



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 (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
K J Loydall
C J R Martin
R E R Morris
I K Ridley
C A M Walter (Deputy Mayor)

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 July 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 July 2025

Anne E Court
Chief Executive



Meeting ID: 2898

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/22276-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



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[@Oadby_Wigston](https://twitter.com/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

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

a. 15 April 2025

4 - 7

b. 13 May 2025

8 - 11

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.

a. Allocation of Committee Seats

12

Proposed by Councillor Michael H Charlesworth

b. Local Government Reorganisation

13

Proposed by Councillor Samia Z Haq

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.

a. Planning Committee Reform

14 - 15

Question by Councillor Michael H Charlesworth

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

16

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. Health and Safety Annual Review (2025/26)

17 - 28

Full Council

Tuesday, 15 July 2025, 7.00 pm

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Agenda Item 4a.

MINUTES OF THE MEETING OF THE FULL COUNCIL HELD AT CIVIC SUITE, BROCKS HILL COUNCIL OFFICES, WASHBROOK LANE, OADBY, LEICESTER, LE2 5JJ ON TUESDAY, 15 APRIL 2025 COMMENCING AT 7.00 PM

PRESENT

C D Kozlowski Mayor
J K Chohan Deputy Mayor



Meeting ID: 2755

COUNCILLORS

R H Adams
N Alam Leader of the Opposition
S S Athwal
L A Bentley Deputy Leader of the Council
G A Boulter
L M Broadley
F S Broadley
M H Charlesworth
J K Ford Deputy Leader of the Opposition
F S Ghattoraya
C S Gore
S Z Haq Leader of the Council
P Joshi
R V Joshi
J Kaufman
K J Loydall
C J R Martin
I K Ridley
C A M Walter Deputy Mayor

OFFICERS IN ATTENDANCE

S J Ball Legal & Democratic Services Manager / Monitoring Officer
A E Court Chief Executive / Head of Paid Service
D M Gill Head of Law & Democracy / Monitoring Officer
J Wells Senior Strategic Development Manager

72. CALLING TO ORDER OF THE MEETING

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

A minute's silence was observed in memory of the late former Mayor and Councillor Roy Rudham who passed away on 31 March 2025.

73. APOLOGIES FOR ABSENCE

An apology for absence was received from Councillors M L Darr, H E Darling, D A Gamble, G G Hunt and R E R Morris.

74. DECLARATIONS OF INTEREST

Councillor K J Loydall declared a non-pecuniary interest relating to agenda item 15 insofar

Full Council

Tuesday, 15 April 2025, 7.00 pm

as he was acquainted with Laurence Faulkner, one of the Independent Persons.

75. MINUTES OF THE PREVIOUS MEETING

The Deputy Leader of the Opposition noted that in relation to minute item 69, the number of votes against the motion(s) was 5 against as opposed to 5 abstentions, and that requested that the minute be amended accordingly.

Councillor C J R Martin made a personal statement apologising for and retracting certain comments he made at the previous meeting held on 20 February 2025.

By affirmation of the meeting, it was

UNANIMOUSLY RESOLVED THAT:

The minutes of the previous meeting held on 20 February 2025 be taken as read, confirmed and approved (as amended).

76. ACTION LIST ARISING FROM THE PREVIOUS MEETING

There was no Action List arising from the previous meeting.

77. MOTIONS ON NOTICE

None.

78. PETITIONS, DEPUTATIONS AND QUESTIONS

None.

79. MAYOR'S ANNOUNCEMENTS

None.

79a. 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.

80. 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, and successes achieved, together with fielding questions in relation to her statement.

Councillors P Joshi and R V Joshi entered the Civic Suite at 7:14 pm.

81. PUBLIC SPACE PROTECTION ORDER RENEWAL

Council gave consideration to the report and appendices (as set out at pages 15 – 43 of the agenda reports pack), which sought approval for the Public Space Protection Order Renewal 2025.

It was moved by Councillor I K Ridley, seconded by Councillor G A Boulter and

UNANIMOUSLY RESOLVED THAT:

The Public Space Protection Order (Regulation of Dogs) 2025 (as set out at Appendix 1 to this report) be approved.

82. DRAFT SCHEDULE OF COUNCIL AND ALLIED MEETINGS (2025/26)

Council gave consideration to the report and appendices (as set out at pages 44 -67 of the agenda reports pack), which sought recommendation for the draft Schedule of Council and Allied Meetings (2025/26) to Full Council for approval and adoption at its AGM.

It was moved by the Leader of the Council, seconded by the Deputy Leader of the Council, and

UNANIMOUSLY RESOLVED THAT:

- i) **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;**
- ii) **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**
- iii) **That the proposed dates, times and venues of meetings for 2025/26 be provisionally entered onto the Council's meeting management application accordingly.**

83. SCHEME OF MEMBERS' ALLOWANCES (2025/26)

Council gave consideration to the report and appendix (as set out at pages 68 – 78 of the agenda reports pack), which sought approval and adoption of the Scheme of Members' Allowances 2025/26.

It was moved by the Deputy Leader of the Council, seconded by the Leader of the Council, and

UNANIMOUSLY RESOLVED THAT:

The Council adopt the Scheme of Member's Allowances for 2025/26 as recommended by the Independent Remuneration Panel (IRP) set out in paragraph 1 of the report (Appendix 1) save for the Basic Allowance which is not to be increased and to remain at £4,750 for 2025/26.

84. THE REDESIGNATION OF THE POST OF MONITORING OFFICER DUE TO RETIREMENT AND THE APPOINTMENT OF A NEW MONITORING OFFICER

Council gave consideration to the report (as set out at pages 79 - 81 of the agenda reports

pack), which sought approval for the redesignation of the Monitoring Officer post.

It was moved by the Leader of the Council, seconded by the Deputy Leader of the Council

UNANIMOUSLY RESOLVED THAT:

- i) The post of the Council's Monitoring Officer be redesignated to the post of Legal and Democratic Services Manager; and**
- ii) Following the interview of Samuel Ball, Legal and Democratic Services Manager, he be appointed as the Council's Monitoring Officer as of 1 June 2025 for the reasons set out in this report.**

85. UPDATE TO THE COUNCIL CONSTITUTION - CONTRACT PROCEDURE RULES

Council gave consideration to the report and appendix (as set out at pages 82 – 143 of the agenda reports pack), which sought approval for an update to the Council's Contract Procedure Rules.

It was moved by the Leader of the Council, seconded by the Deputy Leader of the Council, and

UNANIMOUSLY RESOLVED THAT:

The updated Contract Procedure Rules attached at Appendix 1 be approved and the Head of Law & Democracy / Monitoring Officer be authorised to make the necessary amendments to the Constitution.

86. APPOINTMENT OF INDEPENDENT PERSONS

Council gave consideration to the report and appendix (as set out at pages 144 – 147 of the agenda reports pack), which sought approval for the appointment of Independent Persons to a Panel of Independent Persons.

It was moved by the Leader of the Council, seconded by Councillor I K Ridley, and

RESOLVED THAT:

The Independent Persons listed in paragraph 2.2 be re-appointed and the new Independent Persons listed in paragraph 2.3 of the report be appointed for a term of office of four years commencing on 13 May 2025 until the Annual General Meeting scheduled for May 2029.

For	20
Against	0
Abstentions	1

THE MEETING CLOSED AT 7.46 pm

Agenda Item 4b.

MINUTES OF THE MEETING OF THE FULL COUNCIL HELD AT CIVIC SUITE, BROCKS HILL COUNCIL OFFICES, WASHBROOK LANE, OADBY, LEICESTER, LE2 5JJ ON TUESDAY, 13 MAY 2025 COMMENCING AT 7.00 PM

PRESENT

C D Kozlowski Mayor
J K Chohan Deputy Mayor



Meeting ID: 2758

COUNCILLORS

R H Adams
N Alam Leader of the Opposition
S S Athwal
L A Bentley Deputy Leader of the Council
G A Boulter
M H Charlesworth
M L Darr
J K Ford Deputy Leader of the Opposition
F S Ghattoraya
C S Gore
S Z Haq Leader of the Council
P Joshi
R V Joshi
J Kaufman
C J R Martin
I K Ridley

OFFICERS IN ATTENDANCE

S J Ball Legal & Democratic Services Manager / Monitoring Officer (Solicitor)
A E Court Chief Executive / Head of Paid Service
D M Gill Head of Law & Democracy / Monitoring Officer
T Neal Strategic Director / Deputy Monitoring Officer

1. CALLING TO ORDER OF THE MEETING

The Annual General Meeting (AGM) of the Council was called to order to receive Her Worship The Mayor and Deputy Mayor.

2. APOLOGIES FOR ABSENCE

An apology for absence was received from Councillors F S Broadley, L M Broadley, H E Darling, D A Gamble, G G Hunt, K J Loydall, R E R Morris and C A M Walter.

3. DECLARATIONS OF INTEREST

None.

4. MAYOR'S ANNOUNCEMENTS

None.

5. ADDRESS BY HER WORSHIP THE MAYOR

Full Council (AGM)

Tuesday, 13 May 2025, 7.00 pm

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and Wigston Borough Council, Brocks Hill Council
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The Mayor thanked her fellow Members, the Council's Senior Leadership Management Team, the Mayoral Support Team, the Democratic Services Team, the Deputy Mayor for all their support during the past year.

She reflected on the highlights during her term of office.

The Mayor presented Uday Dholakia OBE with the Mayor's Award in recognition of his work supporting local businesses.

6. APPRECIATIONS

The Leader of the Council, Councillor S Z Haq, led the appreciations for the outgoing Mayor's term of office.

7. ELECTION OF THE MAYOR (2025/26)

It was moved by the Leader of the Council, seconded by the Deputy Leader of the Council and

UNANIMOUSLY RESOLVED THAT:

Councillor Jasvir K Chohan be duly elected to the Office of Mayor for the ensuing municipal year 2025/26.

The newly-elected Mayor read aloud the Declaration of Acceptance of Office and duly signed the Register. Her Worship the Mayor was invested with her Chains and Insignia of Office.

The Mayor addressed the meeting, thanking her Proposer and Secunder for their nominations, and all Members for putting their trust and confidence in her for the ensuing year.

It was announced that Rotary Club of Oadby Memory Café and The Air Ambulance Service would be the Mayor's nominated charities for the municipal year.

8. ELECTION OF THE DEPUTY MAYOR (2025/26)

It was moved by Councillor R H Adams, seconded by Councillor C D Kozlowski

UNANIMOUSLY RESOLVED THAT:

Councillor Carl A M Walter be duly elected to the Office of Deputy Mayor for the ensuing municipal year 2024/25.

The Deputy Mayor was not in attendance at the meeting, and would sign the Declaration of Acceptance of Office and be invested with his Chains and Insignia of Office at a later date.

9. APPOINTMENT OF COUNCIL BODIES AND MEMBERSHIP SIZES (2025/26)

The Council gave consideration to the report and appendix (as set out at pages 4 - 8 of the agenda reports pack), which asked it to appoint the Committees, Sub-Committees, Boards, Panels, Forums and Working Groups of the Council ("Council bodies") and the

number of Members to serve thereon for the ensuing municipal year 2025/26.

It was moved by Leader of the Council, seconded by Deputy Leader of the Council and

UNANIMOUSLY RESOLVED THAT:

- i) **The content of the report and appendix be noted;**
- ii) **The Council bodies and the number of Members to serve thereon (as set out at paragraph 2 of this report) for the ensuing municipal year 2025/26 be approved; and**
- iii) **Delegated authority be given to the Head of Law & Democracy / Monitoring Officer to make all the necessary amendments to the Constitution therefrom accordingly.**

10. APPOINTMENT OF OFFICE HOLDERS AND MEMBERS TO COUNCIL AND OUTSIDE BODIES (2025/26)

The Council gave consideration to the report and appendices (as set out at pages 3 – 14 of the second agenda update pack), which asked it to appoint the relevant Office Holders of the Council and the Chairs, Vice-Chairs and Members to serve on the Committees, Sub-Committees, Boards, Panels, Forums and Working Groups of the Council ("Council bodies") for the ensuing municipal year 2025/26.

It was moved by Leader of the Council, seconded by Deputy Leader of the Council and

UNANIMOUSLY RESOLVED THAT:

- i) **That the nominated appointments of the Office Holders and the Chairs, Vice-Chairs and Members to serve on the Council bodies for the ensuing municipal year 2025/26 (as set out at Appendix 1 to this report) be approved; and**
- ii) **That the current political balance of the Council and the proportionality arrangements as a result thereof in terms of eligible Member representation and allocation of seats on Council bodies by political group (as set out at Appendices 2 and 3 to this report) be noted.**

11. SCHEDULE OF COUNCIL AND ALLIED MEETINGS (2025/26)

The Council gave consideration to the report and appendices (as set out at pages 3 -26 of the first agenda update pack), which asked it to approve the Schedule of Council and Allied Meetings ("the Schedule") for the municipal year 2025/26.

It was moved by Leader of the Council, seconded by Deputy Leader of the Council and

UNANIMOUSLY RESOLVED THAT:

That the Schedule of Council and Allied Meetings for 2025/26 (as set out at Appendix 1 and 2 to this report) be approved and adopted.

12. NEWLY-ELECTED MAYOR'S ANNOUNCEMENTS

Her Worship The Mayor expressed her steadfast commitment to champion the Borough of Oadby and Wigston for the ensuing year and asked her fellow Members for their support in doing so. The Mayor invited the representatives of her nominated charities in

attendance to speak about the work undertaken by the organisations.

THE MEETING CLOSED AT 7.33 pm

Agenda Item 6a.

MOTION ON NOTICE

Full Council | Tuesday, 15 July 2025

Allocation of Committee Seats

That this Council notes;

The current legislation on allocation of seats on committees.

The rules for the allocation of seats are set out in sections 15 and 16 of the Local Government and Housing Act 1989 and the Local Government (Committee and Political Groups) Regulations 1990.

In the case of Councillors who are not members of a political group, a proportion of seats on committees equal to the proportion of Council members who do not belong to a political group are reserved, with appointment to these seats being made by the Council at its discretion.

So, the method of calculating places on committees is therefore as follows;

1. The total number of seats on all ordinary committees are calculated.
2. The proportion that each political group forms of the total membership of the authority is calculated. An appropriate number of seats is reserved for ungrouped members.
3. The seats are finally adjusted on each committee so that the total allocated to each group is as near as possible to their aggregate entitlement while preserving the principle above.

Council also notes;

That Leicestershire County Council has applied the above legislation, making sure that no Member is deliberately excluded from seats on committees. This ensures that all Members play a full role in local government and are seen to be working on behalf of their constituents - albeit with no say on which committees they are placed on.

Council resolves to;

- Apply the current legislation as it was meant to be applied, ensuring all Members play a full and active role within Council; and
- Change the Council's constitution to properly reflect the true meaning of the above legislation.

Councillor Michael H Charlesworth

Proposer

The above motion was duly received by the Legal & Electoral Services Manager / Monitoring Officer on 4 July 2025 in accordance with Rule 14, Section 1 of Part 4 of the Constitution of the Council.

MOTION ON NOTICE

Full Council | Tuesday, 17 July 2025

Local Government Reorganisation

This Council notes the Government's u-turn last week on welfare reforms, which follows a number of other u-turns including winter fuel payments.

This Council notes that Labour did not reference abolishing two-tier local government in its manifesto and therefore has no mandate to proceed with this fundamental change.

This Council believes that local district and borough councils provide essential discretionary services including economic development, community safety, welfare support and town centre events amongst others. These will be at risk, should districts be scrapped and merged with upper-tier councils, whose budgets face ever increasing pressures because of the failure of successive Conservative and Labour Governments to properly address social services and SEND funding shortfalls.

The economic case for moving to unitary councils is not proven, with estimated costs of transitions running into many £millions and no clear evidence from areas, where councils have moved to unitary status, that substantial savings are being made.

It is also clear that across Leicester, Leicestershire and Rutland, there is no consensus on how local government reform should proceed with competing bids, and disagreement over city expansion, with this Council's Leadership expressing deep concerns about areas being moved into the city without the consent of the communities affected.

Proceeding with local government reform will be divisive, will cause huge disruption for residents, and will mean Councils are focused on managing transitions rather than delivering services. Therefore, this Council calls on Sir Keir Starmer and the Labour Government to perform a U-turn on Local Government Reform and drop its plans.

The Council instructs its Chief Executive to write to the Prime Minister to set out the Council's position and to communicate this with other local authorities in Leicester, Leicestershire, and Rutland.

Councillor Samia Z Haq

Proposer

Councillor Lee A Bentley

Seconded

The above motion was duly received by the Legal & Electoral Services Manager / Monitoring Officer on 4 July 2025 in accordance with Rule 14, Section 1 of Part 4 of the Constitution of the Council.

Agenda Item 7a.

QUESTION ON NOTICE

Full Council | Tuesday 15 July 2025

Planning Committee Reform

Question

The recent technical consultation from the Ministry of Housing, Communities & Local Government regarding the reform of planning committees is a cause for concern. The consultation seeks views on 3 issues:

- Introducing a national scheme of delegation so there is a greater consistency and certainty about which decisions go to committee;
- Requiring separate, smaller committees for strategic development so there is more professional consideration of key developments; and
- Introducing a requirement for mandatory training for all planning committee members so they are more informed about key planning principles.

The 3rd item regarding training is not that much of an issue as I believe both the Borough and County Councils have mandatory planning training.

There is already an issue for Members concerning what applications should be delegated and what should go before the planning committee, having clarity at a national level would be helpful. But the danger is that localism gets swept away by giving planning officers greater powers over delegation.

The call for smaller committees and a more professional approach is of great concern; Members are just ordinary residents elected by their peers to represent them at the Council and to make sure their concerns are addressed - particularly with contentious planning applications.

So, my questions are:

1. Is the Council responding to this consultation?
2. And if so, are Members views included?

Councillor M H Charlesworth

Questioner

The above question was duly received by the Legal & Democratic Services Manager / Monitoring Officer on 28 June 2025 in accordance with Rule 13, Section 1 of Part 4 of the Council's Constitution.

In accordance with Rule 13, Section 1 of Part 4 of the Council's Constitution, the questioner may ask one supplementary question without notice which must arise directly out of the original question or reply.

QUESTION ON NOTICE

Full Council | Tuesday, 15 July 2025

Planning Committee Reform

Reply

Is the Council responding to this consultation?

Yes, the Council will be responding to the Consultation.

Due to the timings involved, it will be necessary for these to be submitted as Officer comments in order to meet the 23rd July deadline.

If so, are Members views included?

Yes, a consultation on the draft proposals took place during Winter 2024/2025 and the Chair of Development Control Committee was involved in providing a response.

These comments will be emphasised in response to the current consultation.

However, if Members have any specific comments, please contact Jamie Carr (Planning Policy and Development Manager) by Friday 18th July 2025.

Adrian Thorpe (on behalf of the Leader of the Council)

Head of Built Environment

In accordance with Rule 13, Section 1 of Part 4 of the Council's Constitution, the questioner may ask one supplementary question without notice which must arise directly out of the original question or reply.

Events attended by the Mayor, May 13th 2025 – Present (as of 07.07.25)

MAY

31	OWBC – Raheema Caratella	St. Wistan’s Day Festival
31	Rishu Walia, Brits Desi Society	Desi Pride in the United Kingdom

JUNE

08	Oadby & Wigston Lions Club International	<i>We’ll Meet Again</i> Concert
11	Leicestershire Lieutenancy Office	Meeting with the Lord Lieutenant & Leicestershire County Council Chairman
18	North Warwickshire & South Leicestershire College	Arts Exhibition & Fashion Show
19	Geoff Maltby, Strategic Lead, Active Together	Leicestershire & Rutland School Games Summer Festival
21	Langmoor Primary School	70 th Anniversary Celebration
23	OWBC	Armed Forces Flag Raising
29	Punjabi Arts & Literary Academy (PALA) UK	International Punjabi Conference

JULY

03	Leicester Grammar School	Annual Achievement of Celebration
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Events attended by the Deputy Mayor, May 13th 2025 – Present (as of 07.07.25)

JUNE

21	Langmoor Primary School	70 th Anniversary Celebration
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Full Council	Tuesday, 15 July 2025	Matter for Information and Decision
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Report Title: **Health and Safety Annual Review (2025/26)**

Report Author(s): **Zach Bradford (Safety & Resilience Officer)**

Purpose of Report:	The purpose of this report is to approve the Full Health and Safety Annual Report for 2024/25 and the revised Health and HS.00.P1 Health and Safety Policy and Statement.
Report Summary:	<p>The Full Health and Safety Annual Report (as set out at Appendix 1) is a summary of the Council's health and safety performance during period 2024 to 2025. It provides information on accidents, risks, key activities for the last fiscal year and proposals for the next fiscal year.</p> <p>The HS.00.P1 Health and Safety Policy and Statement (as set out at Appendix 2) has been reviewed, this creates a framework for all service areas to function from rather than specific legislative references.</p>
Recommendation(s):	<p>A. That the Full Health and Safety Annual Report (2024/25) (as set out in Appendix 1) be approved; and</p> <p>B. That the HS.001.P1 Health and Safety Policy and Statement (May 2025) (as set out in Appendix 2) be approved.</p>
Senior Leadership, Head of Service, Manager, Officer and Other Contact(s):	<p>Anne Court (Chief Executive / Head of Paid Services) (0116) 257 2602 Anne.court1@oadby-wigston.gov.uk</p> <p>Teresa Neal (Strategic Director) (0116) 257 2642 teresa.neal@oadby-wigston.gov.uk</p> <p>Ben Wilson (Head of Neighbourhood Services) (0116) 257 2711 ben.wilson@oadby-wigston.gov.uk</p> <p>Zach Bradford (Safety & Resilience Officer) (0116) 257 2866 zach.bradford@oadby-wigston.gov.uk</p>
Strategic Objectives:	Our Council (SO1) Our Partners (SO5)
Vision and Values:	Resourceful & Resilient (V4)
Report Implications:-	
Legal:	The implications are as set out at paragraph 2 of this report.
Financial:	The implications are as set out at paragraph 2 of this report.

Corporate Risk Management:	Decreasing Financial Resources / Increasing Financial Pressures (CR1) Reputation Damage (CR4) Failure to Respond to a Significant Incident (CR7)
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:	The implications are as set out at paragraph 2 of this report.
Statutory Officers' Comments:-	
Head of Paid Service:	The report is satisfactory.
Chief Finance Officer:	The report is satisfactory.
Monitoring Officer:	The report is satisfactory.
Consultees:	None.
Background Papers:	<ul style="list-style-type: none"> • Health and Safety at Work etc. Act 1974 • The Management of Health and Safety at Work Regulations 1999 • Lifting Operations and Lifting Equipment Regulations 1998 • The Workplace (Health, Safety and Welfare) Regulations 1992 • The Control of Substances Hazardous to Health Regulations 2002 • The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 • Managing for Health and Safety (HSG65)
Appendices:	<ol style="list-style-type: none"> 1. Health and Safety Annual Report 2024-25 2. HS.00.P1 Health and Safety Policy and Statement

1. Introduction

- 1.1 Attached to this report at **Appendix 1** is the Council's Full Health and Safety Annual Report 2024 to 2025 which provides a summary of the Council's health and safety performance during the financial year April 2024 to April 2025.
- 1.2 As in previous years, the Full Health and Safety Annual Report (**Appendix 1**) is structured in a way as to reflect the Health and Safety Executive guidance. It summarises the Council's health and safety policies, procedures and activities which have taken place over the last financial year.
- 1.3 The HS.00.P1 Health and Safety Policy and Statement is also attached at **Appendix 2** for approval. This document has been condensed while preserving all of the original information.

2. Information

- 2.1 Managing corporate risk is a key issue and legal requirement for all organisations in the public, private and voluntary sectors. Risks can take on many forms, and it is important that organisations have systems in place which manage those risks sensibly and to a reasonably practicable level at all times.
- 2.2 The management and practice of good health and safety should not be seen as a regulatory burden as it offers significant benefits such as;

- Improved productivity because Officers are happier, healthier, and more motivated;
 - Improved relationships with all stakeholders;
 - Lower Officer absences and turnover rates;
 - Reduced costs, which ensures resources can be better applied elsewhere;
 - Reduces the chances of legal action taken against the Council, which again ensures the resources that would be spent fighting against the legal action are applied in other more efficient and beneficial areas.
 - A better reputation among our customers, suppliers, partners, communities, and other stakeholders; and
 - A positive perception of the Council from the public.
- 2.3 It is difficult to calculate the potential cost of poor health and safety management and practice were the worst to happen. However, it is likely that the cost would be significant. There are also non-quantifiable costs, such as loss of reputation, and loss of stakeholders.
- 2.4 The Full Health and Safety Annual Report (**Appendix 1**) includes appropriate health and safety information, the Council's activities, and performance. This demonstrates to our stakeholders' the Council's commitment to effective health and safety risk management and performance monitoring, to support our desire to continuously improve.
- 3. Action Plan 2025/26**
- 3.1 Close off all AN defects promptly, make them safe, and conduct a risk assessment upon identification.
- 3.2 Continue scheduling operational and volunteer training until all required courses are delivered.
- 3.3 Monitor the depot via an action plan. Hold regular meetings to drive continuous improvement and resolve issues.
- 3.4 In conjunction with HR, the identification of employees who will require an occupational health surveillance programme will be carried out and implemented.

HEALTH AND SAFETY ANNUAL REPORT (2024/25)

Introduction and Overview

The Council recognises that managing health and safety is as important as its professional and service responsibilities.

The purpose of the Council's health and safety statement and policy is to provide a framework from which a safe and healthy working environment can be maintained.

This is achieved by continuously following, developing, and reviewing safe systems of work for Officers, the general Public, Visitors, Members and Contractors.

While legislation exists which places a statutory duty on the Council as an organisation to ensure the above is maintained, all Officers, Visitors, Members, and Contractors should recognise that they also have a legal duty to adhere to all policies that are in place to protect their health and safety.

This health and safety report brought to this Full Council covers the period from April 2024 to April 2025; this will be described in this Annual Report as the financial year 2024/25.

1. Corporate Governance

Elected Members of the Council shall ensure that suitable resources are made available. Whilst deploying the necessary strategic direction to implement the Council's health and safety responsibilities and monitor, via reports, the overall performance of the Council's health and safety management systems.

The Chief Executive Officer (CEO) will take overall responsibility for health & safety across the Council and lead in setting corporate policy and direction.

The Senior Leadership Team (SLT) are responsible for the management of risks at a strategic level.

The Heads of Service are accountable for ensuring the risks created by their service area's activities are managed. They particularly should ensure that risk assessments are being regularly carried out by those responsible for them.

The Managers, Team Leaders and other Supervisory Officers have day-to-day responsibility for managing the health and safety of the people under their control. This includes carrying out risk assessments and sharing them with the relevant people.

The Safety & Resilience Officer will be responsible for the distribution of information and advice for effective management on health and safety matters.

All Officers (Including those listed above)

Will:

- Take reasonable care for the health and safety of themselves and others who may be affected by what they do and do not do.
- Follow any training they have received and take part in any health and safety training offered.

- Not intentionally, or recklessly, interfere with or misuse anything that serves to protect safety, health, or welfare.
- Co-operate with the Council in matters related to health and safety.
- Report any injuries, ill health or near misses immediately.
- Always follow all safe systems of work.
- Raise any concerns they have with their direct line manager if they think the work or inadequate controls are putting anyone's health and safety at serious risk.

2. Statistical Information

Accident Statistics: The tables below detail the number of accidents, incidents and near misses.

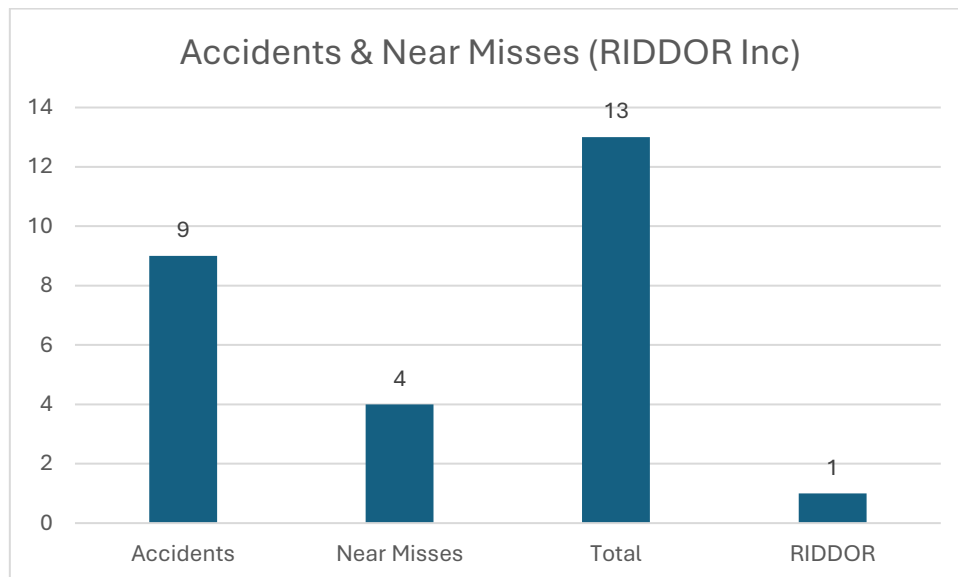


Table 1 2024-25 Accidents, Near Misses & RIDDOR

As shown above in **Table 1**, There were 9 accidents in 2024/25, 1 of which was reportable under RIDDOR, and 4 near misses, totalling 13 incidents.

In the previous year, 10 accidents occurred, 1 of which were reportable, and 21 near misses were recorded. This is a total of 31 incidents.

This means that we have seen a 10% reduction in accidents, an 81% reduction in near misses and RIDDOR remain constant with no change. This is a total reduction of 58% in incidents.



Table 2 Total Incidents by Service Area

In **Table 2** above, it is shown that 4 incidents related to Corporate Assets, 4 related to the Waste Operations, 2 related to Customer Services, 2 related to Democratic Services and 1 related to Strategic.

Operational teams typically record more incidents due to greater hazard exposure.

This is not to say the Council should expect to have incidents, but if they are occurring, this where they are likely to occur.

Investigations into the above resulted in altering the administrative controls and increasing training for service areas for example;

- Not storing materials under areas where bumps to the head could occur.
- Implementation of visual aids to prevent slips, trips and falls.
- Manual handling awareness training for operational staff

RIDDOR: There was one reportable accident in 2024-25: a canvasser that had their hand bitten by a dog while posting canvassing forms. As a result, additional training was given to canvassers about dog awareness via risk assessment, the risk assessment was updated and all canvassers are made aware of the risk assessment and sign it before taking canvassing documents to deliver.

3. Key Activities 2024/25

The following list shows several areas in which the Safety & Resilience Officer has supported in during the financial year of 2024-25. It is important to note these would have been possible to achieve without the cooperation and support from fellow Officers at all levels.

- Review of the risk assessment at Brocks Hill to improve the welfare facilities for the Volunteers.

- Review of the risk assessment at the Cemetery to improve the welfare facilities for the Sexton and assistant.
- Improved chemical store at the Depot to ensure compliance with the COSHH regulations.
- Improved housekeeping at the Depot.
- 89% of all serious AN defect reported by our insurance company across play parks have now been repaired, the remaining 11% are currently being actioned.
- 100% of all serious AN defect reported by our insurance company in the workshop have been repaired, also 100% of BD (Fix when reasonably practicable) defects have also been repaired within the workshop.
- **NB:** AN - *This status indicates a defect has been identified that poses (or could pose) a risk of injury.*
- Evacuation chair training has been completed at the Depot.
- The vehicle pit at the Depot has been defined as a confined space and progress is being made to ensure compliance with the Confined Space regulations, by the purchasing of equipment and training the relevant people in rescue from Confined Spaces.
- Operational awareness courses are complete and are being delivered (Health and Safety induction, Fire Awareness, COSHH Awareness, Manual Handling Awareness, HAVS Awareness, Noise Awareness, Lone Working Awareness & Working at Height Awareness), 150 certificates for the above have already been delivered with more to come this year.
- All external certification for courses such as first aid, fire Marshall etc are in date.
- An additional two members of staff have received IOSH Managing Safely training which contributes to a positive safety culture.
- ProtectUK training has been rolled out to all front facing staff which ensure compliance with Martyn's Law, further training for key partners is to be delivered.
- An audit of our Lone Working protection system was carried out by an external third party, of which we received Significant assurance which means that There is a generally sound framework of governance, risk management and control designed to meet the objectives of the system under review, and controls are generally being applied consistently.
- 16 Health and Safety policies have been approved and are live, with 13 others currently in the approval stage. Once these are approved, this will ensure that we have solid policies that all Officers can refer to, to ensure complete compliance with all legislation.

4. Risks

		Impact >				
		Negligible (1)	Minor (2)	Moderate (3)	Severe (4)	Major (5)
Likelihood >	Certain (5)					
	Likely (4)			2	4	1 & 3
	Possible (3)					
	Unlikely (2)					
	Rare (1)					

Risk No	Description
1	Ongoing compliance with our insurance reports and monitoring of defects. The next financial years round of inspections will begin soon and it is vital we ensure that any Defects are closed out in a timely manner.
2	Ongoing training schedule for operational staff which includes volunteers.
3	Continuous improvement at our operational site of the Depot is vital to ensuring the most severe accidents are avoided.
4	Occupational health programme is to be implemented in conjunction with HR.

5. Action Plan 2025/26

Following on from the highlighted areas of risk going into the financial year of 2025-26. The following actions will be completed.

1. Close off all AN defects promptly, make them safe, and conduct a risk assessment upon identification.
2. Continue scheduling operational and volunteer training until all required courses are delivered.
3. Monitor the depot via an action plan. Hold regular meetings to drive continuous improvement and resolve issues.
4. In conjunction with HR, the identification of employees who will require an occupational health surveillance programme will be carried out and implemented.

Conclusion

In conclusion, the role of health and safety at all levels is becoming increasingly important. The first reason above all others is that nobody should be injured in their line of work.

Second, there is a constant increase in costs associated with accidents and incidents, third the legal consequences can be felt at all levels if required and finally, the reputational impacts are huge.

The work that will take place in the coming financial year of 2025/26, will build upon the previous years of good work by all the Council's Officers and Members, and will lead to a more informed proactive and positive safety culture.

Health and Safety Policy and Statement

May 2025

Health and Safety Policy and Statement

Oadby and Wigston Borough Council is committed to fostering a proactive and positive **health and safety culture** to prevent injury or harm to all **Officers, Contractors, Members, Visitors, Customers, and any other individuals affected by Council activities**.

This policy provides the framework for continuously improving health and safety management across the Council.

Leadership and Accountability

Health and safety responsibilities start at the highest level of the Council and are embedded throughout the organisation.

- The **Chief Executive Officer (CEO), Senior Leadership Team, and Elected Members** ensure effective health and safety arrangements are in place.
- **Heads of Service and the Corporate Management Team** hold accountability for implementing health and safety measures.
- All **Managers, Team Leaders, Supervisors, Officers (employees), and Elected Members** champion safe practices while maintaining personal accountability.
- Leadership will **actively monitor health and safety performance** through regular audits and reporting mechanisms.

Health and Welfare

The Council is committed to promoting the wellbeing of all employees, including mental health awareness and support.

- We provide all employees with **guidance, information, and access to external support services** where necessary.
- Health and welfare arrangements accommodate the **diverse needs** of Officers.
- A confidential **reporting system** is available for employees to voice concerns regarding their health and wellbeing.

Workplace Environment and Equipment

The Council ensures a safe, healthy, and secure working environment.

- Welfare facilities are accessible to all Officers, Contractors, Members, Volunteers, and Visitors.
- Work equipment is **specified, maintained, and assessed** for suitability, ensuring safe usage.
- Regular **inspections** help maintain a safe workplace environment.

Systems and Procedures

To manage and improve health and safety performance, the Council maintains a structured approach.

- **Safe systems of work** are developed based on **comprehensive risk assessments**.
- **Incident reporting** procedures ensure timely investigation and corrective actions.
- A **formal review process** identifies trends to prevent future incidents from recurring.

Communication and Engagement

Open and honest communication is essential to a strong health and safety culture.

- We ensure **active consultation** with Officers, employee representatives, and Elected Members on all health and safety matters.
- Regular health and safety **briefings and updates** ensure awareness and transparency. All policies and procedures are available to all personnel.



Risk Management

The Council integrates **sensible risk management** into all business decisions and processes.

- **Comprehensive risk assessments** are completed for all activities and tasks.
- Risk elimination is prioritised. Where elimination is not possible, **mitigation strategies** ensure risks remain at an acceptable level.
- **Following incidents, structured review processes** help improve risk controls and prevent recurrence.

Competence and Training

The Council ensures all individuals acting on its behalf are competent to perform their tasks safely.

- Officers, Contractors, Members, and Volunteers **receive appropriate training** before undertaking tasks.
- Visitors are informed of potential hazards and mitigation procedures during their stay.
- **Health and safety training is refreshed periodically**, with competency assessments to ensure effectiveness.

Legal Compliance and Best Practice

The Council complies with all relevant health and safety legislation, including:

- **Health and Safety at Work Act 1974.**
- **Management of Health and Safety at Work Regulations 1999.**
- Other applicable regulatory requirements.

Additionally, the Council collaborates with organisations to **share best practices** and enhance safety measures.

Continuous Improvement and Review

Health and safety performance is **continuously audited and reviewed**, ensuring objectives are achieved within reasonable timeframes.

- The policy undergoes **annual reviews**, or more frequently as required by significant changes to our operations, legal requirements, or following serious incidents.
- Officers are empowered to **halt unsafe work** without repercussions.
- Unsafe acts, conditions, incidents, or accidents must be **immediately reported** for corrective action.

Anne Court

Chief Executive Officer

May 2025

Samia Haq

Leader of the Council

May 2025