Law & Democracy / Monitoring Officer

13. The Redesignation of the Post of Monitoring Officer due to Retirement and the Appointment of a new Monitoring Officer

79 - 81

Report of the Chief Executive Officer / Head of Paid Service

Full Council

Tuesday, 15 April 2025, 7.00 pm

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14. Update to the Council Constitution - Contract Procedure Rules

82 - 143

Report of the Head of Law & Democracy / Monitoring Officer

15. Appointment of Independent Persons

144 - 148

Report of the Head of Law & Democracy / Monitoring Officer

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Agenda Item 4

MINUTES OF THE MEETING OF THE FULL COUNCIL HELD AT CIVIC SUITE, BROCKS HILL COUNCIL OFFICES, WASHBROOK LANE, OADBY, LEICESTER, LE2 5JJ ON THURSDAY, 20 FEBRUARY 2025 COMMENCING AT 7.00 PM

PRESENT

C D Kozlowski Mayor
J K Chohan Deputy Mayor



Meeting ID: 2744

COUNCILLORS

N Alam Deputy Leader of the Opposition
S S Athwal
L A Bentley Deputy Leader of the Council
G A Boulter
M H Charlesworth
H E Darling
M L Darr
J K Ford
D A Gamble
S Z Haq Leader of the Council
R V Joshi
J Kaufman
K J Loydall
C J R Martin
C A M Walter

OFFICERS IN ATTENDANCE

S J Ball Legal & Democratic Services Manager / Deputy Monitoring Officer
A E Court Chief Executive / Head of Paid Service
D M Gill Head of Law & Democracy / Monitoring Officer
C Warren Chief Finance Officer / Section 151 Officer

58. CALLING TO ORDER OF THE MEETING

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

59. APOLOGIES FOR ABSENCE

An apology for absence was received from Councillor R H Adams, L M Broadley, F S Broadley, C S Gore, F S Ghattoraya, G G Hunt, P Joshi, R E R Morris and I K Ridley.

60. DECLARATIONS OF INTEREST

None.

61. MINUTES OF THE PREVIOUS MEETING(S)

61a. TUESDAY, 10TH DECEMBER, 2024

By affirmation of the meeting, it was

Full Council

Thursday, 20 February 2025, 7.00 pm

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and Wigston Borough Council, Brocks Hill Council
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~ Page 4 ~*

UNANIMOUSLY RESOLVED THAT:

The minutes of the previous meeting held on 10 December 2024 be taken as read, confirmed and approved.

61b. THURSDAY, 6TH FEBRUARY, 2025 6.30 PM (EXTRAORDINARY)

By affirmation of the meeting, it was

UNANIMOUSLY RESOLVED THAT:

The minutes of the previous extraordinary meeting held on 6 February 2025 at 6:30 pm be taken as read, confirmed and approved.

61c. THURSDAY, 6TH FEBRUARY, 2025 7.00 PM (EXTRAORDINARY)

By affirmation of the meeting, it was

UNANIMOUSLY RESOLVED THAT:

The minutes of the previous extraordinary meeting held on 6 February 2025 at 7:30 pm be taken as read, confirmed and approved.

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

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

63. MOTIONS ON NOTICE

None.

64. PETITIONS, DEPUTATIONS AND QUESTIONS

None.

65. MAYOR'S ANNOUNCEMENTS

65a. OFFICIAL MAYORAL / DEPUTY MAYORAL ENGAGEMENTS

By affirmation of the meeting, it was:

UNANIMOUSLY RESOLVED THAT:

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

66. LEADER'S STATEMENT

The Leader of the Council presented a statement outlining her recent work and meetings she has attended, the administration's plans and an overview of recent decisions taken since the previous meeting of the Council, together with fielding questions in relation to her statement.

67. COUNCIL TAX SETTING (2025/26)

Full Council

Thursday, 20 February 2025, 7.00 pm

The Council gave consideration to the report (as set out at pages 16 – 20 of the agenda reports pack), to set and approve the amount of Council Tax for its area for 2024/26 in accordance with section 30(2) of the Local Government Finance Act 1992 as amended by the Localism Act 2011.

The recommendations were moved en bloc by the Leader of the Council, seconded by Deputy Leader of the Council and

RESOLVED THAT:

- A. It be noted that under powers delegated to the Chief Financial Officer, the Council has calculated the amount of 18,594.19 as its Council Tax base for the financial year 2025/26 in accordance with the Local Authorities (Calculation of Council Tax Base) (England) Regulations 2012.**
- B. It be noted that the Council Tax requirement for the Council's own purposes for 2025/26 is £4,864,982.**
- C. The following amounts be calculated by the Council for the year 2025/26 in accordance with sections 30 to 36 of the Local Government Finance Act 1992 (as amended):**
 - (i) £43,324,879 being the aggregate of the amounts which the Council estimates for the items set out in section 31A(2) of the Act.**
 - (ii) £38,459,897 being the aggregate of the amounts which the Council estimates for the items set out in section 31A(3) of the Act.**
 - (iii) £4,864,982 being the amount by which the aggregate at C(i) above exceeds the aggregate at C(ii) above, calculated by the Council, in accordance with section 31 A (4) of the Act, as its Council Tax Requirement for the year.**
 - (iv) £261.64 being the amount at C(iii) divided by the amount at A above, calculated by the Council, in accordance with section 3 B of the Act, as the basic amount of its Council Tax for the year.**
 - (v) Valuation Bands 2025/26**

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

Oadby & Wigston Borough Council			
A	B	C	D
£174.43	£203.50	£232.57	£261.64
E	F	G	H
£319.78	£377.92	£436.07	£523.28

- D. It is noted
that for the year 2025/26, the Police and Crime Commissioner for Leicester/shire, and the Leicester/shire and Rutland Combined Fire Authority have stated the following amounts in precepts issued to the Council, in accordance with section 40 of the Local Government Finance Act 1992, for each of the categories shown below and that Leicestershire County Council have indicated that their provisional precept will be confirmed on 19 February 2025.

Precepting Authorities - Valuation Bands 2025/26

Leicestershire County Council			
A	B	C	D
£1,121.00	£1,307.83	£1,494.67	£1,681.50
E	F	G	H
£2,055.17	£2,428.83	£2,802.50	£3,363.00

Police & Crime Commissioner for Leicester, Leicestershire and Rutland			
A	B	C	D
£200.15	£233.51	£266.87	£300.23
E	F	G	H
£366.95	£433.67	£500.38	£600.45

Leicester, Leicestershire & Rutland Combined Fire Authority			
A	B	C	D
£57.77	£67.40	£77.02	£86.65
E	F	G	H
£105.91	£125.17	£144.42	£173.31

- E. That having calculated the aggregate in each case of the amounts at C(v) and D above, the Council, in accordance with section 30(2) of the Local Government Finance Act 1992, set the following amounts as the amounts of Council Tax for the year 2024/25 for each of the categories of dwellings shown below.

Valuation Bands

Total amount payable Oadby & Wigston Borough Council Residents			
A	B	C	D
£1,553.35	£1,812.24	£2,071.13	£2,330.02

E	F	G	H
£2,847.81	£3,365.59	£3,883.37	£4,660.05

In accordance with Rule 18.3.2 of Part 4 of the Constitution, as required by Regulation 4 and Part 3 of Schedule 2 of the Local Authorities (Standing Orders) (England) Regulations 2001 (as amended), the names of the Members who casted a vote for the motion or against the motion or who abstained from voting were recorded as follows:

Votes For (12)	Votes Against (4)	Abstentions (1)
S S Athwal	N Alam	M H Charlesworth
L A Bentley	H E Darling	
G A Boulter	J K Ford	
J K Chohan	N V Joshi	
M L Darr		
D A Gamble		
S Z Haq		
J Kaufman		
C D Kozlowski		
K J Loydall		
C J R Martin		
C A M Walter		

68. TREASURY MANAGEMENT POLICY AND STRATEGIES AND PRUDENTIAL INDICATORS (2025/26)

The Council gave consideration to the report and appendices (as set out at pages 21 - 68 of the agenda reports pack), which asked it to approve the Treasury Management Policy and Strategies & Prudential Indicators for 2025/26.

It was moved by Councillor K J Loydall, seconded by the Leader of the Council and

RESOLVED THAT:

- (i) **That the Capital Strategy (2025/26) and Prudential Indicators (2024/25 – 2029/30) (as set out in Appendix 1) be approved;**
- (ii) **That the Treasury Management Policy (2025/26) and Treasury Management Strategy (2025/26) & Treasury Management Indicators (2025/26 – 2029/30) (as set out in Appendices 2 & 3) be approved;**
- (iii) **That the Minimum Revenue Provision Statement (2025/26) (as set out in Appendix 4) be approved;**
- (iv) **That the Investment Strategy (2025/26 – 2027/28) (as set out in Appendix 5) be approved; and**
- (v) **That the Flexible Use of Capital Receipts Strategy (2025/26) (as set out in Appendix 6) be approved.**

For 16
Against 1

Abstain 0

69. 2025/26 REVENUE BUDGETS, MEDIUM TERM FINANCIAL PLAN AND 2025/26 - 2029/30 CAPITAL PROGRAMMES

The Council gave consideration to the report and appendices (as set out at pages 3 – 44 of the agenda update reports pack), which asked it to approve the General Fund Revenue Budget for 2025/26, the Housing Revenue Account budget for 2025/26, the Capital Programmes and the MTFP 2025/26 to 2029/30.

It was moved by Councillor K J Loydall, seconded by the Leader of the Council and

RESOLVED THAT:

- (i) Council approves the General Fund Revenue Budget for 2025/26 as set out in Appendix 1,**
- (ii) Council approves to increase Council Tax by the maximum core referendum limit of 2.99% as announced in the Local Government Settlement,**
- (iii) Council approves the HRA budget for 2025/26, as detailed in Table 4 and notes the HRA MTFP,**
- (iv) Council approves the Scale of Fees and Charges as set out in Appendix 4,**
- (v) Council approves the Capital Schemes of the General Fund and HRA,**
- (vi) Council notes the MTFP for 2025/26 and 2029/30 as set out in Table 6 and**
- (vii) 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.**

For 12
Against 0
Abstain 5

70. EXTERNAL AUDIT PROGRESS REPORT (JANUARY 2025)

The Council gave consideration to the report and appendices (as set out at pages 69 - 151 of the agenda reports pack), which asked it to note the External Auditors Progress Report 2023/24 Accounts.

By affirmation of the meeting, it was:

UNANIMOUSLY RESOLVED THAT:

The contents of the report and appendices be noted.

71. PAY POLICY STATEMENT (2025/26)

The Council gave consideration to the report and appendices (as set out at pages 159 – 167 of the agenda reports pack), which asked it to approve the Pay Policy Statement for 2025/26.

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

UNANIMOUSLY RESOLVED THAT:

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

- (ii) Council approves the Pay Policy Statement for 2025/2026 (as set out at Appendix 1); and
- (iii) Council approves the continued commitment to paying the Real Living Wage for 2025/2026.

THE MEETING CLOSED AT 8.21 pm

Events attended by the Mayor, May 14th 2024 – Present (as of 07.04.25)

JUNE

05	Leicestershire County Council	Meeting Lord Lieutenant and other Civic Heads
06	OWBC – Rob Helliwell	D-Day Anniversary Event
09	Oadby & Wigston Lions Club	RNLI Lifeboats 200 Years Celebratory Concert
15	The Royal British Legion Oadby Branch	Standard Dedication Ceremony

AUGUST

10	Nigel Herbert (Chairman ALAA)	Allotment Day Event
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SEPTEMBER

05	North West Leicestershire District Council	Chairman's Charity Event (Dinner)
11	Little Hill Primary School	School "House" Election
13	Blaby District Council	Chairman at Home
14	OWBC – Cllrs Bill Boulter & Carl Walter	Re-dedication of Oadby & Wigston Remembrance Room
21	Comfort Centre Leicester	Fundraising Charity Night (Sickle Cell)

OCTOBER

12	Oadby & Wigston Hindu Community	Navratri Celebrations 2024
13	The High Sheriff of Leicestershire	Justice Service
18	Leicester Grammar School	Foundation Day Service
19	Royal British Legion	Leicestershire, Rutland & County Festival of Remembrance

NOVEMBER

08	Blaby District Council	Chairman's Charity Event
10	OWBC	Wigston Remembrance Parade & Service
10	Oadby Royal British Legion	Remembrance Parade, Service & Wreath Laying
10	Lieutenant Colonel David Young & Resham Singh Sandhu	Multi-faith Remembrance Service
11	OWBC	Remembrance Day Service
27	Warning Zone	Christmas Wreath Making
29	OWBC	Celebration of Volunteers Awards / Event

30 Oadby & Wigston Lions

Wigston Christmas Light Switch On

DECEMBER

05 Warning Zone
06 North West Leicestershire District Council
07 South Wigston Chamber of Trade
09 Oadby & Wigston Senior Citizens
17 OWBC – Raheema Caratella
19/23 OWBC – Raheema Caratella

Festive Quiz
Chairman's Christmas Charity Dinner Show
South Wigston Christmas Capers (and Light Switch On)
Christmas Concert
Christmas Front Shop Judging
Christmas Front Shop Awards

JANUARY

15 Hinckley & Bosworth Borough Council
23 North Warwickshire & South Leicestershire College
27 OWBC
27 Lord Mayor of Leicester's Office

Mother Goose Pantomime
Celebration of Achievement Awards
Holocaust Memorial Day Service
Holocaust Memorial Day Service

FEBRUARY

02 Oadby & Wigston Lions Club
04 All Saints CofE Primary School
13 Warning Zone (Charity)

Oadby & Wigston Lions Club, 44th Charter Lunch
Wings of Peace Memorial Service
High Sheriff's Comedy Night

MARCH

19 Canal & River Trust
21 Charnwood Borough Council

Evening Networking Event / CRT Trustee Reception
Mayor's Charity Dinner

Events attended by the Deputy Mayor, May 14th 2024 – Present (as of 07.04.25)

JUNE

06 Leicestershire Lieutenantcy Office
22 British Red Cross
24 OWBC – Rob Helliwell
26 University of Leicester – School of Business
29 Leicestershire Lieutenantcy Office

Service to Commemorate the 80th Anniversary of D-Day
Refugee Week
Armed Forces Day Flag Raising Ceremony
Leadership Networking Event
Armed Forces Day Parade

30	Cllr Carl Walter	Elliot Hall – Armed Forces Event
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JULY

03	Pride of the Borough – David Carter	East Midlands in Bloom 2024
03	Leicester Grammar School	Celebration of Achievement Evening
06	Wigston Framework Knitters Museum – Cllr Bill Boulter	Ceremony of Socks
08	Wigston Framework Knitters Museum – Cllr Bill Boulter	Fundraising Curry Night

AUGUST

10	OWBC – Raheema Caratella	Olympics in the Park
29	Warning Zone (Charity)	Back to School Quiz Night
31	OWBC – Raheema Caratella	Oadby Food Festival

SEPTEMBER

11	Little Hill Primary School	School “House” Election
15	Charles Bellamy (Hon. Secretary RAF Association)	Leicester Battle of Britain Service

OCTOBER

04	Pride of the Borough	Awards & Celebrations 2024
30	Dean of Leicester (Leicester Cathedral)	The Cathedral Annual Dinner 2024

NOVEMBER

05	University Hospitals of Leicester NHS Trust	Opening of the Leicester South Dialysis Unit
08	Oadby & Wigston Swimming Club	Celebrating Young People’s Achievements from the Club Champs 2023
10	St Thomas’ Church, South Wigston	South Wigston Remembrance Service

FEBRUARY

24	OWBC – Raheema Caratella	Greater Wigston Heritage Centre – Mural Unveiling
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MARCH

02	Hinckley & Bosworth Borough Council	Mayor’s Civic Service
07	Cllr Carl Walter	Veteran’s Race Day

17 Peter Cousins, Wigston Historical Society
22 University of Leicester
27 Blaby District Council
30 High Sheriff of Leicestershire

Wigston Mural Launch
Celebration of Heritage
Chairman's Coffee Morning
Service of Thanksgiving

APRIL

02 Miles Pattinson, East Midlands Airport
05 Oadby & Wigston Muslim Association
05 Nupur Arts Dance Academy
06 Rotary Club of Oadby

East Midlands Airport 60th Anniversary Civic Celebration
Interfaith/Multicultural Eid Celebration
Dance Dhamaka
Rotary Club of Oadby 9th Annual Swimathon



Full Council	Tuesday, 15 April 2025	Matter for Decision
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Report Title: Public Space Protection Order Renewal 2025

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

Purpose of Report:	The PSPO was formally brought into force on 24 September 2021 for a period of three years and requires renewal to allow for the effective control and regulation of dogs across the Borough.
Report Summary:	<p>The byelaws in relation to Dogs (Fouling of Land) Act 1996 and byelaws made by the Council of the Borough and Oadby and Wigston under section 164 of the Public Health Act 1875, sections 12 and 15 of the Open Spaces Act 1906 and section 15 of the Open Spaces Act 1906 with respect to public walks / pleasure grounds / open spaces were revoked by the Anti-Social, Police and Crime Act 2014.</p> <p>It was resolved at Full Council on 30 March 2021 to enact the PSPO across the whole Borough. The PSPO was formally brought into force on 24 September 2021 for a period of three years.</p> <p>A 10-week consultation to review the PSPO was undertaken to ensure the reasons for the PSPO are still valid and this report recommends that the PSPO is extended for a further three years under section 60(2) of the Anti-Social Behaviour, Crime and Policing Act 2014 and other enabling powers.</p> <p>The PSPO has been reviewed by the Licensing and Regulatory Committee on 6 March 2025 and was recommended unanimously.</p>
Recommendation(s):	Following approval and recommendation of the Licensing and Regulatory Committee as resolved at its meeting on 6 March 2025, that the Public Space Protection Order (Regulation of Dogs) 2025 (as set out at Appendix 1 to this report) be approved.
Senior Leadership, Head of Service, Manager, Officer and Other Contact(s):	<p>David Gill (Head of Law and Democracy / Monitoring Officer) (0116) 257 2626 david.gill@oadby-wigston.gov.uk</p> <p>Jon Wells (Senior Strategic Development Manager) (0116) 257 2692 jon.wells@oadby-wigston.gov.uk</p>
Strategic Objectives:	<p>Our Council (SO1)</p> <p>Our Communities (SO2)</p> <p>Our Environment (SO4)</p> <p>Our Partners (SO5)</p>
Vision and Values:	<p>"Our Borough - The Place To Be" (Vision)</p> <p>Proud of Everything We Do (V2)</p> <p>Customer & Community Focused (V1)</p>

Report Implications:-	
Legal:	In accordance with Section 60 of Anti-Social Behaviour, Crime and Policing Act 2014, a PSPO cannot have effect for more than three years, unless extended under section 60(2) of the same 2014 Act. This section permits a local authority to extend a PSPO where it is satisfied on reasonable grounds that doing so is necessary to prevent an occurrence or recurrence of the activities identified in the PSPO.
Financial:	There are no implications arising from this report.
Corporate Risk Management:	Key Supplier / Partnership Failure (CR2) Reputation Damage (CR4) Regulatory Governance (CR6)
Equalities and Equalities Assessment (EA):	There are no implications arising from this report.
Human Rights:	There are no implications arising from this report.
Health and Safety:	There are no implications arising from this report.
Statutory Officers' Comments:-	
Head of Paid Service:	The report is satisfactory.
Chief Finance Officer:	The report is satisfactory.
Monitoring Officer:	The report is satisfactory.
Consultees:	<ul style="list-style-type: none"> • Leicestershire Police • Animal Care Services • Dogs Trust • Kennel Club • General Public
Background Papers:	<ul style="list-style-type: none"> • Review of Public Space Protection Order (Regulation of dogs) 2021 PSPO, Licensing and Regulatory Committee, 11 March 2021 • Approval of Public Space Protection Order (Regulation of dogs) 2021, Council, 30 March 2021 • Public Space Protection Order (Regulation of Dogs) 2025, Licensing and Regulatory Committee, 6 March 2025
Appendices:	<ol style="list-style-type: none"> 1. Proposed Public Space Protection Order (Regulation of Dogs in the Borough of Oadby and Wigston) 2025 2. Kennel Club Consultation Response

1. Background

- 1.1 The Oadby and Wigston's Dogs (Fouling of Land) Act Designation Order 2004 ("the 2004 Order") and its various Byelaws for the Regulation of Dogs (1995) ("the 1995 Byelaws") were superseded by the enactment of a Public Space Protection Order (PSPO) for the Regulations of Dogs made under sections 59 - 75 of the Anti-Social Behaviour, Crime and Police Act 2014.

- 1.2 It was resolved at Full Council on 30 March 2021 following consultation with residents, Police and other interested parties to enact the Public Space Protection Order across the whole Borough. The PSPO was formally brought into force on 24 September 2021 for a period of three years. New designated signage was procured and erected in the designated areas across the Borough to highlight the key regulatory issues. The PSPO requires renewal every three years to ensure the issue is still relevant and controls are still required.
- 1.3 The Order identifies areas and includes maps of the designated areas to be controlled and a whole Borough requirement that dog fouling of land, dogs on leads by direction and means to pick up is enforced.

2. Consultation

- 2.1 The Council undertook a 10-week consultation through social media and direct contact with relevant authorities and interested parties.
- 2.2 Consultation closed on the 24 February 2025. Over 280 responses were received all of which either agreed or strongly agreed that dog fouling controls and dogs on lead restrictions in certain areas are required. 78% agreed that there should be certain designated areas where dogs are excluded, for example children's playgrounds, tennis courts, bowls greens and multi-use games areas. The Kennel Club response (a formal consultee) is provided at Appendix 2. As the largest organisation in the UK devoted to dog health, welfare, and training they strongly promote responsible dog ownership and encourage the use of proactive measures such as providing bins and supporting local and national campaigns to educate dog owners about dog fouling. They also welcome a proportionate approach to dogs on leads which is something the Council have taken on board. Similarly, dog bans as a blanket restriction would not be supported and again the Council have endorsed this by only proposing bans in areas such as play and enclosed recreational areas where it is justified.

3. Content of the PSPO

- 3.1 Fouling - meaning it shall be an offence if a dog defecates at any time on land to which the public has access to, without it being removed;
- 3.2 Dogs on leads by direction - meaning it shall be an offence to fail to comply with a direction given by an Officer of the Council to place a dog on a lead;
- 3.3 Keeping of dogs in leads – meaning it shall be an offence to not keep a dog on a lead in certain designated areas (primarily in public open spaces);
- 3.4 Exclusion of dogs – it shall be an offence to allow a dog to enter or remain on certain designated areas (primarily enclosed play or sports areas); and
- 3.5 Means to pick up – it shall be an offence if a person in control of a dog does not have the suitable means to be able to clean up after it.

4. Enforcement of the PSPO

- 4.1 The enforcement of the PSPO has been undertaken by Animal Care Services Limited either in response to complaints or as part of their weekly patrols. The Council has put up signs in areas designated in the PSPO and all authorised officers are able to enforce. This includes our own Environmental Health staff.
- 4.2 Where it is established that an offence has taken place, the PSPO can be enforced through

the provision of a Fixed Penalty Notices (FPN) issued by authorised officers of £100.00 to be paid within 14 days reduced to £70.00 if paid within 7 days. Alternatively, anyone found guilty of an offence can be liable to a penalty not exceeding £1000.

5. Extension to the PSPO

- 5.1 It is recommended that the PSPO provided at **Appendix 1** which was approved by the Licensing and Regulatory Committee on 6 March 2025 be extended for a further three years.

The Anti-Social Behaviour, Crime and Policing Act 2014 ss. 59-75

PUBLIC SPACE PROTECTION ORDER (REGULATION OF DOGS IN THE BOROUGH OF OADBY AND WIGSTON) 2025

The Borough Council of Oadby and Wigston (hereafter "the Authority") hereby makes the following Public Space Protection Order (hereafter "the Order") under ss. 59-75 of the Anti-Social Behaviour, Crime and Police Act 2014 (hereafter "the Act").

This Order may be cited as 'The Public Space Protection Order (Regulation of Dogs in the Borough of Oadby and Wigston) 2025' and shall come into force on the 28th day of April 2025 and remain in force for a period of three years.

1. Dog fouling of land

If within the administrative area of the Authority as detailed in Schedule 1 below, a dog defecates at any time on land which the public or any section of the public has access to, on payment or otherwise, as of right or by virtue of express or implied permission and a person who is in charge of the dog at the time fails to remove the faeces from the land forthwith, that person shall be guilty of an offence unless:

- (a) that person has a reasonable excuse for failing to do so; or
- (b) the owner, occupier or other person or authority having control of the land has consented (generally or specifically) to his failing to do so.

2. Dogs on leads by direction

2.1. A person in charge of a dog shall be guilty of an offence if, at any time, within the administrative area of the Authority as detailed in Schedule 1 below, that person does not comply with a direction given to him by an authorised officer of the Authority to put and keep the dog on a lead unless:

- (a) that person has a reasonable excuse for failing to do so; or
- (b) The owner, occupier or other person or authority having control of the land has consented (generally or specifically) to his failing to do so.

2.2. An authorised officer may only give a direction under this Order if such restraint is reasonably necessary to prevent a nuisance or behaviour by the dog that is likely to cause annoyance or disturbance to any other person, or to a bird or another animal.

3. Keeping of dogs on leads

A person in charge of a dog shall be guilty of an offence if, at any time, on land detailed in Schedule 2 below, that person does not keep the dog on a lead unless:

- (a) that person has a reasonable excuse for failing to do so; or
- (b) The owner, occupier or other person or authority having control of the land has consented (generally or specifically) to his failing to do so.

4. Exclusion of dogs

A person in charge of a dog shall be guilty of an offence if, at any time, that person

takes the dog onto, or permits the dog to enter or to remain on, any land detailed in Schedule 3 below unless:

- (a) that person has a reasonable excuse for failing to do so; or
- (b) The owner, occupier or other person or authority having control of the land has consented (generally or specifically) to his failing to do so.

5, Means to pick up

5.1. A person in charge of a dog shall be guilty of an offence if, at any time, within the administrative area of the Authority as detailed in Schedule 1 below, that person does not have with him an appropriate means to pick up dog faeces deposited by that dog unless:

- (a) that person has a reasonable excuse for failing to do so; or
- (b) The owner, occupier or other person or authority having control of the land has consented (generally or specifically) to his failing to do so.

5.2. The obligation is complied with if, after a request from an authorised officer, the person in charge of the dog produces an appropriate means to pick up the dog faeces.

6, Exemptions

Nothing in this order shall apply to a person who:

- (a) is registered as a blind person in a register compiled under section 29 of the National Assistance Act 1948, or "severely sight impaired", or "sight impaired" under the Care Act 2014; or
- (b) has a disability which affects his mobility, manual dexterity, physical coordination, or ability to lift, carry, or otherwise move everyday objects, in respect of a dog trained by a "prescribed charity" and upon which he relies for assistance.

7, General Points

For the purpose of this Order:

- (a) A person who habitually has a dog in his possession shall be taken to be in charge of the dog at any time unless at that time some other person is in charge of the dog;
- (b) Placing the faeces in a receptacle on the land which is provided for the purpose, or for the disposal of waste, shall be sufficient removal from the land;
- (c) Being unaware of the defecation whether by reason of not being in the vicinity or otherwise or not having a device for or other suitable means of removing the faeces shall not be a reasonable excuse for failing to remove the faeces;
- (d) "An authorised officer of the Authority" means an employee, partnership agency or contractor of Oadby and Wigston Borough Council who is authorised in writing by the Authority for the purposes of giving directions under the Order.
- (e) Unless the context otherwise requires, words in the singular shall include the plural and in the plural shall include the singular.
- (f) Unless the context otherwise requires, a reference to one gender shall include a reference to the other genders.
- (g) Each of the following is a "prescribed charity" -
 - (i) Dogs for the Disabled (registered charity number 700454);
 - (ii) Support Dogs Limited (registered charity number 1088281);
 - (iii) Canine Partners for Independence (registered charity number 803680);
 - (iv) Hearing Dogs for Deaf People (registered charity number 293358); and
 - (v) The Guide Dogs for the Blind Association (registered charity number 209617).

8. Penalty

- 8.1. A person who is guilty of an offence under this Order shall be liable on summary conviction to a fine not exceeding level 3 on the standard scale.
- 8.2. A Fixed Penalty Notice of £100.00 will be issued to offenders to be paid within 14 days (reduced to £70.00 if paid within 7 days) which would discharge any liability to conviction for an offence under section 67(1) of the Act.

The above Order was adopted by the Full Council at a meeting held on the 15th day of April 2025.

In witness thereof the Common Seal of the Borough Council of Oadby and Wigston was hereunto affixed on 28th day of April 2025.

Authorised Signatory

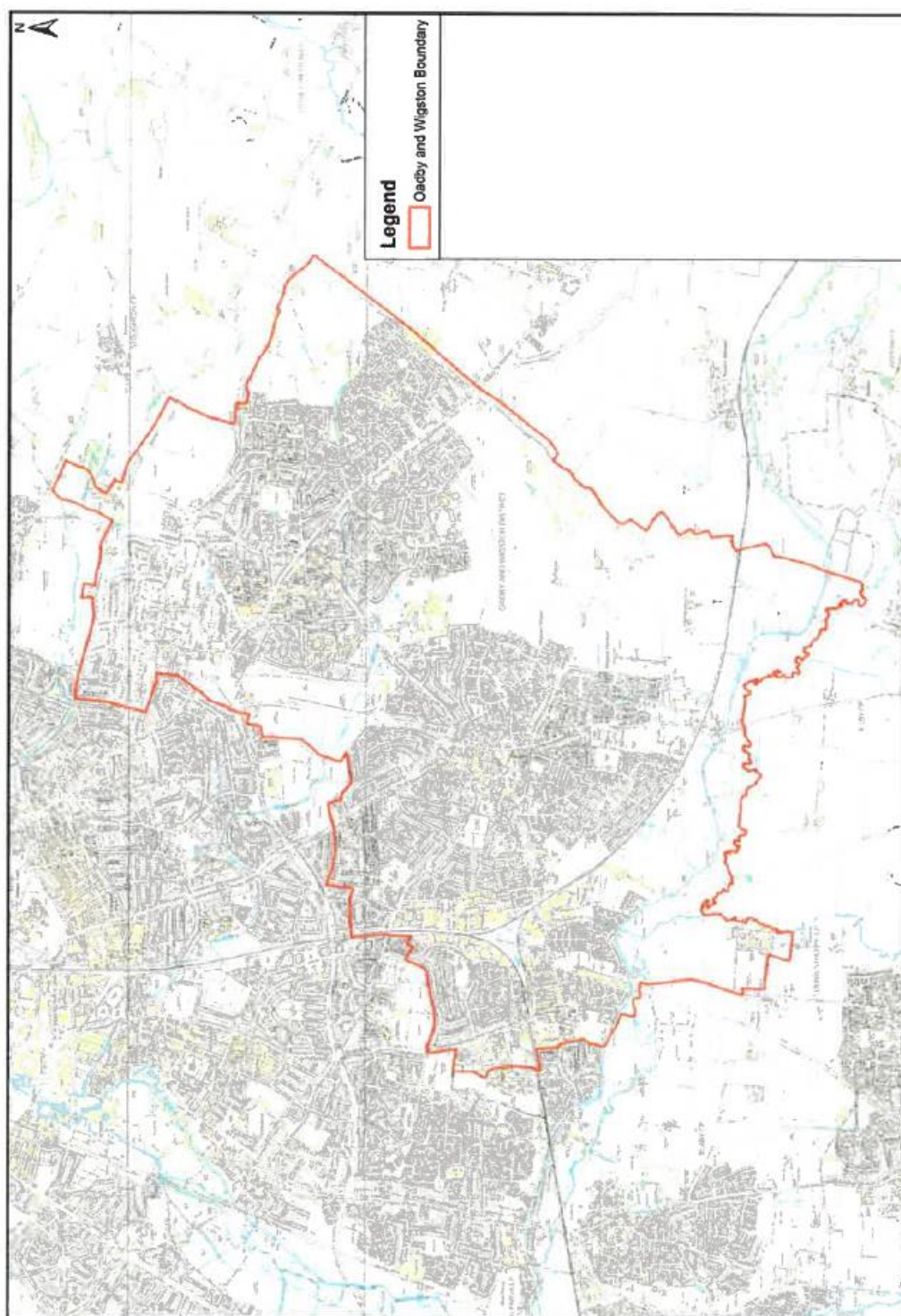
Seal No.

Schedule One

Dog fouling of land
Dogs on leads by direction
Means to pick up

This order applies to the administrative area of the Authority edged-red below:

Map No. 1



Schedule Two

Keeping of Dogs on Leads

This order applies to all of the land described below:

Map No.	Location	Area	Description of Land
2	St Peter's Churchyard, Wigston Road, LE2 5QE	Oadby	Churchyard
3	5-15 London Road, LE2 5DL	Oadby	Blind Garden
4	Oadby Cemetery, Wigston Road, LE2 5QB	Oadby	Cemetery
5	Wigston Road Allotments, Wigston Road, LE2 5JE	Oadby	Allotments
6	Brabazon Road Allotments, Brabazon Road, LE2 5HE	Oadby	Allotments
7	Brocks Hill Country Park, Natural Play Area, Washbrook Lane, LE2 5JJ	Oadby	Park
8	All Saints Churchyard, Moat Street, LE18 2GD	Wigston	Churchyard
9	St Wistan's Church, Church Nook, LE18 2GD	Wigston	Churchyard
10	Wigston Cemetery, Welford Road, LE18 3SN	Wigston	Cemetery
11	Aylestone Lane Allotments, Aylestone Lane, LE18 1FX	Wigston	Allotments
12	Manchester Gardens Allotments, Blunts Lane, LE18 2HA	Wigston	Allotments

Schedule Three

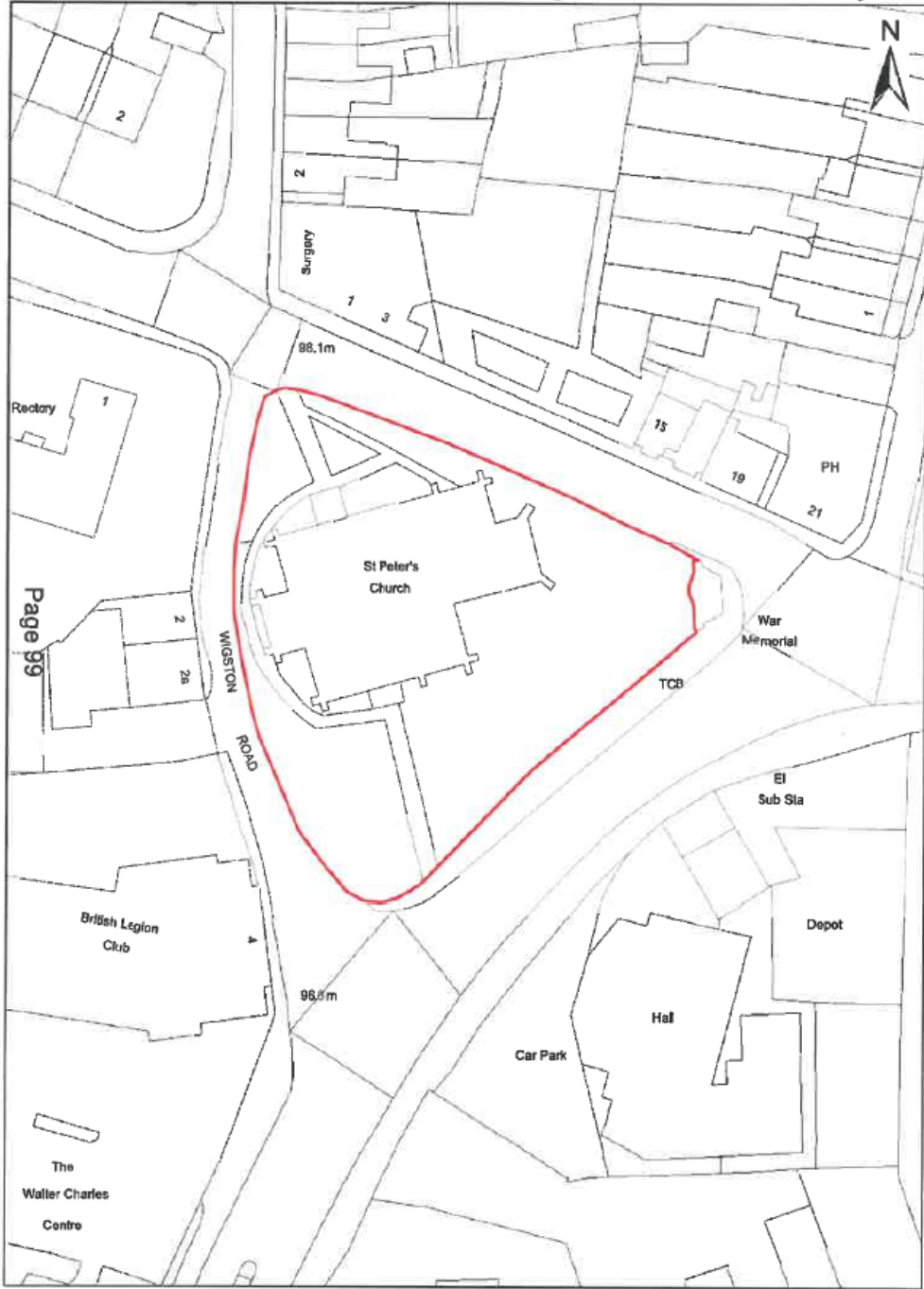
Exclusion of Dogs

This order applies to all of the land described below:

Map No.	Location	Area	Description of Land
7	Brocks Hill Country Park, small play area and Amphitheatre, Washbrook Lane, LE2 5JJ	Oadby	Play Area
13	Ellis Park Bowls Green, Ellis Park, Brabazon Road, LE2 5HG	Oadby	Bowls Green
13	Tennis Courts, Ellis Park, Brabazon Road, LE2 5HG	Oadby	Tennis Courts
Play	Play Area, Ellis Park, Brabazon Road, LE2 5HG	Oadby	Play Area
14	Iliffe Avenue Park, LE2 5LS	Oadby	Play Area
15	Moorwood Play Area, London Road, LE2 5DL	Oadby	Play Area
16	Rosemead Park, Rosemead Drive, LE2 5SD	Oadby	Play Area
17	Uplands Playing Field, Uplands Road, LE2 4NS	Oadby	Play Area
18	Coombe Park, Coombe Rise, LE2 5TT	Oadby	Play Area
19	Fox Hollow, LE2 4QY	Oadby	Play Area
20	Hill Field Park, Florence Wragg Way, LE2 4UU	Oadby	Play Area
21	Blaby Road Park, LE18 4PA	South Wigston	Play Area
22	South Wigston Bowls Green, Blaby Road Park, LE18 4PA	South Wigston	Bowls Green
22	Multi Use Games Area, Blaby Road Park, LE18 4PA	South Wigston	Multi Use Games Area
22	Skate Park, Blaby Road Park, LE18 4PA	South Wigston	Skate Park

Map No.	Location	Area	Description of Land
23	William Gunning Park, Gloucester Crescent, LE18 4YE	South Wigston	Play Area
24	Wigston Bowls Green, Peace Memorial Park, Long Street, LE18 2AN	Wigston	Bowls Green
25	Tennis Courts, Peace Memorial Park, Long Street, LE18 2AN	Wigston	Tennis Courts
26	Tennis Courts, Willow Park, Aylestone Lane, LE18 1AB	Wigston	Tennis Courts
26	Skate Park, Willow Park, Aylestone Lane, LE18 1AB	Wigston	Skate Park
26	Willow Park, Aylestone Lane, LE18 1AB	Wigston	Play Area
27	Meadows Park, Meadow Way, LE18 3QZ	Wigston	Play Area
28	Wigston Fields Community Centre, Carlton Drive, LE18 1DE	Wigston	Play Area
29	Hayes Park, Thirlmere Road, LE18 3RS	Wigston	Play Area
30	Attenborough Close, LE18 3PR	Wigston	Play Area
31	Two Steeples Square, LE18 1DL	Wigston	Play Area
32	Horsewell Lane Park, Horsewell Lane, LE18 2HR	Wigston	Play Area

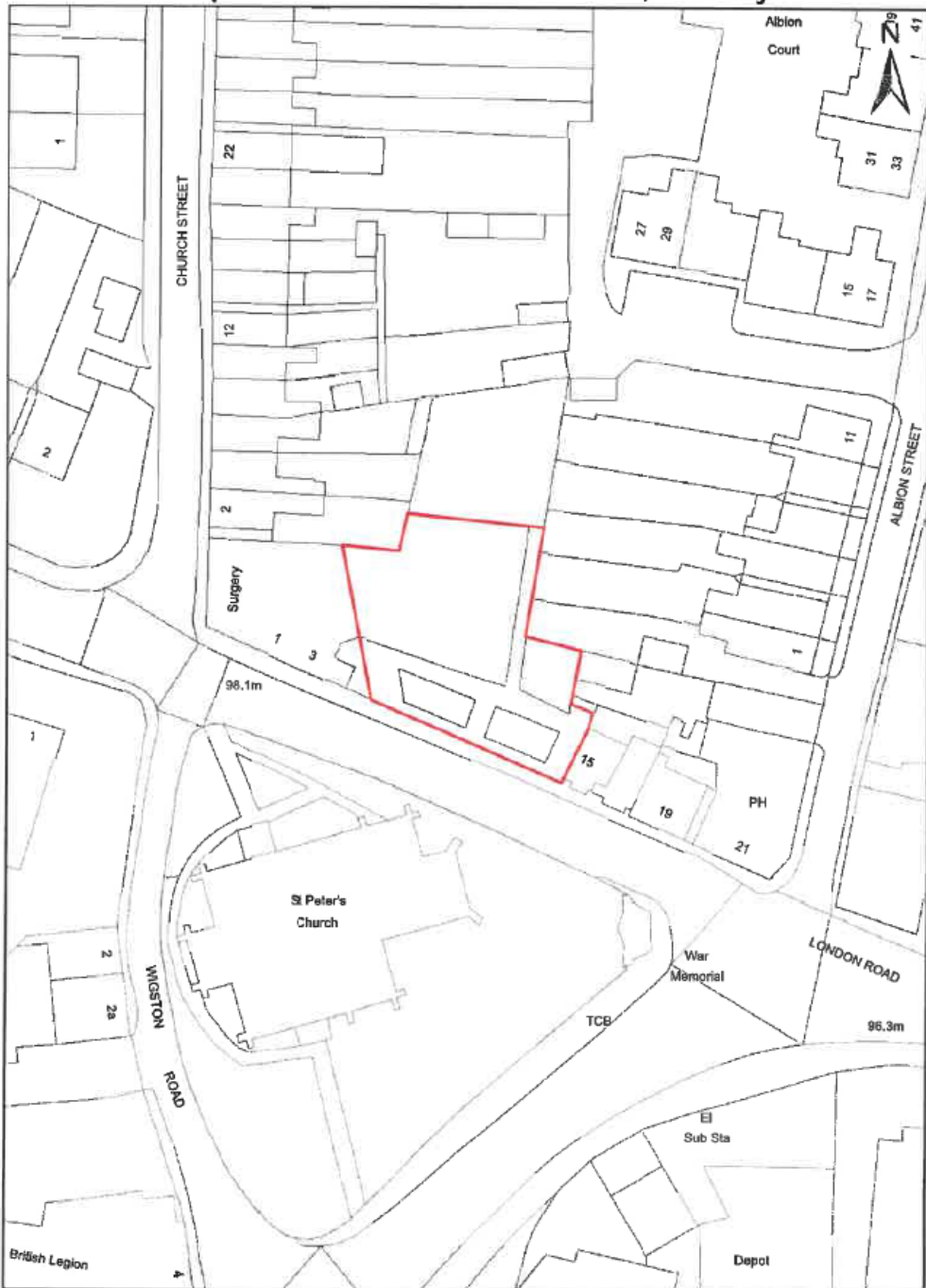
Map 2 St Peters Churchyard, Wigston Road, Oadby



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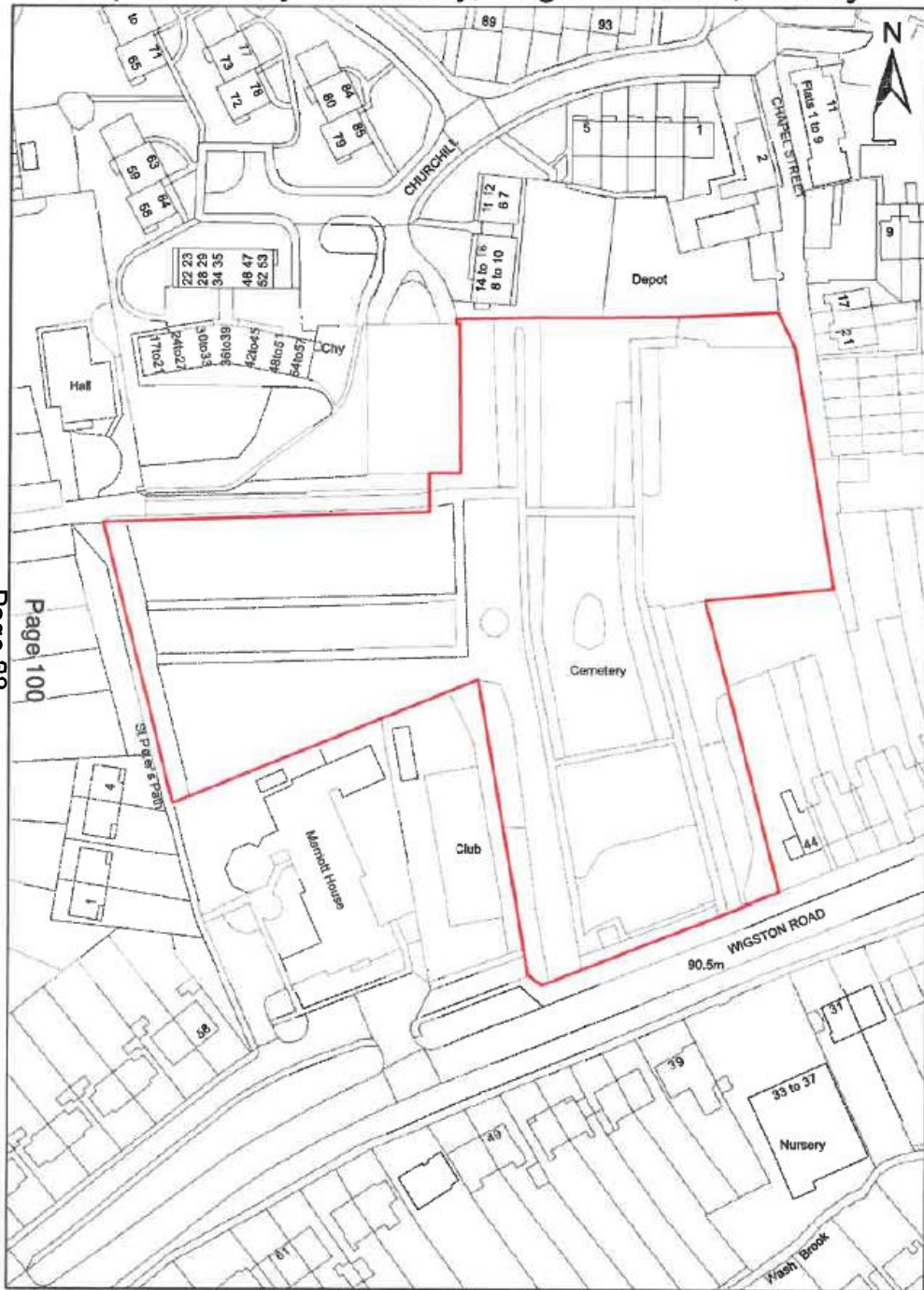
Map 3 5 to 15 London Road, Oadby



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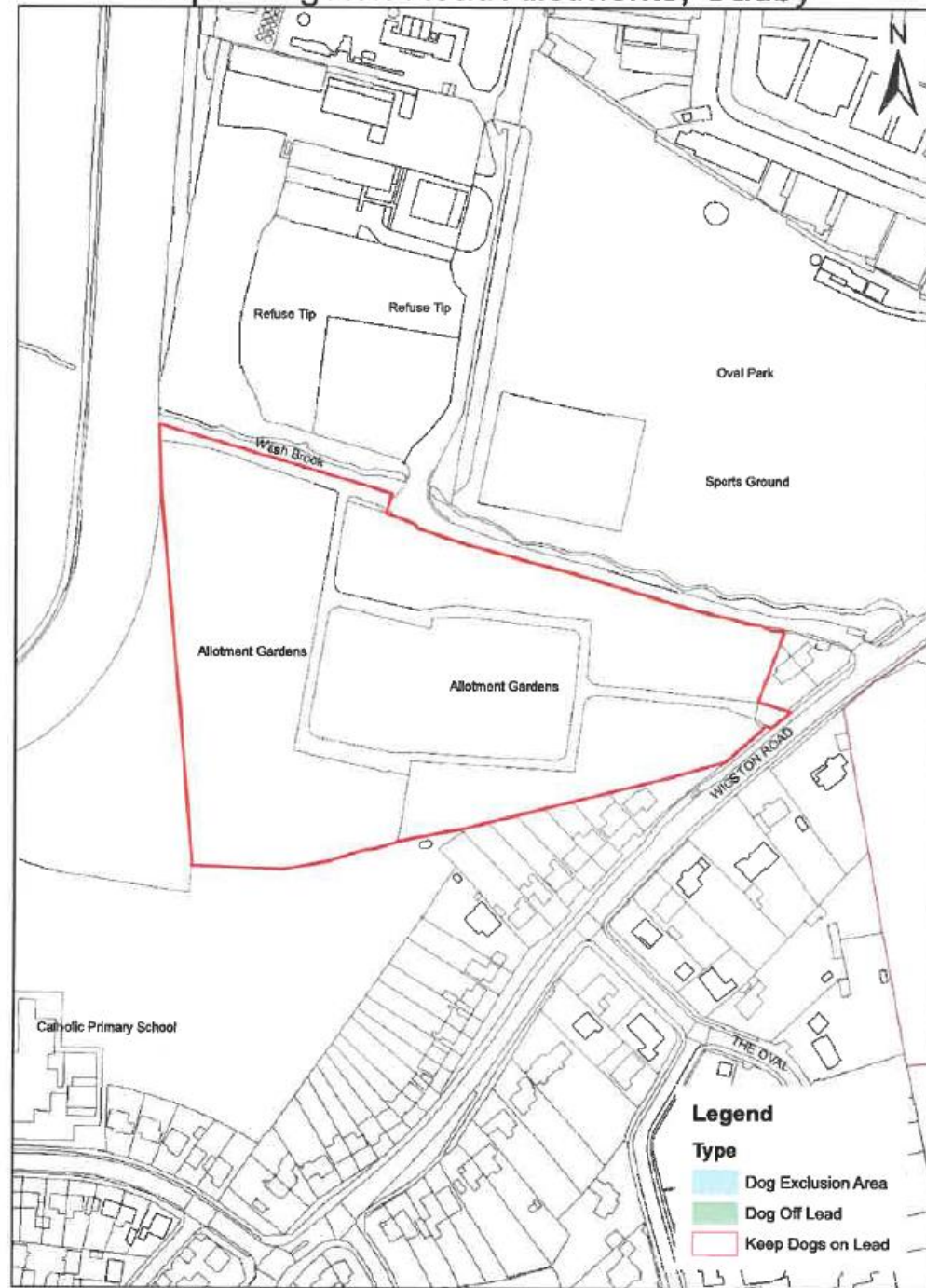
Map 4 Oadby Cemetery, Wigston Road, Oadby



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Map 5 Wigston Road Allotments, Oadby



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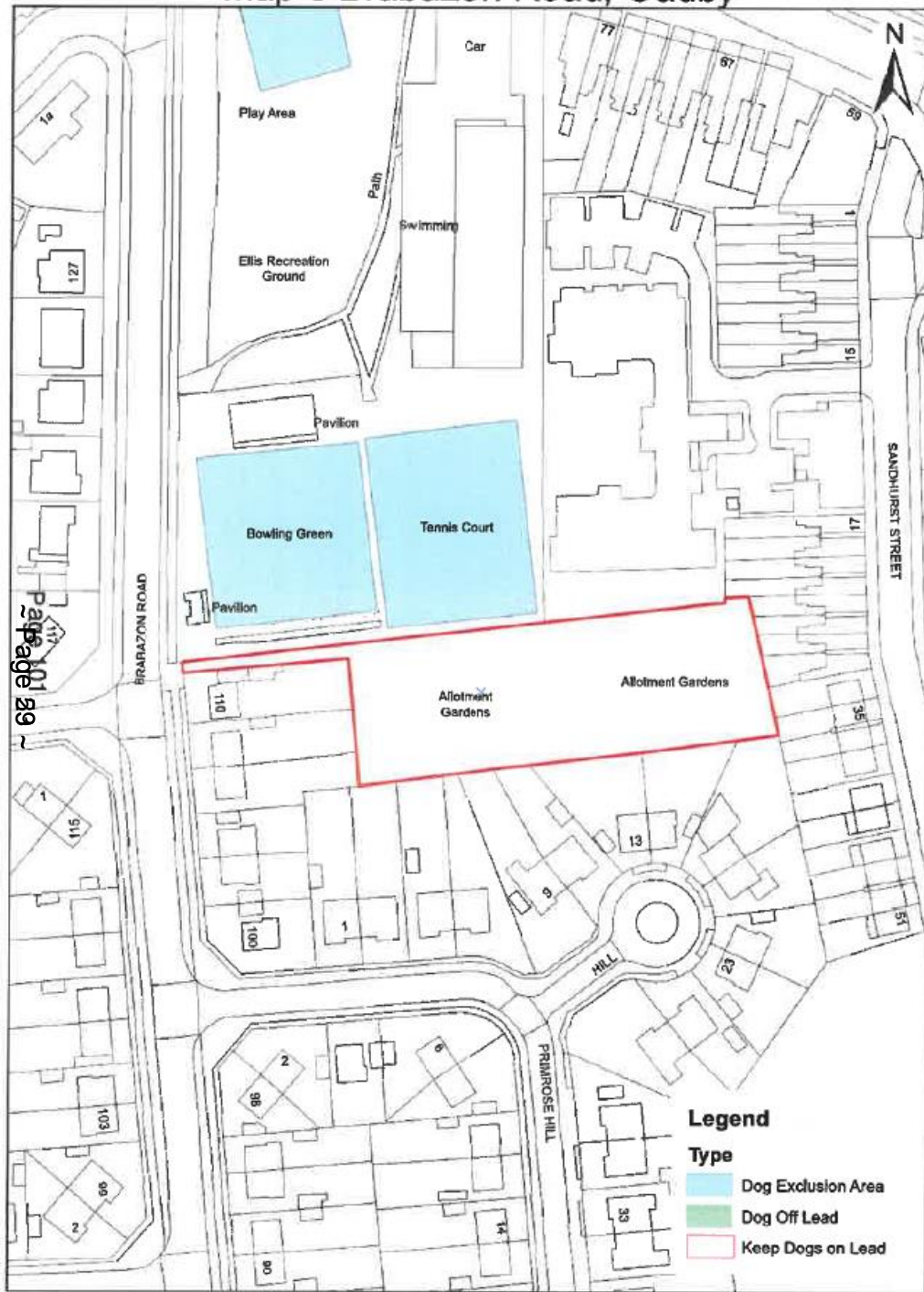
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Legend

Type

- Dog Exclusion Area
- Dog Off Lead
- Keep Dogs on Lead

Map 6 Brabazon Road, Oadby

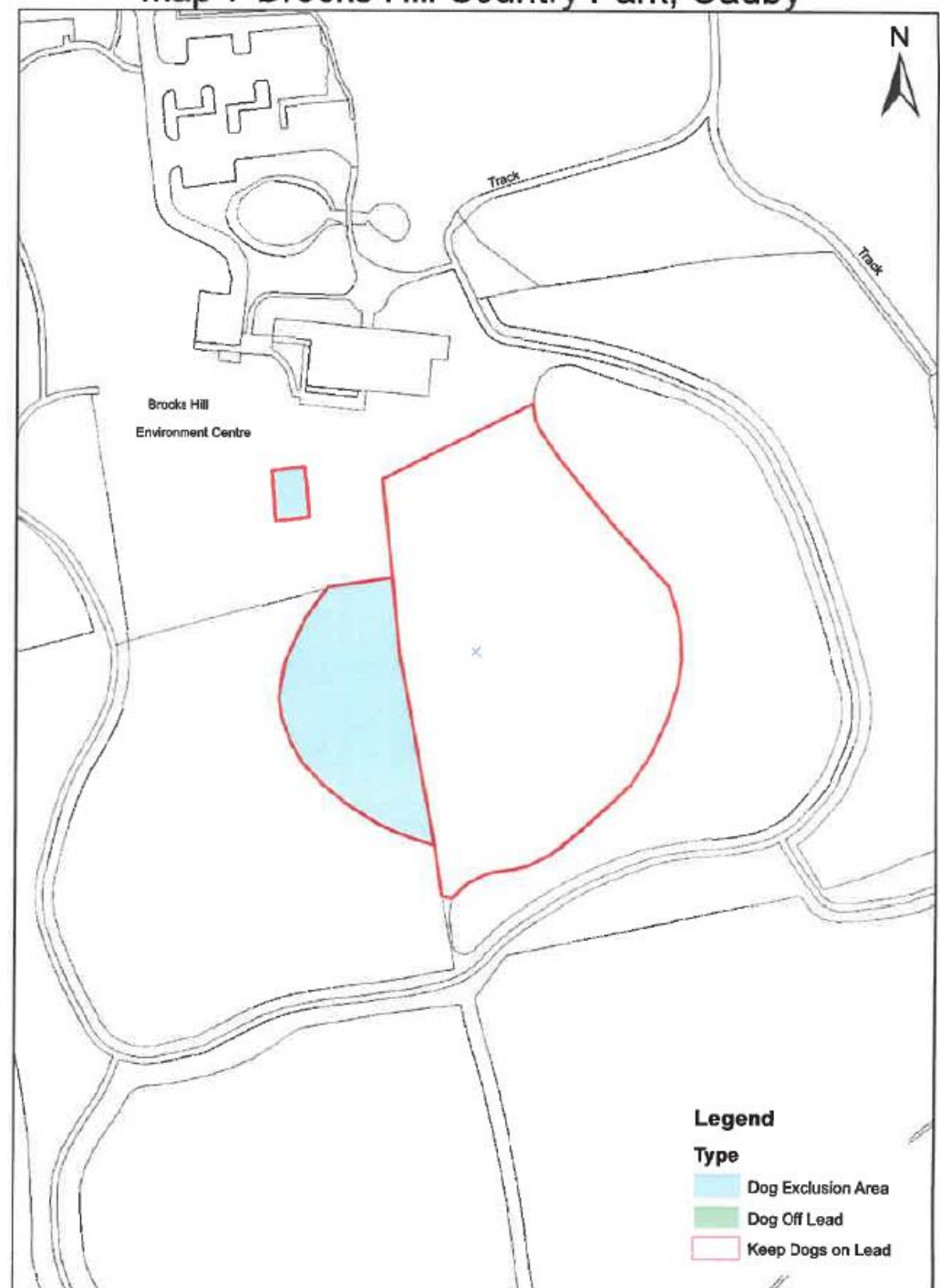


- Legend**
- Type**
- Dog Exclusion Area
 - Dog Off Lead
 - Keep Dogs on Lead

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Map 7 Brocks Hill Country Park, Oadby

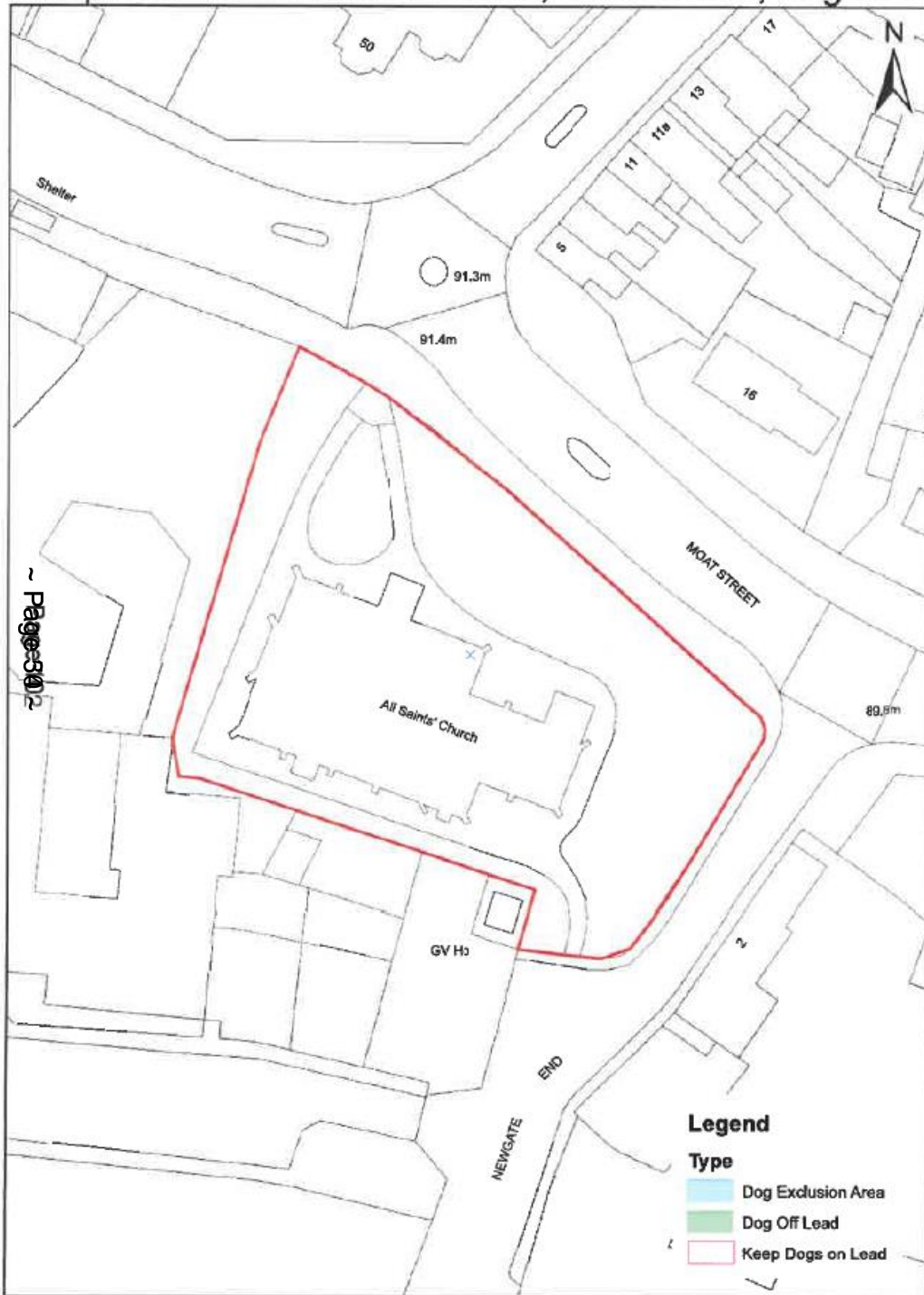


- Legend**
- Type**
- Dog Exclusion Area
 - Dog Off Lead
 - Keep Dogs on Lead

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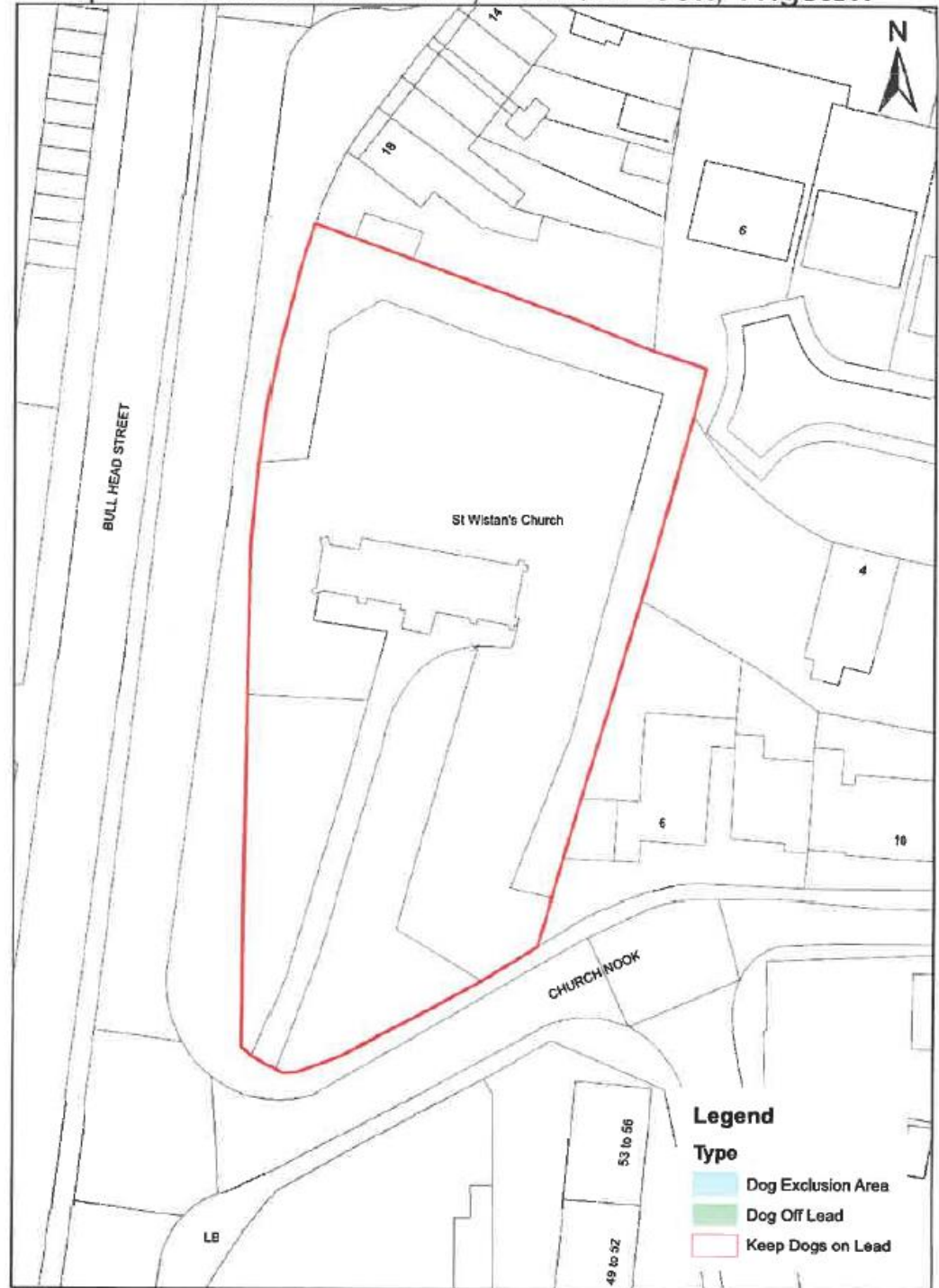
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Map 8 All Saints Church Yard, Moat Street, Wigston



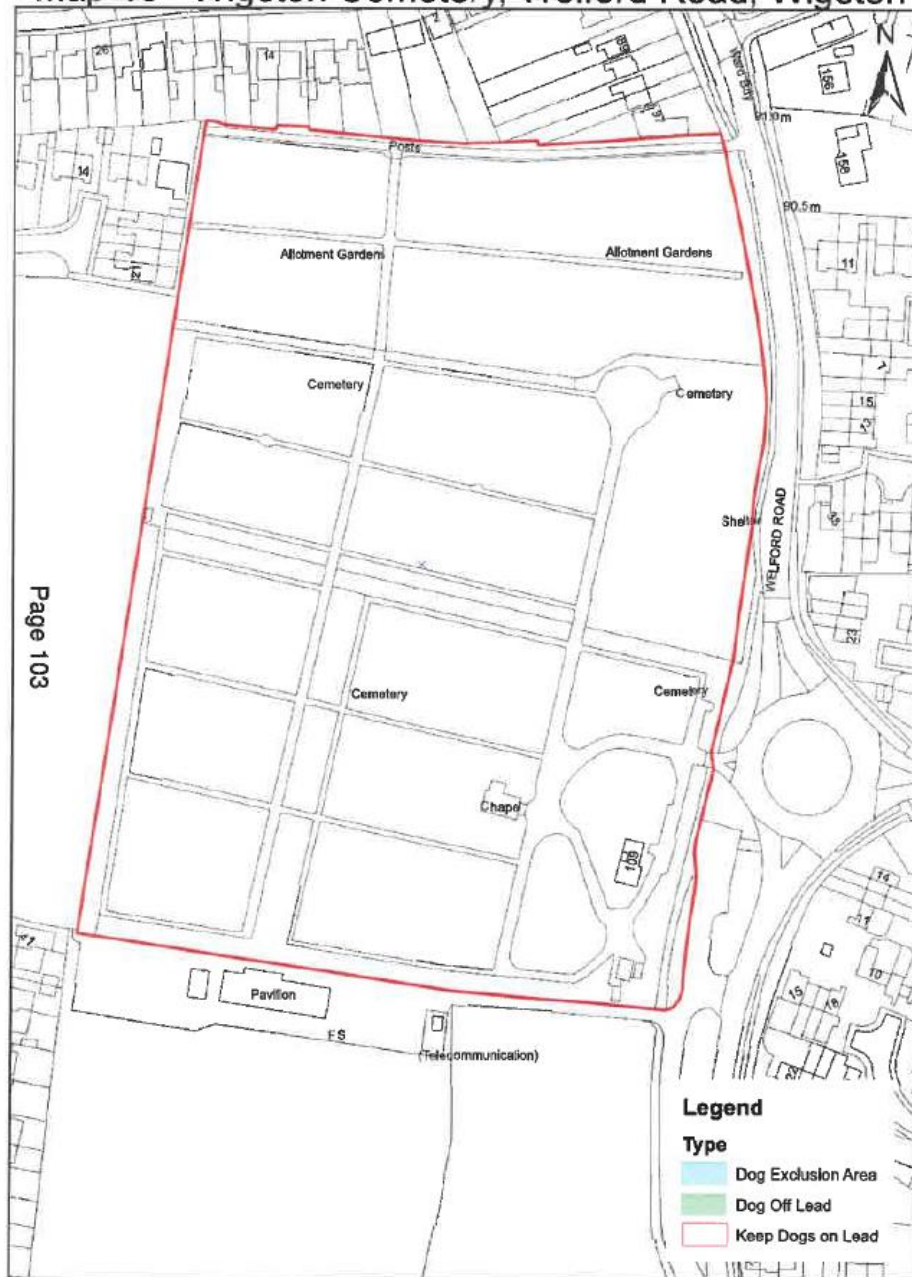
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Map 9 St Wistan Church, Church Nook, Wigston



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Map 10 Wigston Cemetery, Welford Road, Wigston



Legend

- Type**
- Dog Exclusion Area
 - Dog Off Lead
 - Keep Dogs on Lead

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Map 11 Aylestone Lane Allotments, Wigston



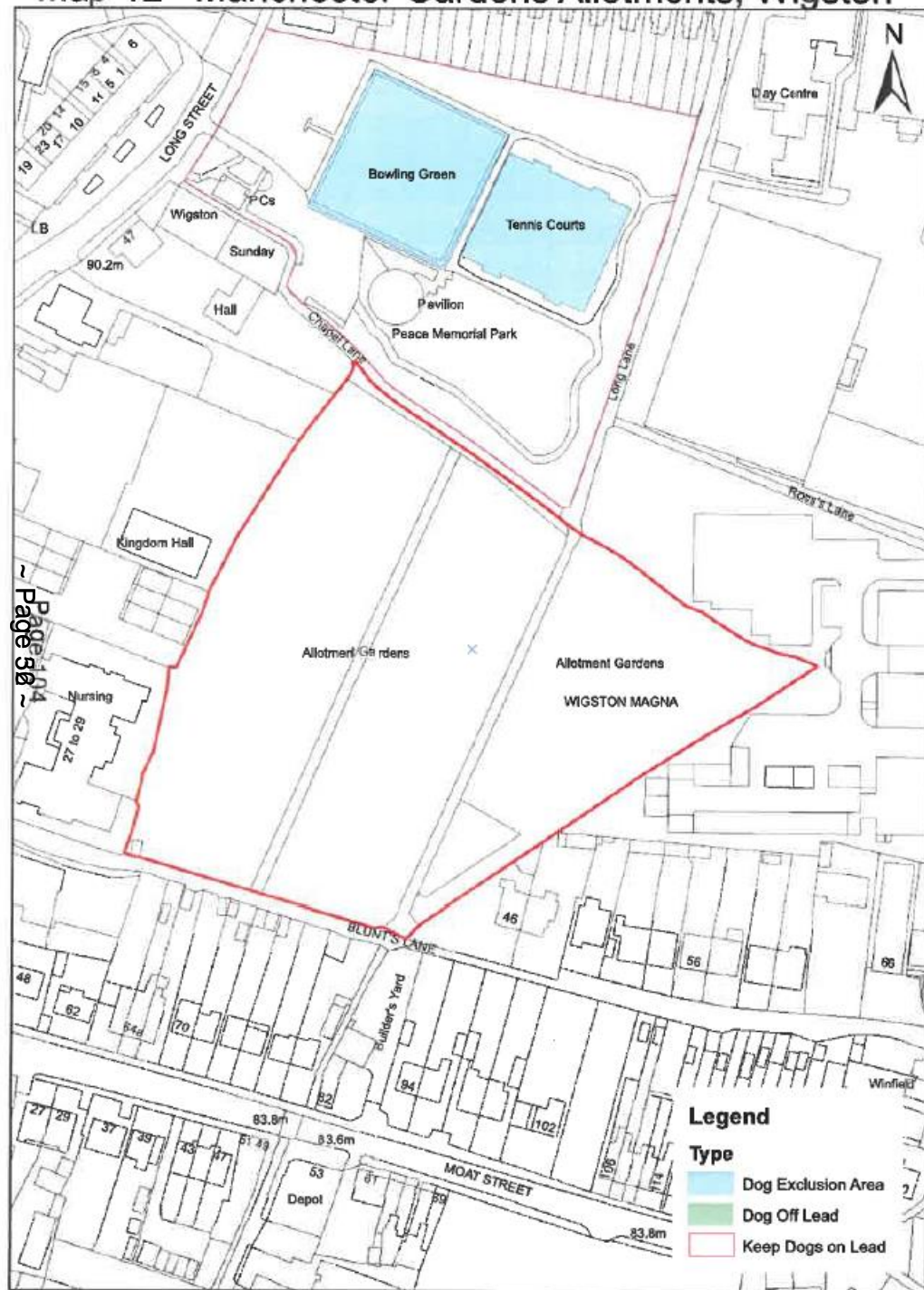
Legend

- Type**
- Dog Exclusion Area
 - Dog Off Lead
 - Keep Dogs on Lead

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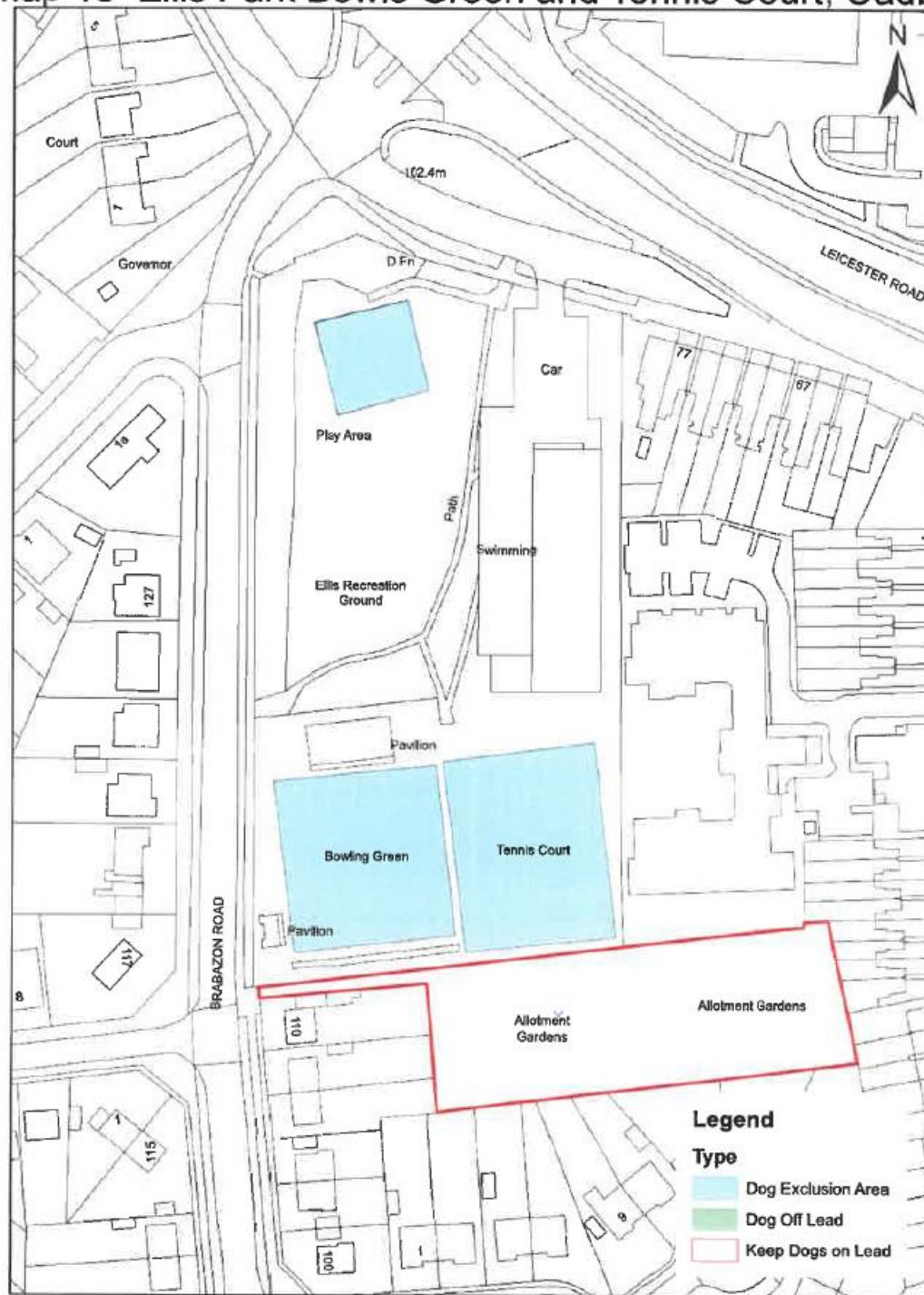
Map 12 Manchester Gardens Allotments, Wigston



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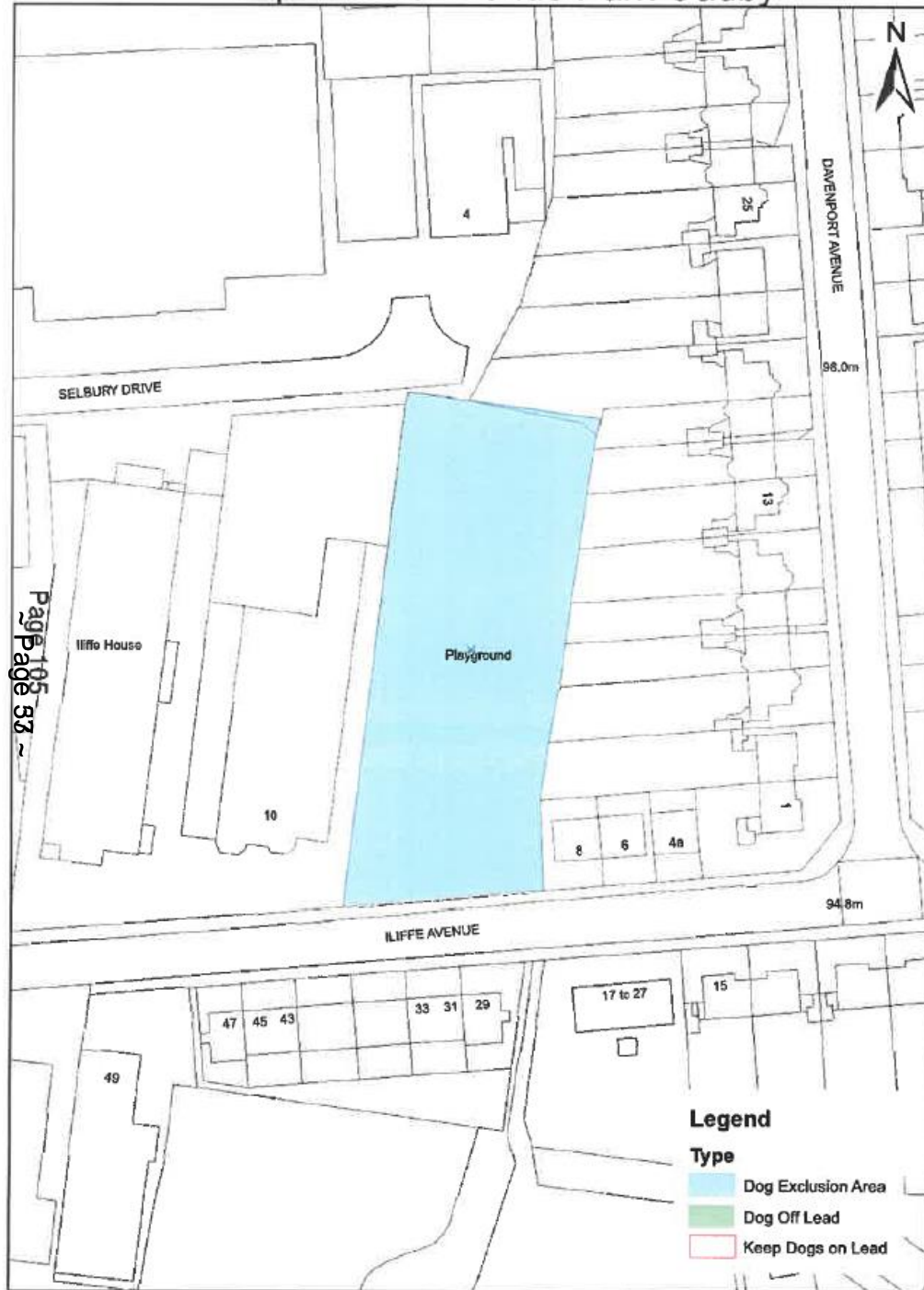
Map 13 Ellis Park Bowls Green and Tennis Court, Oadby



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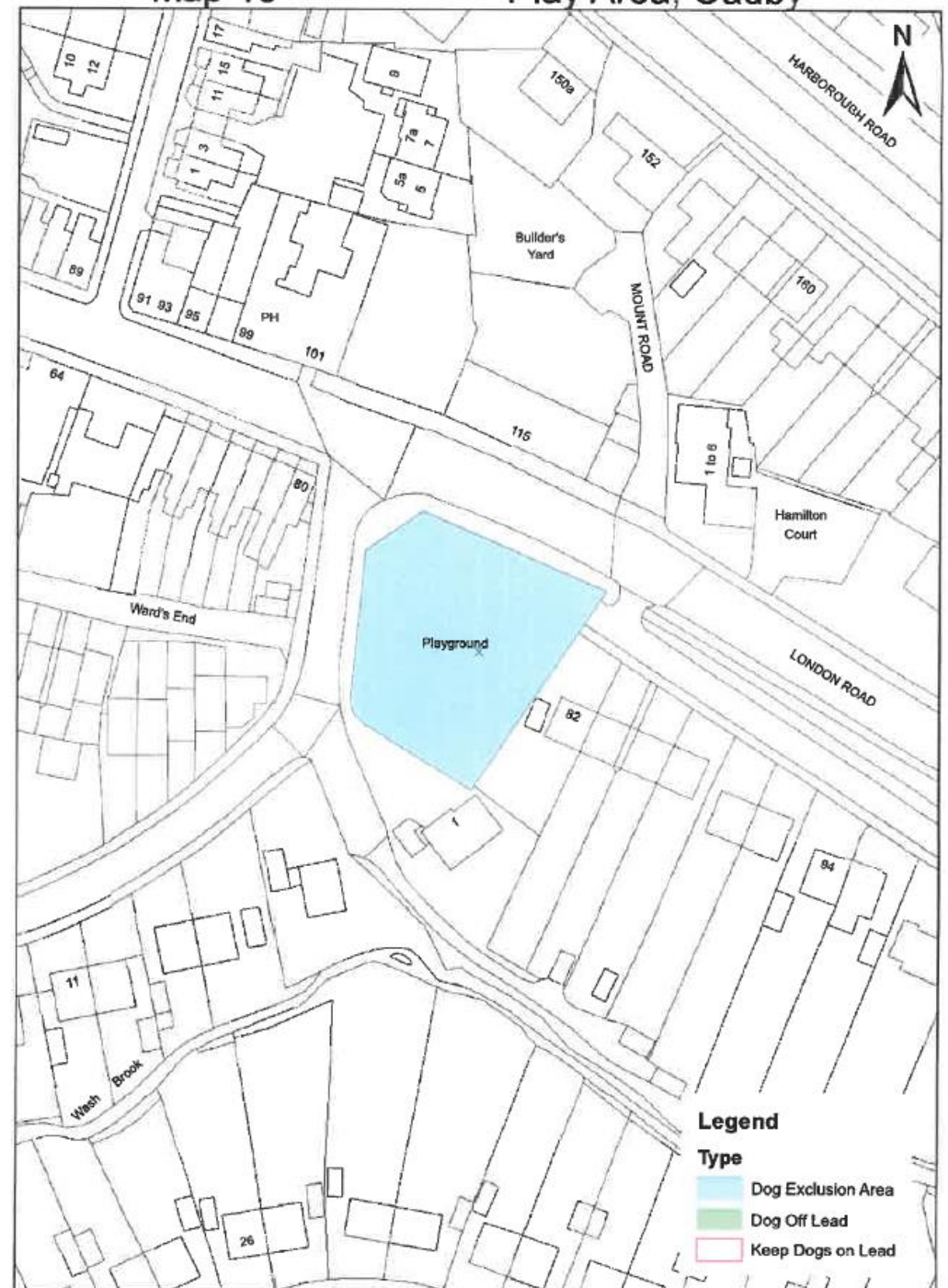
Map 14 Iliffe Avenue Park Oadby



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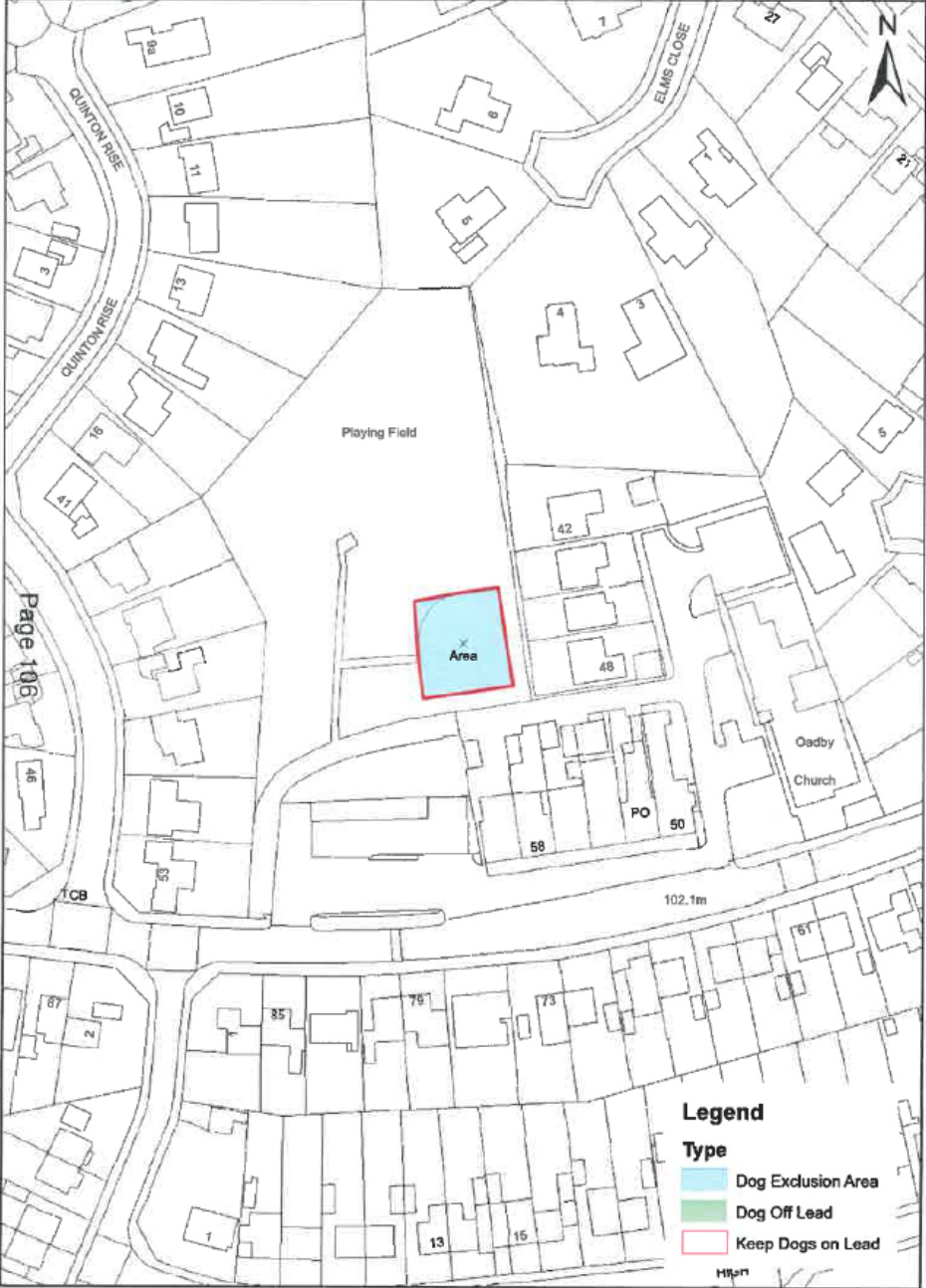
Map 15 Morwood Play Area, Oadby



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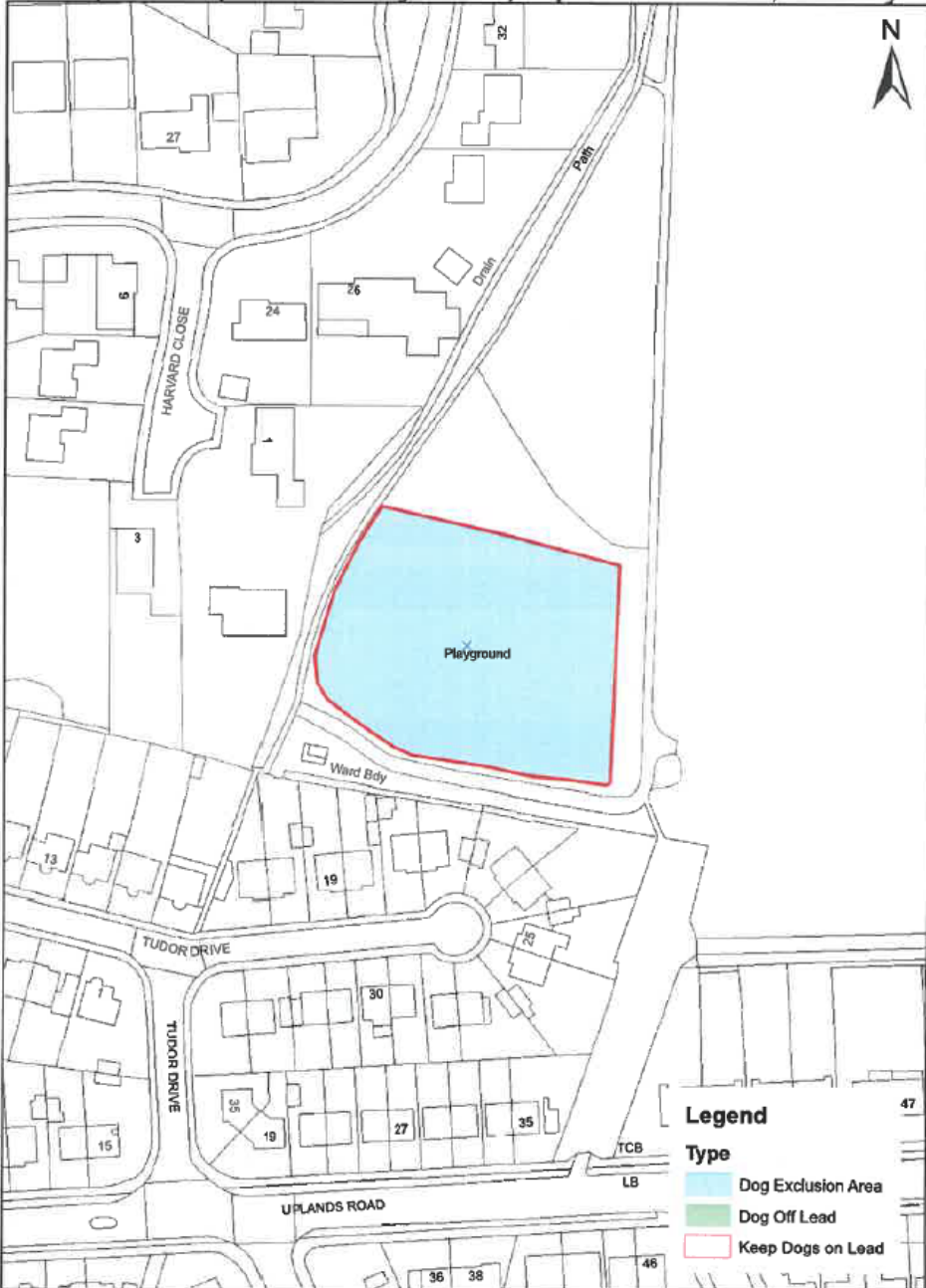
Map 16 Rosemead Park, Rosemead Drive, Oadby



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Map 17 Uplands Play Area, Uplands Road, Oadby



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Map 18 Coombe Park, Coombe Rise, Oadby



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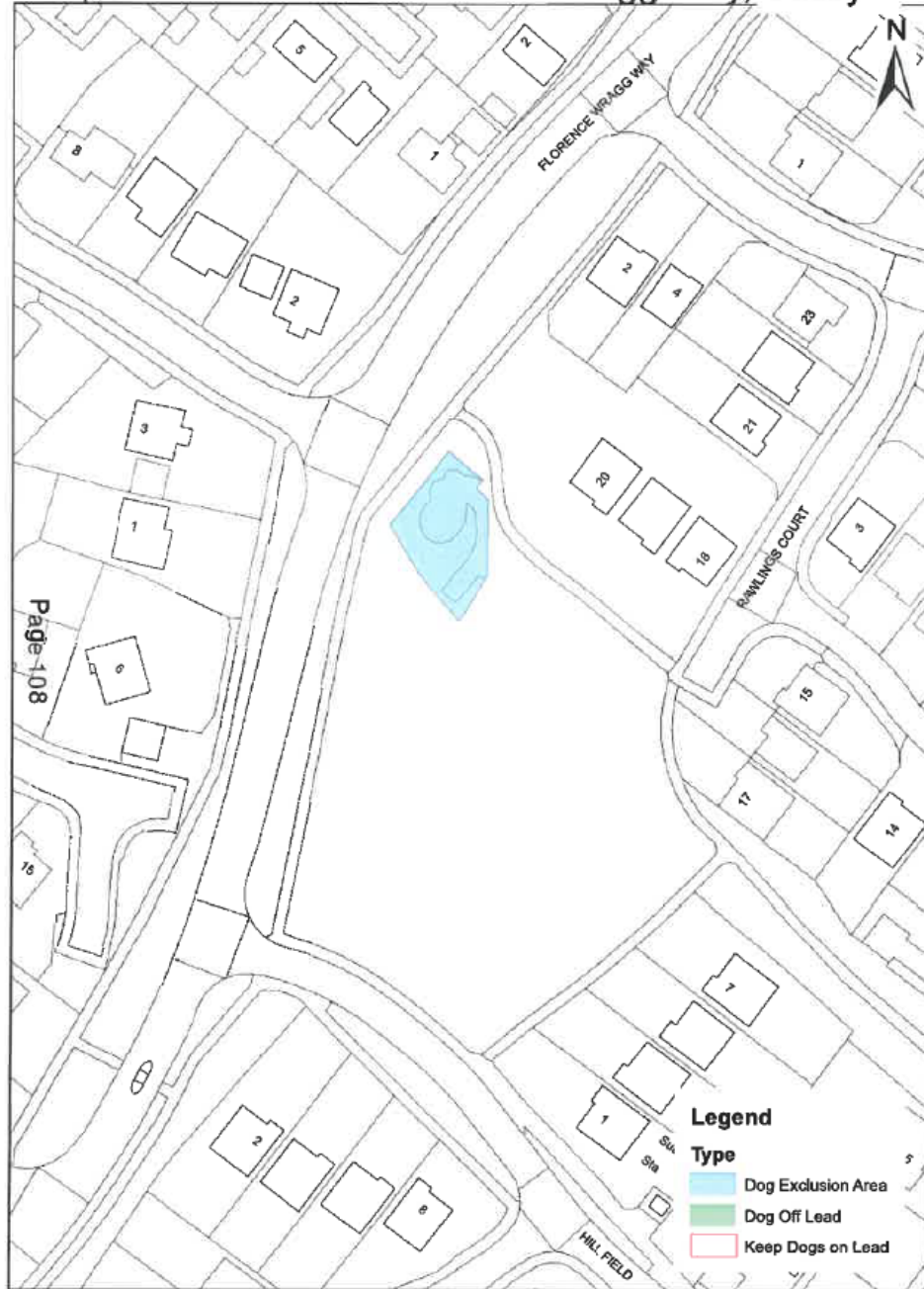
Map 19 Fox Hollow Play Area, Oadby



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Map 20 Hill Field Park Florence Wragg Way, Oadby



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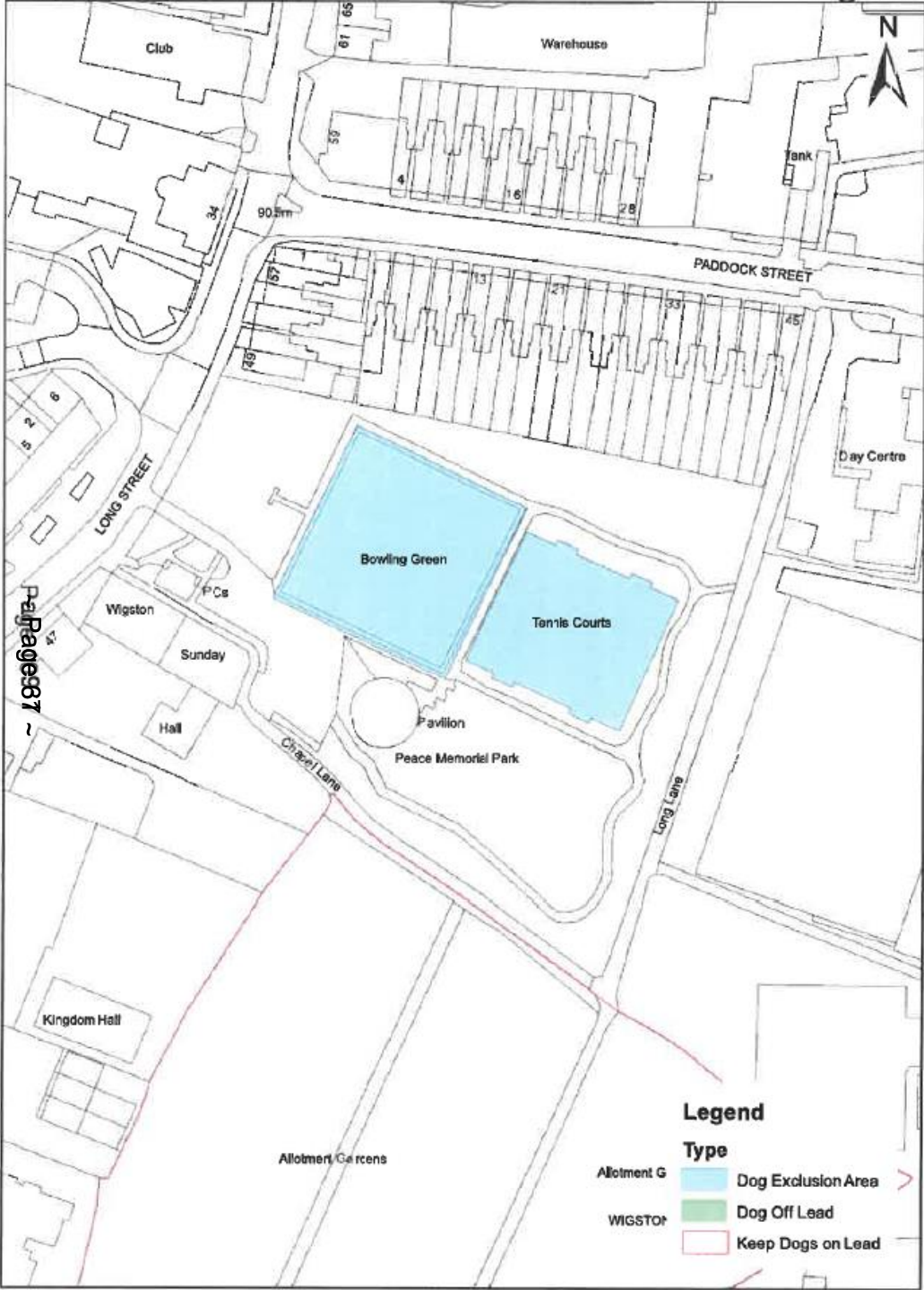
Map 23 William Gunning Park, South Wigston



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Map 24 Sports Facilities Peace Memorial Park Wigston



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Map 26 Willow Park, Wigston



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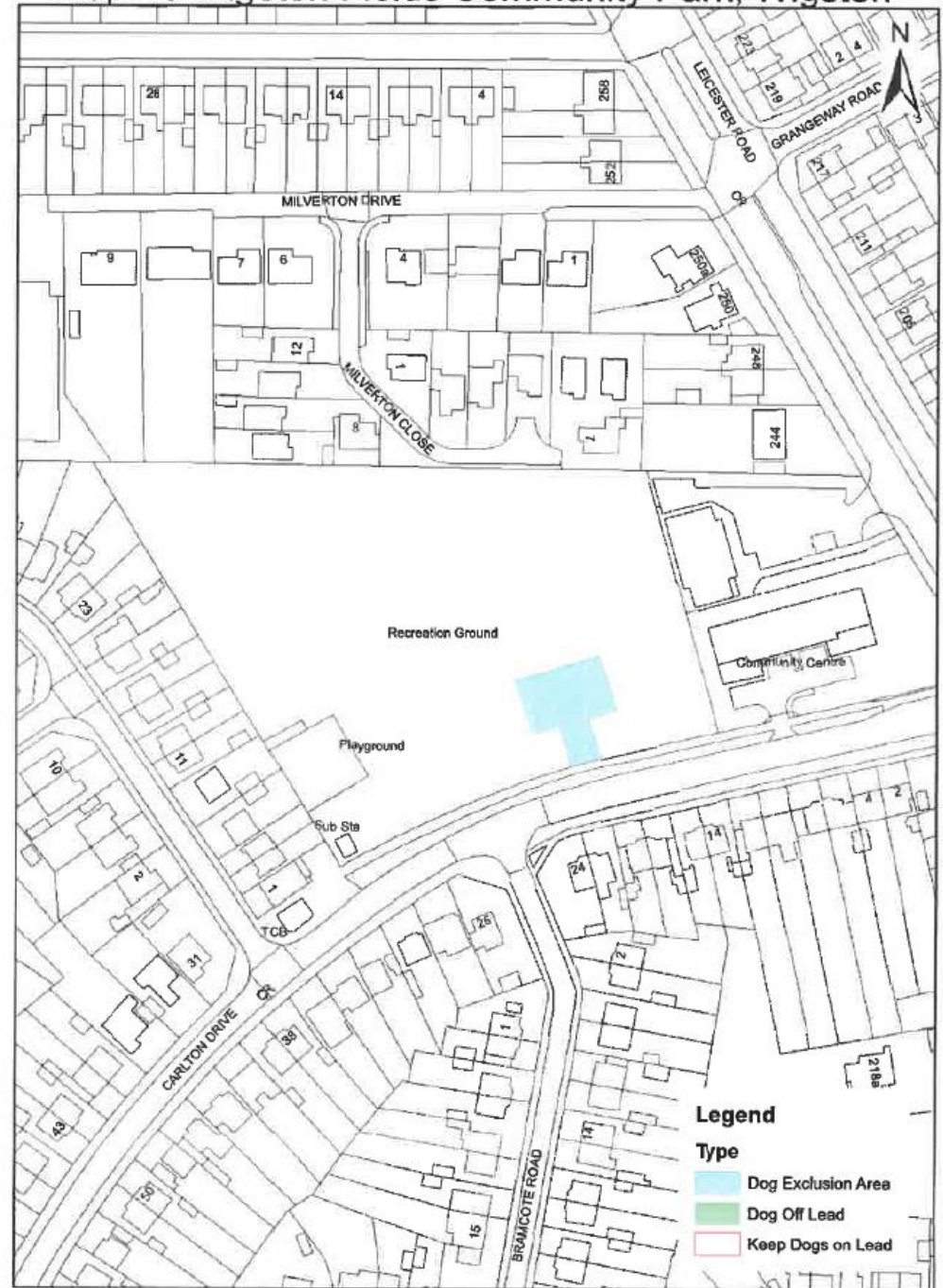
Map 27 Meadows Play Area, Wigston



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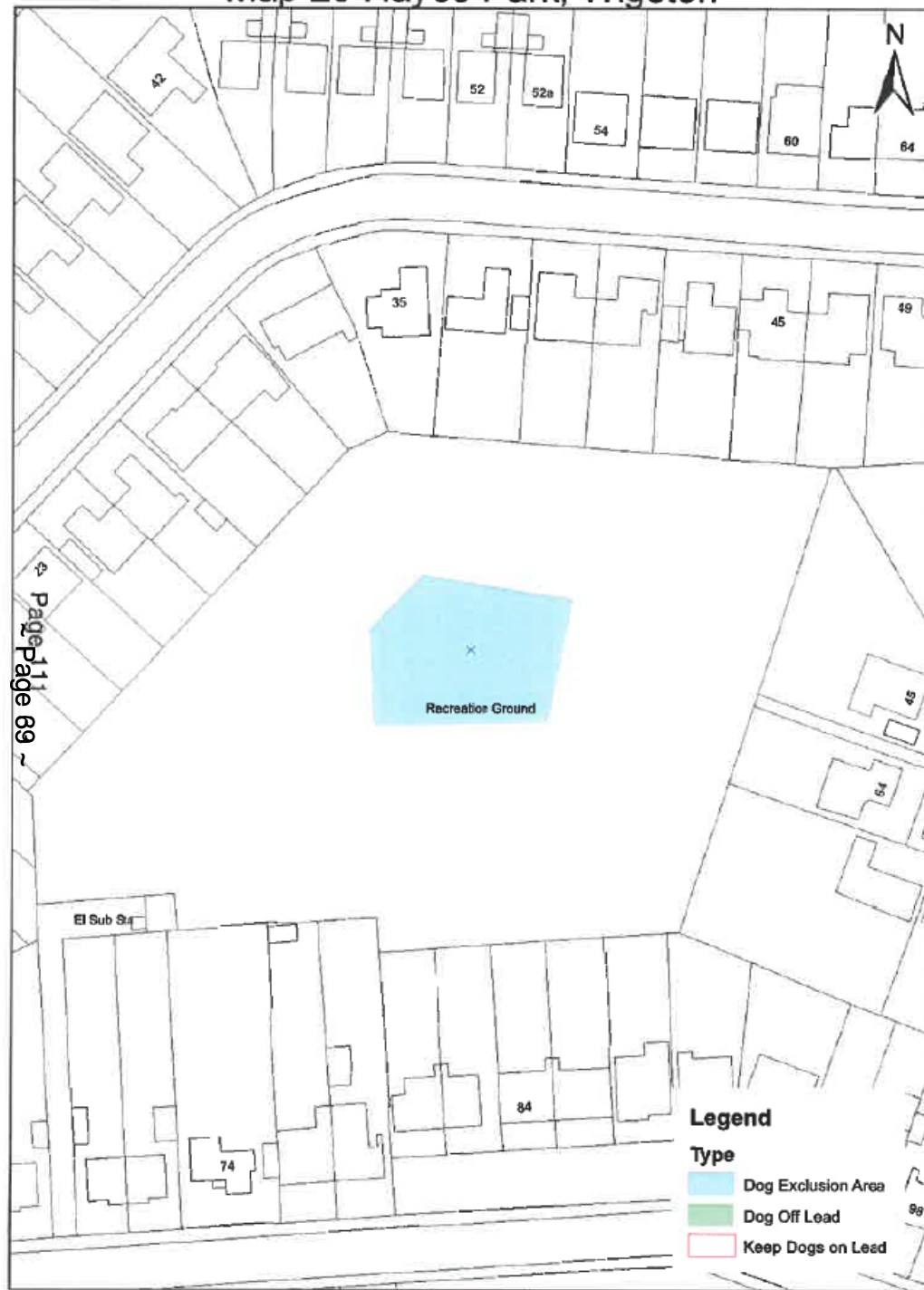
Map 28 Wigston Fields Community Park, Wigston



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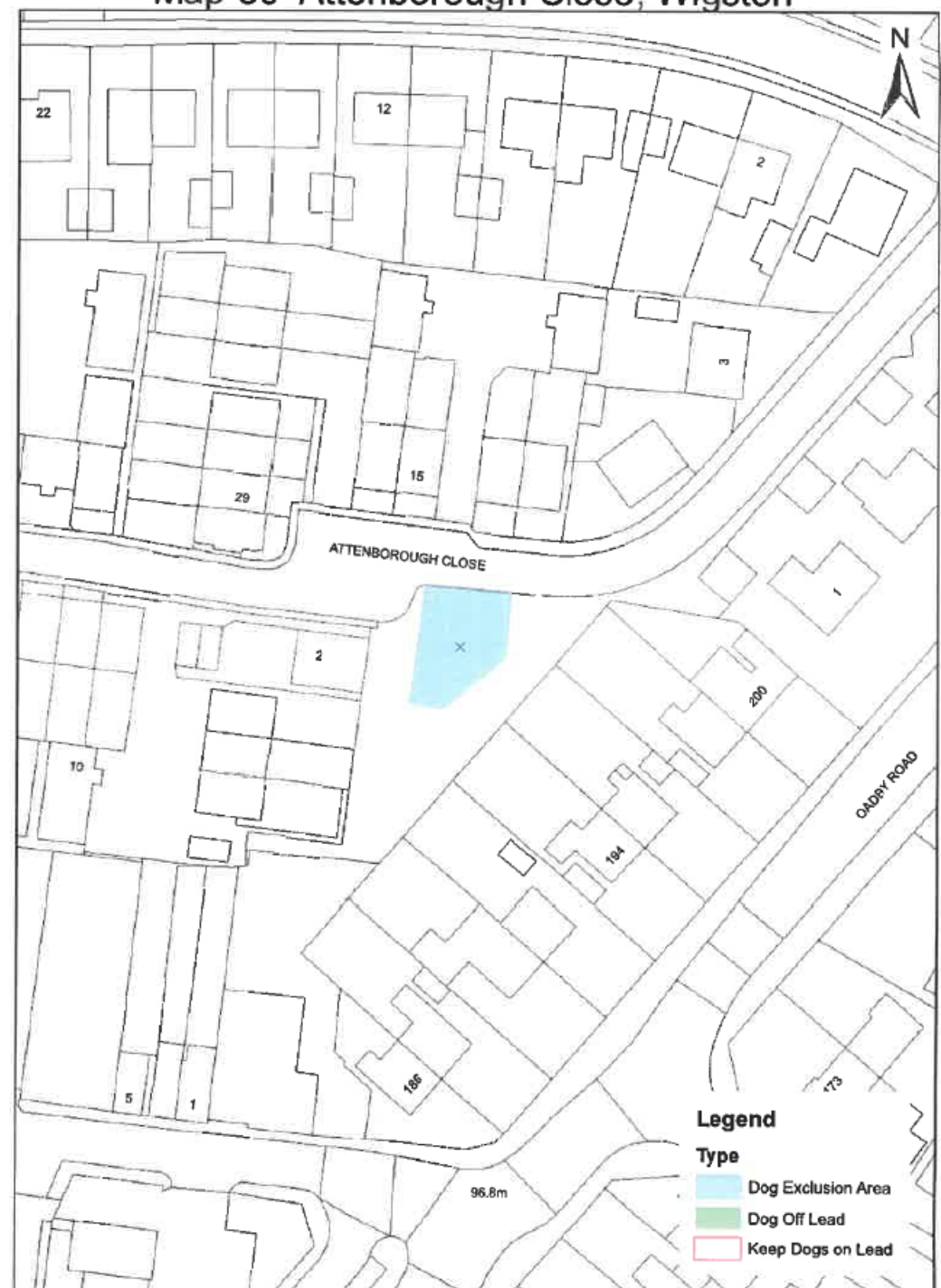
Map 29 Hayes Park, Wigston



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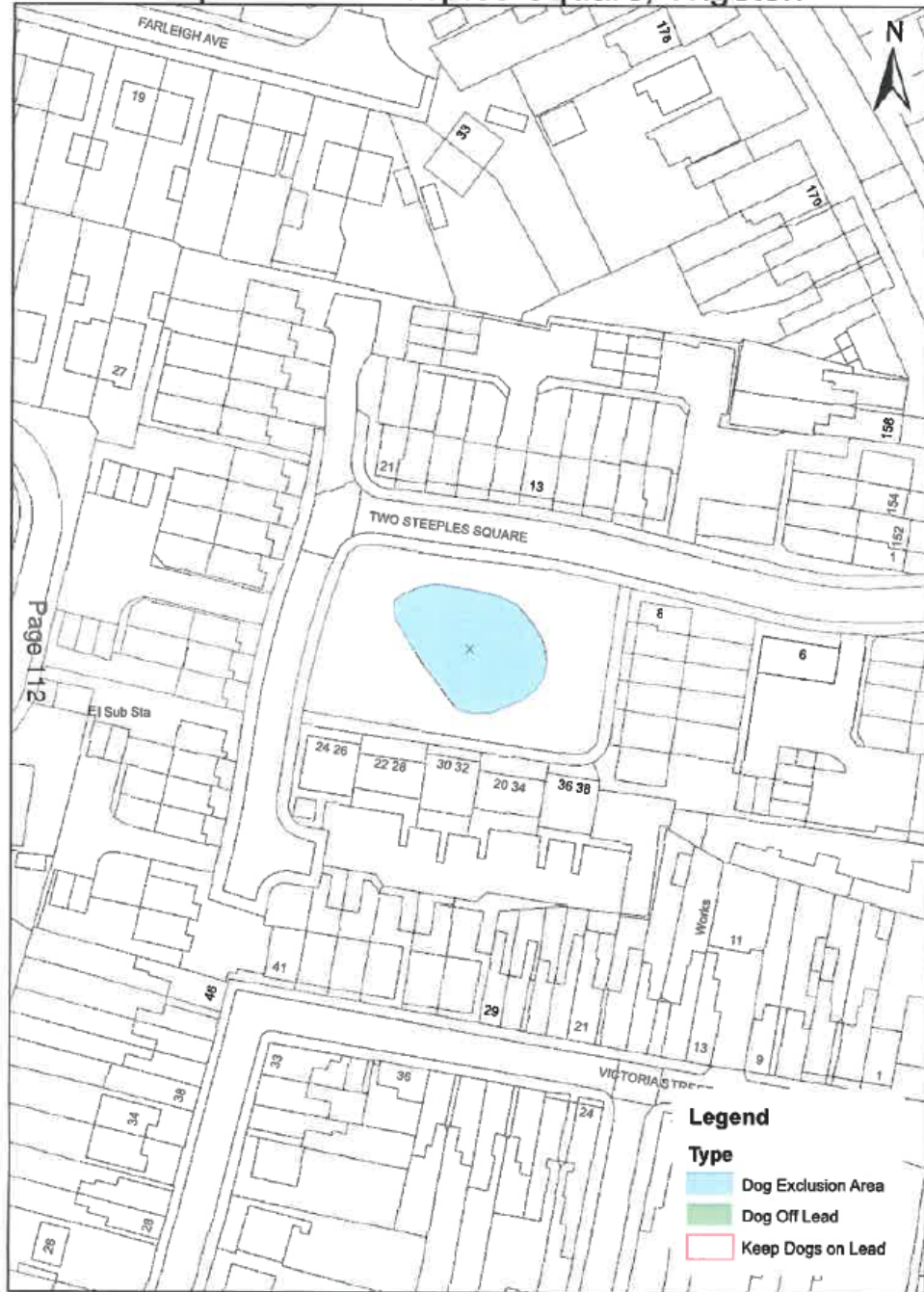
Map 30 Attenborough Close, Wigston



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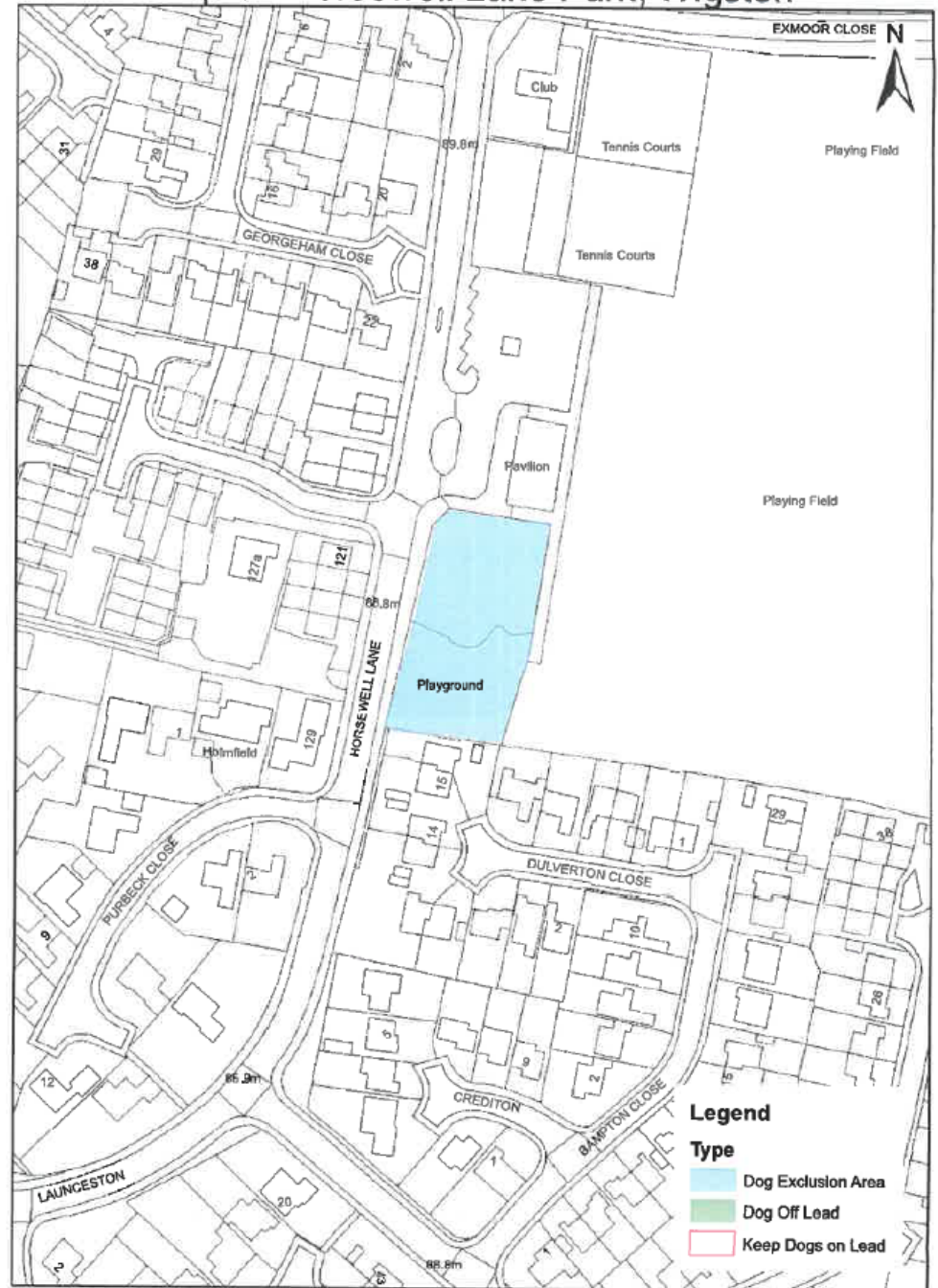
Map 31 Two Steeples Square, Wigston



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Map 32 Horsewell Lane Park, Wigston



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Formal Response to Oadby & Wigston Borough Council's Public Spaces Protection Order Consultation

Submitted on 7th February 2025 by: The Kennel Club, Clarges Street, Piccadilly, London W1J 8AB, email: kcdog@thekennelclub.org.uk

The Kennel Club is the largest organisation in the UK devoted to dog health, welfare, and training. Our objective is to ensure that dogs live healthy, happy lives with responsible owners. We campaign for and advocate on behalf of dogs and their owners and, as part of our external affairs activities, engage with local authorities on issues such as Public Spaces Protection Orders (PSPOs).

The Kennel Club is the only national organisation named by the UK Government as a body that local authorities should consult prior to introducing restrictions on dog walkers and is considered the leading canine authority on dog access. As such, we would like to highlight the importance of ensuring that PSPOs are necessary and proportionate responses to problems caused by dogs and irresponsible owners. We also believe that it is essential for authorities to balance the interests of dog owners with the interests of other access users.

Response to proposed measures

Dog fouling

The Kennel Club strongly promotes responsible dog ownership, and believes that dog owners should always pick up after their dogs wherever they are, including fields and woods in the wider countryside, and especially where farm animals graze to reduce the risk of passing Neospora and Sarcocystosis to cattle and sheep respectively.

We would like to take this opportunity to encourage the local authority to employ further proactive measures to help promote responsible dog ownership throughout the local area in addition to introducing Orders in this respect.

These proactive measures can include: increasing the number of bins available for dog owners to use; communicating to local dog owners that bagged dog faeces can be disposed of in normal litter bins; running responsible ownership and training events; or using poster campaigns to encourage dog owners to pick up after their dog.

On lead

We can support reasonable 'dogs on lead' Orders which can, when used in a proportionate and evidence-based way, include areas such as cemeteries, picnic areas, or on pavements in proximity to cars and other road traffic. However, we will oppose PSPOs which introduce blanket restrictions on dog walkers accessing public open spaces without specific and



reasonable justification. Under the Animal Welfare Act 2006, dog owners have a legal duty of care to provide their dogs with appropriate daily exercise, including “regular opportunities to walk and run”, which in most cases will be off lead whilst still under control.

Accordingly, the underlying principle we seek to see applied is that dog controls should be the least restrictive to achieve a given defined and measurable outcome; this is the approach used by Natural England. In many cases, a seasonal or time of day restriction will be effective and the least restrictive approach, rather than a blanket year-round restriction. For instance, a “dogs on lead” order for a picnic area is unlikely to be necessary in mid-winter.

On lead by direction

The Kennel Club strongly welcomes ‘On lead by direction’ Orders. These allow responsible dog owners to exercise their dogs off lead without restriction providing their dogs are under control, whilst simultaneously giving the local authority powers to restrict dogs not under control.

We recommend that the authorised officer enforcing the Order is familiar with dog behaviour in order to determine whether restraint is necessary. There exists the possibility that a dog, through no fault of its own, could be considered a ‘nuisance’ or ‘annoyance’ to someone who simply does not like dogs.

We encourage local authorities to make use of more flexible and targeted measures at their disposal, including Acceptable Behavioural Contracts and Community Protection Notices. Kennel Club Good Citizen Training Clubs and our accredited trainers can assist owners whose dogs run out of control due to them not having the ability to train a reliable recall.

General exclusions

We do not normally oppose Orders to exclude dogs from playgrounds or enclosed recreational facilities such as tennis courts or skate parks. However, we will oppose PSPOs which introduce blanket restrictions on dog walkers accessing public open spaces without specific and reasonable justification. Alternative provisions must be made as a common unintended consequence of restrictions is displacement onto other pieces of land, resulting in new conflicts being created. It can be difficult to predict the effects of displacement, so the council should consider whether alternative sites for dog walkers are suitable and can support an increase in the number of dog walkers using them. Dog owners are required to provide their dogs with appropriate daily exercise, including “regular opportunities to walk and run” – in most cases, this will be off the lead while still under control.



Seasonal/time restrictions

Where a seasonal restriction is proposed, we encourage the local authorities to consider whether a time restriction would be an appropriate addition. For example, many playing fields are empty in the early mornings and late evenings, making this a key time for many dog owners to exercise their dogs. These are important local resources for owners to make sure their dogs get the required daily off-lead exercise and we see little reason why it should be restricted during times of the day when the field is little used, even in the busy season.

Appropriate signage

It is important to note that in relation to PSPOs, The Anti-social Behaviour, Crime and Policing Act 2014 (Publication of Public Spaces Protection Orders) Regulations 2014 makes it a legal requirement for local authorities to –

“cause to be erected on or adjacent to the public place to which the order relates such notice (or notices) as it considers sufficient to draw the attention of any member of the public using that place to –

- (i) the fact that the order has been made, extended or varied (as the case may be); and
- (ii) the effect of that order being made, extended or varied (as the case may be).”

Regarding dog access restrictions, such as a ‘Dogs on Lead’ Order, on-site signage should clearly state where such restrictions begin and end. This can be achieved with signs that say on one side, for example, ‘You are entering [type of area]’ and ‘You are leaving [type of area]’ on the reverse.

While all dog walkers should be aware of their requirement to pick up after their dog, signage must be erected for the PSPO to be compliant with the legislation.

Assistance dogs

We welcome the broad definition of assistance dog used within the Order, which provides clarity to those who genuinely rely on an assistance dog. For reference, there is guidance by the Equality and Human Rights Commission for businesses and service providers when providing any exemptions for those who rely on assistance dogs. The guidance can be viewed here: <https://www.equalityhumanrights.com/sites/default/files/assistance-dogs-a-guide-for-all-businesses.pdf>

Agenda Item 11



Full Council	Tuesday, 15 April 2025	Matter for Information and Decision
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Report Title: **Draft Schedule of Council and Allied Meetings (2025/26)**

Report Author(s): **Sebastian Wheeliker (Senior Democratic & Electoral Services Officer)**

Purpose of Report:	This report seeks Members' recommendation of the draft Schedule of Council and Allied Meetings ("the draft Schedule") for the municipal year 2025/26 to Full Council for approval and adoption at its Annual General Meeting (AGM) on Tuesday, 13 May 2025.
Report Summary:	It is highly expedient in terms of forward-planning that a draft Schedule be drawn-up and recommended at the earliest available opportunity ahead of its formal approval and adoption at the AGM.
Recommendation(s):	<p>A. That the draft Schedule of Council and Allied Meetings for 2025/26 (as set out at Appendix 1 and 2 to this report) be recommended to Full Council for approval and adoption at its AGM scheduled on Tuesday 13 May 2025;</p> <p>B. That the draft Schedule of Council and Allied Meetings for 2025/26 (as may be recommended) be circulated to all Members and Officers ahead of the AGM; and</p> <p>C. That the proposed dates, times and venues of meetings for 2025/26 be provisionally entered onto the Council's meeting management application accordingly.</p>
Senior Leadership, Head of Service, Manager, Officer and Other Contact(s):	<p>David Gill (Head of Law & Democracy / Monitoring Officer) (0116) 257 2626 david.gill@oadby-wigston.gov.uk</p> <p>Samuel Ball (Legal & Democratic Services Manager / Deputy Monitoring Officer) (0116) 257 2643 samuel.ball@oadby-wigston.gov.uk</p> <p>Sebastian Wheeliker (Senior Democratic & Electoral Services Officer) (0116) 257 2854 sebastian.wheeliker@oadby-wigston.gov.uk</p>
Strategic Objectives:	Our Council (SO1)
Vision and Values:	"Our Borough - The Place To Be" (Vision)
Report Implications:-	
Legal:	There are no implications directly arising from this report.
Financial:	There are no implications arising from this report.
Corporate Risk Management:	No corporate risk(s) identified.

Equalities and Equalities Assessment (EA):	There are no implications arising from this report. EA not applicable
Human Rights:	There are no implications arising from this report.
Health and Safety:	There are no implications arising from this report.
Statutory Officers' Comments:-	
Head of Paid Service:	The report is satisfactory.
Chief Finance Officer:	The report is satisfactory.
Monitoring Officer:	The report is satisfactory.
Consultees:	<ul style="list-style-type: none"> • Councillor Samia Z Haq (Leader of the Council) • Councillor Lee A Bentley (Deputy Leader of the Council) • Senior Leadership Team
Background Papers:	None.
Appendices:	1. Draft Schedule of Council & Allied Meetings (2025/26) (Calendar) 2. Draft Schedule of Council & Allied Meetings (2025/26) (List)

1. Background

- 1.1. Most local authorities fix their schedule of meetings for a period of one-year in advance (at or about the time of the annual general meeting) compiled, as a rule, by an updating of the programme of the preceding year. By doing so, it sets the pattern for the transaction of Council business at both a policy and operational level and, moreover, allows Members, Officers and other stakeholders to enter dates in their diaries before other commitments arise.
- 1.2. As required by the Council's Constitution, a function reserved to Council is the approval and adoption of the Schedule of Council and Allied Meetings for the ensuing municipal year at its Annual General Meeting (AGM). However, it is highly expedient in terms of forward-planning that a draft Schedule be drawn-up and recommended at the earliest available opportunity.

2. Draft Schedule of Council & Allied Meetings (2025/26)

- 2.1 The attached draft Schedule sets out the proposed dates, times and venues of meetings for the municipal year 2025/26. The draft Schedule also includes other meetings, induction sessions, events and useful dates (including school and bank holidays) allied to the Council.
- 2.2 The appendices to this report provides the proposed dates, times and venues in both a calendar (**Appendix 1**) and table (**Appendix 2**) format. The table at **Appendix 2** further groups and organises the meetings/events by type and chronology.
- 2.3 All proposed meeting venues currently marked 'TBC' will be confirmed at a later date. Any venues for meetings currently marked as 'Remote Audio-Video Conference' is a reference to the hosting of that meeting on the Council's unified communications platform Microsoft Teams.

- 2.4 Pre-meetings with the relevant Chair/Mayor and/or Vice-Chair/Deputy Mayor of the Council's decision and non-decision-making bodies have been included in the Schedule accordingly.
- 2.5 All festivals, holy days and other events etc. observed and/or facilitated by the Council have been added to the Schedule under the heading 'Events and Festival Days'.

3. Information

3.1 Quarterly Performance Reporting

3.1.1 The following committees are subject to quarterly reporting requirements:

- Policy, Finance & Development Committee;
- Service Delivery Committee;
- Licensing and Regulatory Committee; and
- Audit Committee.

3.1.2 In order to allow adequate time for the required data to be collated from the quarter-end and for fully inclusive reports to be prepared, the Schedule has been programmed to meet the timeframes as set out in the table below, with other meetings/events etc. evenly spaced around the core as far as possible.

Quarter	Covers	Data Collection	Finish Reports	Meeting Dates
4 (2024/25)	Jan-Feb-Mar	April 2025	May 2025	Second week of June to second week of July 2025
1 (2025/26)	Apr-May-June	July 2025	August 2025	First week of September to first week of October
2 (2025/26)	July-Aug-Sep	October 2025	November 2025	Fourth week of November to second week of December
3 (2025/26)	Oct-Nov-Dec	January 2026	February 2026	Second week of March to second week of April

3.2 Other Considerations

3.2.1 The following guidelines have also been applied in the preparation of the Schedule:

- As far as possible, the order of meetings within the committee cycle is related to the character of business. Council meetings to which recommendations may need to be referred to, or committees which regularly or periodically have to consider the outcomes or recommendations of other committees, therefore meet at the end of the cycle, but in sufficient time before the relevant meeting to enable reports to be prepared and incorporated within the relevant agenda and management timetable.

- As far as possible, clashes of meetings and events have been avoided. However, inevitably, given the constraints of avoiding school/public/religious holidays etc. and the number of meetings to be accommodated on specific days of the week, there are unavoidable occasions where there are overlaps of meetings and events.
- As far as possible, school/religious holidays etc. and party conference, weeks have been avoided. Although it has not been possible to keep those weeks completely clear, particularly if certain scheduled meetings are required to take place within statutory or other prescribed timeframes (e.g. Council Tax and Budget Setting).
- As far as possible, meetings have not been scheduled on Mondays or Fridays.
- What may appear at the moment to be “free” days may be filled, for example, by subcommittee meetings, certain quasi-judicial hearings and political group meetings etc.

4. Publication of the Schedule

- 4.1 The proposed dates, times and venues of meetings of the Schedule will be published and updated whenever and wherever necessary through the Council’s meeting management application and will be publicly-viewable via the ‘Meeting Dates, Agendas and Minutes’ section of the Council’s website and on the ‘Modern.Gov’ Surface Go, Android or Windows app.

5. Going Forward

- 5.1 If the draft Schedule is recommended by Members, the final Schedule shall be put before Full Council for approval and adoption at its Annual General Meeting (AGM) on Tuesday, 13 May 2025. As such, it is important to note that the draft Schedule is to be considered as provisional and therefore subject to further, albeit minor, amendments until such time. It is also recommended that the draft Schedule, as may be recommended, be circulated to all Members ahead of the AGM to give them some indication as to their expected availability.
- 5.2 As recommended, Members are also asked to resolve that the proposed dates, times and venues of meetings of the draft Schedule be provisionally entered onto the Council’s meeting management application (Modern.Gov) so as to pre-empt any administrative burden upon Democratic Services on or after 13 May 2025. By doing so, the information entered will be publicly-viewable via the ‘Meeting Dates, Agendas and Minutes’ section of the Council’s website: however, these will be clearly marked as ‘Provisional’ until confirmed.

May 2025

May 2025							June 2025						
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
5	6	7	1	2	3	4	2	3	4	5	6	7	1
12	13	14	8	9	10	11	9	10	11	12	13	14	8
19	20	21	15	16	17	18	16	17	18	19	20	21	15
26	27	28	22	23	24	25	23	24	25	26	27	28	22
			29	30	31		30						29

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
28 Apr	29	30	1 May Mental Health Awareness Month (N/A) 06:30 Replacement Postal Vote Signing (Bookable Meeting Room) 07:00 Leicestershire County Council Election Polling Day (Borough of	2 07:00 Leicestershire County Council Election Verification & Count (Parklands Leisure Centre Washbrook Lane, Wigston Road, Oadby, Leicester LE2 5QG)
5 Early May Bank Holiday (N/A)	6 10:00 Mayor Pre-Meeting (FC) (AGM) 13/05/25 (Microsoft Teams (Remote Audio-Video Conference)) 19:00 Ad-Hoc Members' Training etc. (M-BIT) (TBC)	7 18:00 Place Shaping & Climate Change Working Group (PSCCWG) (Microsoft Teams (Remote Audio-Video Conference))	8 18:00 Private Appointment -	9
12	13 15:00 Full Council (FC) Annual General Meeting (AGM) (2025/26) (Combined Room (Civic Suite), 19:00 Full Council (FC) Annual General Meeting (AGM) (2025/26)	14 10:00 Chair Pre-Meeting (SDC) 10/06/25 (Remote Audio-Video 14:30 Oadby Residents' Forum (ORF) (Combined Room (Civic Suite), 18:30 Oadby Residents' Forum (ORF)	15 10:00 Chair Pre-Meeting (PFDC) 17/06/25 (Microsoft Teams (Remote Audio-Video Conference)) - DemocraticServices	16
19 15:00 Chair Pre-Meeting (DCC) 29/05/25 (Microsoft Teams (Remote Audio-Video Conference))	20 10:00 Chair Pre-Meeting (LRC) 19/06/25 (Microsoft Teams (Remote Audio-Video Conference)) - DemocraticServices	21 18:30 Wigston Residents' Forum (WRF) (TBC)	22 18:00 Members' Training (M-BIT) Planning (DCC) (TBC)	23
26 Spring Bank Holiday (N/A)	27 10:00 Chair Pre-Meeting (AC) 08/07/25 (Microsoft Teams (Remote 18:30 South Wigston Residents' Forum (SWRF) (TBC)	28	29 10:00 Chair Pre-Meeting (ORF) 10/07/25 (Microsoft Teams (Remote 15:00 Development Control 19:00 Development Control	30 To 1 Jun →

June 2025

June 2025							July 2025						
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
2	3	4	5	6	7	8	7	1	2	3	4	5	6
9	10	11	12	13	14	15	14	8	9	10	11	12	13
16	17	18	19	20	21	22	21	22	23	24	25	26	27
23	24	25	26	27	28	29	28	29	30	31			
30													

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
2 Jun	3 18:00 Members' Training (M-BIT) Licensing (LRC) (TBC)	4 10:00 Chair Pre-Meeting (WRF) 16/07/25 (Microsoft Teams (Remote Audio-Video Conference)) 19:00 Ad-Hoc Members' Training etc. (M-BIT) (TBC)	5	6
9 14:00 Community Safety Partnership (CSP) (Civic Suite 2, Brocks Hill Council Offices, Washbrook Lane, Oadby, Leicester, LE2 5JJ)	10 10:00 Chair Pre-Meeting (SWRF) 22/07/25 (Microsoft Teams (Remote Audio-Video Conference)) 19:00 Service Delivery Committee (SDC) (Civic Suite 2, Brocks Hill	11	12	13
16	17 19:00 Policy, Finance & Development Committee (PFDC) (Civic Suite 2, Brocks Hill Council Offices, Washbrook Lane, Oadby, Leicester, LE2 5JJ)	18	19 18:30 Licensing & Regulatory Committee (LRC) (Civic Suite 2, Brocks Hill Council Offices, Washbrook Lane, Oadby, Leicester, LE2 5JJ)	20
23 15:00 Chair Pre-Meeting (DCC) 26/06/25 (Microsoft Teams (Remote Audio-Video Conference))	24	25 10:00 Mod.Gov Report Writing, Review and Sign-Off Training (Microsoft Teams Meeting) - 10:00 Mod.Gov Report Writing, Review and Sign-Off Training (Civic Suite 2,	26 19:00 Development Control Committee (DCC) (Civic Suite 2, Brocks Hill Council Offices, Washbrook Lane, Oadby, Leicester, LE2 5JJ)	27
30	1 Jul	2	3	4

July 2025

July 2025							August 2025						
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
	1	2	3	4	5	6					1	2	3
7	8	9	10	11	12	13	4	5	6	7	8	9	10
14	15	16	17	18	19	20	11	12	13	14	15	16	17
21	22	23	24	25	26	27	18	19	20	21	22	23	24
28	29	30	31				25	26	27	28	29	30	31

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
30 Jun	1 Jul	2 19:00 Ad-Hoc Members' Training etc. (M-BIT) (TBC)	3	4
7 Alcohol Awareness Week (N/A)	8 12:00 Mayor Pre-Meeting (FC) 15/07/25 (Microsoft Teams (Remote Audio-Video Conference)) 18:00 Audit Committee (AC) (Civic Suite 2, Brocks Hill Council Offices,	9 19:00 Youth Council (YC) (TBC)	10 18:30 Oadby Residents' Forum (ORF) (Civic Suite, Brocks Hill Council Offices, Washbrook Lane, Oadby, Leicester, LE2 5JJ)	11 Full-Term Break To 24 Aug →
14	15 19:00 Full Council (FC) (Civic Suite, Brocks Hill Council Offices, Washbrook Lane, Oadby, Leicester, LE2 5JJ)	16 19:00 Wigston Residents' Forum (WRF) (TBC)	17	18 Full-Term Break To 24 Aug →
21	22 14:00 Chair Pre-Meeting (SDC) 02/09/25 (Microsoft Teams (Remote 19:00 South Wigston Residents' Forum (SWRF) (TBC)	23	24	25 Full-Term Break To 24 Aug →
28 15:00 Chair Pre-Meeting (DCC) 31/07/25 (Microsoft Teams (Remote Audio-Video Conference))	29 10:00 Chair Pre-Meeting (PFDC) 09/09/25 (Microsoft Teams (Remote Audio-Video Conference))	30 10:00 Chair Pre-Meeting (PSCCWG) 10/09/25 (Microsoft Teams (Remote 18:00 Constitutional Working Group (CWG) (Remote Audio-Video	31 19:00 Development Control Committee (DCC) (Civic Suite 2, Brocks Hill Council Offices, Washbrook Lane, Oadby, Leicester,	1 Aug Full-Term Break To 24 Aug →

August 2025

August 2025							September 2025						
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
4	5	6	7	1	2	3	1	2	3	4	5	6	7
11	12	13	14	8	9	10	8	9	10	11	12	13	14
18	19	20	21	15	16	17	15	16	17	18	19	20	21
25	26	27	28	22	23	24	22	23	24	25	26	27	28
				29	30	31	29	30					

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
28 Jul	29	30	31	1 Aug Full-Term Break
4	5	6	7	8
← From 9 Jul	Full-Term Break			
		19:00 Ad-Hoc Members' Training etc. (M-BIT) (TBC)	18:00 Armed Forces Working Group (AFWG) (Microsoft Teams (Remote Audio-Video Conference)) - DemocraticServices	
11	12	13	14	15
← From 9 Jul	Full-Term Break			
14:00 Community Safety Partnership (CSP) (Civic Suite 2, Brocks Hill Council Offices, Washbrook Lane, Oadby, Leicester, LE2 5JJ)				
18	19	20	21	22
← From 9 Jul	Full-Term Break			
		10:00 Chair Pre-Meeting (AC) 01/10/25 (Microsoft Teams (Remote Audio-Video Conference))		
25	26	27	28	29
Summer Bank Holiday (N/A)	15:00 Chair Pre-Meeting (DCC) 28/08/25 (Microsoft Teams (Remote Audio-Video Conference))	Samvatsari (N/A)	19:00 Development Control Committee (DCC) (Civic Suite 2, Brocks Hill Council Offices, Washbrook Lane, Oadby, Leicester, LE2 5JJ)	

September 2025

September 2025							October 2025						
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
1	2	3	4	5	6	7	6	7	1	2	3	4	5
8	9	10	11	12	13	14	13	14	8	9	10	11	12
15	16	17	18	19	20	21	20	21	15	16	17	18	19
22	23	24	25	26	27	28	27	28	22	23	24	25	26
29	30								29	30	31		

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1 Sep	2 19:00 Service Delivery Committee (SDC) (Civic Suite 2, Brocks Hill Council Offices, Washbrook Lane, Oadby, Leicester, LE2 5JJ)	3 Merchant Navy Day (N/A) 19:00 Ad-Hoc Members' Training etc. (M-BIT) (TBC)	4 10:00 Chair Pre-Meeting (ORF) 16/10/25 (Microsoft Teams (Remote Audio-Video Conference))	5
8	9 19:00 Policy, Finance & Development Committee (PFDC) (Civic Suite 2, Brocks Hill Council Offices, Washbrook Lane, Oadby, Leicester, LE2 5JJ)	10 World Suicide Prevention Day (N/A) 10:00 Chair Pre-Meeting (WRF) 22/10/25 (Microsoft Teams (Remote Audio-Video Conference)) 18:00 Place Shaping & Climate Change Working Group (PSCCWG)	11	12
15	16 10:00 Mayor Pre-Meeting (FC) 23/09/25 (Microsoft Teams (Remote Audio-Video Conference)) - DemocraticServices	17 10:00 Chair Pre-Meeting (SWRF) 28/10/25 (Microsoft Teams (Remote Audio-Video Conference))	18 18:30 Licensing & Regulatory Committee (LRC) (Civic Suite 2, Brocks Hill Council Offices, Washbrook Lane, Oadby, Leicester, LE2 5JJ)	19
22 Rosh Hashana (N/A) 15:00 Chair Pre-Meeting (DCC) 25/09/25 (Microsoft Teams (Remote Audio-Video Conference))	23 19:00 Full Council (FC) (Civic Suite, Brocks Hill Council Offices, Washbrook Lane, Oadby, Leicester, LE2 5JJ)	24	25 19:00 Development Control Committee (DCC) (Civic Suite 2, Brocks Hill Council Offices, Washbrook Lane, Oadby, Leicester, LE2 5JJ)	26 World's Biggest Coffee Morning with MacMillan (N/A)
29	30	1 Oct	2	3

October 2025

October 2025							November 2025						
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
6	7	8	9	10	11	12	3	4	5	6	7	8	9
13	14	15	16	17	18	19	10	11	12	13	14	15	16
20	21	22	23	24	25	26	17	18	19	20	21	22	23
27	28	29	30	31			24	25	26	27	28	29	30

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
29 Sep	30	1 Oct Black History Month (N/A) Yom Kippur (N/A) 18:00 Audit Committee (AC) (Civic Suite 2, Brocks Hill Council Offices, Washbrook Lane, Oadby, Leicester,	2	3
6 14:00 Community Safety Partnership (CSP) (Civic Suite 2, Brocks Hill Council Offices, Washbrook Lane, Oadby, Leicester, LE2 5JJ)	7	8 19:00 Ad-Hoc Members' Training etc. (M-BIT) (TBC)	9 18:00 Children & Young Peoples' Forum (CYPF) (Microsoft Teams (Remote Audio-Video Conference))	10 World Mental Health Day (N/A)
13	14 14:00 Chair Pre-Meeting (SDC) 25/11/25 (Microsoft Teams Meeting) - DemocraticServices	15	16 18:30 Oadby Residents' Forum (ORF) (Civic Suite, Brocks Hill Council Offices, Washbrook Lane, Oadby, Leicester, LE2 5JJ)	17
20	21	22	23	24
Half-Term Break (N/A)				
Diwali/Deepavali (N/A)	14:00 Chair Pre-Meeting (PFDC) 02/12/25 (Microsoft Teams Meeting) - DemocraticServices	18:30 Wigston Residents' Forum (WRF) (TBC)	10:00 Chair Pre-Meeting (LRC) 04/12/25 (Microsoft Teams Meeting) - DemocraticServices	
27 15:00 Chair Pre-Meeting (DCC) 30/10/25 (Microsoft Teams (Remote Audio-Video Conference))	28 18:30 South Wigston Residents' Forum (SWRF) (TBC)	29	30 19:00 Development Control Committee (DCC) (Civic Suite 2, Brocks Hill Council Offices, Washbrook Lane, Oadby, Leicester, LE2 5JJ)	31 Halloween (N/A)

November 2025

November 2025							December 2025						
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
3	4	5	6	7	8	9	1	2	3	4	5	6	7
10	11	12	13	14	15	16	8	9	10	11	12	13	14
17	18	19	20	21	22	23	15	16	17	18	19	20	21
24	25	26	27	28	29	30	22	23	24	25	26	27	28
							29	30	31				

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
3 Nov	4 13:30 Community Engagement Forum (CEF) (Microsoft Teams (Remote Audio-Video Conference))	5 Birthday of Guru Nanak (N/A) Guy Fawkes Night/Bonfire Night (N/A)	6	7
10	11 Remembrance Day (N/A) 19:00 Full Council (Additional) (FC) [PROVISIONAL] (Civic Suite, Brocks Hill Council Offices, Washbrook Lane, Oadby, Leicester, LE2 5JJ)	12 19:00 Ad-Hoc Members' Training etc. (M-BIT) (TBC) 19:00 Youth Council (YC) (TBC)	13	14
17	18	19	20 17:00 Children & Young People's Forum (CYPF) (Microsoft Teams (Remote Audio-Video Conference))	21
24 15:00 Chair Pre-Meeting (DCC) 27/11/25 (Microsoft Teams (Remote Audio-Video Conference))	25 19:00 Service Delivery Committee (SDC) (Civic Suite 2, Brocks Hill Council Offices, Washbrook Lane, Oadby, Leicester, LE2 5JJ)	26	27 19:00 Development Control Committee (DCC) (Civic Suite 2, Brocks Hill Council Offices, Washbrook Lane, Oadby, Leicester, LE2 5JJ)	28

December 2025

December 2025							January 2026						
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
1	2	3	4	5	6	7				1	2	3	4
8	9	10	11	12	13	14	5	6	7	8	9	10	11
15	16	17	18	19	20	21	12	13	14	15	16	17	18
22	23	24	25	26	27	28	19	20	21	22	23	24	25
29	30	31					26	27	28	29	30	31	

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1 Dec	2 10:00 Mayor Pre-Meeting (FC) 9/12/25 (Microsoft Teams (Remote Audio-Video Conference)) 19:00 Policy, Finance & Development Committee (PFDC) (Civic Suite 2,	3 International Day of Persons with Disabilities (N/A) 19:00 Ad-Hoc Members' Training etc. (M-BIT) (TBC)	4 18:30 Licensing & Regulatory Committee (LRC) (Civic Suite 2, Brocks Hill Council Offices, Washbrook Lane, Oadby, Leicester, LE2 5JJ)	5
8 14:00 Community Safety Partnership (CSP) (Civic Suite 2, Brocks Hill Council Offices, Washbrook Lane, Oadby, Leicester, LE2 5JJ)	9 19:00 Full Council (FC) (Civic Suite, Brocks Hill Council Offices, Washbrook Lane, Oadby, Leicester, LE2 5JJ)	10 15:30 Chair Pre-Meeting (AC) 21/01/26 (Microsoft Teams (Remote Audio-Video Conference))	11	12
15 15:00 Chair Pre-Meeting (DCC) 18/12/25 (Microsoft Teams (Remote Audio-Video Conference))	16 14:00 Chair Pre-Meeting (PFDC) 03/02/26 (Microsoft Teams Meeting) - DemocraticServices	17	18 19:00 Development Control Committee (DCC) (Civic Suite 2, Brocks Hill Council Offices, Washbrook Lane, Oadby, Leicester, LE2 5JJ)	19
22	23	24	25	26
Full Term Break				
		Christmas Eve (N/A)	Christmas Day (N/A)	Boxing Day (N/A)
29	30	31	1 Jan 26	2
Full Term Break				
		New Year's Eve (N/A)		

January 2026

January 2026							February 2026						
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
			1	2	3	4							1
5	6	7	8	9	10	11	2	3	4	5	6	7	8
12	13	14	15	16	17	18	9	10	11	12	13	14	15
19	20	21	22	23	24	25	16	17	18	19	20	21	22
26	27	28	29	30	31		23	24	25	26	27	28	

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
29 Dec	30	31	1 Jan 26 Full Term Break New Year's Day (N/A)	2
5	6	7 19:00 Ad-Hoc Members' Training etc. (M-BIT) (TBC)	8 10:00 Chair Pre-Meeting (ORF) 12/02/26 (Microsoft Teams (Remote Audio-Video Conference))	9
12	13	14 10:00 Chair Pre-Meeting (WRF) 18/02/26 (Microsoft Teams (Remote Audio-Video Conference)) 19:00 Youth Council (YC) (TBC)	15	16
19	20 10:00 Chair Pre-Meeting (SWRF) 24/02/26 (Microsoft Teams (Remote Audio-Video Conference))	21 19:00 Audit Committee (AC) (Civic Suite 2, Brocks Hill Council Offices, Washbrook Lane, Oadby, Leicester, LE2 5JJ)	22 10:00 Chair Pre-Meeting (LRC) 05/03/26 (Microsoft Teams (Remote Audio-Video Conference))	23
26 15:00 Chair Pre-Meeting (DCC) 29/01/26 (Microsoft Teams (Remote Audio-Video Conference))	27 Holocaust Memorial Day (N/A) 10:00 Chair Pre-Meeting (SDC) 10/03/26 (Microsoft Teams (Remote Audio-Video Conference)) 18:00 Place Shaping & Climate Change Working Group (PS&CCWG)	28 10:00 Chair Pre-Meeting (PSCCWG) 11/03/26 (Microsoft Teams (Remote Audio-Video Conference)) 18:00 Constitutional Working Group (CWG) (Microsoft Teams (Remote Audio-Video Conference))	29 19:00 Development Control Committee (DCC) (Civic Suite 2, Brocks Hill Council Offices, Washbrook Lane, Oadby, Leicester, LE2 5JJ)	30

February 2026

February 2026							March 2026						
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
2	3	4	5	6	7	1	2	3	4	5	6	7	1
9	10	11	12	13	14	8	9	10	11	12	13	14	8
16	17	18	19	20	21	15	16	17	18	19	20	21	15
23	24	25	26	27	28	22	23	24	25	26	27	28	22
							30	31					29

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
2 Feb	3 19:00 Policy, Finance & Development Committee (PFDC) MTFS & Budget (2026/27) (Civic Suite 2, Brocks Hill Council Offices, Washbrook Lane, Oadby, Leicester, LE2 5JJ)	4 19:00 Ad-Hoc Members' Training etc. (M-BIT) (TBC)	5 18:00 Armed Forces Working Group (AFWG) (Microsoft Teams (Remote Audio-Video Conference))	6
9 14:00 Community Safety Partnership (CSP) (TBC)	10 10:00 Mayor Pre-Meeting (FC) 17/02/26 (Microsoft Teams (Remote Audio-Video Conference)) 13:30 Community Engagement Forum (CEF) (Microsoft Teams (Remote Audio-Video Conference))	11 10:00 Chair Pre-Meeting (PFDC) 24/03/26 (Microsoft Teams (Remote Audio-Video Conference)) 19:00 Youth Council (YC) (TBC)	12 18:30 Oadby Residents' Forum (ORF) (Civic Suite 2, Brocks Hill Council Offices, Washbrook Lane, Oadby, Leicester, LE2 5JJ)	13
16	17	18	19	20
Half-Term Break (N/A)				
	Chinese New Year (N/A) Ramadan (N/A)	18:30 Wigston Residents' Forum (WRF) (TBC)	19:00 Full Council (FC) Council Tax & Budget Setting (2026/27) (Civic Suite, Brocks Hill Council Offices, Washbrook Lane, Oadby, Leicester, LE2 5JJ)	
23 15:00 Chair Pre-Meeting (DCC) 23/02/26 (Microsoft Teams (Remote Audio-Video Conference))	24 18:30 South Wigston Residents' Forum (SWRF) (TBC)	25 10:00 Chair Pre-Meeting (AC) 08/04/26 (Microsoft Teams (Remote Audio-Video Conference))	26 19:00 Development Control Committee (DCC) (Civic Suite 2, Brocks Hill Council Offices, Washbrook Lane, Oadby, Leicester, LE2 5JJ)	27

March 2026

March 2026							April 2026						
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
2	3	4	5	6	7	1	6	7	1	2	3	4	5
9	10	11	12	13	14	8	13	14	8	9	10	11	12
16	17	18	19	20	21	15	20	21	15	16	17	18	19
23	24	25	26	27	28	22	27	28	22	23	24	25	26
30	31					29			29	30			

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
2 Mar	3	4 Holi (N/A) 19:00 Ad-Hoc Members' Training etc. (M-BIT) (TBC)	5 18:30 Licensing & Regulatory Committee (LRC) (Civic Suite 2, Brocks Hill Council Offices, Washbrook Lane, Oadby, Leicester, LE2 5JJ)	6
9 Commonwealth Day (N/A)	10 19:00 Service Delivery Committee (SDC) (Civic Suite 2, Brocks Hill Council Offices, Washbrook Lane, Oadby, Leicester, LE2 5JJ)	11 18:00 Place Shaping & Climate Change Working Group (PSCCWG) (Microsoft Teams (Remote Audio-Video Conference)) - 89793ae4-04aa-4c07-8797-73e923f	12 19:00 Youth Council (YC) (TBC)	13
16	17 St. Patrick's Day (N/A)	18	19 Eid (N/A)	20
23 15:00 Chair Pre-Meeting (DCC) 23/03/26 (Microsoft Teams (Remote Audio-Video Conference))	24 19:00 Policy, Finance & Development Committee (PFDC) (Civic Suite 2, Brocks Hill Council Offices, Washbrook Lane, Oadby, Leicester, LE2 5JJ)	25 10:00 Chair Pre-Meeting (PSCCWG) 06/05/26 (Microsoft Teams Meeting) - DemocraticServices	26 19:00 Development Control Committee (DCC) (Civic Suite 2, Brocks Hill Council Offices, Washbrook Lane, Oadby, Leicester, LE2 5JJ)	27
30 Full-Term Break (N/A)	31	1 Apr	2	3

April 2026


































April 2026							May 2026						
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
6	7	1	2	3	4	5	4	5	6	7	1	2	3
13	14	15	16	17	18	19	11	12	13	14	15	16	17
20	21	22	23	24	25	26	18	19	20	21	22	23	24
27	28	29	30				25	26	27	28	29	30	31




































MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
30 Mar	31	1 Apr	2	3
		Full-Term Break (N/A)		
		Passover/Pesach (N/A) 19:00 Ad-Hoc Members' Training etc. (M-BIT) (TBC)	10:00 Chair Pre-Meeting (ORF) 14/05/26 (Microsoft Teams (Remote 18:00 Children & Young Peoples' Forum (CYPF) (Microsoft Teams	Good Friday (N/A)
6	7	8	9	10
Full-Term Break (N/A)				
Easter Monday (N/A)	10:00 Mayor Pre-Meeting (FC) 15/04/25 (Microsoft Teams (Remote 14:00 Community Safety Partnership (CSP) (TBC)	10:00 Chair Pre-Meeting (WRF) 20/05/26 (Microsoft Teams (Remote 18:00 Audit Committee (AC) (Civic Suite 2, Brocks Hill Council Offices,		
13	14	15	16	17
	10:00 Chair Pre-Meeting (SWRF) 26/05/26 (Microsoft Teams (Remote Audio-Video Conference)) 19:00 Full Council (FC) (Civic Suite, Brocks Hill Council Offices,	19:00 Youth Council (YC) (TBC)		
20	21	22	23	24
			St. George's Day (N/A)	
27	28	29	30	1 May
15:00 Chair Pre-Meeting (DCC) 30/04/26 (Microsoft Teams (Remote Audio-Video Conference))			19:00 Development Control Committee (DCC) (Civic Suite 2, Brocks Hill Council Offices, Washbrook Lane, Oadby, Leicester, LE2 5JJ)	



































May 2026





































May 2026							June 2026						
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
4	5	6	7	1	2	3	1	2	3	4	5	6	7
11	12	13	14	8	9	10	8	9	10	11	12	13	14
18	19	20	21	15	16	17	15	16	17	18	19	20	21
25	26	27	28	22	23	24	22	23	24	25	26	27	28
				29	30	31	29	30					
































































MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
27 Apr	28	29	30	1 May Mental Health Awareness Month (N/A)
4 Early May Bank Holiday (N/A)	5 10:00 Mayor Pre-Meeting (FC) (AGM) 12/05/26 (Microsoft Teams (Remote Audio-Video Conference)) - DemocraticServices	6 18:00 Place Shaping & Climate Change Working Group (PSCCWG) (Microsoft Teams (Remote Audio-Video Conference)) - 89793ae4-04aa-4c07-8797-73e923f	7	8
11	12 19:00 Full Council (FC) Annual General Meeting (AGM) (2026/27) (Civic Suite, Brocks Hill Council Offices, Washbrook Lane, Oadby, Leicester, LE2 5JJ)	13 19:00 Ad-Hoc Members' Training etc. (M-BIT) (TBC)	14 18:30 Oadby Residents' Forum (ORF) (Civic Suite, Brocks Hill Council Offices, Washbrook Lane, Oadby, Leicester, LE2 5JJ)	15
18 15:00 Chair Pre-Meeting (DCC) 28/05/26 (Microsoft Teams (Remote Audio-Video Conference))	19	20 18:30 Wigston Residents' Forum (WRF) (TBC)	21	22
25 Spring Bank Holiday (N/A)	26 18:30 South Wigston Residents' Forum (SWRF) (TBC)	27	28 19:00 Development Control Committee (DCC) (Civic Suite 2, Brocks Hill Council Offices, Washbrook Lane, Oadby, Leicester,	29 To 31 May →
































































 Meeting/Event#	Meeting/Event Title (Acronym)	Additional Notes	Date/Time#	Venue/Location
(none): 1 item(s)				
Bank Holiday: 10 item(s)				
 Bank Holiday	Early May Bank Holiday		Mon 05/05/25 00:00	N/A
 Bank Holiday	Spring Bank Holiday		Mon 26/05/25 00:00	N/A
 Bank Holiday	Summer Bank Holiday		Mon 25/08/25 00:00	N/A
 Bank Holiday	Christmas Day		Thu 25/12/25 00:00	N/A
 Bank Holiday	Boxing Day		Fri 26/12/25 00:00	N/A
 Bank Holiday	New Year's Day		Thu 01/01/26 00:00	N/A
 Bank Holiday	Good Friday		Fri 03/04/26 00:00	N/A
 Bank Holiday	Easter Monday		Mon 06/04/26 00:00	N/A
 Bank Holiday	Early May Bank Holiday		Mon 04/05/26 00:00	N/A
 Bank Holiday	Spring Bank Holiday		Mon 25/05/26 00:00	N/A
Chair Pre-Meeting: 51 item(s)				
 Chair Pre-Meeting	Mayor Pre-Meeting (FC) (AGM) 13/05/25	For Full Council on 13 May 2025 _____...	Tue 06/05/25 10:00	Microsoft Teams (Remote Audio-Video Con...
 Chair Pre-Meeting	Chair Pre-Meeting (SDC) 10/06/25	For Service Delivery Committee on 11 June 2024 ____...	Wed 14/05/25 10:00	Remote Audio-Video Conference
 Chair Pre-Meeting	Chair Pre-Meeting (PFDC) 17/06/25	For Policy, Finance & Development Committee on 25 Ju...	Thu 15/05/25 10:00	Microsoft Teams (Remote Audio-Video Con...
 Chair Pre-Meeting	Chair Pre-Meeting (DCC) 29/05/25	For Development Control Committee on 29 May 2025	Mon 19/05/25 15:00	Microsoft Teams (Remote Audio-Video Con...
 Chair Pre-Meeting	Chair Pre-Meeting (LRC) 19/06/25	For Licensing and Regulatory Committee on 19 June 20...	Tue 20/05/25 10:00	Microsoft Teams (Remote Audio-Video Con...
 Chair Pre-Meeting	Chair Pre-Meeting (AC) 08/07/25	For Audit Committee on 8 July 2025	Tue 27/05/25 10:00	Microsoft Teams (Remote Audio-Video Con...
 Chair Pre-Meeting	Chair Pre-Meeting (ORF) 10/07/25	For Oadby Residents' Forum on 11 July 2024 ____...	Thu 29/05/25 10:00	Microsoft Teams (Remote Audio-Video Con...
 Chair Pre-Meeting	Chair Pre-Meeting (WRF) 16/07/25	For Wigston Residents' Forum on 17 July 2024 ____...	Wed 04/06/25 10:00	Microsoft Teams (Remote Audio-Video Con...
 Chair Pre-Meeting	Chair Pre-Meeting (SWRF) 22/07/25	For South Wigston Residents' Forum on 23 July 2024 ...	Tue 10/06/25 10:00	Microsoft Teams (Remote Audio-Video Con...
 Chair Pre-Meeting	Chair Pre-Meeting (DCC) 26/06/25	For Development Control Committee on 29 May 2025	Mon 23/06/25 15:00	Microsoft Teams (Remote Audio-Video Con...
 Chair Pre-Meeting	Mayor Pre-Meeting (FC) 15/07/25	For Full Council on 15 July 2025	Tue 08/07/25 12:00	Microsoft Teams (Remote Audio-Video Con...
 Chair Pre-Meeting	Chair Pre-Meeting (SDC) 02/09/25	For Service Delivery Committee on 3 September 2024 ...	Tue 22/07/25 14:00	Microsoft Teams (Remote Audio-Video Con...
 Chair Pre-Meeting	Chair Pre-Meeting (DCC) 31/07/25	For Development Control Committee on 31 July 2025	Mon 28/07/25 15:00	Microsoft Teams (Remote Audio-Video Con...
 Chair Pre-Meeting	Chair Pre-Meeting (PFDC) 09/09/25	For Policy, Finance & Development Committee on 10 Se...	Tue 29/07/25 10:00	Microsoft Teams (Remote Audio-Video Con...
 Chair Pre-Meeting	Chair Pre-Meeting (PSCCWG) 10/09/25	For Place Shaping & Climate Change Working Group on...	Wed 30/07/25 10:00	Microsoft Teams (Remote Audio-Video Con...
 Chair Pre-Meeting	Chair Pre-Meeting (AC) 01/10/25	For Audit Committee on 2 October 2024 _____...	Wed 20/08/25 10:00	Microsoft Teams (Remote Audio-Video Con...
 Chair Pre-Meeting	Chair Pre-Meeting (DCC) 28/08/25	For Development Control Committee on 28 August 2025	Tue 26/08/25 15:00	Microsoft Teams (Remote Audio-Video Con...
 Chair Pre-Meeting	Chair Pre-Meeting (ORF) 16/10/25	For Oadby Residents' Forum 16 October 2025	Thu 04/09/25 10:00	Microsoft Teams (Remote Audio-Video Con...
 Chair Pre-Meeting	Chair Pre-Meeting (WRF) 22/10/25	For Wigston Residents' Forum on 22 October 2025	Wed 10/09/25 10:00	Microsoft Teams (Remote Audio-Video Con...
 Chair Pre-Meeting	Mayor Pre-Meeting (FC) 23/09/25	For Full Council on 24 September 2024 _____...	Tue 16/09/25 10:00	Microsoft Teams (Remote Audio-Video Con...
 Chair Pre-Meeting	Chair Pre-Meeting (SWRF) 28/10/25	For South Wigston Residents' Forum on 6 December 20...	Wed 17/09/25 10:00	Microsoft Teams (Remote Audio-Video Con...
 Chair Pre-Meeting	Chair Pre-Meeting (DCC) 25/09/25	For Development Control Committee on 25 September ...	Mon 22/09/25 15:00	Microsoft Teams (Remote Audio-Video Con...










 Meeting/Event#	Meeting/Event Title (Acronym)	Additional Notes	Date/Time#	Venue/Location
 Chair Pre-Meeting	Chair Pre-Meeting (SDC) 25/11/25	For Service Delivery Committee on 25 November 2025	Tue 14/10/25 14:00	Microsoft Teams Meeting
 Chair Pre-Meeting	Chair Pre-Meeting (PFDC) 02/12/25	For Policy, Finance & Development Committee on 2 De...	Tue 21/10/25 14:00	Microsoft Teams Meeting
 Chair Pre-Meeting	Chair Pre-Meeting (LRC) 04/12/25	For Licensing & Regulatory Committee on 4 December ...	Thu 23/10/25 10:00	Microsoft Teams Meeting
 Chair Pre-Meeting	Chair Pre-Meeting (DCC) 30/10/25	For Development Control Committee on 30 October 20...	Mon 27/10/25 15:00	Microsoft Teams (Remote Audio-Video Con...
 Chair Pre-Meeting	Chair Pre-Meeting (DCC) 27/11/25	For Development Control Committee on 27 November ...	Mon 24/11/25 15:00	Microsoft Teams (Remote Audio-Video Con...
 Chair Pre-Meeting	Mayor Pre-Meeting (FC) 9/12/25	For Full Council on 9 December 2025	Tue 02/12/25 10:00	Microsoft Teams (Remote Audio-Video Con...
 Chair Pre-Meeting	Chair Pre-Meeting (AC) 21/01/26	For Audit Committee on 22 January 2025	Wed 10/12/25 15:30	Microsoft Teams (Remote Audio-Video Con...
 Chair Pre-Meeting	Chair Pre-Meeting (DCC) 18/12/25	For Development Control Committee on 18 December 2...	Mon 15/12/25 15:00	Microsoft Teams (Remote Audio-Video Con...
 Chair Pre-Meeting	Chair Pre-Meeting (PFDC) 03/02/26	For Policy, Finance & Development Committee MTFS ...	Tue 16/12/25 14:00	Microsoft Teams Meeting
 Chair Pre-Meeting	Chair Pre-Meeting (ORF) 12/02/26	For Oadby Residents' Forum on 13 February 2025	Thu 08/01/26 10:00	Microsoft Teams (Remote Audio-Video Con...
 Chair Pre-Meeting	Chair Pre-Meeting (WRF) 18/02/26	For Wigston Residents' Forum on 19 February 2025	Wed 14/01/26 10:00	Microsoft Teams (Remote Audio-Video Con...
 Chair Pre-Meeting	Chair Pre-Meeting (SWRF) 24/02/26	For South Wigston Residents' Forum on 25 February 20...	Tue 20/01/26 10:00	Microsoft Teams (Remote Audio-Video Con...
 Chair Pre-Meeting	Chair Pre-Meeting (LRC) 05/03/26	For Licensing & Regulatory Committee on 6 March 202...	Thu 22/01/26 10:00	Microsoft Teams (Remote Audio-Video Con...
 Chair Pre-Meeting	Chair Pre-Meeting (DCC) 29/01/26	For Development Control Committee on 29 January 2026	Mon 26/01/26 15:00	Microsoft Teams (Remote Audio-Video Con...
 Chair Pre-Meeting	Chair Pre-Meeting (SDC) 10/03/26	For Service Delivery Committee on 11 March 2025	Tue 27/01/26 10:00	Microsoft Teams (Remote Audio-Video Con...
 Chair Pre-Meeting	Chair Pre-Meeting (PSCCWG) 11/03/26	For Place Shaping & Climate Change Working Group on...	Wed 28/01/26 10:00	Microsoft Teams (Remote Audio-Video Con...
 Chair Pre-Meeting	Mayor Pre-Meeting (FC) 17/02/26	For Full Council on 25 February 2025	Tue 10/02/26 10:00	Microsoft Teams (Remote Audio-Video Con...
 Chair Pre-Meeting	Chair Pre-Meeting (PFDC) 24/03/26	For Policy, Finance & Development Committee on 24 M...	Wed 11/02/26 10:00	Microsoft Teams (Remote Audio-Video Con...
 Chair Pre-Meeting	Chair Pre-Meeting (DCC) 23/02/26	For Development Control Committee on 23 February 20...	Mon 23/02/26 15:00	Microsoft Teams (Remote Audio-Video Con...
 Chair Pre-Meeting	Chair Pre-Meeting (AC) 08/04/26	For Audit Committee on 9 April 2025	Wed 25/02/26 10:00	Microsoft Teams (Remote Audio-Video Con...
 Chair Pre-Meeting	Chair Pre-Meeting (DCC) 23/03/26	For Development Control Committee on 23 March 2026	Mon 23/03/26 15:00	Microsoft Teams (Remote Audio-Video Con...
 Chair Pre-Meeting	Chair Pre-Meeting (PSCCWG) 06/05/26	For Place Shaping & Climate Change Working Group on...	Wed 25/03/26 10:00	Microsoft Teams Meeting
 Chair Pre-Meeting	Chair Pre-Meeting (ORF) 14/05/26	For Oadby Residents' Forum on 15 May 2025	Thu 02/04/26 10:00	Microsoft Teams (Remote Audio-Video Con...
 Chair Pre-Meeting	Mayor Pre-Meeting (FC) 15/04/25	For Full Council on 15 April 2025	Tue 07/04/26 10:00	Microsoft Teams (Remote Audio-Video Con...
 Chair Pre-Meeting	Chair Pre-Meeting (WRF) 20/05/26	For Wigston Residents' Forum on 20 May 2026	Wed 08/04/26 10:00	Microsoft Teams (Remote Audio-Video Con...
 Chair Pre-Meeting	Chair Pre-Meeting (SWRF) 26/05/26	For South Wigston Residents' Forum on 27 May 2025	Tue 14/04/26 10:00	Microsoft Teams (Remote Audio-Video Con...
 Chair Pre-Meeting	Chair Pre-Meeting (DCC) 30/04/26	For Development Control Committee on 30 April 2026	Mon 27/04/26 15:00	Microsoft Teams (Remote Audio-Video Con...
 Chair Pre-Meeting	Mayor Pre-Meeting (FC) (AGM) 12/05/26	For Full Council on 12 May 2026	Tue 05/05/26 10:00	Microsoft Teams (Remote Audio-Video Con...
 Chair Pre-Meeting	Chair Pre-Meeting (DCC) 28/05/26	For Development Control Committee on 28 May 2026	Mon 18/05/26 15:00	Microsoft Teams (Remote Audio-Video Con...
Committee: 30 item(s)				
 Committee	Development Control Committee (DCC)	May (2025)	Thu 29/05/25 19:00	Civic Suite 2, Brocks Hill Council Offices, Wa...
 Committee	Service Delivery Committee (SDC)	Q4 (2024/25)	Tue 10/06/25 19:00	Civic Suite 2, Brocks Hill Council Offices, Wa...
 Committee	Policy, Finance & Development Committee (PF...	Q4 (2024/25)	Tue 17/06/25 19:00	Civic Suite 2, Brocks Hill Council Offices, Wa...
 Committee	Licensing & Regulatory Committee (LRC)	Q4 (2023/24)	Thu 19/06/25 18:30	Civic Suite 2, Brocks Hill Council Offices, Wa...
 Committee	Development Control Committee (DCC)		Thu 26/06/25 19:00	Civic Suite 2, Brocks Hill Council Offices, Wa...

 Meeting/Event#	Meeting/Event Title (Acronym)	Additional Notes	Date/Time#	Venue/Location
 Committee	Audit Committee (AC)	...	Tue 08/07/25 18:00	Civic Suite 2, Brocks Hill Council Offices, Wa...
 Committee	Development Control Committee (DCC)	July (2025)	Thu 31/07/25 19:00	Civic Suite 2, Brocks Hill Council Offices, Wa...
 Committee	Development Control Committee (DCC)	August (2025)	Thu 28/08/25 19:00	Civic Suite 2, Brocks Hill Council Offices, Wa...
 Committee	Service Delivery Committee (SDC)	Q1 (2025/26)	Tue 02/09/25 19:00	Civic Suite 2, Brocks Hill Council Offices, Wa...
 Committee	Policy, Finance & Development Committee (PF...	Q1 (2025/26)	Tue 09/09/25 19:00	Civic Suite 2, Brocks Hill Council Offices, Wa...
 Committee	Licensing & Regulatory Committee (LRC)	Q1 (2025/26)	Thu 18/09/25 18:30	Civic Suite 2, Brocks Hill Council Offices, Wa...
 Committee	Development Control Committee (DCC)	September (2025)	Thu 25/09/25 19:00	Civic Suite 2, Brocks Hill Council Offices, Wa...
 Committee	Audit Committee (AC)		Wed 01/10/25 18:00	Civic Suite 2, Brocks Hill Council Offices, Wa...
 Committee	Development Control Committee (DCC)	October (2025)	Thu 30/10/25 19:00	Civic Suite 2, Brocks Hill Council Offices, Wa...
 Committee	Service Delivery Committee (SDC)	Q2 (2025/26)	Tue 25/11/25 19:00	Civic Suite 2, Brocks Hill Council Offices, Wa...
 Committee	Development Control Committee (DCC)	November (2025)	Thu 27/11/25 19:00	Civic Suite 2, Brocks Hill Council Offices, Wa...
 Committee	Policy, Finance & Development Committee (PF...	Q2 (2025/26)	Tue 02/12/25 19:00	Civic Suite 2, Brocks Hill Council Offices, Wa...
 Committee	Licensing & Regulatory Committee (LRC)	Q2 (2025/26)	Thu 04/12/25 18:30	Civic Suite 2, Brocks Hill Council Offices, Wa...
 Committee	Development Control Committee (DCC)	December (2025)	Thu 18/12/25 19:00	Civic Suite 2, Brocks Hill Council Offices, Wa...
 Committee	Audit Committee (AC)	Q3 (2025/26)	Wed 21/01/26 19:00	Civic Suite 2, Brocks Hill Council Offices, Wa...
 Committee	Development Control Committee (DCC)	January (2025)	Thu 29/01/26 19:00	Civic Suite 2, Brocks Hill Council Offices, Wa...
 Committee	Policy, Finance & Development Committee (PF...	Draft Budget (2025/26) & Medium-Term Financial Strat...	Tue 03/02/26 19:00	Civic Suite 2, Brocks Hill Council Offices, Wa...
 Committee	Development Control Committee (DCC)	February (2026)	Thu 26/02/26 19:00	Civic Suite 2, Brocks Hill Council Offices, Wa...
 Committee	Licensing & Regulatory Committee (LRC)	Q3 (2024/25)	Thu 05/03/26 18:30	Civic Suite 2, Brocks Hill Council Offices, Wa...
 Committee	Service Delivery Committee (SDC)	Q3 (2025/26)	Tue 10/03/26 19:00	Civic Suite 2, Brocks Hill Council Offices, Wa...
 Committee	Policy, Finance & Development Committee (PF...	Q3 (2025/26)	Tue 24/03/26 19:00	Civic Suite 2, Brocks Hill Council Offices, Wa...
 Committee	Development Control Committee (DCC)	March (2026)	Thu 26/03/26 19:00	Civic Suite 2, Brocks Hill Council Offices, Wa...
 Committee	Audit Committee (AC)	Q3 (2025/26)	Wed 08/04/26 18:00	Civic Suite 2, Brocks Hill Council Offices, Wa...
 Committee	Development Control Committee (DCC)	April (2026)	Thu 30/04/26 19:00	Civic Suite 2, Brocks Hill Council Offices, Wa...
 Committee	Development Control Committee (DCC)	May (2026)	Thu 28/05/26 19:00	Civic Suite 2, Brocks Hill Council Offices, Wa...
Election: 2 item(s)				
 Election	Leicestershire County Council Election Polling ...		Thu 01/05/25 07:00	Borough of Oadby & Wigston
 Election	Leicestershire County Council Election Verifica...		Fri 02/05/25 07:00	Parklands Leisure Centre Washbrook Lane, ...
Event and Festival Days: 42 item(s)				
 Event and Festival Days	Mental Health Awareness Month	National Observance (01/05/25-31/05/25)	Thu 01/05/25 00:00	N/A
 Event and Festival Days	International Day Against Homophobia, Transp...	LGBTQ International Observance	Sat 17/05/25 00:00	N/A
 Event and Festival Days	Armed Forces Day	National Observance	Sat 28/06/25 00:00	N/A
 Event and Festival Days	Alcohol Awareness Week	National Observance	Mon 07/07/25 00:00	N/A
 Event and Festival Days	Raksha Bandhan	Hindu Holy Day	Sat 09/08/25 00:00	N/A
 Event and Festival Days	Samvatsari	Jain Forgiveness Day	Wed 27/08/25 00:00	N/A

 Meeting/Event#	Meeting/Event Title (Acronym)	Additional Notes	Date/Time#	Venue/Location
 Event and Festival Days	Merchant Navy Day	National Observance	Wed 03/09/25 00:00	N/A
 Event and Festival Days	World Suicide Prevention Day	International Observance	Wed 10/09/25 00:00	N/A
 Event and Festival Days	World Alzheimer's Day	International Observance	Sun 21/09/25 00:00	N/A
 Event and Festival Days	Rosh Hashana	Jewish Festival (22/09/25 – 24/09/25)	Mon 22/09/25 00:00	N/A
 Event and Festival Days	World's Biggest Coffee Morning with MacMillan	National Observance	Fri 26/09/25 00:00	N/A
 Event and Festival Days	Black History Month	International Observance	Wed 01/10/25 00:00	N/A
 Event and Festival Days	Yom Kippur	Jewish Holy Day (11/10/24 – 12/10/24)	Wed 01/10/25 00:00	N/A
 Event and Festival Days	World Mental Health Day	International Observance	Fri 10/10/25 00:00	N/A
 Event and Festival Days	National Hate Crime Awareness Week	National Observance (08/10/23-16/10/23)	Sat 11/10/25 00:00	N/A
 Event and Festival Days	Diwali/Deepavali	Hindu Festival of Light	Mon 20/10/25 00:00	N/A
 Event and Festival Days	Halloween	International Observance	Fri 31/10/25 00:00	N/A
 Event and Festival Days	Guy Fawkes Night/Bonfire Night	National Observance	Wed 05/11/25 00:00	N/A
 Event and Festival Days	Birthday of Guru Nanak	Sikh Holy Day	Wed 05/11/25 00:00	N/A
 Event and Festival Days	Remembrance Sunday	International Observance	Sun 09/11/25 00:00	N/A
 Event and Festival Days	Remembrance Day	International Observance	Tue 11/11/25 00:00	N/A
 Event and Festival Days	St. Andrew's Day	National & Christian Holy Day	Sun 30/11/25 00:00	N/A
 Event and Festival Days	International Day of Persons with Disabilities	International Observance	Wed 03/12/25 00:00	N/A
 Event and Festival Days	Hanukkah	Jewish Festival (14/12/24 - 22/12/24)	Sun 14/12/25 00:00	N/A
 Event and Festival Days	Christmas Eve		Wed 24/12/25 00:00	N/A
 Event and Festival Days	New Year's Eve	International Observance	Wed 31/12/25 00:00	N/A
 Event and Festival Days	Holocaust Memorial Day	Commemorative Event	Tue 27/01/26 00:00	N/A
 Event and Festival Days	LGBTQ History Month/Pride Month	LGBTQ International Observance	Sun 01/02/26 00:00	N/A
 Event and Festival Days	Chinese New Year	International Observance	Tue 17/02/26 00:00	N/A
 Event and Festival Days	Ramadan	Muslim Festival (17/02/26 – 18/03/26)	Tue 17/02/26 00:00	N/A
 Event and Festival Days	St. David's Day	National & Christian Holy Day	Sun 01/03/26 00:00	N/A
 Event and Festival Days	Holi	Hindu Holy Day	Wed 04/03/26 00:00	N/A
 Event and Festival Days	International Women's Day	International Observance	Sun 08/03/26 00:00	N/A
 Event and Festival Days	Commonwealth Day	National Observance	Mon 09/03/26 00:00	N/A
 Event and Festival Days	St. Patrick's Day	National & Christian Holy Day	Tue 17/03/26 00:00	N/A
 Event and Festival Days	Eid	Muslim Festival (30/04/25 – 31/04/25)	Thu 19/03/26 00:00	N/A
 Event and Festival Days	Passover/Pesach	Jewish Festival (12/04/25 – 20/04/25)	Wed 01/04/26 00:00	N/A
 Event and Festival Days	Easter Saturday	Christian Holy Day	Sat 04/04/26 00:00	N/A
 Event and Festival Days	Easter Sunday	Christian Holy Day	Sun 05/04/26 00:00	N/A
 Event and Festival Days	St. George's Day	National & Christian Holy Day	Thu 23/04/26 00:00	N/A
 Event and Festival Days	Mental Health Awareness Month	National Observance (01/05/25-31/05/25)	Fri 01/05/26 00:00	N/A

 Meeting/Event#	Meeting/Event Title (Acronym)	Additional Notes	Date/Time#	Venue/Location
  Event and Festival Days Full Council: 8 item(s)	International Day Against Homophobia, Transp...	LGBTQ International Observance	Sun 17/05/26 00:00	N/A
  Full Council	Full Council (FC) Annual General Meeting (AG...	Annual General Meeting (AGM) (2025/26)	Tue 13/05/25 19:00	Civic Suite, Brocks Hill Council Offices, Wash...
  Full Council	Full Council (FC)		Tue 15/07/25 19:00	Civic Suite, Brocks Hill Council Offices, Wash...
  Full Council	Full Council (FC)	Microsoft Teams meeting Join on your computer, mobil...	Tue 23/09/25 19:00	Civic Suite, Brocks Hill Council Offices, Wash...
  Full Council	Full Council (Additional) (FC) [PROVISIONAL]	For Local Government Reorganisation	Tue 11/11/25 19:00	Civic Suite, Brocks Hill Council Offices, Wash...
  Full Council	Full Council (FC)		Tue 09/12/25 19:00	Civic Suite, Brocks Hill Council Offices, Wash...
  Full Council	Full Council (FC) Council Tax & Budget Setting...	Council Tax & Budget Setting (2026/27)	Thu 19/02/26 19:00	Civic Suite, Brocks Hill Council Offices, Wash...
  Full Council	Full Council (FC)		Tue 14/04/26 19:00	Civic Suite, Brocks Hill Council Offices, Wash...
  Full Council	Full Council (FC) Annual General Meeting (AG...	Annual General Meeting (AGM) (2026/27)	Tue 12/05/26 19:00	Civic Suite, Brocks Hill Council Offices, Wash...
Members' Briefing Induction & Training: 15 item(s)				
  Members' Briefing Induction...	Ad-Hoc Members' Training etc. (M-BIT)	May (2025) - Cancelled if Not Need	Tue 06/05/25 19:00	TBC
  Members' Briefing Induction...	Members' Training (M-BIT) Planning (DCC)	Mandatory for members of Development Control Com...	Thu 22/05/25 18:00	TBC
  Members' Briefing Induction...	Members' Training (M-BIT) Licensing (LRC)	Optional – Member Request(s) – Cancel if not needed	Tue 03/06/25 18:00	TBC
  Members' Briefing Induction...	Ad-Hoc Members' Training etc. (M-BIT)	June (2024) - Cancelled if Not Need	Wed 04/06/25 19:00	TBC
  Members' Briefing Induction...	Ad-Hoc Members' Training etc. (M-BIT)	July (2024) - Cancelled if Not Need	Wed 02/07/25 19:00	TBC
  Members' Briefing Induction...	Ad-Hoc Members' Training etc. (M-BIT)	August (2024) - Cancelled if Not Need	Wed 06/08/25 19:00	TBC
  Members' Briefing Induction...	Ad-Hoc Members' Training etc. (M-BIT)	September (2025) - Cancel if Not Needed	Wed 03/09/25 19:00	TBC
  Members' Briefing Induction...	Ad-Hoc Members' Training etc. (M-BIT)	October (2025) - Cancel if Not Needed	Wed 08/10/25 19:00	TBC
  Members' Briefing Induction...	Ad-Hoc Members' Training etc. (M-BIT)	November (2025) - Cancel if Not Needed	Wed 12/11/25 19:00	TBC
  Members' Briefing Induction...	Ad-Hoc Members' Training etc. (M-BIT)	December (2025) - Cancelled if Not Need	Wed 03/12/25 19:00	TBC
  Members' Briefing Induction...	Ad-Hoc Members' Training etc. (M-BIT)	April (2025) - Cancelled if Not Need	Wed 07/01/26 19:00	TBC
  Members' Briefing Induction...	Ad-Hoc Members' Training etc. (M-BIT)	February (2026) - Cancelled if Not Need	Wed 04/02/26 19:00	TBC
  Members' Briefing Induction...	Ad-Hoc Members' Training etc. (M-BIT)	March (2026) - Cancelled if Not Need	Wed 04/03/26 19:00	TBC
  Members' Briefing Induction...	Ad-Hoc Members' Training etc. (M-BIT)	April (2025) - Cancelled if Not Need	Wed 01/04/26 19:00	TBC
  Members' Briefing Induction...	Ad-Hoc Members' Training etc. (M-BIT)	May (2026) - Cancel if Not Needed	Wed 13/05/26 19:00	TBC
Miscellaneous: 6 item(s)				
  Miscellaneous	Youth Council (YC)		Wed 09/07/25 19:00	TBC
  Miscellaneous	Youth Council (YC)		Wed 12/11/25 19:00	TBC
  Miscellaneous	Youth Council (YC)		Wed 14/01/26 19:00	TBC
  Miscellaneous	Youth Council (YC)		Wed 11/02/26 19:00	TBC
  Miscellaneous	Youth Council (YC)		Thu 12/03/26 19:00	TBC
  Miscellaneous	Youth Council (YC)		Wed 15/04/26 19:00	TBC
Outside and Partnership Body: 11 item(s)				
  Outside and Partnership Body	Community Safety Partnership (CSP)		Mon 09/06/25 14:00	Civic Suite 2, Brocks Hill Council Offices, Wa...

 Meeting/Event#	Meeting/Event Title (Acronym)	Additional Notes	Date/Time#	Venue/Location
  Outside and Partnership Body Community Safety Partnership (CSP)			Mon 11/08/25 14:00	Civic Suite 2, Brocks Hill Council Offices, Wa...
  Outside and Partnership Body Community Safety Partnership (CSP)			Mon 06/10/25 14:00	Civic Suite 2, Brocks Hill Council Offices, Wa...
  Outside and Partnership Body Children & Young Peoples' Forum (CYPF)			Thu 09/10/25 18:00	Microsoft Teams (Remote Audio-Video Con...
  Outside and Partnership Body Community Engagement Forum (CEF)			Tue 04/11/25 13:30	Microsoft Teams (Remote Audio-Video Con...
  Outside and Partnership Body Children & Young People's Forum (CYPF)			Thu 20/11/25 17:00	Microsoft Teams (Remote Audio-Video Con...
  Outside and Partnership Body Community Safety Partnership (CSP)			Mon 08/12/25 14:00	Civic Suite 2, Brocks Hill Council Offices, Wa...
  Outside and Partnership Body Community Safety Partnership (CSP)			Mon 09/02/26 14:00	TBC
  Outside and Partnership Body Community Engagement Forum (CEF)			Tue 10/02/26 13:30	Microsoft Teams (Remote Audio-Video Con...
  Outside and Partnership Body Children & Young Peoples' Forum (CYPF)			Thu 02/04/26 18:00	Microsoft Teams (Remote Audio-Video Con...
  Outside and Partnership Body Community Safety Partnership (CSP)			Tue 07/04/26 14:00	TBC
Residents' Forum: 15 item(s)				
  Residents' Forum	Oadby Residents' Forum (ORF)		Wed 14/05/25 18:30	Civic Suite, Brocks Hill Council Offices, Wash...
  Residents' Forum	Wigston Residents' Forum (WRF)		Wed 21/05/25 18:30	TBC
  Residents' Forum	South Wigston Residents' Forum (SWRF)		Tue 27/05/25 18:30	TBC
  Residents' Forum	Oadby Residents' Forum (ORF)		Thu 10/07/25 18:30	Civic Suite, Brocks Hill Council Offices, Wash...
  Residents' Forum	Wigston Residents' Forum (WRF)		Wed 16/07/25 19:00	TBC
  Residents' Forum	South Wigston Residents' Forum (SWRF)		Tue 22/07/25 19:00	TBC
  Residents' Forum	Oadby Residents' Forum (ORF)		Thu 16/10/25 18:30	Civic Suite, Brocks Hill Council Offices, Wash...
  Residents' Forum	Wigston Residents' Forum (WRF)		Wed 22/10/25 18:30	TBC
  Residents' Forum	South Wigston Residents' Forum (SWRF)		Tue 28/10/25 18:30	TBC
  Residents' Forum	Oadby Residents' Forum (ORF)		Thu 12/02/26 18:30	Civic Suite 2, Brocks Hill Council Offices, Wa...
  Residents' Forum	Wigston Residents' Forum (WRF)		Wed 18/02/26 18:30	TBC
  Residents' Forum	South Wigston Residents' Forum (SWRF)		Tue 24/02/26 18:30	TBC
  Residents' Forum	Oadby Residents' Forum (ORF)		Thu 14/05/26 18:30	Civic Suite, Brocks Hill Council Offices, Wash...
  Residents' Forum	Wigston Residents' Forum (WRF)		Wed 20/05/26 18:30	TBC
  Residents' Forum	South Wigston Residents' Forum (SWRF)		Tue 26/05/26 18:30	TBC
School Holidays: 6 item(s)				
  School Holidays	Half-Term Break (Summer)	Summer (2024/25)	Mon 26/05/25 00:00	N/A
  School Holidays	Full-Term Break	Summer (2023/24)	Wed 09/07/25 00:00	
  School Holidays	Half-Term Break	Autumn (2023/24)	Mon 20/10/25 00:00	N/A
  School Holidays	Full Term Break	Autumn/Spring (2023/24)	Mon 22/12/25 00:00	
  School Holidays	Half-Term Break	Spring (2024/25)	Mon 16/02/26 00:00	N/A
  School Holidays	Full-Term Break	Spring/Summer (2023/24)	Mon 30/03/26 00:00	N/A
Smartway2: 6 item(s)				
Working Group: 9 item(s)				

Meeting/Event#	Meeting/Event Title (Acronym)	Additional Notes	Date/Time#	Venue/Location
 Working Group	Place Shaping & Climate Change Working Gro...		Wed 07/05/25 18:00	Microsoft Teams (Remote Audio-Video Con...
 Working Group	Constitutional Working Group (CWG)	...	Wed 30/07/25 18:00	Remote Audio-Video Conference
 Working Group	Armed Forces Working Group (AFWG)	...	Thu 07/08/25 18:00	Microsoft Teams (Remote Audio-Video Con...
 Working Group	Place Shaping & Climate Change Working Gro...	...	Wed 10/09/25 18:00	Microsoft Teams Meeting
 Working Group	Place Shaping & Climate Change Working Gro...	...	Tue 27/01/26 18:00	Microsoft Teams Meeting
 Working Group	Constitutional Working Group (CWG)	Cancel if not needed	Wed 28/01/26 18:00	Microsoft Teams (Remote Audio-Video Con...
 Working Group	Armed Forces Working Group (AFWG)		Thu 05/02/26 18:00	Microsoft Teams (Remote Audio-Video Con...
 Working Group	Place Shaping & Climate Change Working Gro...	...	Wed 11/03/26 18:00	Microsoft Teams (Remote Audio-Video Con...
 Working Group	Place Shaping & Climate Change Working Gro...	...	Wed 06/05/26 18:00	Microsoft Teams (Remote Audio-Video Con...

Agenda Item 12



Full Council	Tuesday, 15 April 2025	Matter for Information and Decision
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Report Title: **Scheme of Members' Allowances (2025/26)**

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

Purpose of Report:	To consider and adopt a Members' Allowance Scheme for the municipal year 2025/26.
Report Summary:	The report sets out the considerations and recommendations of the Independent Remuneration Panel (IRP).
Recommendation(s):	That Council adopts the Scheme of Members' Allowances for 2025/26 as recommended by the Independent Remuneration Panel (IRP) set out in paragraph 1 of the report (Appendix 1).
Senior Leadership, Head of Service, Manager, Officer and Other Contact(s):	David Gill (Head of Law & Democracy / Monitoring Officer) (0116) 257 2626 david.gill@oadby-wigston.gov.uk
Strategic Objectives:	Our Council (SO1)
Vision and Values:	Not applicable
Report Implications:-	
Legal:	The implications are as set out in the introduction to Appendix 1.
Financial:	Should Members choose to adopt the recommendations, the level of Basic Allowance(s) paid will increase to £5,000.00 per annum. As Members decided not to increase the level of Basic Allowance (as recommended in the 2024/25 Scheme of Allowances) the actual increase will be from £4,750.00 to £5,000.00 increasing the budget for the Basic Allowance by £6,500.00.
Corporate Risk Management:	Political Dynamics (CR3) Decreasing Financial Resources / Increasing Financial Pressures (CR1) Reputation Damage (CR4) Regulatory Governance (CR6)
Equalities and Equalities Assessment (EA):	There are no implications arising from this report. EA not applicable.
Human Rights:	There are no implications arising from this report.
Health and Safety:	There are no implications arising from this report.
Statutory Officers' Comments:-	
Head of Paid Service:	The report is satisfactory.
Chief Finance Officer:	The report is satisfactory.

Monitoring Officer:	As the author, the report is satisfactory.
Consultees:	None.
Background Papers:	The Local Authorities (Members' Allowances) (England) Regulations 2003
Appendices:	1. Report of the Independent Remuneration Panel and Proposed Scheme of Members' Allowances for 2025/26

1. Introduction

- 1.1 This report asks Council to consider and adopt a Members' Allowance Scheme for 2025/26 (the Scheme) under the Local Authorities' (Members' Allowances) (England) Regulations 2003 (the 2003 Regulations) based on the recommendations of the Independent Remuneration Panel (IRP).
- 1.2 The Council is required to have regard to the views of the IRP as expressed in their report each year before reaching a decision on what level of allowances is appropriate. A copy of the report of the IRP is attached at **Appendix 1** for consideration.

Members' Allowances Review
for
Oadby and Wigston Borough Council

Report of the
Independent Remuneration Panel

April 2025

SUMMARY OF RECOMMENDATIONS

1. The Panel makes the following **RECOMMENDATIONS**:
 - 1.1 The Council approves that the basic allowance increases to £5,000 per annum.
 - 1.2 Special Responsibility Allowances (SRA) be agreed as set out in Column 2 of the Table below:

Table of Special Responsibility Allowance Payments

Special Responsibility	SRA (£)
Leader of the Council	10,000
Deputy Leader of the Council * halved where shared	2,500*
Leader of the Opposition Group # pro rata based on the total membership of groups where applicable	2,500#
Chairman of Policy, Finance & Development, Service Delivery, Development Control Committee, and Mayor	3,500
Committee Vice Chairman and Deputy Mayor	1,000
Chairman of Licensing & Regulatory Committee	2,500
Generic Task Group (pro rata if the Group disbands), and Forum Chairman	1,000

- 1.3 The Members' Allowance Scheme included at Schedule 1 to this report be adopted, to be effective for the period from 13 May 2025 to 12 May 2026.
- 1.4 The Guidance for Use of Delegated Power by the Chief Executive in respect of Members' Conferences, Seminars and Meetings, attached at Schedule 2 be adopted as part of the Scheme.

2. INTRODUCTION

- 2.1 The Local Authorities (Members' Allowances) (England) Regulations 2001, requires Local Authorities to establish and maintain an Independent Remuneration Panel

(IRP). The Local Authorities (Members' Allowances) (England) Regulations 2003 placed additional responsibilities on the role of the Panel.

- 2.2 The purpose of the Panel is to make recommendations to the Authority about allowances to be paid to Elected Members. The Panel has a duty, each year, to advise the Authority on its scheme and the amounts to be paid. The Council must have regard to this advice.

3. Membership of the Panel

- 3.1 The Panel comprises of the following individuals;-

Mr Laurie Faulkner - retired Head of Business Development and Magistrate

Mr David Wood - Self Employed Local Resident

Mr John Whiting - Local Resident and retired Tax Inspector and Magistrate

4. PROCESS OF REVIEW

- 4.1 The Panel has addressed the requirements of the Regulations in drawing up the recommendations for the Council's 2025/2026 scheme.
- 4.2 The Panel has previously assessed Members Allowances on the basis of the Council's current decision-making structure and a comparison with a cluster of similar authorities.
- 4.3 Inclusion within the cluster was based on three factors:
- a) The authority had a similar population to OWBC
 - b) The authority had a similar number of councillors to OWBC; and
 - c) The authority had a similar governance structure to OWBC.
- 4.4 The membership and allowance details of the cluster for 2024/25 are set out below.

Authority	Population	Number of Councillors	Basic Allowance
Ardur District Council	64,687	29	£5,720*
Maldon District Council	68,327	31	£5,737
Ribble Valley Borough Council	64,469	40	£4,223*
North Warks	66,166	35	£5,774*
West Devon Borough Council	58,754	31	£5,498
Oadby and Wigston Borough Council	59,623	26	£4,750**
Averages	63,671	32	£5,284
O&W/Averages	94%	81%	96%

* These allowances schemes are linked to the Local Government Pay Award which in 2024/25 comprised a lump sum payment which averaged 2.5% across all pay scales

- 4.5 Having reviewed the various Members Allowance Schemes for the 2024/25 scheme the Panel noted that there had been no increase in the basic allowance paid to Members since 2017 and that OWBC members received allowances that were lower than the average payment across the cluster.
- 4.6 They therefore recommended that the basic allowance was increased by £150 to £4,900 an increase of 3.15%.
- 4.7 Members declined to implement the recommendation for the 2024/25 scheme.
- 4.8 Having undertaken a similar comparison scheme for the 2025/26 Scheme the Panel notes that basic allowance has fallen into the lower third of payments made within the comparator group and therefore recommend an increase in the basic allowance to £5,000.
- 4.8 The Panel do not recommend any change to the scheme of Special Responsibility allowances.

OADBY AND WIGSTON BOROUGH COUNCIL
SCHEME OF MEMBERS' ALLOWANCES – 2025/26

Oadby and Wigston Borough Council, in exercise of the powers conferred by the Local Authorities' (Members' Allowances) (England) Regulations 2003, hereby makes the following scheme:-

1. This scheme may be cited as the Oadby and Wigston Borough Council Members' Allowances Scheme and shall have effect for the period from 13 May 2025 to 12 May 2026.
2. In this scheme,
"Councillor" means a member of the Oadby and Wigston Borough Council who is a Councillor
"Year" means the period ending with 12 May 2026.

Basic Allowance

- 3.1 Subject to paragraph 6, a Basic Allowance of **£5,000** shall be paid to each Councillor.
- 3.2 Members' allowances are not intended to compensate for loss of earnings, nor are they to recompense for the total number of hours Councillors spend on their duties, bearing in mind the voluntary element of service in fulfilling the role of a local Councillor, as recognised in government guidance. Councillors are not paid employees of the Council and their allowances should not be treated as salary.

Special Responsibility Allowances

- 4.1 A Special Responsibility Allowance shall be paid to those Councillors (in addition to the Basic Allowance) who hold the special responsibilities in relation to the Authority that are specified in Paragraph 12 of this Scheme.
- 4.2 Subject to paragraph 6, the amount of each such allowance shall be the amount specified against that special responsibility in that Schedule.
- 4.3 Councillors be permitted to claim no more than two Special Responsibility allowances. Where it appears to a Councillor that this policy has brought about an inequitable situation, that person may appeal to have the matter reviewed, to the independent Adjudication Panel (see paragraph 6 (7) post).
- 4.4 The Chief Executive, in consultation with the Leader of the Council and having regard to the guidance provided at Schedule 2 below, be authorised to approve the attendance of Councillors at appropriate events where they would be representing the Council and to make payment of any other relevant travel and subsistence expenses covered by the Scheme for the relevant period of absence

from home, providing that authority for attendance is given by the Chief Executive in advance of the event taking place.

Claiming of Allowances

5. A Councillor may by notice in writing given to the Head of Law and Democracy claim any part of his or her entitlement to an allowance under this Scheme.

Part-Year Entitlements

- 6.1 The provisions of this paragraph shall have effect to regulate the entitlements of a Councillor to Basic and Special Responsibility Allowances where, in the course of the year, this Scheme is amended or that Councillor becomes, or ceases to be, a Councillor or accepts or relinquishes a Special Responsibility in respect of which a Special Responsibility Allowance is payable.
- 6.2 If an amendment to this Scheme changes the amount to which a Councillor is entitled by way of a Basic Allowance or a Special Responsibility Allowance, then in relation to each of the periods
 - (a) beginning with the year and ending with the day before that on which the first amendment in that year takes effect, or
 - (b) beginning with the day on which an amendment takes effect and ending with the day before that on which the next amendment takes effect, or (if none) with the year, the entitlement to such an allowance shall be to the payment of such part of the amount of the allowance under this Scheme as it has effect during the relevant period as bears to the whole the same proportion as the number of the days in the period bears to the number of days in the year.
- 6.3 Where the term of office of a Councillor begins or ends otherwise than at the beginning or end of a year, the entitlement of that Councillor to a Basic Allowance shall be to the payment to such part of the Basic Allowance as bears to the whole the same proportion as the number of days during which his or her term of office subsists bears to the number of days in that year.
- 6.4 Where this Scheme is amended as mentioned in sub-paragraph (2) above, and the term of office of a Councillor does not subsist throughout the period mentioned in sub-paragraph (2)(a) above, the entitlement of any such Councillor to a Basic Allowance shall be to the payment of such part of the Basic Allowance referable to each such period (ascertained in accordance with that sub-paragraph) as bears to the whole the same proportion as the number of days which his or her term of office as a Councillor subsists bears to the number of days in that period.
- 6.5 Where a Councillor has during part of, but not throughout, a year special responsibilities as entitle him or her to a Special Responsibility Allowance, that Councillor's entitlement shall be to the payment of such part of that allowance as bears to the whole the same proportion as the number of days during which he or she has such special responsibilities bears to the number of days in that year.
- 6.6 Where this Scheme is amended as mentioned in sub-paragraph (2) above, and a Councillor has during part, but does have throughout the whole, of any period

mentioned in sub-paragraph (2)(a) of that paragraph any such special responsibilities as entitle him or her to a Special Responsibility Allowance, that Councillor's or Independent Person's entitlement shall be to the payment of such part of the allowance referable to each such period (ascertained in accordance with that sub-paragraph) as bears to the whole the same proportion as the number of days in that period during which he or she has such special responsibilities bears to the number of days in that period.

- 6.7 A meeting of an Adjudication Panel comprising the Chief Executive, a member of the Independent Remuneration Panel and a senior Councillor, be called to consider and decide upon any issue of uncertainty or ambiguity that might arise in interpretation of the Scheme.

Travelling and Subsistence Allowances

7. Councillors may claim Travelling and Subsistence Allowances in respect of the following categories of meetings, subject to them being held outside the Borough, at the rates prescribed in Schedule 2 to this Scheme.

- Conferences and meetings where attendance is authorised by the Council, a Committee or by the Chief Executive
- Outside Bodies to which the Councillor has been appointed by the Council, a Committee or by the Chief Executive

Note: Councillors may not claim Travelling and Subsistence Allowances in respect of any meetings held inside the Borough. Allowance for such expenses is reflected in the Basic Allowance.

Childcare and Dependant Carers' Allowance

8. Childcare and Dependent Carers' Allowances be paid for the actual receipted cost incurred to a Councillor, providing this does not exceed £10 per hour. The Allowances to cover attendance at any meeting of the Council for which the Councillor is a member or for attendance at any meeting of an outside body for which the Councillor is attending that meeting as a representative of the Council.

Claims

9. Claims for the payment of Travelling and Subsistence Allowances under this Scheme must be made on the official forms provided within two months of the date on which the meeting took place. These forms are available from Democratic Services.

Payments

- 10.1 Payments shall be made in respect of Basic and Special Responsibility Allowances, subject to paragraph 6(2), in instalments of one-twelfth of the amount specified in this Scheme direct into Councillor's bank/building society account on the 25th day of each month or as close thereto as is possible.
- 10.2 Where a payment of one-twelfth of the amount specified in this scheme in respect of Basic Allowance or a Special Responsibility Allowance would result in a

Councillor receiving more than the amount to which, by virtue of paragraph 6, he or she is entitled, the payment shall be restricted to such amount as will ensure that no more is paid than the amount to which he or she is entitled.

Updating

11. This Scheme shall be updated on 04 May in line with the level of the Retail Price Index in any year when there is no independent review.

Special Responsibility Allowances

12. A Special Responsibility Allowance at the amount specified below may be paid per annum to those Councillors who have the special responsibilities in relation to the Council as specified below:-

Special Responsibility	SRA (£)
Leader of the Council	10,000
Deputy Leader of the Council * halved where shared	2,500*
Leader of the Opposition Group # pro rata based on the total membership of groups where applicable	2,500#
Chairman of Policy, Finance & Development, Service Delivery, Development Control Committee, and Mayor	3,500
Committee Vice Chairman and Deputy Mayor	1,000
Chairman of Licensing & Regulatory Committee	2,500
Generic Task Group (pro rata if the Group disbands), and Forum Chairman	1,000

Travelling and Subsistence Allowances

A. Travelling

1. Motor Car – 50.5p per mile regardless of engine size *

Motor Car Passengers - 3.0p per mile for the first passenger and 2.0p per mile for the second and subsequent passengers up to 4 (to whom a travelling allowance would otherwise be payable)
2. Motor Cycle - 26p per mile
3. Bicycle - 10p per mile
4. Toll, ferry and parking fees (including overnight garaging) – actual cost on production of a receipt
5. Taxis - actual fare (plus reasonable gratuity) either in case of urgency or where no public transport is reasonably available
6. Public Transport - second class or any available cheap day fare unless there are exceptional circumstances approved by the Chief Finance Officer for first class fare.

* Mileage rate for Council officers.

B. Subsistence

1. Absence not involving absence overnight – up to the following limits on production of a receipt
 - (a) Breakfast (leaving home before 7.30am) £ 6.50
 - (b) Lunch (absent between 12 noon and 2pm) £ 8.00
 - (c) Tea * (arriving home after 5.30pm) £ 6.00
 - (d) Evening Meal *(arriving home after 8.30pm) £12.00

* only one of these may be claimed
2. Absence overnight covering continuous period of 24 hours – reasonable cost of accommodation and meals on production of a receipt
3. Main meals on trains (i.e. breakfast, lunch or dinner) – reasonable cost (inc. VAT) on production of a receipt (in lieu of the subsistence allowance for the appropriate meal period)

Schedule 2

GUIDANCE FOR USE OF DELEGATED POWERS BY CHIEF EXECUTIVE IN RESPECT OF MEMBERS CONFERENCES/SEMINARS/MEETINGS

Introduction

1. Under the Scheme of Delegation, the Chief Executive has been granted delegated authority, in consultation with the Leader of the Council, to approve attendance by Members at conferences, seminars or meetings which have not previously been approved by the Council.
2. In exercising his/her delegation the Chief Executive must have regard to these guidelines.

Guidelines

3. The Chief Executive must ensure that there is sufficient budgetary provision taking into account:-
 - a) The financial provision required for the support and development needs of all Members for the financial year in question.
 - b) The cost and quality of the seminar/conference/meeting where applicable.
4. The Chief Executive must ensure that:-
 - a) The meeting/conference/seminar is relevant to the Member's role and responsibilities at the Council, (i.e. by virtue of membership of a Committee, Sub Committee, Task Group, Panel or Outside Body) or, his/her position as Chairman or Vice-Chairman of a Committee, Sub- Committee, Task Group, Panel or Outside Body, OR
 - b) Attendance would be beneficial to the Council or non-attendance would be prejudicial to the Council or its standing in the wider community, OR
 - c) The conference/seminar/meeting provides necessary or relevant training or education to the Member in his/her capacity as a Borough Councillor.



Full Council	Tuesday, 15 April 2025	Matter for Decision
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Report Title: **The Redesignation of the Post of Monitoring Officer due to Retirement and the Appointment of a new Monitoring Officer**

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

Purpose of Report:	To approve the redesignation of the post of Monitoring Officer to the Legal and Democratic Services Manager and to appoint Samuel Ball, the postholder, as the Council's Monitoring Officer. This is due to the retirement in July 2025 of David Gill, Head of Law and Democracy and existing Monitoring Officer.
Report Summary:	Section 5 of the Local Government and Housing Act 1989 requires the Council to designate one of its officers as the Monitoring Officer. This is currently designated to the Head of Law and Democracy, who is retiring in July 2025. The appointment requires the approval of the Full Council following a recommendation from the Appointments Committee, which met on 3 April 2025.
Recommendation(s):	<p>A. That Full Council redesignate the post of the Council's Monitoring Officer to the post of Legal and Democratic Services Manager; and</p> <p>B. That following the interview of Samuel Ball, Legal and Democratic Services Manager, he is appointed as the Council's Monitoring Officer as of 1 June 2025 for the reasons set out in this report.</p>
Senior Leadership, Head of Service, Manager, Officer, and Other Contact(s):	<p>Anne Court (Chief Executive Officer / Head of Paid Service) (0116) 257 2702 anne.court1@oadby-wigston.gov.uk</p> <p>David Gill (Head of Law and Democracy / Monitoring Officer) (0116) 257 2602 david.gill@oadby-wigston.gov.uk</p>
Strategic Objectives:	Our Council (SO1)
Vision and Values:	Not applicable.
Report Implications:-	
Legal:	There are no implications arising from this report.
Financial:	Remuneration for the role will be met from existing budgets.
Corporate Risk Management:	Regulatory Governance (CR6) Organisational / Transformational Change (CR8) Reputation Damage (CR4)
Equalities and Equalities Assessment (EA):	There are no implications arising from this report.

Human Rights:	There are no implications arising from this report.
Health and Safety:	There are no implications arising from this report.
Statutory Officers' Comments:-	
Head of Paid Service:	As the author, the report is satisfactory.
Chief Finance Officer:	The report is satisfactory.
Monitoring Officer:	The report is satisfactory.
Consultees:	Appointments Committee
Background Papers:	None.
Appendices:	None.

1. Background

- 1.1 With the retirement of David Gill, the Head of Paid Service, in consultation with the Senior Leadership Team, has taken the opportunity to review the three Head of Service posts and the service structures that sit under each of them to meet the needs of the organisation. The post of Head of Law and Democracy is to be deleted and will be replaced with a new post of Head of Neighbourhood Services, which will manage the service areas of refuse/recycling, corporate assets, and clean/green/public cleansing. This will provide a dedicated strategic resource for these key services particularly in view of the complexities of implementing new legislation in the next few years for waste. The remaining service areas that sat under the Head of Law and Democracy will be under the senior management of Colleen Warren, Chief Finance Officer/S151 Officer.
- 1.2 As a consequence of deleting the Head of Law and Democracy post under which the Monitoring Officer role sits, a different officer post needs to be designated as the Monitoring Officer. Failure to appoint a Monitoring Officer would leave the Council unable to meet its statutory duties.

2. Proposal

- 2.1 The Monitoring Officer is a statutory Chief Officer post. The post cannot be held by one of the other statutory Chief Officers, the Head of Paid Service or the Chief Finance Officer.
- 2.2 At the meeting of the Appointments Committee on 3 April 2025 upon the report of the Head of Paid Service, it was unanimously agreed to recommend to Full Council that the post of Legal and Democratic Services Manager is designated as Monitoring Officer and that Samuel Ball, the current postholder, is appointed as the Council's Monitoring Officer, following an interview assessment.
- 2.3 The key areas of accountability that the Monitoring Officer post holds relate to the Council's Constitution and arrangements for effective governance which include maintaining an up-to-date Constitution, ensuring decisions made by the Council do not give rise to illegality or maladministration and promoting high standards of conduct.
- 2.4 Samuel Ball's background is he joined this Council in 2016 as a Legal and Democratic Assistant progressing to qualify as a Solicitor in 2021 and was appointed to the post of Legal and Democratic Services Manager and Deputy Monitoring Officer in 2023. In this

role, he already has regular interaction with Members through the democratic process, including advising in the absence of the Monitoring Officer.

- 2.5 It is also recommended that Samuel Ball takes up the post of Monitoring Officer from 1st June 2025, so that David Gill can focus in his last two months on the handover of his entire service area responsibilities. The early appointment of Samuel Ball will incur minimal additional costs over the two months and the Chief Finance Officer has confirmed these can be met from existing budgets.

Agenda Item 14



Full Council	Tuesday, 15 April 2025	Matter for Decision
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Report Title: **Update to the Constitution – Contract Procedure Rules**

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

Purpose of Report:	To seek approval to update the Council's Contract Procedure Rules.
Report Summary:	In order to comply with the requirements of the Procurement Act 2023 which came into force in February 2025 the Council's Contract Procedure Rules require updating to reflect the changes in the legislative requirements.
Recommendation(s):	That Council approves the updated Contract Procedure Rules attached at Appendix 1 and authorises the Monitoring Officer / Head of Law and Democracy to make the necessary amendments to the Constitution.
Senior Leadership, Head of Service, Manager, Officer and Other Contact(s):	David Gill (Head of Law & Democracy / Monitoring Officer) (0116) 257 2626 david.gill@oadby-wigston.gov.uk
Strategic Objectives:	Our Council (SO1)
Vision and Values:	Not applicable
Report Implications:-	
Legal:	The implications are as set out at paragraphs [X] of this report.
Financial:	There are no implications directly arising from this report.
Corporate Risk Management:	Key Supplier / Partnership Failure (CR2) Reputation Damage (CR4) Regulatory Governance (CR6) Increased Fraud (CR10)
Equalities and Equalities Assessment (EA):	There are no implications directly arising from this report. EA not applicable
Human Rights:	There are no implications arising from this report.
Health and Safety:	There are no implications arising from this report.
Statutory Officers' Comments:-	
Head of Paid Service:	The report is satisfactory.
Chief Finance Officer:	The report is satisfactory.
Monitoring Officer:	As the author, the report is satisfactory.

Consultees:	Constitutional Working Group (20 March 2025)
Background Papers:	Procurement Act 2023
Appendices:	1. Updated Contract Procedure Rules

1. Background

- 1.1 The Council's constitution sets out how the Council operates, how decisions are made, and the procedures that are followed to ensure these are efficient, transparent and accountable to local people.
- 1.2 The Constitution comprises of a mix of statutory requirements and local choice functions.
- 1.3 Where there are changes to the statutory functions the Monitoring Officer / Head of Law and Democracy) has a general delegation to amend the Constitution to make amendments to reflect changes in fact and law.
- 1.4 Given the fundamental changes that the Procurement Act 2023 have required to the Contract Procedure rules i.e. that they have been completely re-written, the Monitoring Officer / Head of Law and Democracy considers it prudent that Members should have sight of the new Contract Procedure rules in the interests of transparency.

2. Legislative Changes

- 2.1 The Procurement Act 2023 became effective from 24 February 2025 and will change how the Council manages procurement.

The new Act's key objectives are:

- Delivering value for money
 - Promoting transparency
 - Ensuring fairness between suppliers
 - Reducing barriers for Small & Medium-sized enterprises SMEs.
- 2.2 When the Act commenced on the 24 February 2025, the old and new rules operated in parallel for some time which enabled the Project & Procurement, Finance and Legal Teams to work together to ensure that the Council is ready for the changes the new act will bring.
 - 2.3 One of the biggest changes being introduced is a move to "transparency by default", There is a clear emphasis on openness, visibility, accountability and oversight.
 - 2.4 All contracts with a total value over £5,000 will need to be recorded on the register, this included consultants and recruitment contracts and IT Supplier contacts. The move for more transparency will also mean completing the enhanced noticing requirements when contracts are awarded via a new central digital platform.

3. Procurement Procedures

- 3.1 Under the current PCR's 2015 there are eight identifiable procurement procedures. The new Act uses only three procedures, not including frameworks and dynamic markets (the new name for dynamic purchasing systems).
- 3.2 The new procurement procedures are:
 - Open Procedure

- Competitive Flexible procedure
- Direct award

3.3 There are minimal changes to Frameworks, which is positive for OWBC as these are we often used for the supply of goods and services.

4. Contract Management

4.1 The Act contains significant new rules around contract management, including:

- **Publication of information throughout the life of the contract** – publication at OWBC is achieved through the publication of the contract register or in our larger contracts via the new central digital portal.
- **Ongoing performance monitoring** – SLT are considering how we can implement efficient and effective KPI's and overall governance of contracts.
- **Implied terms to deal with invoicing and payment issues**
- **Implied term giving a right of termination**

5. Updated Contract Procedure Rules

5.1 SLT is satisfied that the updated Contract Procedure Rules attached at **Appendix 1** fully comply with the legislative changes and correctly reflect the statutory thresholds relating to the type of procurement, which was a matter of concern for Members of the Constitutional Working Group who considered the updated rules at their meeting on 20 March 2025.

Contract Procedure Rules

March 2025

1.	Scope of Contract Procedure Rules
1.1	Overview
	<p>These Contract Procedure Rules (CPR's) set out the rules by which we spend money on the supplies (goods), services and works we need to deliver services to the residents of Oadby & Wigston. They are an integral part of the Council's Constitution and must be used for any purchase or procurement exercise by ALL employees of the Council or any authorised person buying on behalf of the Council.</p> <p>The following sections provide a high-level snapshot of the requirements set out within these CPR's:</p> <p>Section 4 – para 4.3 – page 14 – Summary Table of Applicable Thresholds</p> <p>Section 16 – page 59 – 60 – Procurement Flowcharts</p> <p>As a public authority the Council has a duty to allow the market the freedom of opportunity to trade with it. If the Council fails in this duty, a potential supplier or contractor may have a legitimate cause for complaint.</p> <p>The CPRs have seven main purposes:</p> <ul style="list-style-type: none"> • To support the delivery of the Council's Corporate Objectives • To provide a legal framework for the Council's procurement activities • To provide an auditable framework for the Council's procurement activities • To help the Council obtain value for money so that in turn it may provide value for money services to the public • To comply with the UK law governing spending of public money • To comply with UK law as required through the Public Contract Regulations (2015) and Procurement Act 2023 • To protect staff and members of the Council from undue criticism or allegation of wrongdoing <p>Some of the rules set out in the document are required by law, others have to be put in place to provide a complete, clear and coherent framework in which people can work.</p> <p>These CPRs recognise that the Council has certain responsibilities as a public authority for which it needs to act collectively:</p> <ul style="list-style-type: none"> • to make the best use of shared buying power • to produce information to comply with the law • to understand the big picture of spending activity to allow the Council to plan, to measure and improve performance and to train and develop its officers. <p>These Rules DO apply to:</p>

	<ul style="list-style-type: none"> • all contracts for the supply of works, goods or services (including consultancy and agency staff) to the Council, regardless of value □ partnership and collaborative arrangements with other public bodies □ concession contracts. • contracts for the purchase or sale of any interest in land, (including leasehold interests), where the Council imposes design requirements, and/or specifications and certain outputs (land development transactions) <p>They DO NOT apply to:</p> <ul style="list-style-type: none"> • contracts for the purchase or sale of any interest in land, (including leasehold interests) which do not impose the above * • contracts of employment for the appointment of individual members of staff, including members of staff sourced through recruitment agencies • sponsorship agreements • supply of works, goods and services by the council or one of its public sector partners. However, the Head of Law and Democracy and the Chief Finance Officer must be consulted where the Council is contemplating this route. <p>These CPRs promote good commercial practice, public accountability and deter corruption. Following these procedures is the best defence against allegations that a procurement activity has been undertaken incorrectly, fraudulently or unlawfully. These procedures cover contract and procurement activity undertaken on behalf of the Council and within a partnership arrangement, regardless of the source of funding.</p> <p>Officers responsible for procurement and contracting, MUST ensure compliance with these CPRs, the Public Contract Regulations 2015, Procurement Act 2023, Financial Procedure Rules, applicable Grant Fund spending regulations and conditions, and with all UK legal requirements.</p> <p>In addition to the above, due regard to statutory guidance issued by the Crown Commercial Service must be paid, as required by the Public Contract Regulations 2015 and the Procurement Act 2023 (PPN's).</p> <p>These CPR's do not contain procedures relating to making payments and undertaking purchasing activity, i.e. raising purchase orders or using a purchasing card. These procedures are found within Financial Procedures Rules.</p> <p>It should also be noted that these CPR's lay down minimum requirements. More stringent requirements may be appropriate for particular contracts and procurements, dependent on a number of factors.</p> <p>In accordance with the Constitution, the Head of Law and Democracy has the authority to make minor amendments to these CPR's, more comprehensive amendments must be approved by Full Council.</p>
1.2	Basic Principles/Compliance
	All procurement activity, including the entering into contracts, on behalf of the Council, must:

	<ul style="list-style-type: none"> • comply with these Contract Procedure Rules • comply with the Council's Financial Procedure Rules • comply with all relevant UK legislation • adhere to procurement principles by being undertaken in a transparent, non-discriminatory and proportionate manner • achieve best value in respect of the use of public money • demonstrate high regard to integrity <p>The Strategic Director, Section 151 Offer and Heads of Service are responsible for ensuring that his/her department/section complies with these Contract Procedure Rules, Financial Procedure Rules and ALL applicable legislation. They MUST ensure that procurement requirements are appropriately planned, resourced, reported, monitored and awarded. They may delegate the practical elements of the processes to competent officers within their departments, who are then equally responsible for ensuring these CPRs are adhered to.</p> <p>All members of staff and consultants engaged in any capacity to manage or supervise the procurement of any works, goods or services for the Council and/or the subsequent contract MUST comply with these CPR's.</p> <p>In addition to the above, all those involved in any form of procurement/entering into a contract/contract management, must ensure:</p> <ul style="list-style-type: none"> • relevant professional advice is sought, in a timely manner, from Procurement, Legal and Finance. • any external grant funding is used in line with these rules and the conditions to which it was assigned. Where there is conflict Procurement, Legal and Finance advice should be sought • any conflict of interest is declared • payment is only made for goods, services and works delivered at the contract price, the quantity and quality standards quoted for • the budget holder monitors all expenditure through their budget • a fully signed/sealed contract (dependent on value) is entered into prior to the commencement of the provision • an appropriate contract manager is identified, who is accountable for ensuring the contract delivers the goods, services and/or works as set out within the contract • the contract manager follows the required contract management monitoring, and this is fully documented to provide a clear audit trail • the Council's retention policy is adhered too <p>It is also proposed that these CPRs are reviewed on a regular basis to ensure that they are still fit for purpose and that a full review will be undertaken every three years.</p>
1.3	Contracts
	<p>A contract is an arrangement made by, or on behalf of the Council, with a third party, instructing them to undertake works or for the supply of goods or services.</p> <p>This includes:</p> <ul style="list-style-type: none"> • the supply of goods • the delivery of services • the execution of works

	<ul style="list-style-type: none"> • the hire, rental, repair, maintenance or lease of goods/equipment • the appointment of agency staff or consultants <p>It does not include:</p> <ul style="list-style-type: none"> • Partnering arrangements (albeit there may be a requirement for a legal arrangement to be entered into) • Membership of and/or subscriptions to a recognised bodies (and associated work that they undertake on our behalf) • Contracts of employment which make an individual an employee of the council • Agreements regarding acquisition, disposal or transfer of land • Awarding of grant monies
1.4	Joint Commissions
	<p>Where the council jointly procures/commissions services with other public sector bodies i.e. local authorities, health authorities etc. the following shall apply:</p> <ul style="list-style-type: none"> • A lead authority will need to be determined for the purposes of the provision to be procured and their processes will be adhered too, and any subsequent contract entered into, will be deemed compliant with these CPR's thus meaning no exception to normal routes is required • If the procurement/commission is with a NHS body, then adherence to specific regulations will apply i.e. the NHS bodies & LA Partnership Arrangement Regulations 2000 as amended by the NHS Bodies & LA Arrangements (Amendment) Regulations 2015 <p>Where the Council works jointly to procure/commission any goods, services and/or works with other organisations such as those from the private sector, where there are no legislative requirements, the following shall apply:</p> <ul style="list-style-type: none"> • Regardless of who the identified lead is, these CPR's will apply as the Council has a legal duty to ensure adherence to various legislation etc • Where the contract is procured on behalf of the Council but not in joint names, then there may be a requirement for the third party to indemnify the Council and vice versa.

2.	Roles & Responsibilities
2.1	Overview - Tree of Responsibility
	<p>This section sets out the Tree of Responsibility in terms of ensuring that the Council has a robust governance process in place to ensure adherence to the requirements of these CPR's.</p> <p>There is a "golden thread" that runs through from Senior Leadership Team (SLT) to Contract Managers and in order for these CPR's to be effective, it is essential that all involved understand and comply with them.</p> <p>Whilst inevitably there may be some elements of overlap within the responsibilities of different areas, it should be clear what is required from individual roles when overseeing or undertaking a procurement exercise.</p>
2.2	Section 151 Officer
	<p>The Section 151 Officer is responsible for:</p> <ul style="list-style-type: none"> ensuring that all procurement undertaken is done so in strict accordance with these CPR's, Public Contract Regulations 2015, The Procurement Act 2023 (depending on when the procurement was commenced/contract entered into). for ensuring that the CPR's are kept up to date on a regular basis and that a full review is undertaken at least every three years. Where appropriate or requested by an Officer within the authority, ensure that any framework arrangement/agreement (ESPO, Scape, CCS etc.) is fully compliant prior to any discussions being entered into or procurement exercise undertaken. ensuring that where a procurement activity is undertaken electronically via the Councils recognised portal (currently Pro Contract), that all requirement stages are completed. This will include the initial entry being made on the Corporate Contracts Register. However, it should be noted that it is then ultimately the responsibility of the relevant Contract Manager to ensure that all details held on the Contracts Register are correct and up to date. ensuring that all staff and elected members are aware of their responsibilities under these CPR's and receive adequate training and guidance. <p>In addition to the above, the Section 151 Officer is ultimately responsible for ensuring that where a procurement activity is required, that it hasn't been split into smaller requirements in order to avoid undertaking the necessary procurement process.</p> <p>In conjunction with the Head of Law and Democracy, they have responsibility for ensuring that any exception to the normal procurement route is captured and recorded so as to provide a full audit trail of decisions being made. It should be noted though that exceptions to the normal route can only be granted where the contract value is below the relevant threshold.</p>
2.3	Monitoring Officer

	<p>The Monitoring Officer has delegated responsibility for ensuring that these CPRs are properly administered, adhered too and reflect the most up to date legislation and statutory guidance.</p> <p>As stated above (para 2.2), the Head of Law and Democracy will in conjunction with the Section 151 Officer, ensure that any exception to the normal route is captured and recorded so as to provide a full audit trail of decisions being made.</p>
2.4	<p>Senor Leadership Team (SLT)</p>
	<p>Senior Leadership Team (CX, Strategic Director, Chief Finance Officer/S151 and Heads of Service) are collectively responsible for ensuring that all staff fully understand their responsibilities with under the CPR's and comply with them, and that resources are in place via the Section 151 Officer/Monitoring Officer to provide adequate training and guidance.</p> <p>Strategic Director/Head of Service duties are as follows:</p> <ul style="list-style-type: none"> • To ensure that their officers seek and obtain value for money and secure continuous improvement in all procurements. • To ensure no contract is entered into without there being adequate and agreed budget provision, in accordance with FPR's, and by adhering to these CPR's • To ensure compliance with all applicable legislation and seeking advice from the Section 151 Officer, where appropriate, prior to the commencement of any procurement related activity • To ensure that Non-Commercial Considerations (i.e. personal conflicts, peer pressure) do not influence any decision to seek quotations or tenders or to enter into any contract. • To ensure all staff (including any agents or consultants acting on their behalf) dealing with procurement, are fully aware of and comply with these CPRs and to arrange adequate training on their operation. Ideally training on these should form part of their induction process to the post they hold. • To ensure every contract has a named officer with responsibility for it. • To ensure that their officers keep records of all signed contracts and copies of all relevant documentation to provide a full audit trail of actions taken. • To ensure that the Council's Contracts Register for all contracts greater than £5000 in value is kept up to date • Sign off all tender documents prior to the tender going live, where the tender is over the threshold for goods and services (this also applies to works contracts even though the threshold for this is significantly more)

	<ul style="list-style-type: none"> • Appear on the Council's contracts register as soon as they are signed and in advance of any goods/services being received and/or works being undertaken • All contracts are managed in accordance with the requirements of the Council's contract management guidance (see section 12) • Appointed/designated contract managers within their area have undertaken the relevant training and fully understand the requirements • Risk Registers are in place and reviewed in accordance with the risk register requirements.
2.5	Legal Services
	<p>Legal Services are responsible for ensuring that all contracts entered into are lawful and provide adequate protection to the council, and that they are properly signed/sealed.</p> <p>It is their responsibility to ensure that the form of contract is relevant, appropriate and proportionate to the provision, and/or to raise any shortcomings in relation to proposed forms, especially where appointments are being made via the use of frameworks/agencies and changes cannot be made. In addition to this they are also responsible for ensuring that any external grant funding requirements are reflected appropriately.</p> <p>They are also responsible for providing advice/guidance in relation to all legal matters, that may form part of, or be associated with, the required provision. This will may include the following, but it should be noted that this list is not exhaustive:</p> <ul style="list-style-type: none"> • Subsidy Control • Collateral Warranties • Deeds of Warranties • Framework provisions • Use of providers own form of contract i.e. agency staff, recruitment agencies etc
2.6	Chief Finance Officer (S151) & Financial Services
	<p>The Chief Finance Officer (S151) is the officer responsible for the proper administration of the financial affairs of the Council and as such have a duty to provide financial advice and support in relation to all procurement activities and ensure compliance with Financial Procedure Rules.</p> <p>In addition to the above, they are also responsible for:</p> <ul style="list-style-type: none"> • ensuring that processes detailed within these CPR's are reflected where necessary and compliment the requirements of Financial Procedure Rules. Any conflicts identified, should be discussed with the Monitoring Officer in order for a resolution to be found and be reflected within both CPR's and FPR's. • ensuring that where appropriate, contracts entered into provide adequate financial protection to the council. Whilst suppliers are able to self-certify

	<p>in respect of their financial standing as part of the procurement activity, a review of this will be undertaken by Financial Services. In addition to this, Financial Services will also undertake financial checks at agreed points during the contract period, as notified by contract managers, as well as in response to a contract manager raising warnings/concerns over a contractors financial standing.</p> <ul style="list-style-type: none"> ensuring that the form of contract, and the proposed terms/provisions within it, are relevant, appropriate and proportionate from a financial perspective i.e. inflationary clauses, capped liabilities etc. Where it is not, then any shortcomings should be addressed, so that any amendments can be enacted or where it is an appointment being made via the use of frameworks/agencies and changes cannot be made the contract manager is aware of the risks and procedures are put in place to help mitigate these. reviewing the provision being procured and provide the requirements in relation to the insurance cover required. ensuring that any financial related external grant funding requirements are reflected appropriately In conjunction with the Monitoring Officer providing advice/guidance in relation to all finance related matters, that may form part of, or be associated with, the required provision. This will may include the following, but it should be noted that this list is not exhaustive: <ul style="list-style-type: none"> Performance Bonds Parent Company Guarantees Framework provisions Use of providers own form of contract i.e. agency staff Embedded Leases
2.7	Corporate Managers
	Corporate managers are responsible for ensuring that all procurement related activity undertaken by them and their staff within their service area follow the requirements of these CPR's.
2.8	Contract Managers
	<p>Contract Managers are responsible for ensuring that they manage the contract effectively, efficiently and in accordance with these CPR's (primarily section 12). In summary this will include:</p> <ul style="list-style-type: none"> Monitoring performance of the supplier/contractor against the agreed programme or service level, as appropriate. Monitoring the continuing level of operational and financial risk (including the risk of fraud) to which the Council may be exposed. Facilitating the resolution of issues between the supplier/contractor and the key user(s) Ensuring the prompt settlement of invoices / payments correctly and properly submitted by the supplier/contractor in accordance with the contract.

	<ul style="list-style-type: none"> Ensuring that key certifications are in place i.e. insurance levels, performance bonds
2.9	Elected Members
	<p>Whilst there is no direct responsibility arising from CPRs in relation to the role of elected members, as members are precluded from entering into contracts on behalf of the authority, they should have an awareness of the requirements of these, and the requirements placed on officers with regard to procurement and contract management, in order to ensure effective scrutiny.</p>

3.0	Exceptions to the Normal Route
3.1	Overview
	<p>Whilst the expectation is that any tendering of contracts will be compliant with these CPR's, it is acknowledged that there that may be exceptional situations where it is not possible to follow the normal route.</p> <p>This section sets out those limited occasions where an exception to the normal route may apply:</p>
3.2	Exceptions
	<p>Any exception to the normal route is provided for in exceptional circumstances, as identified below, and only with the agreement of both the Monitoring Officer and Section 151 Officer as well as the Strategic Director/ relevant Head of Service.</p> <p>It should be noted that an exception can only be granted where the total value of the provision being procured DOESN'T exceed the relevant threshold. Where the value of the provision exceeds this, this action will require the publication of a Transparency notice and will need to satisfy the mandatory requirements of the relevant procurement legislation.</p> <p>Exceptions are as follows:</p> <ol style="list-style-type: none"> i. Where urgent/emergency repairs are necessitated by breakdown or other failure of buildings, plant, machinery or ICT software/equipment, necessary to maintain and ensure efficient and continuous service delivery. <i>The relevant definition of "emergency" or "urgent" describes it as "brought about by events unforeseeable by and not attributable to the contracting authority"</i> ii. Where renewals, repairs and upgrades to buildings, plant, appliances, machinery, vehicles or ICT equipment/software can only be efficiently carried out and most economically supplied with regard to time, cost and speed of delivery, by the original contractor/supplier or their successors or other sole specialists, subject to it not exceeding the relevant thresholds when aggregated. iii. Where urgent alternative arrangements are required to maintain the delivery of critical services due to the failure of an existing service provider or supplier.

	<p>iv. Where an emergency situation exists as defined in the Council's Emergency Plan and/or the Corporate Business Continuity Plan</p> <p>v. Works orders placed with utility companies i.e. for re-routing cables or pipework</p> <p>vi. Where the Monitoring officer and the Chief Finance Officer are satisfied that there is only one potential supplier of the required goods, supplies or services</p> <p>The use of the Exceptions to Normal Route template is a requirement for all exceptions covered within this section and a copy of this can be found within paragraph 17. Sign off from the Strategic Director is required prior to the completed form being sent to the Chief Finance Officer and/or Monitoring Officer for final approval PRIOR to any procurement activity taking place.</p>
3.3	Specific Processes for Selected Areas (specific category types)
	<p>In addition to the above exceptions, there is also the exception process in respect of specific category types (below relevant threshold) and this allows for a direct approach to be made to a single supplier up to the relevant threshold, as follows:</p> <ul style="list-style-type: none"> • Where the appointment is in respect of specialist legal advice or for a barrister for defence or prosecution of a specific case. Appointment can only be made by the Monitoring Officer or an authorised representative. • Where the appointment is in respect of specialist services in respect of The Representation of the Peoples Act then each election i.e. Borough, County, PCC, BID etc. can be procured on an individual basis with the agreement of the Legal and Democratic Services Manager in conjunction with the Monitoring Officer. • Where the appointment is in respect of specialist services in respect of a General Election and/or a government authorised election such as a Referendum, then this can be procured on an individual basis with the agreement of the Legal and Democratic Services Manager in conjunction with the Monitoring Officer. • Where the appointment is in respect of specialist financial advice or specialist internal & external audit support. Appointment can only be made by the Chief Finance Officer or an authorised representative • Where the appointment is in respect of specialist property advice in respect of a one-off bespoke project. Appointment can only be made by the Corporate Assets Manager or an authorised representative • Where the appointment is in respect of specialist planning advice in respect of a one-off bespoke project. Appointment can only be made by the Head of Built Environment. <p>Whilst the above provides an exception to the normal procurement process it is still a requirement of the appointment that all the relevant governance and contractual arrangements are put in place. This may include the drawing together of a contract; issuing a brief and receiving the contractor's response; ensuring insurances are in place etc. Advice should always be sought from the Chief Finance Officer and/or Monitoring Officer prior to the commencement of this.</p>

4.	Thresholds
4.1	Council Set (below mandatory legal threshold)
	<p>The following values have been set by the authority and should be followed when undertaking a procurement exercise. All thresholds set by the Council are exclusive of VAT, whereas those set under the relevant procurement legislation are inclusive. There is summary table at the end of this section which provides an at a glance guide.</p> <p>The Threshold levels are set out in paragraph 4.2.</p> <p>In respect of Goods, Services & Light Touch Regime (LTR) the following applies:</p> <p>Less than £5,000 – there is no requirement for any formal procurement process to be followed but a purchase order is still required to be raised. There is also no legal requirement for the contract to be recorded within the Councils contracts register, however this would be seen as good practice.</p> <p>£5,001 to £15,000 – there is no requirement for any formal procurement process to be followed. However, it is the responsibility of contract managers and their Heads of Service to ensure that they have undertaken a due diligence review prior to entering into any arrangement and that they are satisfied that it doesn't expose the Council to any unnecessary risk i.e. required insurance levels in place, H&S assessment undertaken etc. The councils contract register needs to be updated on award and the raising of a purchase order is required</p> <p>£15,001 to £30,000 – a direct approach can be made to one single supplier. You cannot make an approach to multiple suppliers separately. The councils contract register needs to be updated on award and the raising of a purchase order is required</p> <p>£30,001 to Relevant Threshold for Goods & Services – a quotation exercise to be undertaken using the Council's Request for Quotation (RFQ) template. Three quotes should be obtained. This process is to be undertaken electronically utilising the Council's procurement portal. The councils contract register needs to be updated on award and the raising of a purchase order is required</p> <p>APPOINTMENT OF CONSULTANTS OR AGENCY STAFF:</p> <p>All of the following thresholds allow for a direct approach to be made to one consultant or agency. However, it is the responsibility of the appointing officer to ensure that the appointment delivers best value for money, and it is advisable for a file note to be made detailing this. If this cannot be demonstrated, then a quotation exercise as detailed within the Goods & Services section above should be followed (over £30,001)</p> <p>Less than £5,000 – Discussion with HR is required to ensure compliance with IR35. Officers will be expected to undertake a review of any terms and conditions (T&C's) being imposed by the supplier in order to ensure that the Council isn't exposed to unnecessary risk etc. There is no need for the contract managers checklist to be completed or an entry made on the contracts register. However, there is the need for a Purchase Order to be raised.</p> <p>£5,001 to £15,000 – As per the requirement above for up to £5,000 however the appointment needs to be entered onto the Council's contracts register. Authorisation of the appointment should be made by the Senior Leadership Team.</p>

£15,001 to £75,000 –The relevant T&Cs should be circulated with this for review by Legal and Financial Services. The appointment needs to be entered on the Council's contracts register and a purchase order raised. Authorisation of appointment needs to be made by the Strategic Director/Head of Service.

£75,001 to Relevant Threshold for Goods & Services – Completion of the contract managers checklist is required and where possible the relevant T&Cs should be circulated with this for review by Legal and Financial Services. The appointment needs to be entered on the Council's contracts register and a purchase order raised. Authorisation of appointment needs to be made by SLT.

APPOINTMENT OF RECRUITMENT AGENCY:

Less than £5,000 – Officers will be expected to undertake a review of any T&C's being imposed by the supplier in order to ensure that the Council isn't exposed to unnecessary risk etc. A Purchase Order is to be raised.

£5,001 to £50,000 – a direct approach can be made to **one single supplier**. **You cannot make an approach to multiple suppliers separately.** Use of the Council's Request for Quotation template is required as well as completion of the contract managers checklist. The councils contract register needs to be updated on award and the raising of a purchase order is required

£50,001 to Relevant Threshold for Goods, Services and Light Touch - a quotation exercise to be undertaken using the Council's Request for Quotation (RFQ) template. This process is to be undertaken electronically utilising the Council's procurement portal.

IT LICENCES AND MODULES UPGRADES:

Up to the threshold for Goods, Services and Light Touch – a direct approach can be made to a single supplier. Completion of the contract managers checklist is required and where possible, the relevant T&Cs should be circulated with this for review by Legal and Financial Services. The appointment needs to be entered on the Council's contracts register and a purchase order raised. Where the total value of the contract is below £5,000, there is no requirement for any formal procurement process to be followed, however, a purchase order is still required to be raised.

WORKS AND CONCESSION CONTRACTS:

Less than £5,000 – there is no requirement for any formal procurement process to be followed but a purchase order is still required to be raised.

£5,001 to £30,000 – there is no requirement for any formal procurement process to be followed. However, it is the responsibility of contract managers and their Head of Service, to ensure that they have undertaken a due diligence review prior to entering into any arrangement and that they are satisfied that to do so doesn't expose the Council to any unnecessary risk i.e. required insurance levels in place, H&S assessment undertaken etc. Where the review flags up any concerns the use of the contract managers checklist should be undertaken. The councils contract register needs to be updated on award and the raising of a purchase order is required

£30,001 to £1,000,000 – a direct approach can be made to **one single supplier**. The use of the RFQ direct approach template is mandated. **You cannot make an approach to multiple suppliers separately.**

	<p>£1,000,001 to £2,500,000 - a quotation exercise to be undertaken using the Council's RFQ template. This process is to be undertaken electronically utilising the Council's procurement portal.</p> <p>£2,500,001 to Threshold - a quotation exercise to be undertaken using the Council's RFQ template. This process is to be undertaken electronically utilising the Council's procurement portal.</p> <p>Exceptions to the Above</p> <p>Whilst all of the above thresholds are in place, Officers can, where they feel it would provide better value for money, advertise the opportunity to the marketplace and/or follow the quotation route rather than make a direct approach. In these circumstances full engagement with the relevant processes is required as detailed within this document. However, prior to this process being undertaken, a file note should be made as to why this was the chosen route which should be signed off by SLT.</p> <p>Where a framework is being utilised, the above thresholds do not apply, and the framework providers requirements will need to be followed. However, the contract managers checklist will still be required to be completed and circulated along with the framework providers form of contract and any specific framework information relating to terms i.e. insurance levels etc.</p>																								
4.2	Statutory Set (Goods & Services, Light Touch and Works)																								
	<p>The relevant thresholds as revised under Public Contract Regulations 2015 on 1st January 2024 are as follows:</p> <table><tr><th>Type</th><th>Threshold (inc. of VAT)</th></tr><tr><td>Goods & Services</td><td>£214,904</td></tr><tr><td>Works</td><td>£5,372,609</td></tr><tr><td>Light Touch</td><td>£663,540</td></tr><tr><td>Concessions Contract</td><td>£5,372,609</td></tr></table>	Type	Threshold (inc. of VAT)	Goods & Services	£214,904	Works	£5,372,609	Light Touch	£663,540	Concessions Contract	£5,372,609														
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Concessions Contract	£5,372,609																								
4.3	<p>Summary Table of Proposed Levels</p> <p>The following table provides an at a glance summary of the procurement requirements based on the various contract value thresholds.</p> <table><tr><th>Value</th><th>Goods Services & Light Touch</th><th>Consultancy & Agency Staff</th><th>Recruitment</th><th>IT Licenses & Module Upgrades</th><th>Works</th></tr><tr><td>Up to £5,000</td><td colspan="5">No Formal Requirement</td></tr><tr><td>£5,001 to £15,000</td><td colspan="5">No Formal Requirement</td></tr><tr><td>£15,001 to £30,000</td><td>n/a</td><td>Direct Approach</td><td>Direct Approach</td><td>n/a</td><td>No Formal Requirement</td></tr></table>	Value	Goods Services & Light Touch	Consultancy & Agency Staff	Recruitment	IT Licenses & Module Upgrades	Works	Up to £5,000	No Formal Requirement					£5,001 to £15,000	No Formal Requirement					£15,001 to £30,000	n/a	Direct Approach	Direct Approach	n/a	No Formal Requirement
Value	Goods Services & Light Touch	Consultancy & Agency Staff	Recruitment	IT Licenses & Module Upgrades	Works																				
Up to £5,000	No Formal Requirement																								
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£15,001 to £30,000	n/a	Direct Approach	Direct Approach	n/a	No Formal Requirement																				

	£30,001 to relevant threshold	RFQ process	Direct Approach	Direct Approach	Direct Approach	n/a
	£15,001 to £75,000	n/a	Direct Approach	Direct Approach	Direct Approach	n/a
	£75,001 to relevant threshold	n/a	Direct Approach	Direct Approach	Direct Approach	n/a
	£30,001 to £1,000,000	n/a	n/a	n/a	n/a	Direct Approach
	£1,000,001 to £2,500,000	n/a	n/a	n/a	n/a	RFQ process
	£2,500,001 to relevant threshold	n/a	n/a	n/a	n/a	RFQ process

5.	Calculating the Contract Value
5.1	Overview
	Prior to the commencement of any procurement activity, it is essential that the procurement lead (this can be the contract manager or the operational lead) calculates the total contract value. In order to do they will need to determine the estimated annual spend and the preferred length of contract, including all extension provisions, so that when multiplied together, it provides an estimated annual cost
5.2	Determining the contract length
	<p>It is important when determining the length of time, the contract will be in place for, that the following is considered:</p> <ul style="list-style-type: none"> • How long will the council utilise the provision being procured • Does the marketplace have an optimum length that it will quote for • Is there a high churn of suppliers in the marketplace • Is the marketplace volatile • How does the proposed length reflect internal trends in spend • Impact of inflationary factors • Length of time spent procuring v initial period of contract
5.3	Determining the total value
	Where a contract/provision has been in place historically, the use of annual spend data held by the Council will help to determine estimated spend. The usual

	<p>process is to look at the spend over a three-year period to provide an average and then review this to ensure that it is realistic given known parameters/volume of the requirement moving forward along with any inflationary factors that need to be considered. Financial Services will be able to help with the element.</p> <p>Where it is a new contract/provision then officers will need to utilise any market intelligence available and/or their own professional intelligence in this area.</p> <p>It is also important to remember that when calculating the contract value in respect of those which exceed the relevant threshold that VAT is included within the calculation as the thresholds stated are shown in this way. The contract value to be procured will then be:</p> <p><i>Annual spend x total years provision to be in place for</i></p>
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6.	Procurement Routes for above threshold contracts
6.1	Overview
	<p>Where the contract value exceeds the relevant procurement threshold, then the legal requirements and processes must be complied with. Where the procurement is commenced prior to the 24th February 2025, adherence should be made to the requirements of Public Contract Regulations 2015. After this date adherence to the Procurement Act 2023 should be followed.</p> <p>Section 9 of these Contract Procedure Rules contains more detailed guidance as the processes to be followed.</p> <p>Specific guidance should always be sought from the Section 151 Officer prior to the commencement of any procurement activity that exceeds the procurement threshold.</p>
6.2	Public Contract Regulations 2015 (PCR2015)
	<p>Where the procurement activity was commenced prior to 24th February 2025, then PCR 2015 will apply. This will also apply in respect of any management, variations, modifications in relation to the provision in place. There are five types of contract award procedure under the 2015 Regulations.</p> <p>These are:</p> <ul style="list-style-type: none"> • Open • Restricted • Competitive Dialogue • Competitive with negotiation • Innovation Partnership <p>There are no restrictions in the legislation on the use of the open and restricted procedures. The competitive dialogue, competitive with negotiation and innovation partnership procedures can only be used in certain specified circumstances. Predominantly, the council uses the open and restricted route, and these are covered in more detail in section 9.</p>

6.3	Procurement Act 2023 (PA23)
	<p>Where the procurement activity was commenced on or after the 24th February 2025, then PA23 will apply. This will also apply in respect of any management, variations, modifications in relation to the provision in place as well as the requirement to publish any notices for the duration of the contract as stipulated within the Act.</p> <p>The new Act uses only three procedures, not including frameworks and dynamic markets (the new name for dynamic purchasing systems).</p> <p>The new procurement procedures are:</p> <ul style="list-style-type: none"> □ Open Procedure □ Competitive Flexible procedure □ Direct award.
6.4	Frameworks, Dynamic Purchasing System & Dynamic Markets
	<p>The Council allows for the use of frameworks, dynamic purchasing system (DPS) and dynamic markets (DM) where appropriate. They can help to balance the need to achieve/demonstrate value for money with the resource impact of undertaking a quotation/full tender process.</p> <p>A procurement framework, also known as a framework agreement, is an umbrella agreement put in place between a provider or range of providers that enables buyers to place orders for goods, services and works, without facing the lengthy tendering process for each individual task. Suppliers can only be included at the start of the framework and not at any other time. They can only be in place for a maximum of four years.</p> <p>A Dynamic Purchasing System (DPS) is similar to a framework agreement, but new suppliers can join at any time. It is to be run as a completely electronic process and should be set up using the restricted procedure. They have no restriction in length of contract period.</p> <p>A dynamic market under the Procurement Act 2023 is a list of qualified suppliers who are eligible to participate in future procurements. A dynamic market may be split into categories/parts, with suppliers only eligible to participate in the parts for which they have qualified. DM's must remain open to new suppliers to join at any time. Dynamic markets are available for all types of purchases of goods, services or works, other than those purchased under concession contracts unless the concession contract is also utilities contracts.</p> <p>Where a framework has been identified it is paramount that prior to the commencement of any activity in relation to the appointment of a supplier by this means, both value for money and compliance checks are undertaken. The Section 151 Officer will be responsible for ensuring that the Council has been named within the original contract notice (this may be via the framework stating that it can be used by all UK LA's). Contract Managers/Operational Leads will be responsible for ensuring that rates quoted for on the framework reflect those available in the marketplace.</p> <p>In addition, it is also a key requirement that the framework agreements are reviewed by the relevant sections to ensure that they are fit for purpose.</p>

	<p>Framework agreements in general cannot be amended and must always be awarded in accordance with their documentation. This may leave the Council exposed to more risk and so an assessment of this will need to be undertaken prior to a final decision being made to continue via this procurement route.</p> <p>Frameworks can be used, where the agreement allows for an award via a direct approach or further competition/mini competition. Where its being utilised by way of further competition, then it is essential that the agreement is reviewed to ensure all evaluation of submissions is compliant. For example, in some cases the framework will stipulate the award criteria to be used.</p>
6.5	Concession Contract
	<p>A concession contract is an arrangement between the Council and a supplier, where the supplier is given the right to exploit works and/or services provided for their own gain. Suppliers under this regime are often referred to as the “Economic Operator”.</p> <p>Economic Operators can either receive consideration for their services solely through third party sources, or partly through consideration from the Council, along with income received via third parties.</p> <p>There are two types of concession contracts: works and service concessions.</p> <p>A works concession is where the economic operator undertakes the development of, operates and maintains infrastructure.</p> <p>A service concession is where the economic operator provides services of general economic interest. This could be where the Council allow the operator to operate a café in a council site, utilising council owned assets BUT they carry all the commercial risk in terms of profit & loss, and no payment is made by the Council to the operator in return for running the service.</p>
6.6	Light Touch Regime (LTR)
	<p>The LTR is a specific set of rules in relation to certain service contracts that tend to be of lower interest to the marketplace. They were prior to the implementation of PCR2015, known as Part B services and were predominantly social, health and education services. Not all Part B services are now covered under the LTR.</p> <p>Section 10 of these CPR’s provides more detail as to how to undertake this type of procurement exercise</p>
6.7	Contracting Authority to Contracting Authority
	<p>The Council may enter into arrangements with other contracting authorities. This can be in respect of two or more public authorities coming together to deliver public functions in circumstances where a separate legal organisation such as a Teckal company is not formed. Legal advice should always be sought in respect of setting up these arrangements, but it should be noted that there is no requirement to undertake a procurement in accordance with these rules.</p> <p>If the setting up of such an arrangement is considered to meet the requirement of a Teckal company, then Legal and/or procurement advice should be sought prior</p>

	to the arrangement being formalised into a contract. Where an entity meets the needs of a Teckal company there is no requirement to undertake a procurement in accordance with these rules.
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7.	Steps to be taken Prior to Commencing a Procurement Activity																													
7.1	Contract Managers Checklist																													
	<p>The Council has in place an agreed and formal Contract Managers Checklist. There is one in respect of a new procurement exercise and one for a variation to or extension of a current provision. These must be completed prior to the commencement of any dialogue with any suppliers, whether they are the incumbent or potential suppliers</p> <p>The latest versions of the forms can be found on the intranet along with various appendices which will help provide you with guidance as to how they need to be completed. Advice is available from the various section leads as identified in the checklist and this checklist will form the master source document as the procurement process progresses.</p>																													
7.2	Approvals in Place																													
	<p>Authority to commence with any procurement should always be in place prior to the commencement of any procurement activity. The following table details the requirements where the budget is in place. Where it's not, then authority for funding will need to be authorised in accordance with the FPR's prior to the award of the procurement exercise:</p> <table><tr><td>Type</td><td>Value (£)</td><td>Authority Required</td></tr><tr><td>Goods & Services</td><td>Up to £25,000</td><td>Corporate Manager</td></tr><tr><td>Goods & Services</td><td>£25,001 to £75,000</td><td>Head of Service</td></tr><tr><td>Goods & Services (except consultancy & agency appointments)</td><td>Over £75,001</td><td>Strategic Director/Section 151 Officer</td></tr><tr><td>Goods & Services (consultancy & agency appointments)</td><td>Over £75,001</td><td>SLT</td></tr><tr><td>Works</td><td>Up to £25,000</td><td>Service Manager</td></tr><tr><td>Works</td><td>£25,001 to £500,000</td><td>Head of Service/ Section 151 Officer</td></tr><tr><td>Works</td><td>£500,001 to £2,500,000</td><td>Strategic Director/Section 151 Officer</td></tr><tr><td>Works</td><td>£2,500,001 to threshold</td><td>SLT</td></tr></table>			Type	Value (£)	Authority Required	Goods & Services	Up to £25,000	Corporate Manager	Goods & Services	£25,001 to £75,000	Head of Service	Goods & Services (except consultancy & agency appointments)	Over £75,001	Strategic Director/Section 151 Officer	Goods & Services (consultancy & agency appointments)	Over £75,001	SLT	Works	Up to £25,000	Service Manager	Works	£25,001 to £500,000	Head of Service/ Section 151 Officer	Works	£500,001 to £2,500,000	Strategic Director/Section 151 Officer	Works	£2,500,001 to threshold	SLT
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Works	£2,500,001 to threshold	SLT																												

	Works	Over Threshold	SLT
7.3	Business Case for using Frameworks		
	<p>Business cases/file notes will be required as follows:</p> <ul style="list-style-type: none"> • Where a direct approach for goods, services and light touch, via a framework is being undertaken and the value of the appointment exceeds that set by the council by way of a direct approach but is less than £75,000 a short file note/business case (see section 18) should detail the rationale as to why this process has been taken and should be signed off by the relevant Corporate Manager and Head of Service • Where a direct approach for goods, services and light touch, via a framework is being undertaken and the value of the appointment exceeds £75,001 but is less than threshold (and there is no allowance for a direct approach within the council's set levels), a short file note/business case should detail the rationale as to why this process has been taken and should be signed off by the Strategic Director/Head of Service. • Where a direct approach for goods, services and light touch, via a framework is being undertaken and the value of the appointment exceeds threshold a short file note/business case should detail the rationale as to why this process has been taken and should be signed off by the relevant Strategic Director. • Where a direct approach for works, via a framework is being undertaken and the value of the appointment exceeds £25,000 but is less than £75,000 a short file note/business case should detail the rationale as to why this process has been taken and should be signed off by the relevant Corporate Manager and Head of Service. • Where a direct approach for works, via a framework is being undertaken and the value of the appointment exceeds £1,000,001 but is less than £2,500,000 a short file note/business case should detail the rationale as to why this process has been taken and should be signed off by SLT. • Where a direct approach for works, via a framework is being undertaken and the value of the appointment exceeds £2,500,000,001 but is less than threshold a short file note/business case should detail the rationale as to why this process has been taken and should be signed off SLT. • Where a direct approach for works, via a framework is being undertaken and the value of the appointment exceeds threshold a short file note/business case should detail the rationale as to why this process has been taken and should be signed off by SLT • Where the provision is currently outsourced and there is an option for it to be delivered in house then a detailed business case should be signed off by SLT, with the agreement of any relevant committees. (initial discussions should be held informally to determine whether there is the capability or appetite for it to be brought in house) 		
7.4	Social Value		
	<p>The Public Services (Social Value) Act 2012, which came into force on 31st January 2013, requires all public bodies in England and Wales, for the first time to legally consider how the services they commission and procure might improve the economic, social and environmental well-being of their area.</p>		

	<p>The Council has developed a set of outcomes/principles that will enable it to consider the economic, social and environmental well-being of the Borough and its residents when commissioning/procuring its contracts. These outcomes/principles are based on the vision, values and priorities set by the Council.</p> <p>It should be noted that the only legal requirement for SV to be considered for inclusion within a procurement activity is when the value exceeds the relevant threshold. However, it is the Council's aim that consideration will be given in respect of all procurement exercises, where appropriate and relevant to do so.</p>
7.5	Subsidy Control
	<p>Following the UK leaving the European Union, State Aid rules have been replaced by Subsidy Control.</p> <p>A subsidy is where a public authority such as central or local government provides support to an enterprise that gives them an economic advantage, this could be a grant, cash payment, a loan on favourable terms, or free use of office space or equipment.</p> <p>The Council has in place guidance on this and as part of the completion of the contract managers checklist, the implications of Subsidy Control should be considered.</p> <p>Advice specifically in relation to this, should be sought from the Head of Law and Democracy, and any decision as to whether something is a subsidy is decided by a panel comprising the Head of Law and Democracy, Chief Finance Officer and Strategic Director</p>
7.6	Key Performance Indicators (KPI's)
	<p>A Key Performance Indicator (KPI) is a measurable target that indicates how a supplier is performing in terms of meeting the goals set within the parameters of the contract.</p> <p>It is essential that KPI's are fit for purpose and enable both the Council and the supplier to determine whether performance is at the required standard, as well as providing evidence to understand where there maybe issues and how these can be addressed.</p> <p>KPI's should be reviewed as part of the ongoing contract management meetings and where necessary amended to reflect the current requirement.</p> <p>There is no minimum requirement as to the number of KPI's a provision should have in place. It is more essential to ensure that they provide meaningful information as well as being relevant and proportionate.</p> <p>Guidance in relation to KPI's shows that the best plans use between five and seven KPIs to track and manage progress. It also references that the best structured KPI plans include each element of what is called "SMART" criteria:</p> <ul style="list-style-type: none"> □ Specific: define what each KPI is intended to measure, and why it is important

	<ul style="list-style-type: none"> • Measurable: KPIs should include standards for measurement • Achievable: the KPI should be a realistic, achievable goal • Relevant: KPIs are intended to move a business forward, so they need to be relevant to improving outcomes • Time-bound: it's important to set a realistic time frame based on past performance, and make sure that the team sticks to the agreed-upon deadlines <p>The Procurement Act 2023 (see section 9) requires at least three KPI's in contracts with a value in excess of £5m must be set. It is also a requirement that all these KPI's are published on the relevant platform by way of a notice annually, and that the top three are identified and highlighted. KPI's will also need to be included within the original call for competition notice at the start of the procurement exercise as well as on termination too. Advice on this should be sought from the Section 151 Officer in respect of this.</p>
7.7	External Grants/Funding
	<p>Some procurement exercises are wholly, or part funded through the use of external grants. Whilst this is a most welcome source of funding it can bring about additional risks and requirements that the Council would not usually encounter. Some funding bodies will as part of the grant conditions, insist that a procurement is undertaken in a certain way or that an award cannot be made until they have received a detailed procurement report, and this has been signed off by them. It is therefore crucial to understand what, if any, requirements are attached to the accepting of the external funding and how these impact on the Council's usual route.</p> <p>The contract managers checklist has a section for this and as such, should capture all the relevant information, in order for an informed decision to be made.</p> <p>In addition, the Council has in place a Grants Register and this is held by Financial Services. Guidance should be sought prior to the application for any external funding from Chief Finance Officer/Financial Services as detailed within FPR's.</p>
7.8	Pre-Market Engagement
	<p>Prior to the commencement of any procurement activity, it can be advantageous to consult with suppliers in order to:</p> <ul style="list-style-type: none"> □ Gain an insight into what/where the market is currently and how that can be used to help shape the requirement being tendered □ Help to shape, prepare and plan the procurement <p>Section 9 of these CPR's looks in more detail as to how legislation governs this process when above threshold. However regardless of the value of the contract, the principle of being Open, Fair and Transparent should be applied regardless.</p> <p>Guidance should be sought from the Section 151 Officer prior to any discussions being held with any supplier, the incumbent included.</p>
7.9	Appointment of Consultants/Agency Staff

	<p>Officers should consult with the Chief Finance Officer and/or Legal Services prior to the commencement of any engagement with a third party (Agency or a Consultant directly).</p> <p>The contract managers checklist should be completed and circulated along with any specific terms and conditions to which the third parties are insisting the Council are signed up too. These can then be reviewed, and any risks highlighted to the contracting officer.</p> <p>Where risks are identified, these should be reviewed by the Strategic Director, and it is their decision as to whether the appointment is to be made. This decision should be captured on the contract managers checklist.</p> <p>An assessment will also need to be undertaken in respect of IR35 and Human Resources will be able to support this process – again this is captured on the checklist.</p> <p>Each appointment of an individual consultant will be viewed as a separate contract and as such the thresholds as detailed within paragraph 4.1 will apply.</p>
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8.	Below Threshold Processes
8.1	Overview
	<p>Where the value of the provision being procured is below the relevant threshold then the Council set thresholds will apply as shown in Section 4. Officers must not sub-divide requirements in order to circumvent the relevant regulations. The principles of above threshold procurement apply and should be adhered to – Open, Fair and Transparent.</p> <p>In general, the use of a Standard Questionnaire (SQ) or any assessment of bidders in order to reduce the numbers of those bidders being invited to the tender stage is not allowed for, albeit there are certain exceptions to this. It is however acceptable for bidders to be asked “suitability” questions, but these need to be relevant to the provision being procured and also proportionate. Advice can be sought from the Chief Finance Officer/Monitoring Officer as to the suitability of the questions being proposed and the use of an SQ.</p>
8.2	Goods, Services & Light Touch Regime
	<p>The following all relates to the procuring of goods, services and light touch regime.</p> <p>Goods are items that are usually (but not always) tangible, such as office equipment, fleet, or IT Hardware.</p> <p>Services are activities provided by other people, such as surveys, project management, training.</p> <p>Light Touch Regime primarily covers off Social Care elements</p> <p>Taken together, it is the production, distribution, and consumption of goods and services which underpins all economic activity and trade.</p>

8.3	Direct Approach under £5k
	<p>A direct approach can be made to one single supplier. You cannot make an approach to multiple suppliers separately.</p> <p>Officers will be expected to undertake a review of any T&C's being imposed by the supplier in order to ensure that the Council isn't exposed to unnecessary risk etc. There is no need for the contract managers checklist to be completed, an award notice to be published or an entry made on the contracts register. However, there is the need for a Purchase Order to be raised.</p>
8.4	Direct Approach over £5k but below Relevant Council Set Threshold
	<p>A direct approach can be made to one single supplier. You cannot make an approach to multiple suppliers separately. Please see section 4.1 for the relevant contract value levels.</p> <p>The contract managers checklist needs to be completed prior to contact being made with the supplier so as to ensure that all the relevant sections are covered. Ideally, the direct approach RFQ template should be issued to the supplier along with the form of contract (T&C's) and other relevant appendices where necessary.</p> <p>The template should include suitable assessment questions to which the supplier is expected to respond. This will then form part of the contract and will enable all parties to see what the requirement of the Council was and how the supplier has stated they will ensure this is delivered.</p> <p>This can then be emailed to the supplier for completion with a required return date. A review of the response should be undertaken by the contract manager to ensure that it demonstrates compliance with the requirement and that it is detailed enough to ensure that the contract can be managed effectively. Clarifications can be sought where needed from the supplier. Once it is deemed compliant then the Contract Manager should contact the Section 151 Officer to ask for a formal award letter to be issued to the supplier and Legal Services should be supplied with all the relevant information in order for the contract to be populated. This will include all the documents issued to the supplier along with their responses</p> <p>Once the contract has been signed, the contracts register needs to be updated and this is the responsibility of the contract manager. A copy of the contract should be kept by the contracts manager as well as one also being lodged with Legal Services and the final copy being issued to the supplier.</p> <p>A purchase order should also be raised in respect of the contract being let and advice on this can be sought from Financial Services.</p>
8.5	Request for Quotation over £5k but below Relevant Council Set Threshold
	<p>Where the market is not known or there is a concern in relation to Best Value being achieved etc., Officers are required to follow the process set out within 8.6 below rather than that detailed in 8.3/8.4 above.</p>
8.6	Request for Quotation over Relevant Council Set Threshold but below Threshold

	<p>A quotation exercise is to be undertaken using the Council's RFQ template. This process is to be undertaken electronically utilising the Council's procurement portal. Guidance on this should be obtained from the Section 151 Officer as it is their responsibility to create the specific tender portal</p> <p>The contract managers checklist should be completed and circulated to the relevant officers and all responses incorporated within the RFQ template where applicable.</p> <p>A minimum of 4 suppliers should be selected to provide quotations. Where less than the four submit a quotation, the process can still continue but it should be noted that an award does not have to be made if quotations received are not deemed suitable.</p> <p>A formal assessment criterion needs to be determined and this should be split between price and quality. There is no corporate approach to this, it is based on a bespoke case by case basis and should always be relevant and proportionate to the contract being let.</p> <p>Once all the documentation has been finalised and signed off as required, then the Section 151 Officer will upload it to the electronic procurement portal. The selected suppliers will then be found on the system and will be formally invited to partake in the procurement activity.</p> <p>The portal will be "live" for a minimum of 4 weeks but again this will depend on the complexity of what is being tendered. The Section 151 Officer will be responsible for the monitoring of the portal and will download all clarifications received from bidders. The Section 151 Officer will then utilise a Q&A log which will capture all clarifications and ensure that all bidders see all correspondence. Only commercially sensitive clarifications/questions will be answered directly to the supplier and a determination on this status will be undertaken by the Section 151 Officer in conjunction with the Monitoring Officer.</p> <p>A deadline for clarifications from bidders will be set (usually a week before the bid deadline) as well as a deadline for bids being submitted.</p> <p>No late submissions will be accepted.</p> <p>The evaluation of submissions will be undertaken as set out in these CPR's.</p> <p>Once the contract has been signed, the contracts register needs to be updated and this is the responsibility of the contract manager. A copy of the contract should be kept by the contracts manager as well as one also being lodged with Legal Services and the final copy being issued to the supplier.</p> <p>A purchase order should also be raised in respect of the contract being let and advice on this can be sought from Financial Services.</p> <p>There is also the option, as there is with all procurement, where the marketplace is unknown, or Officers feel that it would be advantageous for an "open" process to be followed. This will still be undertaken in the same way as detailed above but rather than invite a selected number of suppliers to bid for the provision, a contract notice is issued for below threshold value and the opportunity is opened up to any supplier within the marketplace. Advice will need to be sought from the Section 151 Officer prior to the commencement of any activity.</p>
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	Agency Staff & Consultants
8.7	Less than £5,000
	A direct approach can be made to one agency or consultant, but the appointing officer must be able to demonstrate value for money (the criteria for this should be based on the appointing officer's knowledge of the marketplace etc). Discussion with HR is required to ensure compliance with IR35. Officers will be expected to undertake a review of any T&C's being imposed by the supplier in order to ensure that the Council isn't exposed to unnecessary risk etc. There is no need for the contract managers checklist to be completed or an entry made on the contracts register. However, there is the need for a Purchase Order to be raised.
8.8	£5,001 to Threshold for Goods & Services
	<p>A direct approach can be made to one agency or consultant, but the appointing officer must be able to demonstrate value for money (as per above). Completion of the contract managers checklist is required and where possible the relevant T&Cs should be circulated with this for review by Legal and Financial Services. Discussion with HR is required to ensure compliance with IR35, where applicable. The appointment needs to be entered on the Council's contracts register and a purchase order raised.</p> <p>Where a direct approach is not being followed then the process as detailed within paragraph 8.6 above should be adhered too.</p>
	Recruitment Agencies
8.7	Less than £5,000
	A direct approach can be made to one agency or consultant, but the appointing officer must be able to demonstrate value for money. Officers will be expected to undertake a review of any T&C's being imposed by the supplier in order to ensure that the Council isn't exposed to unnecessary risk etc. There is no need for the contract managers checklist to be completed or an entry made on the contracts register. However, there is the need for a Purchase Order to be raised.
8.8	£25,001 to £50,000
	<p>A direct approach can be made to one agency or consultant, but the appointing officer must be able to demonstrate value for money. Completion of the contract managers checklist is required and where possible the relevant T&Cs should be circulated with this for review by Legal and Financial Services. The appointment needs to be entered on the Council's contracts register and a purchase order raised.</p> <p>Where a direct approach is not being followed then the process as detailed within paragraph 8.6 above should be adhered too.</p>
8.8	£50,001 to Threshold for Goods & Services
	The process as detailed within paragraph 8.6 above will need to be adhered too.

8.9	Frameworks, Dynamic Purchasing Systems & Dynamic Markets
	<p>As detailed in paragraph 6.4 within these CPR's, the use of the above is permitted.</p> <p>There are no statutory thresholds in place in respect of the processes to be followed whilst using frameworks. So, whilst in essence, you can award a contract via a framework for any value, each framework provider will set their own rules as to how the provision must be used. This may mean that some of the following apply, however, please note that this list is not exhaustive, and guidance should always be sought from the Section 151 Officer prior to the commencement of any engagement with either a framework provider or individual supplier.</p> <ul style="list-style-type: none"> • Some will have specific value bands especially with regard to works contracts • Some will allow for a direct call-off/approach from the framework • Some will allow for only further competition to be undertaken • Some will allow for the formation of your own form of contract i.e. specific clauses as allowed for within a NEC4/JCT <p>Legislation in respect of Dynamic Purchasing Systems and Dynamic Markets is slightly different to that of frameworks as detailed above under the new PA23 and prior to the use of either of these routes, advice should be sought from the Section 151 Officer.</p>
	Works
	<p>The following paragraphs relate to the procuring of works.</p> <p>Works is defined as a contract issued to carry out construction, installation, erection, repair, renovation, maintenance, alteration of any movable or immovable property.</p>
8.10	Direct Approach under £5k
	Officers will be expected to undertake a review of any T&C's being imposed by the supplier in order to ensure that the Council isn't exposed to unnecessary risk etc. There is no need for the contract managers checklist to be completed or an entry made on the contracts register. However, there is the need for a Purchase Order to be raised.
8.11	Direct Approach over £5k but below £1,000,000
	A direct approach can be made to one single supplier. You cannot make an approach to multiple suppliers separately. The contract managers checklist needs to be completed prior to contact being made with the supplier so as to ensure that all the relevant sections are covered. The direct approach RFQ template should be issued to the supplier along with the form of contract (T&C's). Once the contract has been signed, then the contracts register needs to be updated and a purchase order raised.
8.12	Request for Quotation over £1,000,001 but below £2,500,000

	<p>A quotation exercise to be undertaken using the Council's RFQ template. This process is to be undertaken electronically utilising the Council's procurement portal. A minimum of 3 suppliers should be selected to provide quotations, all of which should be "local", as defined within the Local Policy (see section 14). It should be noted that the process can still continue should less than the 3 suppliers submit a quotation. Once the contract has been signed, then the contracts register needs to be updated.</p>
8.13	Request for Quotation over £2,500,001 but Threshold
	<p>A quotation exercise to be undertaken using the Council's RFQ template. This process is to be undertaken electronically utilising the Council's procurement portal. A minimum of 4 suppliers should be selected to provide quotations. It should be noted that the process can still continue should less than the 4 suppliers submit a quotation. Once the contract has been signed, then the contracts register needs to be updated.</p> <p>There is also the option as there is with all procurement where the marketplace is unknown, or Officers feel that it would be advantageous for an "open" process to be followed. This will still be undertaken in the same way as detailed above but rather than invite a selected number of suppliers to bid for the provision, a contract notice is issued for below threshold value and the opportunity is opened up to any supplier within the marketplace. Advice will need to be sought from the Section 151 Officer prior to the commencement of any activity.</p>
8.14	Request for Quotation over £5k but below Threshold
	<p>There is the option that where there is a concern in relation to undertaking a Direct Approach, Officers can follow an "open" process. This will still be undertaken in the same way as detailed above (para 8.11 to 8.13) but rather than invite a selected number of suppliers to bid for the provision, a contract notice is issued for below threshold value, and the opportunity is opened up to any supplier within the marketplace. Advice will need to be sought from the Section 151 Officer prior to the commencement of any activity.</p>
8.15	Communication With and Clarification of Tender Documents by Bidders
	<p>No form of communication is allowed for with bidders other than via the electronic procurement portal. If site visits are contemplated for within the tender process, lead officers should ensure that minimal communication is undertaken and that where clarifications are sought from the bidder these are requested to be submitted through the electronic procurement portal. These will then be responded to by following the protocol as outlined below.</p> <p>Bidders are allowed to seek clarity on the information included within the tender documentation. Clarifications can only be made electronically through the procurement portal. If Bidders seek clarification via any other method, then no response will be given, and they will be asked to submit via the portal.</p> <p>Where clarifications are received the use of Q&A log will be required and this will detail the clarification sought and the Council's response. It will not detail who raised the clarification, but the Q&A log must be shared with all bidders.</p>

	Clarifications will have to be submitted within the permitted timeframe detailed within the tender documents.
8.16	Evaluation Process and Role of Evaluation Team Members
	<p>Where tender submissions are received, they will need to be formally reviewed and assessed in accordance with the selection and/or award criteria laid out within the tender documents. These Officers will need to ensure that they have read and fully understand the tender documents issued and will be required to have a training/refresher session with the Section 151 Officer to ensure that they are aware of the requirements of evaluating tender submissions.</p> <p>Evaluations will be based on the requirements as detailed within the relevant tender documents but in general will be based on the following:</p> <ul style="list-style-type: none"> • A price/quality split which has been set in order to provide the most economical tender being awarded • A set of assessment questions in relation to the quality submission, each of which will have weighting/score attached to it • An overall scoring matrix which will determine whether the submission is non-complaint to excellent. This will be applied to the question weighting to determine its score per question then added together to provide an overall score <p>It is the role of the Evaluation Team Members to undertake the initial review and ghost marking on an individual basis prior to a moderation/scoring meeting being held.</p> <p>They will also be expected to complete an evaluators scoresheet which will provide comprehensive reasoning and justification as to why the score attributed to each supplier's assessment question was as such.</p>
8.17	Clarification of Submissions by Evaluators
	<p>Where submissions are reviewed, and the evaluators need to clarify any elements of the submission with Bidders this will be undertaken via the electronic procurement portal. A Q&A log will be produced for each individual bidder, and they will be asked to respond to this within a detailed timeline. This will usually be no longer than one working day, given that clarifications will be based on information they should have to hand. They are not being asked to redraft their submissions.</p> <p>All Q&A logs will be shared with all evaluation team members regardless of who has raised the clarification.</p> <p>Advice on responses given may be required from other services not formally part of the evaluation team i.e. Finance and Legal and this will be permitted.</p>
8.18	Presentations
	<p>The use of presentations is permitted where it is deemed proportionate and relevant to the procurement activity being undertaken. It will be a requirement of the tender documentation to include full details of the process. This will include but not be limited to the following:</p>

	<ul style="list-style-type: none"> • Setting the presentation question • scoring attributable to the presentation question set □ mechanism for how the presentation will work
8.19	Moderation/Scoring Meeting
	<p>Once all submissions have been evaluated/reviewed individually by the team then a moderation meeting will be held whereby the scores will be discussed to ensure that there are no major discrepancies. Depending on the detail held within the tender documentation this meeting will either be to moderate the scores so that they are within one mark of each in order to ensure consistency or be to discuss each question and agree to an agreed score. Details of this process will be detailed within the relevant tender documentation issued as part of the procurement process.</p> <p>The meeting will require all evaluators to attend and will be chaired by the Section 151 Officer</p>
8.20	Award
	<p>Once the submissions have been fully appraised/reviewed and the contract manager/lead officer satisfied with the outcome then the formal award can be made. The Section 151 Officer will issue a letter to all suppliers who have bid informing them of the outcome.</p> <p>Direct Approach – letter issued to the successful supplier notifying them of our intention to enter into contract with them based on their submission</p> <p>Quotation exercise (under threshold) – letter issued to the successful supplier notifying them of our intention to enter into contract with them based on their submission. Letters also issued to the unsuccessful suppliers detailing their scoring for each question along with those of the successful supplier. In addition, feedback will be given as to why it was deemed that their submission could only score as it did.</p>

9.	Above Threshold Processes
9.1	Overview
	<p>Above threshold procurement is determined by following the requirements set out within the relevant legislation.</p> <p>Where the procurement activity has commenced prior to the 24th February 2025, then it will be subject to the requirements laid out within Public Contract Regulations (2015).</p> <p>All procurement activity commenced after this date will be subject to the Procurement Act 2023.</p> <p>There are some significant differences between the two and the following paragraphs detail the high-level processes which need to be adhered in respect of both. Further advice should be sought from the Section 151 Officer prior to the commencement of any procurement activity.</p>
	<i>Public Contract Regulations (2015)</i>
9.2	Pre-Market Engagement
	<p>Premarket engagement is allowed for within the regulations and allows for the consultation of suppliers (both incumbent and prospective) in order for officers to:</p> <ul style="list-style-type: none"> • understand fully what the market can deliver in general terms in relation to the provision being procured • prepare and plan the procurement activity • use experts to help inform and refine the provision being procured <p>It is essential that all steps possible are taken to ensure that the procurement legal requirements of being Transparent, Proportionate and Non-Discriminatory are adhered to at all times. Officers also need to ensure that any engagement doesn't lead to distortion of competition by being shaped by one supplier more than another. The provision/requirement whilst taking into account feedback from the marketplace needs to primarily still be based on and meet the full needs of the Council.</p> <p>Full minutes/comprehensive notes must be kept of the meetings held and ideally where possible all suppliers should be asked the same initial questions. It is essential that this is undertaken as these can be disclosable and may be appended to the tender documentation issued to be fully transparent.</p> <p>Ideally a Prior Information Notice (PIN) should be published by the Section 151 Officer notifying the market that this process is being undertaken and asking those that interested in taking part register their interest.</p> <p>The Section 151 Officer should always be consulted prior to any engagement with the market in relation to a forthcoming tender.</p>
9.3	Open Process

	<p>The “open” procedure is where there is a limited marketplace, and it is not anticipated that there will be a high volume of interest. It is a one stage process which assesses both the history/standing of the contractor alongside its ability to deliver the specification. Submissions are undertaken by way of Invitation to Tender. The documentation is a combination of the Selection Questionnaire (SQ) and Invitation to Tender (ITT) used within the restricted process.</p>
9.4	Restricted Process
	<p>The “restricted” procedure is where it is anticipated that the marketplace is large, and interest will be high. This route allows for the shortlisting of suppliers by way of an assessment using a standard selection questionnaire followed by the completion of an ITT by those that have been selected for the second stage. The Standard Selection Questionnaire (SQ) is a standard document which assesses various general aspects of the contractor such as:</p> <ul style="list-style-type: none"> • Financial standing • Company policies i.e. Equality & Diversity, Health & Safety • Previous relevant experience <p>It should be noted that any criteria assessed at this stage cannot be used again at ITT (Award stage).</p>
9.5	Procurement Notices (PIN, VEAT, Contract Notice, Award Notice)
	<p>PCR’s 2015 mandate the use of various procurement notices at various stages of the procurement. The publication of these is the responsibility of the Section 151 Officer.</p> <p>The main notices used are:</p> <ul style="list-style-type: none"> • PIN – prior information notice – this can be used as a notice to alert the marketplace that the Council is potentially looking to procure the provision within the next 12 months. It can also be used as a call for expressions of interest in relation to pre-market engagement • Contract Notice – this notice is the formal notification to the marketplace that the proposed procurement activity is to commence • Award Notice – this is the notice that informs the marketplace that the procurement activity has concluded and that an award has been made • VEAT – voluntary ex anti notice - this notice is to inform the marketplace of the intention to enter into a contract where no formal procurement activity has been followed.
9.6	Standard Selection Questionnaire (SQ)
	<p>Following the PCR 2015 coming into force there is a fundamental change in the use of standard selection questionnaire. Historically, Councils’ have used these documents as a way of shortlisting for procurement exercises under thresholds. The legislation now clearly states that this is no longer possible for under threshold exercises.</p> <p>Where the tender process is over the relevant threshold and a restricted process is being followed, a SQ can be used. This is a standard document which takes a historic look at the operation of the supplier, from both a financial and experience</p>

	<p>perspective. Information assessed at this stage cannot then be assessed at the ITT stage</p> <p>The use of the SQ enables a reduction in the number of bidders to be undertaken. It is essential though that any shortlisting be identified within the contract notice and in the SQ itself. This can either be a range or an exact number.</p>
9.7	Invitation to Tender (ITT)
	<p>All exercises must be conducted by way of using the electronic portal. No other method is permitted. Submissions received after the deadline will not be considered under any circumstances.</p> <p>The standard template must be used, and this has to be finalised prior to the publication of the contract notice</p> <p>The ITT must:</p> <ul style="list-style-type: none"> • Include a full specification which must describe clearly the Council's requirements in sufficient detail to enable the submission of competitive offers. In preparing the specification, the Lead Officer must have regard to any guidance given from a procurement perspective. • It should also clearly state that the Council is not bound to accept any tender submission. • Detail the award criteria to be applied when evaluating the submission • Clearly state that submissions will only be accepted electronically
9.8	Evaluation Process and Role of Evaluation Team Members
	<p>Where tender submissions are received (SQ and/or ITT), they will need to be formally reviewed and assessed in accordance with the selection and/or award criteria laid out within the tender documents. These Officers will need to ensure that they have read and fully understand the tender documents issued and will be required to have a training/refresher session with the Section 151 Officer to ensure that they are aware of the requirements of evaluating tender submissions.</p> <p>Evaluations will be based on the requirements as detailed within the relevant tender documents but in general will be based on the following:</p> <ul style="list-style-type: none"> • A price/quality split which has been set in order to provide the most economical tender being awarded • A set of assessment questions in relation to the quality submission, each of which will have weighting/score attached to it • An overall scoring matrix which will determine whether the submission is non-complaint to excellent. This will be applied to the question weighting to determine its score per question then added together to provide an overall score <p>It is the role of the Evaluation Team Members to undertake the initial review and ghost mark on an individual basis prior to a moderation/scoring meeting being held.</p> <p>They will also be expected to complete an evaluators scoresheet which will provide comprehensive reasoning and justification as to why the score attributed to each supplier's assessment question was as such.</p>

	<p>Evaluating Officers must justify all comments on an objective basis. The more contentious the comments the fuller the justification needs to be. Evaluating Officers must take great care to ensure that the scores match the written record for each evaluation and that there is consistency across all Bidders. It is essential that the written record demonstrates why the highest scoring Bidder provided the best submission.</p> <p>Evaluating Officers must ensure that all scoring commentary is in a professional, business-like language which helps to justify the score that has been awarded. Evaluating Officers should be aware that their commentary may be disclosed to Bidders if there is a legal challenge or a Freedom of Information request. Evaluating Officers should be aware that the evaluation process is an activity where the risk of legal challenge is high.</p>
9.9	Communication With and Clarification of Tender Documents by Bidders
	<p>No form of communication is allowed for with bidders other than via the electronic procurement portal. If site visits are allowed for within the tender process that lead officers should ensure that minimal communication is undertaken and that where clarifications are sought from the bidder these are requested to be submitted through the electronic procurement portal. These will then be responded too by following the protocol as outlined below.</p> <p>Bidders are allowed to seek clarity on the information included within the tender documentation. Clarifications can only be made electronically through the procurement portal. If Bidders seek clarification via any other method, then no response will be given, and they will be asked to submit via the portal.</p> <p>Where clarifications are received the use of Q&A log will be required and this will detail the clarification sought and the Council's response. It will not detail who raised the clarification, but the Q&A log must be shared with all bidders.</p> <p>Clarifications will have to be submitted within the permitted timeframe detailed within the tender documents.</p>
9.10	Presentations
	<p>The use of presentations is permitted where it is deemed proportionate and relevant to the procurement activity being undertaken. It will be a requirement of the tender documentation to include full details of the process. This will include but not be limited to the following:</p> <ul style="list-style-type: none"> • Setting the presentation question • scoring attributable to the presentation question set □ mechanism for how the presentation will work
9.11	Moderation/Scoring Meeting
	<p>Once all submissions have been evaluated/reviewed individually by the team then a moderation meeting will be held whereby the scores will be discussed to ensure that there are no major discrepancies. Depending on the detail held within the tender documentation this meeting will either be to moderate the scores so that they are within one mark of each in order to ensure consistency or be to discuss</p>

	<p>each question and agree to an agreed score. Details of this process will be detailed within the relevant tender documentation issued as part of the procurement process.</p> <p>The meeting will require all evaluators to attend and will be chaired by the Section 151 Officer</p>
9.12	Alcatel (Standstill Period)
	<p>Where the contract value is over the relevant threshold then the Alcatel period (which is a mandatory standstill period) will need to be followed. This is a 10-day period (calendar not working days) between the issuing of a successful/unsuccessful letter and the formal award letter. Allowance needs to be made for any bank holidays.</p> <p>During this period, no contact can be made with the successful tenderer. The purpose of the standstill period is to give unsuccessful bidders some time to consider the feedback and seek further information, this is also the time when an unsuccessful tenderer can legally challenge the proposed award. They have to do so in writing formally within the 10-day period. If a “challenge” is made, then the Authority has to respond as soon as is possible (preferably within 24 hours of receipt of the letter) in order to not delay the pending award of contract</p> <p>The Monitoring Officer and the Section 151 Officer are responsible for responding to any challenges received. It is their decision in conjunction with the Strategic Director as to whether the challenge is to be defended. Their combined decision is final and will be communicated to all suppliers/contractors involved where appropriate</p>
9.13	Award
	<p>Once the Alcatel period has passed without an upheld challenge being made, then the award letter can be issued. This will be undertaken by the Section 151 Officer</p> <p>Once the award letter has been issued and formal confirmation of acceptance of the appointment has been received from the successful bidder then a formal contract award notice will be issued. This will be undertaken by the Section 151 Officer</p>
9.14	Regulation 84 Report
	<p>This report is a requirement of the regulations and captures a full audit trail of the process followed throughout the procurement exercise. It doesn't have to be published but has to be available if requested to be disclosed. The Section 151 Officer will complete this report and hold on file.</p>
	<i>Procurement Act 2023</i>
9.15	Procurement Notices (Pre-Commencement; Award; During Contract)
	<p>One of the most significant changes within the new Procurement Act is the number of new notices that contracting authorities legally have to produce when undertaking a procurement activity.</p>

There are a significant number of Notices that could be required to be published in respect of each procurement activity (contract value dependant) and one of these is a requirement to detail significant advance planning (a minimum of 18 months) of procurement activity. Failure to comply with these requirements will result in a high risk of legal challenge

The following tables shows all the notices that could be required to be published in respect of both the procurement process and also following award, as part of the contract management of the provision.

The Section 151 Officer will publish these notices as required. However, it is the responsibility of the Contract Manager and the Strategic Director/Head of Service to ensure that all information required to complete this function is provided in a timely manner to the Section 151 Officer. It is not the responsibility of the Section 151 Officer to populate or chase for this information.

Notices numbered 1 to 5 are all published prior to the “go live” date of the tender process

Notices numbered 6 to 8 are all part of the “live” tender process

Notices numbered 9 to 11 are all part of the award of contract stage

Notices numbered 12 to 16 are all part of the contract delivery stage

Notices numbered 17 to 18 are all part of the termination process

	Notice	£25k to Threshold (Goods & Services)	Threshold (Goods & Services) to £1m	Above £1m
1	Pipeline Notice (Corporate Procurement Service – annually)		Advisable	Yes (£2m)
2	Pre-Market engagement activity		Yes	Yes
3	Lot Division		Yes	Yes
4	SME barrier removal		Yes	Yes
5	Preliminary Market Engagement Notice		Yes	Yes
6	Tender Notice		Yes	Yes
7	Dynamic Market Notice		Yes	Yes
8	Transparency Notice		Yes	Yes
9	Assessment Summary		Yes	Yes

	10	Contract Award Notice		Yes	Yes
	11	Contract Notice Details	If below threshold notice used	Yes	Yes
	12	Contract Performance Monitoring		Yes	Yes
	13	KPI Publication (annually)			Yes
	14	Contract Performance Notice (annually)		If monitored	Yes
	15	Contract Change Notice		Yes	Yes
	16	Payment Compliance Notice (annually)	Yes	Yes	Yes
	17	Contract Termination Notice (for any reason, including natural end)	If below threshold notice used	Yes	Yes
	18	Procurement Termination Notice (for any reason other than award)	If below threshold notice used	Yes	Yes
	Further information in relation to the above is available from the Section 151 Officer.				
9.16	Open Process				
	<p>The Open Procedure has been carried over from the current regime. It is the only one that has a prescribed form in the Act — namely, a single stage tendering procedure without a restriction on who can submit tenders.</p> <p>The main difference between the current Open Procedure and the new one is that the minimum time limits set out between the publication of a contract notice and the deadline for the receipt of tenders is no longer procedure specific. Instead, time limits are generally dependent on other factors, as set out in s.54 of the Act. This means that the Open Procedure no longer has its own specific time limits.</p>				
9.17	Competitive Flexible Process				

	<p>This procedure is described in the Act as a competitive tendering procedure <i>“which is such procedure as the contracting authority considers appropriate for the purpose of awarding the public contract”</i>.</p> <p>In essence it could be used to construct a “restricted process” as previously allowed within PCR (2015).</p>
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Page 36 of

~ Page 38 ~

	<p>S.20 of the Act clarifies that when using this procedure, contracting authorities may:</p> <ul style="list-style-type: none"> • limit the number of participating suppliers — either generally or in respect of particular tendering rounds or selection processes • provide for the refinement of award criteria • prevent participation of suppliers that didn’t submit a tender in an earlier round of tendering or were excluded following an earlier round • let a contract by using lots (to which the number of lots a supplier is bidding for can be limited). <p>This represents a significant shift away from the current regime. There is no mandatory process for the procedure provided that it’s “a proportionate means of awarding the public contract, having regard to the nature, complexity and cost of the contract” (as stated in the Act). Again, there are no procedure specific time limits beyond the general time limits in s.54.</p> <p>This move away from a regulated framework for undertaking a procurement procedure is designed to offer more flexibility to contracting authorities and allow them to design their own procurement procedures that best fit the opportunity for which they are advertising. This helps to meet their needs without the contract in question being straitjacketed into a specific procedure. Also, a more complex procurement can require a more complex procurement procedure without any need to justify whether any gateway for such procedure is met.</p> <p>It should be noted, however, that such flexibility also places a significant burden on contracting authorities. A contracting authority must ensure that whatever process they design for a specific procurement complies with the general procurement objectives and meets the proportionality requirement mentioned above. Given the increased transparency requirements woven throughout the Act, there will be greater scrutiny on the contracting authority’s approach.</p> <p>Regulation 19 of the Procurement Regulations 2024 (which expands on a number of points in the Act) sets out what would be required in a tender notice for a competitive flexible procurement.</p> <p>These requirements include:</p> <ul style="list-style-type: none"> • a description of the process that the procedure will follow • clarity on the number of suppliers that will be invited at different stages <ul style="list-style-type: none"> □ any limits on the number of tenderers □ how tenders can be submitted. <p>This demonstrates a need for a fully realised process to be established prior to going to market.</p> <p>Advice should be sought from the Section 151 Officer at the earliest opportunity to ensure compliance.</p>
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9.18	Direct Award/Negotiated Procedure without Prior Publication
	Direct awards are available in limited circumstances under the current regime as part of the Negotiated Procedure without Prior Publication. Under s.41, the new Act allows for direct awards — provided that one of the limited grounds in Schedule 5 is present. While this is relatively similar to the

Page **37** of **56**

~ Page 39 ~

	current regime, the direct award ability is widened out to additional abilities in s.42 and s.43. It should be noted that this is not direct awards as allowed for under threshold values (i.e. Council set levels) and also those which are allowed within any framework arrangements.
9.19	Evaluation Process and Role of Evaluation Team Members

	<p>Where tender submissions are received, they will need to be formally reviewed and assessed in accordance with the selection and/or award criteria laid out within the tender documents. These Officers will need to ensure that they have read and fully understand the tender documents issued and will be required to have a training/refresher session with the Section 151 Officer to ensure that they are aware of the requirements of evaluating tender submissions.</p> <p>Evaluations will be based on the requirements as detailed within the relevant tender documents but in general will be based on the following:</p> <ul style="list-style-type: none"> • A price/quality split which has been set in order to provide the most economical tender being awarded • A set of assessment questions in relation to the quality submission, each of which will have weighting/score attached to it • An overall scoring matrix which will determine whether the submission is non-complaint to excellent. This will be applied to the question weighting to determine its score per question then added together to provide an overall score <p>It is the role of the Evaluation Team Members to undertake the initial review and ghost mark on an individual basis prior to a moderation/scoring meeting being held.</p> <p>They will also be expected to complete an evaluators scoresheet which will provide comprehensive reasoning and justification as to why the score attributed to each supplier's assessment question was as such.</p> <p>Evaluating Officers must justify all comments on an objective basis. The more contentious the comments the fuller the justification needs to be. Evaluating Officers must take great care to ensure that the scores match the written record for each evaluation and that there is consistency across all Bidders. It is essential that the written record demonstrates why the highest scoring Bidder provided the best submission.</p> <p>Evaluating Officers must ensure that all scoring commentary is in a professional, business-like language which helps to justify the score that has been awarded. Evaluating Officers should be aware that their commentary may be disclosed to Bidders if there is a legal challenge or a Freedom of Information request. Evaluating Officers should be aware that the evaluation process is an activity where the risk of legal challenge is high.</p>
9.20	Presentations
	See paragraph 9.10

Page 38 of

~ Page 40 ~

9.21	Moderation/Scoring Meeting
	See paragraph 9.11
9.22	Clarification of Bids
	See paragraph 9.12
9.23	Award

	<p>This is one of the most significant areas of change within the new Act.</p> <p>Where previously the suppliers were notified whether they had been successful or not by way of a letter which then enacted the standstill period this is now replaced by the publication of an Assessment Summary Notice on the required procurement platform. Once published this should be followed by letters being issued to each bidder as previously undertaken but only once the letters have been issued does the standstill period commence. The standstill period has also been changed and this is now 8 working days rather than 10 calendar days.</p> <p>Once this period has been successfully navigated, then the contract needs to be issued for signing by both parties and only on completion of this (and within 30 days of this being completed), is the Contract Award Notice published.</p>
9.24	Regulation 84 Report
	<p>This report is a requirement of the regulations and captures a full audit trail of the process followed throughout the procurement exercise. It doesn't have to be published but has to be available if requested to be disclosed. The Section 151 Officer will complete this report and hold on file.</p>

10.	Light Touch Regime
10.1	Overview
	<p>The light touch regime is a specific set of rules which covers certain service contracts that tend to be of low interest to competition. These services replace those that prior to the PCRs (2015) were known as Part B services and include areas such as social, health and educational services as defined by Common Procurement Vocabulary (CPV) codes.</p> <p>The threshold for LTR procurements is detailed within Section 4.</p> <p>There are a number of regulations within the PA23 which clearly define how a LTR procurement should be undertaken. Further guidance on this can be obtained from the Section 151 Officer prior to the commencement of any related procurement activity.</p>

11.	Contract Formalities
11.1	Contract Register

	<p>The Contract Manager is responsible for ensuring that the Council's contract register is kept up to date with all the relevant information pertaining to all contracts with a total value over £5,000 which fall within their remit. This will be in relation to the initial entry following award (where the award has been made by way of a direct approach or via a framework provision) and also any subsequent modifications such as a variation and allowed for extensions. Please note that all contracts mean:</p> <ul style="list-style-type: none"> • procured the "normal" way via RFQ/Full Tender • procured via a framework • procured via a direct approach • procured which relate to agency or consultancy appointments • procured via an exception to the normal route <p>However, where the initial procurement exercise was undertaken electronically (by way of a RFQ or full tender process or mini competition via a framework) it will be the responsibility of the Section 151 Officer to populate the initial contract register entry and assign this to the named contract manager. It will then be the contract manager's responsibility to ensure that this is correct and assume responsibility for the entry moving forward.</p> <p>The Council's contract register can be viewed at:</p> <p>www.eastmidstender.org click view contract register</p> <p>Entries/amendments/updates will be made through the Council's procurement portal, Pro Contract. Log In (due-north.com)</p> <p>Guidance and training are available from the Section 151 Officer.</p>
11.2	Contract Documentation
	<p>Contract Managers should ensure that contracts are in place clearly set out requirements in respect of contract management and performance, in addition to requirements re specification, pricing, business continuity and exit plan, where relevant.</p> <p>The Contract Manager is responsible for ensuring that all tender documentation originally issued, and the supplier's submission is pulled together into the relevant contract template. This should be undertaken in conjunction with Legal Services and a thorough check made to ensure that no amendments have been made to the original form of contract etc that has not been officially agreed too.</p> <p>Contract Managers will need to issue the contract to the supplier for signing and then on return ensure that two copies of the contract are signed/sealed as per paragraph 11.4 below. Once fully signed by both parties, one copy should be issued to the supplier and the other lodged with Legal. They should also ensure that they retain a copy of all contracts for which they are responsible to enable contract management and monitoring to be undertaken effectively and efficiently.</p>

Page 40 of

~ Page 42 ~

11.3	Supplier/Sub-contractor/Supply Chain
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	<p>In accordance with relevant legislation every contract must state that the council will pay the supplier's undisputed invoices within 30 days from receipt of a valid invoice.</p> <p>In addition, the contract should also require that the supplier has a responsibility to pay their sub-contracted suppliers within 30 days of them submitting an undisputed, valid invoice. Please note that this is not 30 days from when the Council has paid the main supplier. It should also be noted that this process should pass down through the supply chain.</p>														
11.4	Contract Signing and Sealing Requirements														
	<table><tr><th>Total Contract Value</th><th>Method of Completion</th><th>By Whom</th></tr><tr><td>Up to £25,000</td><td>Signature</td><td>Corporate Manager with responsibility for the area</td></tr><tr><td>£25,001 to £75,000</td><td>Signature</td><td>Head of Service with responsibility for the area</td></tr><tr><td>Above £75,000</td><td>Signature/ Sealing</td><td>Legal & Democratic Service Manager/Borough Head of Law and Democracy</td></tr></table>			Total Contract Value	Method of Completion	By Whom	Up to £25,000	Signature	Corporate Manager with responsibility for the area	£25,001 to £75,000	Signature	Head of Service with responsibility for the area	Above £75,000	Signature/ Sealing	Legal & Democratic Service Manager/Borough Head of Law and Democracy
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Above £75,000	Signature/ Sealing	Legal & Democratic Service Manager/Borough Head of Law and Democracy													
11.5	Lodging of Contracts														
	<p>Where possible all contracts should be lodged with Legal Services and a copy kept by the contract manager. However, the minimum requirement in respect of the lodging of contracts is as follows:</p> <p><u>Total contract value over £75,000</u></p> <p>Once a contract or an agreement has been sealed, then legal services will retain one electronically. The Contract Manager must keep a copy of any contract or agreement entered into, with a note confirming that the file path of the electronic copy.</p> <p><u>Total contract value under £75,000</u></p> <p>Whilst it is not a requirement, it is good practice for any signed contract or agreements to store the original documents with Legal Services electronically. It is advisable that the Contract Manager retains a copy of any contract or agreement entered into, with a note confirming that the original is saved electronically with legal services.</p>														

12.	Contract Management								
	<p>Contract management must be an integral part of the consideration when seeking to award a new Contract. All contracts should have in place a named Contract Manager. It is there responsibility to ensure that:</p> <ul style="list-style-type: none">• the contract delivers all the elements that have been tendered for• that suppliers are paid in a timely manner but only for services/works that have been delivered• that all contract related report information is provided in a timely manner• that the supplier has in place a dedicated contract manager• that contract management meetings are held, and the details recorded in accordance with the risk assessment of the contract• they know and understand their contract fully• they obtain all relevant certificates i.e. insurance on an annual basis• all associated costs, KPI's, deliverables, requirement etc is reviewed on a regular basis and formally updated to reflect current position as and when required <p>It should be noted that, whilst all of the above are elements that should be included within contract management, it should be set at a level that is proportionate and relevant to the provision being managed.</p> <p>All Contracts should contain a dispute resolution procedure. If a contractor raises a dispute, which is not clearly within the terms of a contract, the contract manager must not enter into any form of negotiation regarding a settlement until discussions have been held with the relevant Strategic Director/Heads of Services, The Monitoring Officer and the Chief Finance Officer.</p>								
12.1	Contract Management Risk Assessment								
	<p>The following table, based on the Council's Contract Tiering Tool, sets out the frequency of which contract management meetings should be undertaken. The requirement for contract management meetings should be clearly set out in the contract documentation.</p> <table><tr><td>Total Value of Contract (£)</td><td>Process to Be Followed</td></tr><tr><td>Value is Under Current Threshold for Goods & Services but includes for Works, LTR, Concessions etc.</td><td>Six monthly contract meetings initially but can be flexed to annual if no issues or concerns with contract deliver. Where contract includes for delivery of specific events a formal post event debrief meeting should take place.</td></tr><tr><td>Over threshold for goods & services but below £2.5m - Works Contract only</td><td>Goods & Services should have in place quarterly contract management meetings initially but can be flexed to half yearly if no issues or concerns with contract delivery. Works will be monthly project meetings.</td></tr></table>			Total Value of Contract (£)	Process to Be Followed	Value is Under Current Threshold for Goods & Services but includes for Works, LTR, Concessions etc.	Six monthly contract meetings initially but can be flexed to annual if no issues or concerns with contract deliver. Where contract includes for delivery of specific events a formal post event debrief meeting should take place.	Over threshold for goods & services but below £2.5m - Works Contract only	Goods & Services should have in place quarterly contract management meetings initially but can be flexed to half yearly if no issues or concerns with contract delivery. Works will be monthly project meetings.
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12.2	Contract Management Meetings		
	<p>Contract Management Meetings should be subject to a formal agenda. All relevant reports/information to be discussed should also be issued with the agenda so as to allow Officers to digest the information and proper scrutiny be undertaken during the meeting. Agendas should contain standing items such as the following, however it should be accepted that not all will need to be discussed at all meetings.</p> <ul style="list-style-type: none"> • Previous Action Points Update • Invoicing/costs • Delivering the requirement/compliance with specification • Performance • Risk Management • Issues <p>Minutes and action points from the meetings should be issued within promptly (ideally within 2-3 working days) following the meeting taking place so as to enable them to be formally agreed by all parties and also to ensure that action points are reviewed and completed by the assigned person(s) where possible, prior to the next meeting.</p> <p>Performance management should also be discussed in detail at these meetings and where necessary any issues with performance addressed.</p>		

	An escalation procedure should also be in place for any disputes arising from the contract and where it is not possible for this to be resolved by the two contract managers.
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13.	Contract Modifications
	<p>Modifications to contracts can be undertaken where the contract allows for this to happen and/or where it meets the strict requirements of the relevant procurement legislation under which the contract was procured – Public Contract Regulations 2015 and Procurement Act 2023</p> <p>Any modifications to contract need to be formally captured within the contract documentation and as such, no agreement should be entered into without first consulting with the Section 151 Officer and/or the Borough Head of Law and Democracy</p>
13.1	Contract Extensions – included for within existing provision
	<p>Contract Extensions can only be entered into where the original contract has provision to do so. It is the contract managers responsibility to ensure that they are aware of these provisions as well as the relevant clauses which pertain to the relevant notification periods that must be observed where an extension is to be granted. It is also their responsibility to ensure that they have also discussed any related increases to cost/pricing schedules for the extension period and also any updates to the original contract i.e. specification requirement, KPI's etc.</p> <p>Legal Services will draft the letter based on the information provided and pass this to the Contract Manager to issue.</p>
13.2	Contract Extensions – not included for within existing provision
	<p>Where there is no provision for an extension within the original contract then an extension cannot be entered into. However, there are limited exceptions to this, and advice should be sought from the Monitoring Officer/Chief Finance officer prior to extending the current term i.e. where regulations are not breached in relation to modifications to contracts</p> <p>All contract extensions must be updated in the council's contract register and a copy of the extension letter must be lodged with the original contract.</p>
13.3	Contract Variations
	<p>As with contract extensions, variations can only be made where there is provision within the original contract for them to be made. Where provision has not been made, then prior to any being granted, compliance with the relevant legislation which was in place when the procurement was undertaken originally will need to be followed.</p> <p>Any variations that are undertaken should be done so via the contract managers checklist prior to any agreement being entered into with the supplier.</p>

	<p>Legal Services will provide the formal contract variation documentation once it has been determined that there are grounds within which the variation can be enacted.</p> <p>It is the responsibility of the contract manager to provide all the relevant information in order for this instruction to be undertaken and also for ensuring that the variation is formally signed/sealed by both parties involved.</p> <p>The contracts register should also where relevant be updated with any variations granted and the formal variation lodged with the original contract in Legal Services.</p>
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14.	Other Formalities
14.1	Performance Bonds
	<p>A Performance Bond is an insurance policy under which the Council can make a claim if the supplier does not deliver the requirements as detailed within the contract. It is there to provide protection against a level of costs arising from the Supplier's failure.</p> <p>Factors to be considered as to whether a Performance Bond is required will include:</p> <ul style="list-style-type: none"> • If the contract is of a high value • Where it's a construction contract • Where it's a high profile/high risk contract • If there is no retention on a contract • Any other factor considered to be relevant <p>If a Performance Bond is required, then 10% is a reasonable standard percent to use in most circumstances, however, if there were significant contracts with a higher risk, it may mean that consideration is given to increasing this based on the circumstances.</p> <p>This will be included for within the tender documents issued and each bidder will have to agree to put this place prior to the commencement of any contract. The form of contract/terms and conditions may also need to be amended to reflect the use of a performance bond.</p> <p>Advice should always be sought from Financial Services prior to the commencement of any procurement activity, by way of the contract managers checklist.</p>
14.2	Parent Company Guarantees
	<p>A Parent Company Guarantee is a legally binding contract between the council and the parent of a subsidiary company which is entering into the contract (the supplier). If the supplier fails to do what it is supposed to do under the contract, then the Council can require the parent company to step in and ensure the provision is delivered. This will be included for within the tender documents issued</p>

	<p>and each bidder will have to agree to put this place prior to the commencement of any contract. The form of contract/terms and conditions may also need to be amended to reflect the use of a performance bond.</p> <p>Advice should always be sought from Financial Services prior to the commencement of any procurement activity, by way of the contract managers checklist.</p>																	
14.3	Financial Reviews/Assessments - During Initial Contract Term & Prior to Extensions																	
	<p>During the lifetime of a contract regular reviews should be undertaken as to the financial standing of the supplier. Whilst the following is proposed as a minimum process to follow, where appropriate and proportionate to the contract being delivered the frequency of reviews maybe regular.</p> <p>Instances when this may arise could be market intelligence showing a significant change in circumstances for the supplier; information received by way of contract monitoring meetings; whistle blowing by supplier employees; supply chain issues etc. All financial reviews will be undertaken by Financial Services.</p> <p>Financial Reviews as a minimum should be undertaken as follows:</p> <table><tr><td>Total Value of Contract (£)</td><td>Process to Be Followed</td><td></td></tr><tr><td>Value is Under Current Threshold for Goods & Services but includes for Works, LTR, Concessions etc.</td><td>Prior to the end of the initial period of the contract ending and an extension being granted but only where the contract manager has concerns.</td><td></td></tr><tr><td>Over threshold for goods & services but below £1.5m - Works Contract only</td><td>Prior to the end of the initial period of the contract ending and an extension being granted.</td><td></td></tr><tr><td>Goods & Services over threshold plus works over £1.5m</td><td>Based on the tiering tool and ranked:<ul style="list-style-type: none">Gold – financial review should be undertaken on an annual basisSilver – financial review should be undertaken on a minimum 2-year periodBronze – financial review should be undertaken on a minimum 3-year period</td><td></td></tr><tr><td></td><td></td><td></td></tr></table>			Total Value of Contract (£)	Process to Be Followed		Value is Under Current Threshold for Goods & Services but includes for Works, LTR, Concessions etc.	Prior to the end of the initial period of the contract ending and an extension being granted but only where the contract manager has concerns.		Over threshold for goods & services but below £1.5m - Works Contract only	Prior to the end of the initial period of the contract ending and an extension being granted.		Goods & Services over threshold plus works over £1.5m	Based on the tiering tool and ranked: <ul style="list-style-type: none">Gold – financial review should be undertaken on an annual basisSilver – financial review should be undertaken on a minimum 2-year periodBronze – financial review should be undertaken on a minimum 3-year period				
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14.4	Fraud & Corruption																	
	<p>All Officers involved with the procurement exercise must comply with the Council's Code of Conduct and must not accept any gift, hospitality or reward from a supplier (or a related subsidiary of the company) whilst the procurement activity is in progress. Where Officers believe that there could be a conflict, they should notify the Section 151 Officer and/or Borough Head of Law and</p>																	

	<p>Democracy immediately for them to make a decision as to whether it is appropriate that they are involved within the process further.</p> <p>Any gifts, hospitality and/or rewards should be recorded on the Council's gifts and hospitality Register. It should also be noted that this should be undertaken at any time, not just during a procurement process.</p>
14.5	Conflict of Interests
	<p>From time to time there will be conflicts of interests that occur during a procurement activity. This can be where a close relative works for the supplier bidding for work etc. Where an Officer feels there is a conflict, it is their responsibility to notify immediately their Line Manager and also the Section 151 Officer. A decision can then be made as to whether there is a conflict of interest. In the event that it is deemed there is a conflict, then the officer will be removed completely from the process in order to remove any risk of challenge to the Council. Any advice on this should be given by the Monitoring Officer.</p>
14.6	Purchase Orders
	<p>A Purchase Order should be raised and issued to the supplier, for each contract that is entered into. Financial Services will provide advice as to how this is to be done and for what amount etc.</p>
14.7	Form of Contract/Terms & Conditions
	<p>Procurement activity can include various forms of contract/terms & conditions. It is a legal requirement that the ones being used are published along with the initial contract notice. It is therefore essential that discussions are held with both Legal and Finance as to the suitability of proposed forms/clauses so as to mitigate risk exposure to the Council. The contract managers checklist should be completed, and this should detail the process followed in developing the form of contract. This form will then be used to help respond to any queries raised during the tender process.</p>
14.8	Risk Register
	<p>The contract manager must identify, minimise, and manage risk within the contract being procured. This includes supply risk, demand risks, process risks, control risks, environmental and social risks. If a risk is identified, it should be reported to the relevant Strategic Director or Head of Service and then formally monitored as part of the contract management meetings (where there is no formal risk register in place).</p> <p>Where a formal risk register is required, these should be put in place at the start of the procurement activity. During the procurement activity they should be a standing item on the relevant operation team meeting/board meeting and any amendments captured as the procurement progresses.</p> <p>Following award, they should be a standing item on the contract management meeting and reviewed/updated as part of this process. Where appropriate risks may need to be highlighted to Senior Leadership Team meetings as part of the project management updates and appropriate action taken/recorded.</p>

14.9	Collateral Warranties
	<p>Collateral warranties are used as a supporting document to a primary contract where an agreement needs to be put in place with a third party outside of the primary contract. It can also provide the third-party contractual rights enabling it to claim for losses which would not otherwise be recoverable.</p> <p>The Council has standard Collateral Warranties.</p> <p>This will be included in the tender documents and terms and conditions, as required. Advice can be sought from Legal Services in respect of this.</p>

15.	Definitions
	The following table provides definitions of the key terms that have been referred to within this document.

Key Term	Definition
Award Criteria	<p>The criteria used by the Council in order to assess/evaluate the suppliers bids against the requirement detailed within the specification. Criteria can be as follows but not limited to:</p> <ul style="list-style-type: none"> • Price, total cost, schedule of rates • Quality such as resources, qualifications, H&S, innovation, risk mitigation, compliance with the requirement, deliverability of scheme, social value, staff experience, company experience, financial standing
Bidders/Tenderers/Suppliers	Those who will be engaged to deliver the provision being let
Chief Finance Officer	This is the Council's statutory lead financial officer and designated S151 officer
Monitoring Officer	This is the Council's statutory lead legal officer
SLT	Senior Leadership Team comprising: Chief Executive, Strategic Director, Chief Finance Officer/S151 and Heads of Service
Code of Conduct	Council's policy for regulating the conduct of Officers and Members
Collaborative Arrangements	Use of a framework which is managed by a third party such as Pagabo, Espo OR a joint procurement exercise which involves two or more parties

Constitution	This is a document approved by Full Council which allocates the powers and responsibilities within the Council. It delegates authority to act to the Executive, Committees, Executive Councillors and Officers as well as regulating behaviours of individuals and groups through rules of procedure, codes and protocols
Consultants	An individual contracted for a specific length of time to work on a defined project/provision with clear outcomes to be delivered. They are usually engaged to bring specialist skills or knowledge to the process and to bridge the gap within the Council where there is no ready access to employees with the relevant skillset, experience and/or capacity to undertake the requirements
Contract Register	An electronic register which is held by the Council and contains all contractual engagements entered into with a value of over £5,000. It is a legal requirement for this to be maintained
Corporate Contract	A contract used by more one than one department
Deed	A signed and sealed instrument containing a legal transfer, bargain or contract
Dynamic Purchasing System	A fully electronic compliant "Approved List" which operates on a similar basis to a framework other than suppliers can join at any point while the DPS is live, subject to them meeting the relevant criteria
Electronic Tendering	A secure online facility for undertaking a procurement process
Estimated Total Contract Value	This is estimated value based on the annual spend x number of years the provision is in place for
Evaluation Team	This is the officers chosen to review, assess and score the submissions received in respect of the provision being procured
Financial Procedure Rules	These are the rules which outline officer responsibilities for financial matters
Form of Contract	This is a type of term and condition and as such is the legal/financial model which determines how the contract will operate
Framework Agreements	A legislation compliant agreement between a third party and a supplier(s), the purpose of which is to establish the terms under which subsequent procurement related appointments/awards can be made by a contracting authority
Framework Supplier	A supplier who has been successful in attaining a place on a framework

Invitation to Tender	A key stage/document within the tender process. Used to assess the supplier's suitability to deliver the stated provision
Modification of a Contract	Any change to the original provision of the tender and/or contract
Parent Company Guarantee	A contract which binds the parent of a subsidiary to act if the subsidiary fails to do so.
PA23	Procurement Act 2023 is the legislation that sets out how procurement should be undertaken. It comes into force with effect from 24 th February 2025. Any procurement undertaken from this date will be governed by these requirements.
PCR 2015	Public Contract Regulations 2015 is the legislation that was embedded into UK law and set out how procurement should be undertaken. Any above threshold procurement from February 2015 to 24 th February 2025 is governed by the requirements of this.
Performance Bond	This is a form of insurance policy which provides protection to the contracting authority in the event that the supplier fails to deliver on the requirements of the contract
Request for Quotation	Procurement process for under threshold value exercises
Seal	Process by which a contract is "signed" when over a certain limit and when executing a deed
Selection/Standard Questionnaire	This is the government form which must be used for over threshold tenders to assess a suppliers suitability based on pre-determined selection criteria
Small and Medium Sized Enterprises (SME's)	Any business with fewer than 250 employees and either an annual turnover of less than £45m or a total balance sheet of less than £40m
Specification	This is the council's requirement in relation to the delivery of the provision being tendered for
Teckal company	This is a company set up by a contracting authority to deliver some of the Council's functions. It is as defined within PCR 2015 regulation 12
Terms and Conditions	These are the legal/financial related clauses which define and determine how the contract will be operated, and which govern all parties involved
Total Contract Value	This is the total value of the successful bidder's response to the requirement being tendered

TUPE	Transfer of Undertakings (Protection of Employment) – this is the legislation that governs the process to be followed where staff are to be transferred from one supplier to another. It is there to ensure that the rights of employees are transferred along with the business
Value for Money	This is where cost and quality combine to produce a service which meets the technical requirements of the provision as well as the cost at an acceptable level

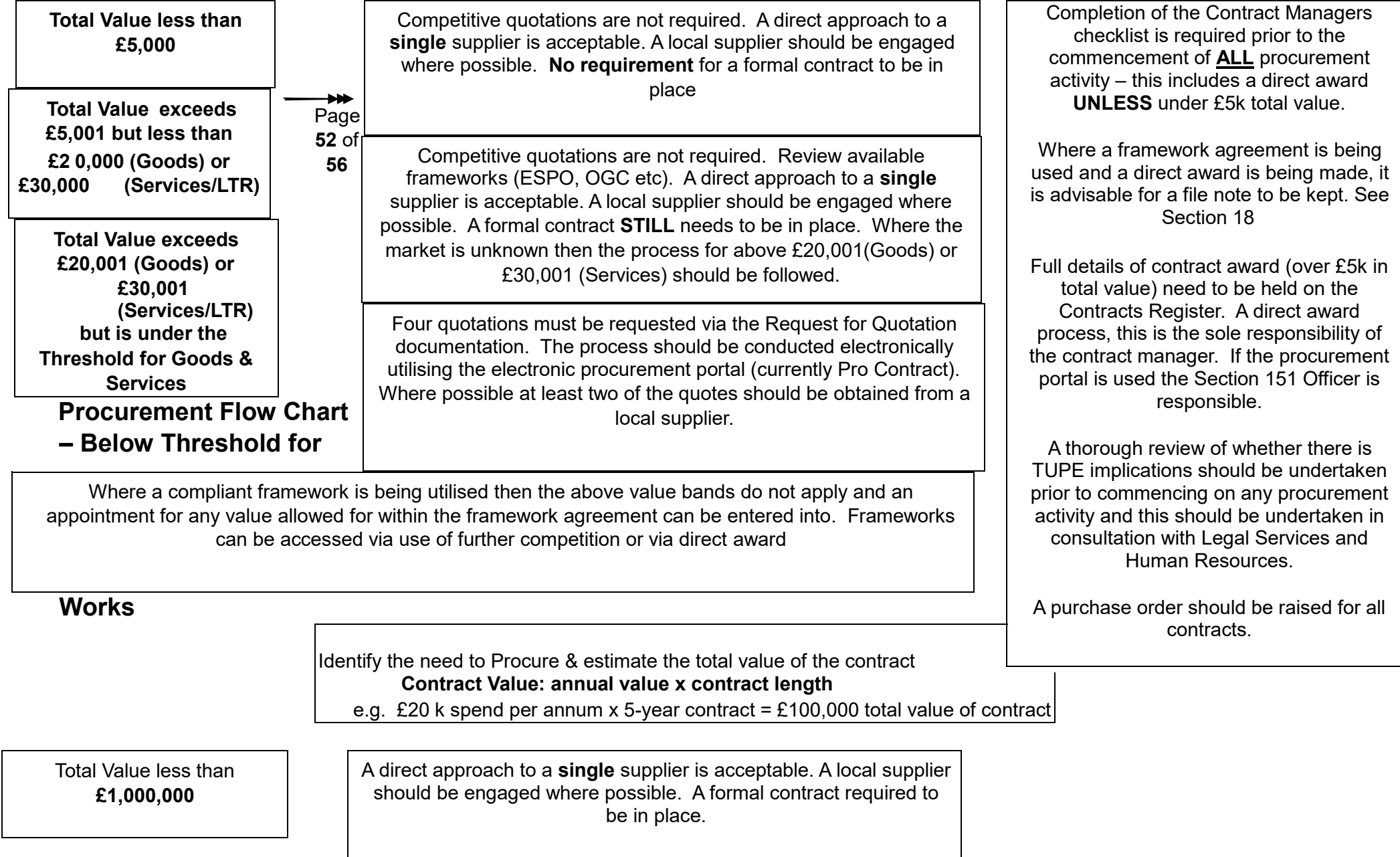
16.0	Procurement Flow Chart
	<p>For ease of use the Procurement Flow Chart has been split in order to clearly capture the new processes for below threshold procurement in respect of Goods, Services & Light Touch Regime and Works.</p> <p>There is no detailed flow chart for processes over threshold under the Procurement Act 2023 given the potential variations/complexities around mandatory timelines.</p>

Page **51** of **56**

~ Page 53 ~

Procurement Flow Chart – Below Threshold for Goods, Services & Light Touch Regime

Identify the need to Procure & estimate the total value of the contract
Contract Value: annual value x contract length
e.g. £20 k spend per annum x 5-year contract = £100,000 total value of contract



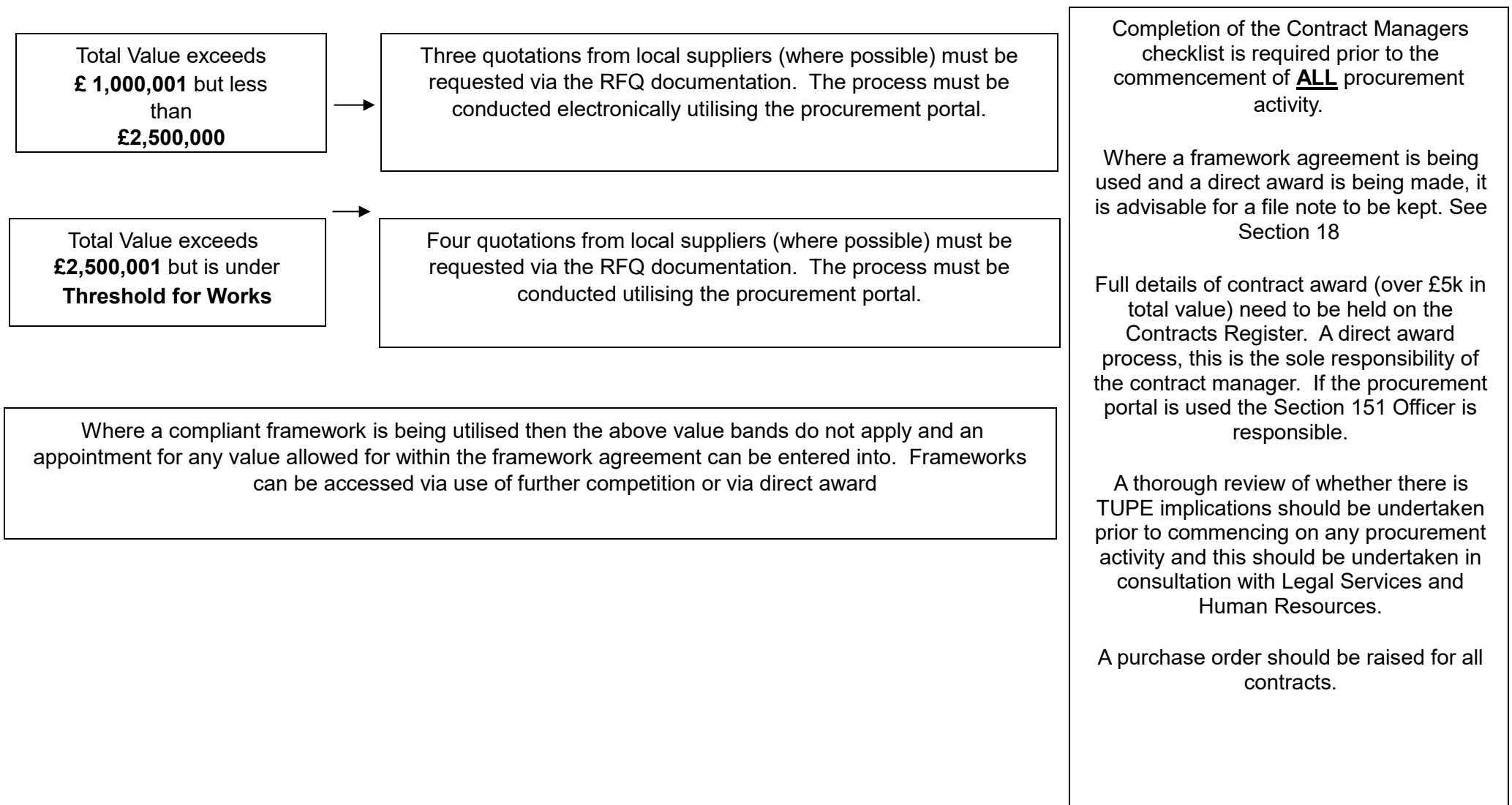
Completion of the Contract Managers checklist is required prior to the commencement of **ALL** procurement activity – this includes a direct award **UNLESS** under £5k total value.

Where a framework agreement is being used and a direct award is being made, it is advisable for a file note to be kept. See Section 18

Full details of contract award (over £5k in total value) need to be held on the Contracts Register. A direct award process, this is the sole responsibility of the contract manager. If the procurement portal is used the Section 151 Officer is responsible.

A thorough review of whether there is TUPE implications should be undertaken prior to commencing on any procurement activity and this should be undertaken in consultation with Legal Services and Human Resources.

A purchase order should be raised for all contracts.



17.	Exception to the Normal Route Request Template

APPROVAL EXCEPTION TO CONTRACT PROCEDURE RULES	
Contact Name:	
Job Title:	
Date:	
Description of Contract – this should include the estimated value; brief details of service; contract duration etc.	
Reason for Request – this should relate to the relevant CPR against which the exception is being sort, together with full supporting information.	
Strategic Director/Chief Finance Officer (Print & Sign Name) Date:	
Approved by Monitoring Officer:	
Date:	

18	Business Case/File Note Template
	Below is a template which can be utilised when detailing why a certain process has been followed rather than any other.

BUSINESS CASE TEMPLATE
Contract Manager:
Job Title:
Date:
Description of Process Followed:
Reason for Process Followed:
Strategic Director/Chief Finance Officer (Print & Sign Name) Date:

Approved by Monitoring Officer:

Date:

Page **55** of **56**

~ Page 57 ~

19.	Contract Managers Checklist
	<p>The following references the two checklists that should be completed along with the relevant appendices which provide additional information to help contract managers understand what the various sections are for. All documentation is available to download within Net consent.</p> <p>Contract Managers Checklist – New Provision/Contract</p> <p>Contract Managers Checklist – Extension/Contract Variation</p> <p>Appendix One – Contract Manager Procedures V8.0 - 08.03.2024</p> <p>Appendix Two – Procedures for Financial Matters in Procurement Processes V3.0 031022</p> <p>Appendix Three – Contract Management Meeting Agenda V 5.0 - 26.02.2024</p> <p>Appendix Four – Addendum to Contract V 2.0 171122</p> <p>Appendix Five - Signing & Sealing Guidelines V 2.0 171122</p> <p>Appendix Six - Sealing Authority V 0.3 171122</p>

Page **56** of **56**

~ Page 58 ~

~ Page 143 ~

Agenda Item 15



Full Council	Tuesday, 15 April 2025	Matter for Information and Decision
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Report Title: **Appointment of Independent Persons (2025-2029)**

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

Purpose of Report:	To appoint a panel of Independent Persons (IP's) for the purposes of the Localism Act 2011 and the Local Authorities (Standing Orders) (England) (Amendment) Regulations 2015.
Report Summary:	In September 2024, the District and Borough Monitoring Officers agreed to a joint recruitment exercise to select new IP's. It was felt that this approach had secured a selection of good quality candidates in the past and would provide resilience by continuing the pool arrangement.
Recommendation(s):	That Council re-appoint the Independent Persons listed in paragraph 2.2 and appoint the new Independent Persons listed in paragraph 2.3 of the report for a term of office of four years commencing on 13 May 2025 until the Annual General Meeting scheduled for May 2029
Senior Leadership, Head of Service, Manager, Officer and Other Contact(s):	David Gill (Head of Law & Democracy / Monitoring Officer) (0116) 257 2626 david.gill@oadby-wigston.gov.uk
Strategic Objectives:	Our Council (SO1)
Vision and Values:	"Our Borough - The Place To Be" (Vision) Resourceful & Resilient (V4) Customer & Community Focused (V1)
Report Implications:-	
Legal:	The implications are as set out at paragraphs 1.1 and 2.5 of this report.
Financial:	There are no implications arising from this report.
Corporate Risk Management:	Reputation Damage (CR4) Regulatory Governance (CR6) Political Dynamics (CR3)
Equalities and Equalities Assessment (EA):	There are no implications arising from this report. EA not applicable.
Human Rights:	There are no implications arising from this report.
Health and Safety:	There are no implications arising from this report.
Statutory Officers' Comments:-	

Head of Paid Service:	The report is satisfactory.
Chief Finance Officer:	The report is satisfactory.
Monitoring Officer:	As the author, the report is satisfactory.
Consultees:	None.
Background Papers:	None.
Appendices:	1. Resume of Proposed Appointees / IP's (Confidential)

1. Background

- 1.1. On 26 June 2012, Council considered a report which detailed the changes to the role of the Independent Person (IP) introduced to the Standards Regime under the Localism Act 2011 ("the Act"). Under the Act, the IP is involved from the outset in any allegations about conduct under the Members' Code of Conduct.
- 1.2. Since then, the Council has been part of an IP pool arrangement with the seven other Leicestershire District and Borough Councils. Appointment to the pool has been via a joint recruitment exercise led by a working group comprising 3 Monitoring Officers.
- 1.3. Appointments were made to the pool in 2012 and 2016 and 2021 following the extension of the terms of office of each IP in 2020 to enable Council's to synchronise their respective terms of office and due to a pause in the recruitment process due to coronavirus (COVID-19) respectively. The term of office of the current pool expires at the Annual Council Meeting (AGM) 13 May 2025.

2. Recruitment Process

- 2.1 In September 2024, the District and Borough Monitoring Officers agreed to a joint recruitment exercise to select new IP's. It was felt that this approach had secured a selection of good quality candidates in the past and would provide resilience by continuing the pool arrangement.
- 2.2 In March 2025 Rutland County Council also joined the pool.
- 2.3 The recruitment exercise was led by the Monitoring Officers from Oadby and Wigston Borough Council, Blaby District Council and Charnwood Borough Council.
- 2.4 A decision was taken to invite expressions of interest from current members of the IP pool who would be eligible for re-appointment i.e. those having served no more than 1 term as an IP as it is good practice to limit the role of an IP acting for any particular authority to no more than 2 terms to ensure continued independence, along with expressions of interest from the general public.
- 2.5 It was also agreed amongst the Monitoring Officer group that where a current IP submitted an expression of interest a further interview would be unnecessary and it is recommended that the following IP's be re-appointed: Following a recruitment process and interview, the following six candidates are recommended as appointment as IPs:
 - Mr Gordon Grimes
 - Mr Richard Gough
 - Mr Michael Pearson
 - Mr Laurence Faulkner

- Mr Mark Shaw
- 2.6 Expressions of interest were received from 2 further candidates and following interviews conducted by the Monitoring officer working group it is also recommended that the following 2 candidates be appointed to the pool:
- Matthew Johnson
 - Michael Chad Smith
- 2.7 A brief résumé of each candidate is as set out at **Appendix 1** which are confidential.
- 2.8 In addition, as a result of changes introduced by the Local Authorities (Standing Orders) (England) (Amendment) Regulations 2015, where an authority is considering the dismissal of a Statutory Officer, it is required to appoint a committee (referred to in the regulations as "the Panel") to consider the proposed dismissal which must include at least 2 "Independent Persons".
- 2.9 When Council approved the amendments to the Constitution in November 2015, to reflect the legislative changes in the dismissal procedure, it decided to appoint the IP's appointed for the purposes of the Standards Regime as Independent Persons for the purposes of the dismissal procedure.
- 2.10 It is recommended that the IP's are appointed until the Annual General Meeting in May 2029.

(Document is Restricted)