



TO COUNCILLOR:

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

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

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

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

Meeting: Policy, Finance & Development Committee
Date & Time: Tuesday, 9 September 2025, 7.00 pm
Venue: Civic Suite 2, Brocks Hill Council Offices, Washbrook Lane, Oadby, Leicester, LE2 5JJ
Contact: Democratic Services
t: (0116) 257 2775
e: democratic.services@oadby-wigston.gov.uk

Yours faithfully

Council Offices
Oadby
01 September 2025

Anne E Court
Chief Executive



Meeting ID: 2912

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/22590-Policy-Finance-Development-Committee>

1. Apologies for Absence

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

2. Appointment of Substitutes

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

3. Declarations of Interest

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

4. Minutes of the Previous Meeting

4 - 7

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

5. Action List Arising from the Previous Meeting

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

6. Petitions and Deputations

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

7. Treasury Management Annual Report (2024/25)

8 - 22

Report of the Finance Manager / Deputy S151 Officer

8. Budget Monitoring (Q1 2025/26)

23 - 39

Report of the Chief Finance Officer / S151 Officer & the Finance Manager / Deputy S151 Officer

9. Exclusion of the Press & Public

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

10. Application to Exercise Pension Discretion (Exempt)

40 - 47

Exempt report of the Chief Finance Officer / S151 Officer

11. Standards & Ethical Indicators (Q1 2025/26)

48 - 58

Report of the Legal & Democratic Services Manager / Monitoring Officer

12. Cemetery and Burial Strategy (2026 - 2036)

To Follow

Report of the Legal Consultant

13. Green Spaces Strategy (2025 - 2035)

To Follow

Report of the Legal Consultant

14. Exclusion of the Press & Public

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

15. Asset Review Update (Exempt)

To Follow

Exempt report of the Legal Consultant

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Agenda Item 4

**MINUTES OF THE MEETING OF THE POLICY, FINANCE & DEVELOPMENT COMMITTEE
HELD AT CIVIC SUITE 2, BROCKS HILL COUNCIL OFFICES, WASHBROOK LANE, OADBY,
LEICESTER, LE2 5JJ ON TUESDAY, 17 JUNE 2025 COMMENCING AT 7.00 PM**

PRESENT

I K Ridley
S S Athwal

Chair
Vice-Chair



Meeting ID: 2887

COUNCILLORS

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

OFFICERS IN ATTENDANCE

D M Gill	Solicitor / Interim Monitoring Officer
E Morgan	Principal Planning Policy Officer
A Thorpe	Head of Built Environment
C Warren	Chief Finance Officer / Section 151 Officer
S Wheeliker	Senior Democratic & Electoral Services Officer

77. APOLOGIES FOR ABSENCE

An apology for absence was received from Councillor J Kaufman.

78. APPOINTMENT OF SUBSTITUTES

Councillor J K Chohan substituted for Councillor J Kaufman.

79. DECLARATIONS OF INTEREST

Councillor G G Hunt declared a non-pecuniary interest with regard to item 9 of the agenda, insofar as he was previously a board member of Design:Midlands.

80. MINUTES OF THE PREVIOUS MEETING

By affirmation of the meeting, it was

RESOLVED THAT:

The minutes of the previous meeting held on 25 March 2025 be taken as read, confirmed and approved.

For 11

Against 0
Abstentions 1

81. ACTION LIST ARISING FROM THE PREVIOUS MEETING

None.

82. PETITIONS AND DEPUTATIONS

None.

83. BUDGET MONITORING (Q4 2024/25)

The Committee gave consideration to the report and appendices (as set out at pages 7 – 25 of the agenda reports pack), which presented the outturn position for the Council at the end of Q4 for the financial year 2024/25.

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

RESOLVED THAT:

- i) The contents of the report and appendices be noted and forwarded on for Full Council to note;**
- ii) The carry forward of slippage as shown in the Capital projects be approved;**
- iii) The carry forward of budgets as shown in the appendices be approved;**
- iv) The percentages to be applied to bad debt provision in the accounts be noted; and**
- v) The minimum HRA Balance to be 15% of Gross Budgeted Income for 2025/26 be noted.**

For 9
Against 0
Abstentions 4

84. SUNDRY DEBTOR AND REVENUES WRITE OFFS (Q1 2025/26)

The Committee gave consideration to the report and appendix (as set out at pages 26 – 30 of the agenda reports pack), which gave an update on the status of debts written off under delegated powers and sought approval for the write off of debts over £10k.

It was moved by the Chair, seconded by Councillor S Z Haq, and

UNANIMOUSLY RESOLVED THAT:

The contents of the report and appendix be noted, and the write offs over £10k be approved.

In accordance with Rule 6.3 of Part 4 of the Constitution, the Chair moved for the order of business to be altered and taken in the order as reflected in the minutes.

By affirmation of the meeting, it was

UNANIMOUSLY RESOLVED THAT:

The order of business be altered, accordingly.

Meeting adjourned at 7:45pm.

85. CONTRACT MANAGEMENT FRAMEWORK

Meeting reconvened at 7:50pm.

The Committee gave consideration to the report and appendix (as set out at pages 104 – 121 of the agenda reports pack), which presented the Council's new Contract Management Framework.

By affirmation of the meeting, it was

UNANIMOUSLY RESOLVED THAT:

The content of the report and appendix be noted.

86. ADOPTION OF DESIGN CODE SUPPLEMENTARY PLANNING DOCUMENT

The Committee gave consideration to the report and appendices (as set out at pages 31 – 103 of the agenda reports pack), which sought approval of the Design Code Supplementary Planning Document.

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

RESOLVED THAT:

The Design Code Supplementary Planning Document (as set out in appendix 1) be approved and adopted.

For 8
Against 0
Abstentions 5

Meeting adjourned at 8:13pm.

Councillor G G Hunt left the meeting at 8:14pm.

87. FORMAL APPROVAL OF THE LOCAL NATURE RECOVERY STRATEGY (LNRS)

Meeting reconvened at 8:16pm.

The Committee gave consideration to the report and appendix (as set out pages 122 – 265 of the agenda reports pack), which sought approval of the Local Nature Recovery Strategy for Leicestershire and Rutland.

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

UNANIMOUSLY RESOLVED THAT:

i) The content of the report and appendix be noted; and

- ii) As a supporting authority The Local Nature Recovery Strategy be approved by the Committee.

88. LOCAL PLAN - LOCAL HOUSING NEED CONSULTATION

The Committee gave consideration to the report and appendices (as set out at pages 266 – 281 of the agenda reports pack), which sought approval for a public consultation on the Local Plan – Local Housing Need.

It was moved by Councillor L A Bentley, seconded by Councillor S Z Haq, and

UNANIMOUSLY RESOLVED THAT:

The Local Plan - Local Housing Need (LHN) be approved for the purposes of public consultation commencing on Friday 20 June 2025, running until Friday 1 August 2025.

89. STANDARDS & ETHICAL INDICATORS (Q4 2024/25)

The Committee gave consideration to the report and appendix (as set out at pages 282 – 292 of the agenda reports pack), which presented the figures for local determination of complaints and ethical indicators for Q4 2024/25.

By affirmation of the meeting, it was

UNANIMOUSLY RESOLVED THAT:

The content of the report and appendix be noted.

THE MEETING CLOSED AT 8.25 pm

Agenda Item 7



**Policy, Finance and
Development
Committee**

**Tuesday, 09
September 2025**

**Matter for
Information**

Report Title: Treasury Management Annual Report (2024/25)

Report Author(s): Simon Ball (Finance Manager / Deputy S151 Officer)

Purpose of Report:	This report details the performance and activities of the authority's treasury management function for the financial year 2024/25.
Report Summary:	Treasury management is defined in the Code of Practice as "the management of the organisation's cash flows, its banking, money market and capital market transactions; the effective control of the risks associated with those activities and the pursuit of optimum performance consistent with those risks".
Recommendation(s):	That the content of the report and appendices be noted.
Senior Leadership, Head of Service, Manager, Officer and Other Contact(s):	Colleen Warren (Chief Finance Officer / S151 Officer) (0116) 257 2759 colleen.warren@oadby-wigston.gov.uk Simon Ball (Finance Manager / Deputy S151 Officer) (0116) 257 2624 simon.ball@oadby-wigston.gov.uk
Corporate Objectives:	Providing Excellent Services (CO3)
Vision and Values:	"A Stronger Borough Together" (Vision) Accountability (V1) Innovation (V4)
Report Implications:-	
Legal:	There are no implications arising from this report.
Financial:	The implications are as set out in this report.
Corporate Risk Management:	Decreasing Financial Resources / Increasing Financial Pressures (CR1) Reputation Damage (CR4) Regulatory Governance (CR6)
Equalities & Equalities Assessment (EA):	There are no implications arising from this report. EA not applicable
Human Rights:	There are no implications arising from this report.
Health and Safety:	There are no implications arising from this report.
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"> • Treasury Policy 2024/25 • Treasury Strategy 2024/25 • Investment Strategy 2024/25
Appendices:	<ol style="list-style-type: none"> 1. List of Investments (1 April 2024 to 31 March 2025) 2. Schedule of Loans (2023/24) 3. Investment Strategy (2023/24 to 2025/26)

1. **Introduction**

- 1.1 Two reports are produced annually on treasury management. The Treasury Management Strategy and Statement is approved by Council prior to the commencement of the financial year, and subsequently, the Treasury Management Annual Report provides Members with a summary of actual activity during the year 2024/25. The report is required to comply with both the "Code of Practice on Treasury Management in Local Government" and the Council's own Treasury Management Policy Statement.
- 1.2 The Code requires the Section 151 Officer to ensure that the treasury management function operates in accordance with treasury management practices adopted by Council. There are no issues of non-compliance with these practices that need be brought to Member's attention.
- 1.3 Under the Prudential Code for Capital Finance, the Council is required to prepare a number of prudential indicators against which treasury management performance is to be measured.
- 1.4 The details of all borrowing and investment transactions for 2024/25, together with the performance of the treasury management function against prudential indicators are given below.

1.5 **Borrowing**

	31/03/2024 Balance	2023/24 Movement	31/03/2025 Balance
TM Summary	£m	£m	£m
Long-term borrowing	16,968,038	1,096,883	15,871,155
Short-term borrowing	19,506,333	0	19,506,333
Total borrowing	36,474,371	1,098,883	35,377,488

- 1.5.1 **Long-Term** - The Authority is able to borrow on a long-term basis from the Public Works Loans Board (PWLb). At the beginning of the year the value of the outstanding loans was £16.968m, comprising £12.076m relating to the HRA, and £4.892m relating to the general fund. £91k of principle was repaid in year, with £1.006m of long-term borrowing reclassified to short term borrowing, as the time to maturity fell under 365 days, and no additional long-term borrowing was undertaken, leaving the balance at £15.871m.

1.5.2 **Short-Term** (Less than 365 days in duration) - There was £18.5m of short-term borrowing undertaken during 2024/25 (2023/24 £18.5m), in lieu of long-term borrowing. £1.006m of long-term borrowing was reclassified to short-term, as the time until maturity fell under 365 days, and £1.006m of previously reclassified long-term borrowing was repaid.

1.5.3 **Cost of Borrowing**

Interest paid on all loans during 24/25 as follows:

Loan £000's	Loan Type	Maturity Date	Interest Rate	Interest £000's
500	Long Term	29/03/2052	4.10	21
4,301	Long Term	30/06/2055	2.66	116
13,082	Long Term	Various	3.21*	420
4,000	Short-Term	12/07/2024	5.60	63
2,000	Short-Term	05/02/2025	5.95	101
5,000	Short-Term	05/02/2025	5.95	253
3,000	Short-Term	30/09/2024	5.60	84
4,500	Short-Term	13/01/2025	5.98	212
3,000	Short-Term	30/09/2025	4.80	72
4,500	Short-Term	15/09/2025	5.45	52
5,000	Short-Term	04/02/2026	5.75	43
2,000	Short-Term	01/12/2025	5.45	16
4,000	Short-Term	29/08/2025	5.80	20
			TOTAL	1,473

* **Average Interest rate for loans**

1.6 **Investments**

During 2023/24, the Council was in a position where it often had temporary cash surpluses to invest. When considering investments the Council must consider the following factors;

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

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

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

Special Interest Bearing Account – This account is held with National Westminster Bank plc. It can be used for deposits up to £5 million and presently pays interest at 1.11%.

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

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

Debt Management Office Deposit Fund – There is no limit to amounts deposited, due to the absolute security of the fund. Amounts are deposited for a maximum of six months.

The total interest received for the year to 31 March 2025 on temporary investments amounted to £194,496 (2023/24 £165,802). A summary of the total amount invested in 2024/25 is given at **Appendix 1**.

1.7 Prudential Indicators

The Local Government Act 2003 requires Councils to comply with the Prudential Code for Capital Finance in Local Authorities when carrying out their budgeting and treasury management activities. Fundamental to this is the calculation of a number of prudential indicators which provide the basis for management and monitoring of borrowing and investments. These indicators were agreed by Council on 22 February 2024.

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

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

	2024/25 Original Estimate £000's	2024/25 Revised Estimate £000's	2024/25 Actuals £000's
Gross Borrowing	36,377	37,377	35,377
Investments	0	0	(1,600)
Net Borrowing 31st March	36,377	37,377	33,777
Total CFR 31st March	42,797	42,097	41,990

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

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

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

the boundary for short times during the year. It should act as a barometer to ensure the authorised limit is not breached;

- **The actual borrowing compared to the Authorised and Operational limits agreed by Council are as follows.**

	2024/25 Original Limit £000's	2024/25 Revised Limit £000's	2024/25 Actual (Max) £000's
Authorised Limit	46,000	46,000	35,377
Operational Boundary	41,000	41,000	35,377

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

	2024/25 Original Estimate %	2024/25 Revised Estimate %	2024/25 Actual %
General Fund	14.2	13.9	12.8
HRA	13.1	11.5	10.8

The above indicator shows that within the General Fund, financing costs are equivalent to 12.8% of the net revenue income. This is lower than the original estimate due to the unbudgeted NNDR pooling income.

In the case of the HRA there is net interest payable which is equivalent to 10.8% of the net revenue income. The decrease is due to the increase in interest receivable attributable to the HRA, and stronger than expected rental income.

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

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

	2024/25 Original Indicators		2024/25 Revised Indicators		2024/25 Actual Maturity Structure %	
	%		%		%	
Fixed Interest Rates Limit	100		100		100	
Variable Interest Rates Limit	100		25		0	
Maturity Structure of Borrowing	Lower	Upper	Lower	Upper	Lower	Upper
Under 12 Months	0	50	0	50	0	55
12 Months to 2 Years	0	50	0	50	0	3
2 Years to 5 Years	0	50	0	50	0	9
5 Years to 10 Years	0	100	0	100	0	14
10 Years & Above	0	100	0	100	0	19

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

Appendix 1

Total investments placed during the period
1 April 2024 to 31 March 2025

	Cumulative No. Of Investments To 31 March	Total Value Invested To 31 March	Average Interest Rate	Average Duration	Interest Earned (Accrued)
	£ 000's	£ 000's	%		£ 000's
British Clearing Banks					
National Westminster Bank PLC	232	94,472	1.38	1 day	1
Local Authorities					
Spellthorne Borough Council	2	2,000	6.00	1 month	10
Cheltenham Borough Council	1	1,000	5.24	1 month	5
Crawley Borough Council	1	1,000	5.00	1 month	5
Government Bodies					
Debt Management Office	137	519,400	4.92	2 days	174
	258	209,630			195

Schedule Of PWLB Loans (HRA Self – Financing Settlement)

Principal (£)	Rate of Interest (%)	Date of Maturity
1,006,333	2.92	28/03/2026
1,006,333	3.01	28/03/2027
1,006,333	3.08	28/03/2028
1,006,333	3.15	28/03/2029
1,006,333	3.21	28/03/2030
1,006,333	3.26	28/03/2031
1,006,333	3.30	28/03/2032
1,006,333	3.34	28/03/2033
1,006,333	3.37	28/03/2034
1,006,333	3.40	28/03/2035
1,006,333	3.42	28/03/2036
1,006,333	3.44	28/03/2037
13,076,002	Total	

Schedule Of PWLB Loans (General Fund)

Principal (£)	Rate of Interest (%)	Date of Maturity
500,000	4.10	29/03/2052
4,301,486	2.66	29/06/2055
4,801,486	Total	

Short Term loans (General Fund)

Principal (£)	Rate of Interest (%)	Date of Maturity
2,000,000	5.45	15/09/2025
5,000,000	5.75	04/02/2026
4,000,000	5.80	29/08/2025
11,000,000	Total	

Short Term loans (HRA)

Principal (£)	Rate of Interest (%)	Date of Maturity
3,000,000	4.80	30/09/2025
2,500,000	5.45	15/09/2025
2,000,000	5.45	01/12/2025
7,500,000	Total	

Appendix 3

INVESTMENTS STRATEGY 2023/24 – 2025/26

1.0 Introduction

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

The objectives of this strategy are to:

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

2.0 Current Investments

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

3.0 Investments: Loans

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

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

The length of time an investment can be place for is specified below under each category of counterparty, normally this will be no longer than 364 days.

Non-Specified Investments are any investment not meeting the definition of a specified investment above. The Authority does not intend to make any investments denominated in foreign currencies, nor any that are defined as capital expenditure by legislation, such as company shares.

Non-specified investments will therefore be limited to long-term investments, i.e. those that are due to mature 12 months or longer from the date of arrangement, and investments with bodies and schemes not meeting the definition on high credit quality.

The Council's Treasury Management Practice note 1 (3) states that 'The Section 151 Officer will be responsible for preparing for the Council a list of institutions in which the Council's funds may be invested. This list will be supported by details of the criteria employed to assess the various credit standings of counterparties'. The following credit ratings will be considered:

- Long-term ratings – these range from the highest rating of AAA to the lowest rating of D. As the title suggests, this indicator reflects the long-term stability of the institution.
- Short-term ratings - These have a time horizon of less than 12 months and therefore place greater emphasis on the liquidity necessary to meet financial commitments in a timely manner. As most of the Council's investments are expected to be for less than 364 days, this is of particular importance. The ratings are F1 (highest credit quality), F2 (good credit quality), F3 (fair credit quality) and B to D (representing various levels of potential default).
- Individual ratings – These range from the highest of A to the lowest of F. This rating is only assigned to banks and attempts to assess how it would be viewed if it were entirely independent and could not rely upon external support.
- Support ratings – These range from 1 to 5 with 1 being the highest. It is a judgement on whether a bank would receive support should this become necessary. It is assumed that any such support would come from the sovereign state or institutional owners.

The Council's counterparty list needs to provide security for the amounts invested whilst containing a sufficient number of institutions with which to place funds. For the purpose of this strategy in respect of Categories 1 and 2 below, only counterparties that meet all of the following criteria will be considered for investment.

- UK banks
- Building societies with asset bases in excess of £6 billion.
- By reference to all three major credit rating agencies (Fitch, Standard and Poor's, Moody's) only those that reach the minimum standard for the lowest agency rating set out.

Category 1

The minimum ratings that will be considered for all agencies are set out below:

Term	Credit Agency		
	Fitch	Moody's	S & P
Short	F1	P1	A1
Long	AA-	AA3	AA-
Individual	C	D	
Support	3		

For any organisation that meets the above criteria, up to £1.5m may be invested at any one time for a maximum duration of 364 days.

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

Category 2

The minimum ratings that will be considered for all agencies are set out below:

Term	Credit Agency		
	Fitch	Moody's	S & P
Short	F1	P1	A1
Long	A	A2	A1
Individual	C	D	
Support	3		

For any organisation that meets the above criteria, up to £1m may be invested at any one time for a maximum duration of maximum duration of 364 days.

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

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

Debt Management Office

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

Public Authorities in England, Scotland and Wales

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

The Council exercises due diligence by assessing the organisation's financial stability. This is achieved by reviewing their credit status, most recent audited financial statements, auditor's report, budget report and current news which is financial in nature. All decisions are signed off the by the Section 151 Officer or the Deputy Section 151 Officer.

Money Market Funds

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

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

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

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

4.0 Policy on the Use of External Service Providers

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

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

5.0 Scheme of Delegation

Full Council

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

Policy, Finance and Development Committee

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

Section 151 Officer

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

6.0 Role of Section 151 Officer

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

7.0 Ethical Investment Strategy

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

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

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

Category 2

Restrictions	
Max Amount £m	1
Duration	364 days
Asset Base (Building Societies Only)	£6 bn

The following institutions will also be classed as Category 2 although they currently may not meet the exact criteria.

Barclays Bank Plc

Lloyds Bank Plc

HSBC Plc

Santander UK Plc

National Westminster Bank Plc

Royal Bank of Scotland Plc

Bank of Scotland Plc

Nationwide Building Society

Debt Management Office

Restrictions	
Max Amount £m	N/A
Duration	6 months

Operated by a National Government Department

Public Authorities in England, Scotland and Wales

Restrictions	
Max Amount £m	5
Duration	3 Years

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

in England, Wales and Scotland

Money Market Funds

Restrictions	
Max Amount £m	1.5
Duration	N/A

Funds must be AAA-rated and operated by a company regulated by the Financial Services Authority. The Section 151 Officer, under delegated powers, will choose the appropriate fund(s).

Agenda Item 8



**Policy, Finance and
Development
Committee**

**Tuesday, 09
September 2025**

**Matter for
Information and
Decision**

Report Title: **Budget Monitoring Report (Q1 2025/26)**

Report Author(s): **Colleen Warren (Chief Finance Officer / S151 Officer)**
Simon Ball (Finance Manager / Deputy S151 Officer)
Aseel Qassim (Senior Finance Business Partner)

Purpose of Report:	To provide the Committee with the forecast Outturn position for the Council for the financial year 2025/26, at the end Quarter 1, April – June.
Report Summary:	<p>The outturn position for the year on the General Fund is a £469k overspend compared to the budget of £7.727m for 2025/26.</p> <p>The outturn for the HRA is an underspend of £62k, compared to the budget of £71k.</p> <p>Spending on the Council's HRA Capital Programme currently shows slippage.</p>
Recommendation(s):	<p>That the Committee:</p> <p>A. Notes the contents of the Quarter 1 report and the Appendices; and</p> <p>B. Approves the carry forward of slippage as shown in the Capital projects.</p>
Senior Leadership, Head of Service, Manager, Officer and Other Contact(s):	<p>Colleen Warren (Chief Financial Officer / S151 Officer) (0116) 257 2759 colleen.warren@oadby-wigston.gov.uk</p> <p>Simon Ball (Finance Manager / Deputy S151 Officer) (0116) 257 2624 simon.ball@oadby-wigston.gov.uk</p>
Strategic Objectives:	Our Council (SO1)
Vision and Values:	"Our Borough - The Place to Be" (Vision) Resourceful & Resilient (V4)
Report Implications: -	
Legal:	There are no implications directly arising from this report.
Financial:	The implications are as set out in this report.
Corporate Risk Management:	Decreasing Financial Resources / Increasing Financial Pressures (CR1) Reputational Damage (CR4) Economy / Regeneration (CR9)
Equalities and Equalities Assessment (EA):	There are no implications directly arising from this report. EA not applicable

Human Rights:	There are no implications directly arising from this report.
Health and Safety:	There are no implications directly arising from this report.
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"> • Senior Leadership Team • Heads of Service • Budget Managers
Background Papers:	<u>2025/26 Revenue Budgets, Medium Term Financial Plan and 2025/26 - 2029/30 Capital Programmes – Full Council February 2025</u>
Appendices:	<ol style="list-style-type: none"> 1. General Fund Variance Detail 2. Housing Revenue Account Variances 3. Statement of Movement on Reserves 4. Capital Programmes (General Fund and HRA) 5. Treasury Management Indicators

1. Introduction

- 1.1 In February 2025, the Council approved its revenue and capital budgets for the general fund and the HRA for the 25/26 Financial year.
- 1.2 This is the Quarter 1 monitoring report for the 2025/26 financial year and this report details the forecast outturn position for the year. Although inflationary pressures have eased since their peak, they are still running over target at present, and there is considerable pressure on the Council's budgets, most notably due to homelessness, and therefore the ability to deliver services within the budget set by Full Council.

2. Summary

- 2.1 This report covers the General Fund Revenue, Housing Revenue Accounts and the Capital Programmes for the current financial year.
- 2.2 Whilst there are still a number of variables, especially this early in the financial year, based on the latest set of assumptions the forecast outturn position at the end of Quarter 1 for 2025/26 is outlined in Table 1.
- 2.3 The Council has made considerable efforts to achieve a balanced out-turn and whilst this has been largely successful the council has seen overspends due to the national homelessness crisis and the cost of the Council providing temporary accommodation to the homeless in our area.

(Continues overleaf)

Table 1

Service	Original Budget 25/26	Forecast 25/26	Variance 25/26
	£	£	£
Senior Leadership Team	378,400	397,070	18,670
Finance & Resources	3,699,711	4,138,065	438,354
The Built Environment	827,014	881,644	54,630
Law & Democracy	555,210	466,456	(88,754)
Community & Wellbeing,	(311,818)	(311,549)	269
Corporate Assets	461,135	410,628	(50,507)
Depot	1,042,410	1,144,429	102,019
Customer Services & Business Transformation	1,075,320	1,069,269	(6,051)
Net Revenue Expenditure	7,727,382	8,196,012	468,630
Financed by:			
Funding	8,050,735	8,348,361	297,626
Earmarked Reserves	(197,000)	(514,239)	(317,239)
General Fund Reserve	(126,353)	361,891	488,244
Total Financing	7,727,382	8,196,012	468,630

2.4 The HRA has seen a reduction in expenditure resulting in a favourable variance of £62k as shown below in Table 2.

Table 2

HRA	Original Budget 25/26	Forecast 25/26	Variance 25/26
	£	£	£
Housing Revenue Account	(4,437,600)	(4,436,952)	1,008
Estate Management	2,161,450	2,151,245	(10,205)
Repairs & Maintenance	1,260,090	1,252,020	(8,070)
Older Persons Service & Community Care	132,900	132,655	(245)
Cleaning	193,160	190,060	(3,100)
Capital Charges	761,400	720,000	(41,400)
Net Revenue Expenditure	71,400	9,388	(62,012)
Financed by:			
Housing Revenue Reserve	71,400	9,388	(62,012)
Earmarked Grants	0	0	0
Total Financing	71,400	9,388	(62,012)

3. General Fund and HRA Balances

- 3.1 The General fund outturn is expected to be a deficit of £362k, as opposed to the £126k surplus that was budgeted for.
- 3.2 The HRA outturn shows a favourable variance, reducing the forecast use of HRA reserves from £71k to £9k in Table 3.

- 3.3 Per item 7.2 of the 2024-25 outturn report, a transfer of £825K from the HRA reserve will be made to an HRA contingency reserve, leaving the HRA reserve at a minimum balance equal to 15% of the budgeted gross income for 2025-26, as is best practise.

Table 3

Balances	Opening Balances 2025/26	Adjustments 2025/26	Forecast Outturn 2025/26	Closing Balances 2025/26
	£	£	£	£
General Fund Balances	(1,540,066)	0	361,891	(1,178,175)
Housing Revenue Account Balances	(1,758,702)	824,669	9,388	(924,645)

4. General Fund Revenue Outturn Position 2025/26

- 4.1 Table 4 below shows the major variances. Detailed analysis of the variances are shown in **Appendix 1**.

Table 4 – Major Variances over £30k

Service Area	Team	Q1 Under/Over spends	Q1 Key reasons for forecast variance
Corporate Assets	Env Development & Operational	(64,309)	Vacancy savings partly offset by the funding for Neighbourhood Services urgent risks programme outlined below.
Depot	Depot	83,011	£10K additional staffing costs due to the restructure of Neighbourhood Services. £60K cost of Neighbourhood Management urgent risks programme. £5K training for two HGV Operator Licences
Finance & Resources	Council Tax	51,879	Hired staff for maternity cover and vacant post
	Housing Benefits	326,052	£287K excess of non-rent rebate paid through homelessness scheme over rebate that can be claimed back, due to temporary accommodation rates exceeding LHA allowable rates. £27K of additional audit fees from 23/24.
	Revenues and Benefits Manager	38,295	£32K interim backfill cost for Head of Revenues & Benefits.
Law & Democracy	Land Charges	(64,421)	Government funding to assist implementation of local land charges.
	Land Charges	57,121	Appropriation of surplus grant for local land charges to reserve, in anticipation of future transition costs.
	Legal and Admin Section	(75,636)	Vacancy savings due to restructure.
	Selective Property Licence Scheme	(55,005)	£101K extra income due to increase in size of scheme, partly offset by £15K for additional post necessitated by increase in size of scheme and £30K reduced recharge due to a reduction in the grant for administration of warm homes scheme

The Built Environment	Homelessness	126,943	Increase in demand for emergency accommodation.
	Forward Planning	161,487	Costs related to new local plan work. To be funded by specific grant received in 24/25
	Forward Planning	(161,487)	Appropriation of 24/25 grant from reserve to fund local plan.
	Development Control	(30,226)	£12K vacancy savings. £16K additional income from planning performance agreements.

4.2 Inflationary pressures continue to affect services across the Council, as noted below-

- Homelessness- as noted in paragraph 2.3
- Utilities, especially electric is still very high; discussions are being held with suppliers to ensure that meter readings are taken, and actual costs are reported.

4.3 Income – The table below details the income as at Quarter 1.

Table 5

	Prior Year Outturn £	Forecast Income 25/26 £	25/26 Budget £	Variance
Law & Democracy				
Environmental Protection	(1,141)	0	0	0
Dog Control Service	(456)	(1,000)	(1,000)	0
Legal and Admin Fees	(19,676)	(25,000)	(25,000)	0
Taxi Licenses	(236,509)	(205,412)	(209,350)	3,938
Other Licences	(22,438)	(10,900)	(10,900)	0
Alcohol and Entertainment Licences	(22,736)	(35,035)	(34,700)	(335)
Gambling Act Licenses	(3,116)	(900)	(900)	0
Selective Property Licence Scheme	(33,530)	(461,000)	(360,000)	(101,000)
The Built Environment				
Planning Application Fees	(165,810)	(273,000)	(273,000)	0
Pre Application advice	(18,598)	(22,500)	(22,500)	0
Corporate Assets				
Allotment Rent	(12,601)	(15,000)	(15,000)	0
Bowls Season Tickets	0	0	0	0
Cricket Pitch	0	0	0	0
Football Rugby	(19,110)	(12,401)	(14,100)	1,699
Pavilion Hire	(37,263)	(24,890)	(24,890)	0
Cemeteries	(150,650)	(150,000)	(150,000)	0
Parking Income	(767,181)	(834,000)	(834,000)	0
Parking Penalties	(51,921)	(11,000)	(11,000)	0
Depot				
White Goods & Special Collections	(30,312)	(28,000)	(28,000)	0
Green Waste	(601,555)	(610,000)	(610,000)	0

5. Business Rates

- 5.1 The only element of the Council Funding that is not fully fixed for the year at budget stage is Business Rates. The table below shows the outturn in respect of Business Rates for 2025/26.

Table 6 – Business Rates 2025/26

	Original Budget 2025/26	Outturn	Variance
	£	£	£
NNDR Income	(5,250,788)	(5,250,788)	0
Tariff	3,885,494	3,885,494	0
Section 31 Grants - Funded Reliefs	(1,353,186)	(1,365,736)	(12,550)
Levy	295,764	308,230	12,466
Renewable energy	(11,456)	(11,456)	0
Previous year's (surplus)/deficit	178,840	178,840	0
Total Financing	(2,255,332)	(2,255,416)	(84)

- 5.2 Due to the complexities of the Collection Fund, it is important to note that the largest element of this position 'NNDR income' is fixed based on the amount forecast at budget setting. Any variance from the actual NNDR income in 2025/26 will impact on the budget in 2026/27, in the form of the surplus/deficit for the previous year. The cumulative deficit at the end of 2024/25, that will impact on the budget in 2025/26 is £660k but this deficit will be split within the pool.

6. Housing Revenue Account (HRA)

- 6.1 For 2025/26 the Councils Housing Revenue Account (HRA) net revenue budget was set with a net contribution from reserves of £71k. As at Q1, it is anticipated that the required contribution will be £9K, leaving the HRA reserve at £1.749m at year end.
- 6.2 The major variances over £30k for the HRA are shown below. Detailed analysis of the variances are shown in **Appendix 2**.

Table 7

Service Area	(Under)/ Overspends	Key reasons for variance
Estates Management	(36,324)	Vacancy savings and reduced hours on various posts.
Capital Charges	(41,400)	Impact of slippage of £870K related to the New Housing Initiatives capital project on short-term borrowing costs.

7. Earmarked Reserves

- 7.1 The Council holds a number of earmarked revenue reserves over both the General Fund and HRA. These reserves are sums set aside for specific purposes and to mitigate against potential

future known or predicted liabilities. A number of these reserves are budgeted for use over the period of the MTFS.

- 7.2 The £350K increase in general fund earmarked reserves over what was budget for 25/26 is due to an increase in the expected receipts under the Extended Producer Responsibility scheme.
- 7.3 The increase in housing revenue earmarked reserves is due to the movement of £825K to a contingency reserve, as reference in 3.3.
- 7.4 Contributions to/from reserves are noted below and detailed analysis of reserves are shown on **Appendix 3**.

Table 8

Reserves	Opening Balance 01/04/25	Increase	Decrease	Closing Balance 31/03/26
	£	£	£	£
General Fund Earmarked Reserves	(691,172)	(855,239)	0	(1,546,411)
General Fund Grants	(1,032,017)	0	341,000	(691,017)
Housing Revenue Reserves	(974,946)	(2,324,669)	1,963,501	(1,336,115)
1-4-1 Housing Reserve	(1,421,450)	(100,000)	1,000,000	(521,450)

8. Capital Programme

- 8.1 The 2025/26 Capital Programme was set at Full Council in February 2025. Table 9 below shows a summary of the 2025/26 capital programme; the full capital programme is shown in **Appendix 4**.
- 8.2 The outturn for the General Fund capital programme is forecast to be £3.347m. No slippage is expected at this point.
- 8.3 The outturn for the HRA capital programme is £2.963m with slippage of £870k due to a delay on the New Housing Initiatives scheme, as further development options are being investigated.
- 8.4 Approval is requested to re-profile the underspent capital budgets for 2024/25 thus increasing capital budgets for 2025/26 by the reported slippage amounts for the General Fund and HRA. Capital spend against the revised budgets will be monitored during 2025/26.

Table 9 – Capital Programme Summary

Fund	Revised Budget	Outturn	Variance to Budget
	2025/26	2025/26	2025/26
	£'000	£'000	£'000
General Fund Schemes			
Vehicle Refurbishment	1,349	1,349	0
Waste Project	580	593	13
Sports Facilities Improvement Programme	524	524	0
UKSPF	81	81	0

Other	830	800	(30)
GF Total	3,364	3,347	(17)
Housing Revenue Account			
New Housing Initiatives	1,871	1,000	(871)
Decarbonisation of Housing Stock	0	0	0
Central Heating	200	200	0
Other	1,764	1,764	0
HRA Scheme Total	3,835	2,964	(871)
Total	7,199	6,311	(888)

Details of the Capital Programme financing are included in **Appendix 4**.

9. Treasury Management as at Quarter 1

- 9.1 The report includes an update on Treasury Management activities to 30 June 2025. This is required to comply with both the "Code of Practice on Treasury Management in Local Government" and the Council's own Treasury Management Policy Statement.
- 9.2 The Code requires the Section 151 Officer to ensure that the treasury management function operates in accordance with treasury management practices adopted by Council. There are no issues of non-compliance with these practices that need be brought to Member's attention.
- 9.3 As of 30 June 2025, the total debt portfolio of the Council (including HRA debt) was £35.331m offset by investments of £5.0m, resulting in an overall net debt position of £30.331m.

Table 10

External Borrowing	As At 31/03/25 £m	As At 30/06/25 £m
Fixed Rate PWLB	16,877	16,831
Other Local Authorities	18,500	18,500
Total Gross External Debt	35,377	35,331
Investments	(1,600)	(5,000)
Total Net External Debt	33,777	30,331

- 9.4 The total accrued interest received to 31 March 2025 on temporary investments amounted to £48,106 (2024/25 £165,802). A summary of the total amount invested in 2025/26 to date is given at **Appendix 5.1**.
- 9.5 **Prudential Indicators**
The Local Government Act 2003 requires Councils to comply with the Prudential Code for Capital Finance in Local Authorities when carrying out their budgeting and treasury management activities. Fundamental to this is the calculation of a number of prudential indicators which provide the basis for management and monitoring of borrowing and investments. These indicators were agreed by Council on 20 February 2025. An update on the indicators is provided at **Appendix 5.2**.

Service Area	Cost Centre	Q1 Forecast Variations Above £5K	Q1 Reason for Forecast Variance
Community & Wellbeing	Other Variances Less than £5K	269	
Corporate Assets	Blaby Road Park	(12,028)	Additional income due to pending lease hire agreement
	Cemeteries	11,062	Additional staffing costs for sick leave cover.
	Grounds Maintenance Holding Ac	21,878	Additional staff to provide seasonal cover.
	Grounds Maintenance Holding Ac	(18,000)	Reduction in floral displays agreed by SLT 03-03-25. Town centre displays to be funded by UKSPF.
	Env Development & Operational	(66,607)	Vacancy savings due to restructures.
	Brocks Hill Council Offices	(13,080)	Savings on staffing.
	Other Variances Less than £5K	26,267	
Customer Services	Information and PR	22,678	New Communications officer post funded by grant, partly offset by paternity savings and reduction in staff hours.
	Information and PR	(28,125)	Food Waste grant to cover Communications & Events Officer post.
	Personnel Section	(6,192)	Vacancy savings
	Customer Services	7,021	Project Support Officer funded from savings in Corporate Assets, due to secondment of Technical Officer to Corporate Assets
	Customer Services Improvement	22,208	Additional Administrative post funded from grant and cost of honorarium for covering vacant posts.
	Customer Services Improvement	(19,710)	Extended Producer Responsibility grant to fund Administrative Officer
	Other Variances Less than £5K	(3,931)	
Depot	Refuse Collection	6,999	Additional cost of Refuse Driver.
	Recycling	15,220	Forecast increased based on Easter and May bank holidays
	Garden Waste Collection	(16,000)	Travelling allowance from LCC for additional costs of transporting garden waste to new location.
	Mechanics Workshop	(7,462)	£37K saving on fleet manager post, £3k increase on existing mechanic's post, £27K for additional mechanic.
	Depot	10,404	Cost of overlap between Depot Manager post and Neighbourhood Operations Manager post.
	Depot	5,000	2x training for HGV Operator Licences
	Depot	60,000	Cost of Neighbourhood Service urgent works programme. To be funded from savings from the Corporate Assets restructure.
	Other Variances Less than £5K	27,858	
Finance & Resources	Corporate Management	6,955	Increase in ill-health liability insurance
	Corporate Management non Fin	10,000	Increase in general insurance policy
	Council Tax	(6,252)	Vacancy savings on Council Tax Officer post
	Council Tax	47,732	Maternity cover & additional capacity costs
	Council Tax	6,000	Increase in postage costs. Possible that they may decrease with new CFH contract.
	Housing Benefits	11,819	Additional cost of maternity cover.
	Housing Benefits	26,890	23/24 housing benefit audit costs
	Housing Benefits	370,000	Additional non-tenant rent rebate due to homelessness
	Housing Benefits	(83,500)	Additional non-tenant rent rebate grant
	Finance	(54,048)	Savings from Finance Manager post, vacancy savings on Finance Business Partner post.
	Finance	29,605	Cover for vacant Finance Business Partner post & year-end assistance.
	Revenues and Benefits Manager	(10,837)	Vacancy savings on Revenues & Benefits Manager
	Revenues and Benefits Manager	32,632	Cost of interim Revenues & Benefits Manager
	Revenues and Benefits Manager	16,500	Increase in printing and postage costs for Council Tax billing
	Other Variances Less than £5K	34,860	

Service Area	Cost Centre	Q1 Forecast Variations Above £5K	Q1 Reason for Forecast Variance
Law & Democracy	Env Health Admin/Enforcement	16,024	Additional post - Senior Environmental Health Officer funded from Selective Licensing additional income.
	Local Land Charges	7,300	Additional costs from Blaby for implementation of local land charges transition funded through New burdens grant
	Local Land Charges	(64,421)	Government funding to assist implementation of local land charges
	Local Land Charges	57,121	Appropriation of surplus grant for local land charges to reserve, in anticipation of future transition costs.
	Democratic Representation & Mgt	5,988	Honorarium for new Monitoring Officer
	Legal and Admin Section	(74,086)	Vacancy savings due to restructure
	Selective Property Licence Sch	14,515	Additional temporary staff due to the increase in the Selective Licensing Scheme.
	Selective Property Licence Sch	(101,000)	£101K extra income due to increase in size of scheme.
	Selective Property Licence Sch	31,480	Reduction in Admin grant funding from the Warm Homes grant
	Licensing Section	9,828	Additional staffing costs.
	Other Variances Less than £5K	8,496	
SLT	COVID-19 External	10,000	Cancellation of outstanding sales ledger on instruction of BEIS
	Senior Management Team	8,670	Secretarial support for maternity cover
	Other Variances Less than £5K	0	
The Built Environment	Homelessness	22,023	Additional Homelessness Prevention Officer, expectation that intervention measures will reduce demand for rehousing, and therefore reduce cost of emergency accommodation
	Homelessness	100,000	Based on Q1 demand, huge increase in number of applications to date received in June. Cost drivers primarily due to S21 evictions (mostly families).
	Development Control	(12,251)	Vacancy savings
	Development Control	(15,625)	Planning Performance Agreements (PPA) income not budgeted for
	Forward Planning	10,000	Training for Graduate Development Control Officer - funded by grant
	Forward Planning	161,487	Local Plan expenditure - funded from Local Plan reserve
	Forward Planning	(32,302)	Pathways to Planning grant - graduate planning officer scheme
	Forward Planning	(161,487)	Funding for Local Plan from Reserve
	General Fund Cleaning	(16,596)	Vacancy savings & reduced hours.
	Other Variances Less than £5K	(619)	
	TOTAL	468,630	

Housing Revenue Account Variances

Cost Centre	Under/ Over spends	Key reasons for forecast variance
General Repairs	(8,070)	Vacancy Savings
Churchill Close older Persons	(137)	Minor saving on legionella testing
Marriott House Older Person	(107)	Minor saving on legionella testing
Housing Revenue Account	1,008	Service charge for leasehold property unbudgeted.
Estates Management	(10,205)	£36K vacancy savings. £20K increase in pension lump sum attributable to HRA due to bringing cleaning in-house. £5K inflationary increases on software and subscriptions being greater than budgeted.
HRA Cleaning	(3,100)	Vacancy savings
Capital Charges	(41,400)	Impact of slippage of £870K related to the New Housing Initiatives capital project on short-term borrowing costs.

Statement of Movement on Reserves

	Opening Balance at 1st April 2025	Corrections to 2024/25	Revised Balance	Additions in 2024/25	Useage in 2024/25	Closing Balance as at 31 March 2025
	£					
<u>General Fund Earmarked Reserves</u>						
Contingency Reserve	(139,207)		(139,207)			(139,207)
Budget C/F Reserve	(50,613)		(50,613)			(50,613)
Land Valuation Reserve	(1,000)		(1,000)			(1,000)
Local Elections Reserve	(17,500)		(17,500)			(17,500)
GF Cost Of Living Reserve	(41,738)		(41,738)			(41,738)
Lottery Reserve	(11,708)		(11,708)			(11,708)
Local Plan Reserve	(429,406)		(429,406)			(429,406)
EPR Reserve	0		0	(855,239)		(855,239)
Total GF	(691,172)	0	(691,172)	(855,239)	0	(1,546,411)
<u>General Fund Grants</u>						
Collection Fund Reserve	0		0			0
Business Rates Retention Reserve	(382,358)		(382,358)		306,000	(76,358)
Earmarked Revenue Grants Reserve	(235,751)		(235,751)			(235,751)
Grounds Maintenance Reserve Balance	(413,907)		(413,907)		35,000	(378,907)
Total GF Grants	(1,032,017)	0	(1,032,017)	0	341,000	(691,017)
<u>General Fund Reserve</u>	(1,540,066)		(1,540,066)	0	361,891	(1,178,175)
<u>Total General Fund Revenue Reserves</u>	(3,263,255)	0	(3,263,255)	(855,239)	702,891	(3,415,604)
<u>General Fund Capital Receipts Reserve</u>	(358,762)	0	(358,762)	(4,450,000)	1,837,914	(2,970,848)
<u>HRA Revenue Reserves</u>						
Major Repairs Reserve Balance	(555,003)		(555,003)	(1,500,000)	1,963,501	(91,503)
HRA Contingency Reserve	0		0	(824,669)		(824,669)
Regeneration Reserve	(361,443)		(361,443)			(361,443)
Budgets Carried Forward HRA Reserve Balance	(8,500)		(8,500)			(8,500)
HRA Cost Of Living Reserve	(50,000)		(50,000)			(50,000)
Total HRA	(974,946)	0	(974,946)	(2,324,669)	1,963,501	(1,336,115)
<u>HRA Reserve</u>	(1,758,702)		(1,758,702)	824,669	9,388	(924,645)
<u>Total HRA</u>	(2,733,648)	0	(2,733,648)	(1,500,000)	1,972,889	(2,260,759)
<u>HRA Capital Reserves</u>						
1-4-1 Housing Reserve	(1,421,450)	0	(1,421,450)	(100,000)	1,000,000	(521,450)

Project Code Reference	Scheme	Budget Holder	Responsible Person	2025-26 Proposals	2024-25 Budgeted C/F	2025-26 Approved Budget	2024-25 Final C/F	Additions/Remov als/Transfers	2025-26 Total Budget	Actual to 30th June 2025	Variance to Budget	Forecast	Variance to Forecast	Comments
	Funding Available B/F Estimated Additions In Year			£	£	£	£	£	£	£				
	Total Funding Available													
	Housing Revenue Account													
50029	New Housing Initiatives	Chris Eyre	Chris Eyre	0	1,772,499	1,772,499	(23,020)	121,208	1,870,687	1,438	(1,869,249)	1,000,000	(870,687)	We are currently in the process of using our LAHF funding to purchase four properties. Future plans still under development.
	New Housing Initiatives - Subtotal			0	1,772,499	1,772,499	(23,020)	121,208	1,870,687	1,438	(1,869,249)	1,000,000	(870,687)	
50050	Decarbonisation of Housing Stock	Chris Eyre	Chris Eyre	0	198,453	198,453	(101,559)	(96,894)	0	0	0	0	0	
50003	Central Heating	Chris Eyre	James Waterton/ Darren Bates	0	0	0	(58,906)	258,906	200,000	197,282	(2,718)	200,000	0	Planned replacement programme of up to 80 boilers as they come to the end of their useful life.
50006	Front & Rear Doors	Chris Eyre	James Waterton/ Darren Bates	0	125,000	125,000	1,264	223,736	350,000	260,885	(89,115)	350,000	0	Door replacement programme for 5 blocks - Chartwell and Churchill Close.
50009	Fire Safety Marriott House	Chris Eyre	James Waterton/ Darren Bates	0	0	0	(12,077)	12,077	0	0	(0)	0	0	
50016	Decent Homes Work	Chris Eyre	James Waterton/ Darren Bates	1,500,000	0	1,500,000	(59,358)	(1,190,642)	250,000	0	(250,000)	250,000	0	This will be used on bringing void properties up to decent homes standards which will enable us to let properties. E.g. kitchens & bathroom replacements etc.
50017	Major Adaptations	Chris Eyre	James Waterton/ Darren Bates	0	0	0	91,482	108,518	200,000	111,506	(88,494)	200,000	0	This is for work generated by an occupational therapist referral making recommendations for stairlifts, level access showers etc.
50019	Fire Safety	Chris Eyre	James Waterton/ Darren Bates	0	0	0	296,294	103,706	400,000	103,211	(296,789)	400,000	0	Compliance work to communal schemes and blocks to implement remedial works identified in the fire risk assessments.
50024	Ventilation Insulation	Chris Eyre	James Waterton/ Darren Bates	0	0	0	(13,394)	13,394	0	0	(0)	0	0	
50041	Stock Condition Survey	Chris Eyre	Chris Eyre	0	0	0	130,000	(130,000)	0	0	(0)	0	0	
50046	Kitchen Replacements Decent Homes, incl Bathrooms	Chris Eyre	James Waterton/ Darren Bates	0	0	0	(12,490)	12,490	0	0	0	0	0	
50047	Housing Block Improvements	Chris Eyre	Chris Eyre	0	0	0	0	400,000	400,000	0	(400,000)	400,000	0	Door entry systems, communal bins, bin stores.
	Capitalisation of Salaries			0	0	0	0	163,500	163,500	0	(163,500)	163,500	0	Capitalisation of salary for work on capital projects. Income line incorporated into revenue budgets.
	HRA Other Subtotal			1,500,000	125,000	1,625,000	362,815	(24,315)	1,963,501	672,883	(1,290,617)	1,963,501	0	
	Total - HRA			1,500,000	2,095,952	3,595,952	238,236	0	3,834,188	674,322	(3,159,866)	2,963,501	(870,687)	
	General Fund													
54108	Torro Triple Mower rep 77032	Ben Wilson		0	0	0	0	50,125	50,125	50,125	0	50,125	0	Vehicle now delivered
54128	Ride on Mower Cemeteries	Ben Wilson		0	0	0	0	10,692	10,692	10,692	0	10,692	0	Vehicle now delivered
54133	Replacement RCV	Ben Wilson	Brian Kew	0	0	0	0	503,596	503,596	503,596	0	503,596	0	Both vehicles now delivered
54162	Vehicle Refurbishment	Ben Wilson	Brian Kew / Jon Faulconbridge	1,035,000	129,199	1,164,199	42,290	(819,794)	386,695	0	(386,695)	386,695	0	To fund three RCV refurbishments and the purchase of a new 7.5T litter bin truck.
54174	Cemetery Rear Tipper	Ben Wilson		0	0	0	22,000	0	22,000	0	(22,000)	22,000	0	To be replaced before the end of the financial year.
54175	SCARAB Merlin 62 Road Sweeper	Ben Wilson		0	0	0	0	169,381	169,381	169,381	0	169,381	0	Awaiting delivery
54176	KARCHER MC250 Road Sweeper	Ben Wilson		0	0	0	0	86,000	86,000	86,000	0	86,000	0	Vehicle now delivered
	Replacement of Grounds Maintenance Dennis bowling green mower	Ben Wilson		0	0	0	15,000	0	15,000	0	(15,000)	15,000	0	To be replaced before the end of the financial year.
	Replacement of Grounds Maintenance Vehicle FE09 XOT	Ben Wilson		0	0	0	37,000	0	37,000	0	(37,000)	37,000	0	To be replaced before the end of the financial year.
	Replacement of Grounds Maintenance Vehicle FG12 MVN	Ben Wilson		0	0	0	44,000	0	44,000	0	(44,000)	44,000	0	To be replaced before the end of the financial year.
	Replacement of cemeteries vehicles- Mower trailer	Ben Wilson		0	0	0	25,000	0	25,000	0	(25,000)	25,000	0	To be replaced before the end of the financial year.
	Vehicle Refurbishment Subtotal			1,035,000	129,199	1,164,199	185,290	0	1,349,489	819,794	(529,695)	1,349,489	0	
54173	Food Waste Project	Ben Wilson		0	0	0	0	579,690	579,690	592,738	13,048	592,738	13,048	
	Food Waste Project Subtotal			0	0	0	0	579,690	579,690	592,738	13,048	592,738	13,048	
54522	New Facility at Uplands Park	Ben Wilson		0	0	0	134,363	149,893	284,256	0	(284,256)	284,256	(0)	Construction of new tennis courts at Uplands in September, infrastructure, disabled parking, & bike stores. £40K funded by Lawn Tennis Association
54579	Willow Park Skate Park	Ben Wilson		0	0	0	0	11,982	11,982	11,982	0	11,982	0	New half-pipe installed.
	Cricknet Nets at Uplands Park	Ben Wilson		0	40,000	40,000	0	20,000	60,000	0	(60,000)	60,000	0	Upgrade of cricket squares commences in August
	Residue of reassigned sports budgets	Ben Wilson		0	310,000	310,000	0	(141,875)	168,125	0	(168,125)	168,125	0	Projects to be developed for residue of budget.
	Sports Facilities Improvement Programme Subtotal			0	350,000	350,000	134,363	40,000	524,363	11,982	(512,381)	524,363	(0)	
53916	UKSPF Play Area	Trish Hatton	Tom Maccabe	81,000	0	81,000	0	0	81,000	0	(81,000)	81,000	0	Exploring opportunities to get external funding to deliver better play facilities.
	UK Shared Prosperity Fund Subtotal			81,000	0	81,000	0	0	81,000	0	(81,000)	81,000	0	
54003	Brocks Hill Drainage	Ben Wilson		30,000	0	30,000	0	11,400	41,400	546	(40,854)	41,400	0	Report received. Compiling improvement plan. Exact works to be determined.
54010	Play Area Refurbishments	Ben Wilson		0	0	0	0	0	0	1,199	1,199	1,199	1,199	Maintenance work - does not currently meet threshold for capitalisation
54017	Christmas Decoration Infrastructure	Adrian Thorpe	Mark Hryniw	7,500	0	7,500	0	0	7,500	0	(7,500)	7,500	0	Full spend expected
54094	Website accessibility	Trish Hatton	Robert Helliwell	0	0	0	5,000	(5,000)	0	0	0	0	0	Obsolete project - budget not required.
54147	Recycling Wheelie Bins	Ben Wilson	Brian Kew	0	0	0	0	0	0	12,593	12,593	12,593	12,593	Additional wheelie bins.
54151	Air Quality Monitoring	Ben Wilson	Jon Wells	0	0	0	0	39,805	39,805	39,805	0	39,805	0	Expecting installation of monitoring equipment by end of September. Funded by S106 for Welford Road development
54159	Pay & Display Scheme	Ben Wilson		0	0	0	0	0	0	8,000	8,000	8,000	8,000	Software updates for pay & display machines
54169	Waste Transformation	Ben Wilson		0	0	0	0	0	0	32,948	32,948	0	0	Software licences for InCab Smart Suite - move to revenue
54177	Allotment Improvement Works	Ben Wilson		0	0	0	0	115,000	115,000	4	(114,996)	115,000	0	Allotment refurbishment work - to be funded from allotment-specific S106 from Stoughton Park development
54576	Repairs to play area surface various play areas	Ben Wilson		0	0	0	9,510	35,000	44,510	59,615	15,105	59,615	15,105	Overspend to be funded from grounds maintenance reserve
54592	Brocks Hill Barn Portacabin	Ben Wilson		0	0	0	18,000	0	18,000	17,685	(315)	17,685	(315)	Project complete.
54594	Wigston Cemetery Mess Room	Ben Wilson		0	0	0	15,000	0	15,000	11,780	(3,220)	15,000	0	Project complete.
54595	Parklands Photovoltaics	Ben Wilson	Tom Maccabe	0	0	0	0	156,704	156,704	163,586	6,882	163,586	6,882	Work underway. Expect to complete in August
56003	Customer Services	Trish Hatton		0	0	0	0	0	0	(146)	(146)	(146)	(146)	Obsolete PO
56010	IT replacements	Trish Hatton	Ravinder Gill	66,000	0	66,000	0	3,560	69,560	4,717	(64,843)	69,560	0	Laptop refresh: IT have purchased new laptops and we are currently working through SLT. So far 3 SLT members have new laptop with the rest booked in for this week. The plan is then to move onto urgent CMT users where a few have been identified.
56027	41 Canal St CPO	Colleen Warren	Colleen Warren / Sam Ball	0	0	0	0	0	0	5,433	5,433	5,433	5,433	Costs related to claim on proceeds of CPO sale. To be netted off ultimate receipt.
56055	Document Management System Software	Trish Hatton		0	0	0	6,454	0	6,454	0	(6,454)	6,454	0	
56072	South Wigston Shop Fronts	Adrian Thorpe	Mark Hryniw	0	1,992	1,992	(1,992)	0	0	0	0	0	0	Project completed last year
56085	New Council Offices	Adrian Thorpe		10,000	0	10,000	5,277	0	15,277	5,972	(9,305)	15,277	(0)	Standing budget for capital maintenance at Brocks Hill.
56092	Laptop Renewal	Ben Wilson	Ravinder Gill	0	0	0	3,560	(3,560)	0	0	0	0	0	Residual budget. Merge with IT replacements.
56101	Sale of Bushloe House	Ben Wilson		0	0	0	0	0	0	820	820	820	820	To be netted off proceeds of sale as cost of disposal.
56102	Webpay 2 Implementation	Colleen Warren		26,000	0	26,000	(8,000)	0	18,000	18,000	0	18,000	0	Upgrade now complete.
56103	Server Host Refresh	Ben Wilson	Ravinder Gill	0	0	0	0	39,966	39,966	39,966	0	39,966	0	The new hardware has been built and is currently on site at Brocks Hill. The migration process has been booked in for the WC 25th Aug and will finish on the 1st Sept.
	Invest to Save	Ben Wilson		0	212,589	212,589	(80,365)	(39,966)	92,258	0	(92,258)	92,258	(0)	Costs of Service Transformation Officer and other potential flexible uses of capital receipts
	Finance System Upgrade	Colleen Warren	Simon Ball	0	80,000	80,000	0	0	80,000	0	(80,000)	0	(80,000)	Necessity of upgrade being examined in the light of local government devolution
	Building Work, Parklands Leisure Centre	Ben Wilson	Tom Maccabe	70,500	0	70,500	0	0	70,500	0	(70,500)	70,500	0	Quotes for work being obtained. Aim to be completed by Mar 26.
	GF Other Subtotal			210,000	294,581	504,581	(27,556)	352,909	829,934	422,523	(407,412)	799,504	(30,430)	
	Total - General Fund			1,326,000	773,780	2,099,780	292,097	972,599	3,364,477	1,847,037	(1,517,440)	3,347,095	(17,382)	
	PLANNED EXPENDITURE GRAND TOTAL			2,826,000	2,869,732	5,695,732	530,333	972,599	7,198,664	2,521,359	(4,677,306)	6,310,595	(888,069)	

Appendix 5

Appendix 5.1

Treasury Management

Total investments placed during the period
1 April 2025 to 30 June 2025

	Cumulative No. Of Investments To 30 June	Total Value Invested To 30 June	Average Interest Rate	Average Duration	Interest Earned (Accrued)
		£ 000's	%		£ 000's
British Clearing Banks					
National Westminster Bank PLC	61	25,280	1.16	1 day	1
Government Bodies					
Debt Management Office	37	165,900	4.30	2 days	47
Total					48

Appendix 5.2

Prudential Indicators

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

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

	2025/26 Original Estimate At Year End £000's	2025/26 Revised Estimate At Year End £000's
Gross Borrowing	34,778	34,778
Investments	0	0
Net Borrowing 31st March	34,778	34,778
Total CFR 31st March	41,761	41,761

The Section 151 Officer reports that the Council is expected to comply with the requirement to keep borrowing below the relevant CFR in 2025/26 and no difficulties are foreseen for the current or future years.

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

	2025/26 Original Limit £000's	2025/26 Revised Limit £000's
Authorised Limit	46,000	46,000
Operational Boundary	41,000	41,000

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

	2025/26 Original Estimate %	2025/26 Revised Estimate %
General Fund	13.1	13.1
HRA	13.0	12.3

The above indicator shows that within the General Fund, financing costs were originally expected to be 13.1% of the net revenue income. This remains unchanged at Q1.

In the case of the HRA there is net interest payable which was expected to be 13.0% of the net revenue income. This is now estimated at 12.3% due to the slippage of £870K of capital expenditure for new housing, which has reduced the need for short-term borrowing.

- 4. Limits on Activity** – The following indicators constrain the activity of the treasury function to within certain limits, thereby reducing the risk of an adverse movement in interest rates impacting negatively on the Council's overall financial position.
- **Upper Limits on Variable Rate Exposure** – This indicator identifies a maximum limit for variable interest rates;
 - **Maturity Structures of Borrowing** – These gross limits are set to reduce the Council's exposure to large fixed rate sums falling due for refinancing;
 - **Total Principal Funds Invested** – This limit is set to reduce the need for early sale of investments and is based on the availability of investments after each year-end.

	2025/26 Original Indicators		2025/26 Revised Indicators		2025/26 Actual Maturity Structure	
	%		%		%	
Fixed Interest Rates Limit	100		100		100	
Variable Interest Rates Limit	100		25		0	
Maturity Structure of Borrowing	Lower	Upper	Lower	Upper	Lower	Upper
Under 12 Months	0	50	0	50	0	55
12 Months to 2 Years	0	50	0	50	0	3
2 Years to 5 Years	0	50	0	50	0	9
5 Years to 10 Years	0	100	0	100	0	14
10 Years & Above	0	100	0	100	0	19
Total						100

While the Council is currently exceeding the limit for borrowing under 12 months, this is expected to be temporary. New long-term borrowing had been planned towards the end of 24/25, but capital slippage negated the need for it. It is expected that £2M of PWLB borrowing will be undertaken during 25/26.

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

Agenda Item 10

By virtue of paragraph(s) 1,3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

(Document is Restricted)

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Agenda Item 11



Policy, Finance and Development Committee	Tuesday, 09 September 2025	Matter for Information
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Report Title: Standards & Ethical Indicators (Q1 2025/26)

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

Purpose of Report:	To receive the figures for local determination of complaints and ethical indicators for Q1 2025-26.
Report Summary:	The report provides information in relation to Member Complaints, Corporate and Ombudsman Complaints, Freedom of Information Requests and Anti-Social Behaviour Reports and Resolutions.
Recommendation(s):	That the content of the report and appendix be noted.
Senior Leadership, Head of Service, Manager, Officer and Other Contact(s):	Colleen Warren (Chief Finance Officer / Section 151 Officer) (0116) 257 2642 colleen.warren@oadby-wigston.gov.uk Samuel Ball (Legal & Democratic Services Manager / Monitoring Officer) (0116) 257 2643 samuel.ball@oadby-wigston.gov.uk
Strategic Objectives:	Our Communities (SO2) Our Council (SO1)
Vision and Values:	Customer & Community Focused (V1)
Report Implications:-	
Legal:	There are no implications arising from this report.
Financial:	There are no implications arising from this report.
Corporate Risk Management:	Political Dynamics (CR3) Reputation Damage (CR4) Regulatory Governance (CR6)
Equalities and Equalities Assessment (EA):	There are no implications arising from this report. EA not applicable.
Human Rights:	There are no implications arising from this report.
Health and Safety:	There are no implications arising from this report.
Statutory Officers' Comments:-	
Head of Paid Service:	The report is satisfactory.
Chief Finance Officer:	The report is satisfactory.
Monitoring Officer:	As the author, the report is satisfactory.

Consultees:	None.
Background Papers:	None.
Appendices:	1. Standards & Ethical Indicators (Q1 2025/26)

1. Information

- 1.1. Regular reporting about the Council's activities under the Regulation of Investigatory Powers Act 2000 is a statutory requirement under the oversight regime of the Investigatory Powers Commissioner. This report to Members covers Q1 of 2025/26.
- 1.2. The report also contains other matters which Officers considered would be of interest to Members, including the number and disposal of Member Complaints, the number of Corporate and Ombudsman complaints, the number of Freedom of Information requests and the number of anti-social behaviour reports and resolutions.
- 1.3. The Q1 report for 2025/26 is attached at **Appendix 1** for Members' information.



OADBY AND WIGSTON BOROUGH COUNCIL

STANDARDS AND ETHICAL INDICATORS

QUARTER 1 REPORT

2025/2026

1. Introduction

This is the quarterly report to the Policy Finance and Development Committee detailing both the figures for the Ethical Indicators and the figures for the Local Determination of Complaints process for 2025/2026.

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

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

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

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

2. Part 1 – Local Determination of Complaints

The Monitoring Officer received 0 complaints in Quarter 1 of 2025/2026.

2.1 Source of Complaint

Not applicable.

2.2 Assessment Sub-committee Decisions

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

2.3 Timeliness of Decision

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

2.4 Review Requests

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

2.5 Subsequent Referrals

None

2.6 Outcome of Investigations

No formal investigations were concluded in this period.

2.7 Parts of the Code Breached

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

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

Not applicable.

Ref	Performance Indicator Description	Officer responsible for providing information	Q1		Q2		Q3		Q4	
			2024/2025	2025/2026	2024/2025	2025/2026	2024/2025	2025/2026	2024/2025	2025/2026
LG1	Objections to the Council's Accounts	Head of Finance	0	0	0		0		0	
LG2	Follow up Action relating to breaches of the Member/Officer Protocol (Members)	Monitoring Officer	0	0	0		0		0	
LG3	Disciplinary Action relating to breaches of the Member / Officer Protocol (Staff)	HR Manager	0	0	0		0		0	
LG4	Number of Whistle Blowing Incidents Reported	Monitoring Officer	0	0	0		0		0	
LG5	No. of Recommendations made to improve Governance Procedures/Policies		0	0	0		0		0	
LG6	No. of Recommendations Implemented		0	0	0		0		0	

Corporate Complaints

Ref	Performance Indicator Description	Officer responsible for providing information	Q1		Q2		Q3		Q4	
			2024/2025	2025/2026	2024/2025	2025/2026	2024/2025	2025/2026	2024/2025	2025/2026
LG7	No. Corporate Complaints received	Policy, Compliance, and Data Protection Officer	57	20	60 (38 dealt with as early resolution, 22 were stage 1)		11		67	
	No. Corporate Complaints escalated to L2		4	2	7		6		2	
	No. Corporate Complaints escalated to Ombudsman		0	0	3		1		1	
LG7a	No. Corporate Complaints Resolved at L1		53	18	15		5		65	
	No. Corporate Complaints Resolved at L2		4	2	7		6		2	
LG7b	No. Corporate Complaints where compensation paid		0	0	4		1		1	
	Service Area		Council Tax	NA	Corporate assets, Waste, Housing		Housing		Housing	
LG8	No. Ombudsman complaints received		0	0	3		1		1	
	Service Area		N/A		Housing, Corporate assets		Housing		Housing	
LG8a	No. Ombudsman complaints resolved		N/A	0	0		1		1	
LG8b	No. Ombudsman complaints not yet determined by the Ombudsman		0	1	3		1		3	
LG8c	No. Ombudsman complaints where compensation paid		0	0	0		1		1	

Freedom of Information Act Indicators

Ref	Performance Indicator Description	Officer responsible for providing information	Q1		Q2		Q3		Q4	
			2024/2025	2025/2026	2024/2025	2025/2026	2024/2025	2025/2026	2024/2025	2025/2026
LG9a	No. of FOI Requests Compliant	Policy, Compliance, and Data Protection Officer	154	190	143		169		202	
LG9b	No. of Non-compliant FOI Requests		41	3	24		9		7	
LG9c	No. of FOI Requests still open and within the 20 working days		0	0	0		9		0	
LG9d	No. of FOI Requests withheld due to exemptions/fees applied		0	0	3		0		8	

Regulation of Investigatory Powers Act Indicators

Ref.	Performance Indicator Description	Officer Responsible for Providing Information	Q1		Q2		Q3		Q4	
			2024/2025	2025/2026	2024/2025	2025/2026	2024/2025	2025/2026	2024/2025	2025/2026
LG10	No. of Directed Surveillance Authorisations granted during the quarter	Monitoring Officer	0	0	0		0		0	
LG10a	No. in force at the end of the quarter		0	0	0		0		0	
LG10b	No. of CHIS recruited during the quarter		0	0	0		0		0	
LG10c	No. ceased to be used during the quarter		0	0	0		0		0	
LG10d	No. active at the end of the quarter		0	0	0		0		0	
LG10e	No. of breaches (particularly unauthorised surveillance)		0	0	0		0		0	
LG10f	No. of applications submitted to obtain communications data which were rejected		0	0	0		0		0	
LG10g	No. of Notices requiring disclosure of communications data		0	0	0		0		0	
LG10h	No. of authorisations for conduct to acquire communications data		0	0	0		0		0	
LG10i	No. of recordable errors		0	0	0		0		0	

Anti-Social Behaviour Indicators

Ref.	Performance Indicator Description	Officer responsible for providing information	Q1		Q2		Q3		Q4	
			2024 /2025	2025/ 2026	2024/ 2025	2025/ 2026	2024/ 2025	2025/ 2026	2024/ 2025	2025/ 2026
	No. of Complaints Registered	Anti-Social Behaviour Officer	0/13	12/5	13/21		10/12		12/12	
	No. of Disposals		0/2	1/1	5/1		8/3		2/8	
	No. of Complaints still Open		0/0	0/3	12/1		7/4		10/2	
	No Further Action (where suspect identified)		0/1	0/2	3/3		2/1		2/1	
	No Further Action (no suspect identified)		0/10	11/2	5/17		1/10		8/9	

Blue text – Housing

Red text – ASB Officer

Food Safety Inspections

Ref.	Performance Indicator Description	Officer responsible for providing information	Q1		Q2		Q3		Q4	
			2024/2 025	2025/2 026	2024/2 025	2025/2 026	2024/2 025	2025/2 026	2024/2 025	2025/2 026
	No. of high-risk Inspections due	Senior Environmental Health Officer	2	0	2		2		0	
	No. of medium/low inspections due		5	10	16		5		1	
BPE31	No new business registered		14	29	17		33		16	
	No. of high-risk Inspections Completed		1	0	2		1		8	
	No. of medium/low risk completed		5	12	7		1		20	
	No. of new business triaged (Initial contact to see if high or low risk)		8	19	7		10		10	
	No of new businesses inspected (High risk only)		12	5	10		1		2	
	Formal revisit under the food hygiene rating system		1	1	1		0		1	

	New businesses		27	0	15		15		16	
	No. of inspections Outstanding high risk		0	22	2		2		1	
	No. of Inspections Outstanding medium risk		0	0	10		14		24	