



#### 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:** Thursday, 19 February 2026, 7.00 pm  
**Venue:** Civic Suite, Brocks Hill Council Offices, Washbrook Lane, Oadby, Leicester, LE2 5JJ  
**Special Title:** Council Tax & Budget Setting (2026/27)  
**Contact:** Democratic Services  
**t:** (0116) 257 2775  
**e:** democratic.services@oadby-wigston.gov.uk

Yours faithfully

Council Offices  
Oadby  
**11 February 2026**

**Anne E Court**  
Chief Executive



**Meeting ID: 2976**

#### 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/23415-Full-Council>

**1. Calling to Order of the Meeting**

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

**2. Apologies for Absence**

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

**3. Declarations of Interest**

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

**4. Minutes of the Previous Meeting**

**4 - 8**

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

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

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

**6. Motions on Notice**

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

**7. Petitions, Deputations and Questions**

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

**a. Council & Jenno's Profit Share**

**9 - 10**

Question by Councillor M 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**

**11 - 14**

**9. Leader's Statement**

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

**10. Treasury Management Policy and Strategies and Prudential Indicators (2026/27)**

**15 - 64**

Report of the Chief Finance Officer / Section 151 Officer and the Finance Manager / Deputy Section 151 Officer

**11. 2025/26 Revenue Budgets, Medium Term Financial Plan and 2026/27 - 2030/31 Capital Programmes**

**65 - 103**

**Full Council**

Thursday, 19 February 2026, 7.00 pm

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and Wigston Borough Council, Brocks Hill Council  
Offices, Washbrook Lane, Oadby, Leicester, LE2 5JJ*

Report of the Chief Finance Officer / Section 151 Officer and the Finance Manager / Deputy Section 151 Officer

**12. Council Tax Setting (2026/27) 104 - 108**

Report of the Chief Finance Officer / Section 151 Officer and the Finance Manager / Deputy Section 151 Officer

**13. Pay Policy Statement (2026/27) 109 - 122**

Report of the Chief Executive / Head of Paid Service

**14. Statement of Licensing Policy (2025 - 2030) 123 - 160**

Report of the Licensing Enforcement Team Leader

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# Agenda Item 4

## **MINUTES OF THE MEETING OF THE FULL COUNCIL HELD AT CIVIC SUITE, BROCKS HILL COUNCIL OFFICES, WASHBROOK LANE, OADBY, LEICESTER, LE2 5JJ ON TUESDAY, 9 DECEMBER 2025 COMMENCING AT 7.00 PM**

### **PRESENT**

J K Chohan	Mayor
C A M Walter	Deputy Mayor



**Meeting ID: 2950**

### **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	
H E Darling	
M L Darr	
D A Gamble	
F S Ghattoraya	
C S Gore	
S Z Haq	Leader of the Council
P Joshi	
R V Joshi	
J Kaufman	
C D Kozlowski	
K J Loydall	
C J R Martin	
I K Ridley	

### **OFFICERS IN ATTENDANCE**

S J Ball	Legal & Democratic Services Manager / Monitoring Officer (Solicitor)
T Neal	Strategic Director / Deputy Monitoring Officer
M Smith	Community Safety & Youth Officer
A Thorpe	Head of Built Environment
C Warren	Chief Finance Officer / Section 151 Officer
J Wells	Senior Strategic Development Manager
S Wheeliker	Senior Democratic & Electoral Services Officer

### **52. CALLING TO ORDER OF THE MEETING**

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

### **53. APOLOGIES FOR ABSENCE**

An apology for absence was received from Councillors J K Ford and G G Hunt.

### **54. DECLARATIONS OF INTEREST**

#### **Full Council**

Tuesday, 9 December 2025, 7.00 pm

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and Wigston Borough Council, Brocks Hill Council  
Offices, Washbrook Lane, Oadby, Leicester, LE2 5JJ  
~ Page 4 ~*



None.

**55. MINUTES OF THE PREVIOUS MEETING(S)**

**56. TUESDAY, 28 OCTOBER 2025**

By affirmation of the meeting, it was

**UNANIMOUSLY RESOLVED THAT:**

**The minutes of the previous meeting held on 28 October 2025 be taken as read, confirmed and approved.**

**57. WEDNESDAY, 19 NOVEMBER 2025 (EXTRAORDINARY)**

By affirmation of the meeting, it was

**UNANIMOUSLY RESOLVED THAT:**

**The minutes of the previous extraordinary meeting held on 19 November 2025 be taken as read, confirmed and approved.**

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

None.

**59. MOTIONS ON NOTICE**

**60. MEADOWS ESTATE PUBLIC BINS**

Council gave consideration to the Motion on Notice (as set out at page 13 of the agenda reports pack) regarding public bins on the Meadows estate.

It was moved by Councillor M H Charlesworth, seconded by Councillor P Joshi and

**DEFEATED THAT:**

**The motion be approved.**

**For                7**  
**Against        15**  
**Abstentions 1**

The Deputy Leader of the Council proposed the motion be brought back to Full Council after Officers examined the motion, providing a comprehensive report to next Full Council outlining the costs, responsibility of the Council, responsibility of private estate management, number of bins and location of bins.

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

**UNANIMOUSLY RESOLVED THAT:**

**The motion be brought back to Full Council after a comprehensive report is written on the matter.**

**61. PETITIONS, DEPUTATIONS AND QUESTIONS**

None.

**62. MAYOR'S ANNOUNCEMENTS**

**62a. 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.**

**63. LEADER'S STATEMENT**

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

The Leader of the Council also expressed her appreciation for receiving a letter from Neil O'Brien MP expressing his support for the North-City-South proposal for local government reorganisation, after having made a request for his support at the previous meeting of the Council. The Leader of the Council went on to request further assistance from the constituency MP in arranging a meeting with government ministers and lobbying for the success of the North-City-South proposal.

**64. STATEMENT OF GAMBLING POLICY (2025-2028)**

Council gave consideration to the report and appendix (as set out at pages 18 – 50 of the agenda reports pack) which sought approval of the Statement of Gambling Policy (2025-2028).

It was moved by Councillor G A Boulter, seconded by Councillor C J R Martin and

**UNANIMOUSLY RESOLVED THAT:**

- i) That the Statement of Gambling Policy (2025- 2028) be approved and adopted; and**
- ii) That delegated authority be granted to the Chief Finance Officer / Section 151 Officer to ensure that the policy is advertised and published in the correct manner.**

**65. BIODIVERSITY DUTY REPORT (WINTER 2025)**

Council gave consideration to the report and appendix (as set out at pages 51 – 64 of the agenda reports pack) which sought approval to publish the Biodiversity Duty Report on the Council's website and to forward a copy of the report to the Department of the

Environment, Food and Rural Affairs (DEFRA).

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

**UNANIMOUSLY RESOLVED THAT:**

- i) The publication of the Biodiversity Duty Report (attached as Appendix 1) on the Council website be approved; and**
- ii) A copy of the report be forwarded to DEFRA in line with the requirements of the Environment Act 2021.**

**66. COMMUNITY SAFETY PARTNERSHIP REPORTING (Q1 & 2 2025/26)**

Council gave consideration to the report and appendix (as set out at pages 65 – 104 of the agenda reports pack) which provided Members with an overview of the actions and work of the Borough's Community Safety Partnership ("The Partnership") in Q1 & Q2 2025/26, and on Crime and Disorder in the Borough for the same period.

By affirmation of the meeting, it was

**UNANIMOUSLY RESOLVED THAT:**

**The content of the report and appendix be noted.**

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

By affirmation of the meeting, it was

**UNANIMOUSLY RESOLVED THAT:**

**The press and public be excluded from the remainder of the meeting in accordance with Section 100(A)(4) of the Local Government Act 1972 (Exempt Information) during consideration of the item below on the grounds that it involved the likely disclosure of exempt information, as defined in the respective paragraphs 1 and 2 of Part 1 of Schedule 12A of the Act and, in all the circumstances, the public interest in maintaining the exempt item outweighed the public interest in disclosing the information.**

**68. RESOLUTION TO EXTEND SIX-MONTH MEETING ATTENDANCE RULE (EXEMPT)**

Council gave consideration to the exempt report (as set out at pages 105 – 106 of the private agenda reports pack) which sought approval to extend the six-month meeting attendance rule for a Councillor.

It was moved by the Deputy Leader of the Council, seconded by Councillor L M Broadley and

**RESOLVED THAT:**

**The recommendation be approved.**

<b>For</b>	<b>15</b>
<b>Against</b>	<b>3</b>

**Abstentions 4**

**THE MEETING CLOSED AT 8.23 pm**

## QUESTION ON NOTICE

Full Council | Thursday, 19 February 2026

### **Council & Jenno's Profit Share**

#### **Question**

Now that Jenno's has been operating for some time, how much has the Council received? The agreement between the Council and Jenno's was based on a profit share with an estimated income to the Council of approx. £35,000 per annum.

#### **Councillor M H Charlesworth**

Questioner

The above question was duly received by the (Acting) Monitoring Officer on 12 February 2026 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.

# Appendix 1

## **QUESTION ON NOTICE**

Full Council | Thursday, 19 February 2026

### **Council & Jenno's Profit Share**

#### **Reply**

*The Council's income from the Jenno's profit share is as follows:*

	<i>Budget</i>	<i>Actual</i>
	<i>(£)</i>	<i>(£)</i>
<i>23/24</i>	<i>0.00</i>	<i>-14,252.37</i>
<i>24/25</i>	<i>-32,000.00</i>	<i>-37,848.46</i>
<i>25/26</i>	<i>-50,000.00</i>	<i>-29,047.33*</i>
<i>26/27</i>	<i>-50,000.00</i>	<i>0.00</i>

*\*The 25/26 figure represents 6 months profit share.*

**Colleen Warren (on behalf of the Leader of the Council)**

**Chief Finance Officer / Section 151 Officer**

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 13<sup>th</sup> 2025 – Present (as of 11.02.26)

### 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 <sup>th</sup> 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
08	The High Sheriff of Rutland & The High Sheriff of Leicestershire	Osprey Cruise
15	University of Leicester	Summer Graduations
24	OWBC	Green Flag Photograph
28	MHA Aigburth Residential Care Home	Opening of New Residential Lounge

### AUGUST

09	High Sheriff of Leicestershire	Garden Party
14	Leicestershire Lieutenancy Office	Service to Commemorate the 80 <sup>th</sup> Anniversary of VJ Day
15	OWBC	VJ 80 <sup>th</sup> Anniversary/Commemoration Flag Raising Ceremony
15	Angela Pitches, St Peter's Church, Oadby	VJ Afternoon Tea
30	OWBC – Raheema Caratella	Oadby Food Festival

## SEPTEMBER

13 Ms Martha Jones  
27 Rupa Joshi – O&W Hindu Community  
29 Framework Knitters Curry Night

Well-fest,, Blaby Park Road, Wigston  
Navratri 2025  
Cuisine of India

## OCTOBER

02 Leicestershire Police  
03 Nupur Arts  
15 OWBC Comms  
17 Leicester Cathedral  
18 Leicestershire & Rutland British Legion  
19 Melton Borough Council

Inter-cultural event 2025  
Nartan Festival Launch  
Launde Primary School Air Quality Project Photo op  
A service in lament of homelessness  
Festival of Remembrance  
Mayor's Civic Service

## NOVEMBER

01 Oadby & Wigston Borough AFVBC  
07 University of Leicester @ DMH  
09 Sikh War Memorial Committee  
09 OWBC (Comms)  
09 Oadby Church Rev. Steve Bailey  
09 National Multi-faith Remembrance Day  
11 OWBC (Comms)  
15 Oadby Town Centre Traders  
16 Brits Desi Society (UK)  
  
28 The Lord-Lieutenant and the Chairman  
28 OWBC (Comms)  
29 Cllr Kevin Loydall  
30 Mrs Mandy Penfold  
30 Mr Onkar Singh

Standard Dedication Service  
Leicester Medical School 50th Anniversary Celebration  
Wreath laying at the Sikh Soldier Statue in Victoria Park  
Wigston Remembrance Parade Sunday  
Oadby Church Remembrance Wreath Laying and Reading  
Brahma Kumaris, Harmony House  
Wigston Remembrance Service Tuesday at PMP  
Oadby Christmas Light Switch on  
Invitation as Guest of Honor – Jassa Singh Ahluwalia International Memorial Day  
Celebration, Leicester (UK)  
Meeting with the LL and Chairman (Districts and Boroughs)  
Volunteers Awards Event  
Bell Street Light Switch On  
Santa Fun Run, Brocks Hill Country Park  
Shahidi Samagam at Gurdwara Gur Panth Parkash

## DECEMBER

03 Warning Zone  
04 Melton Borough Council  
05 Toni Holland at Menphys

Christmas Wreath Making  
Mayor's Christmas Carol Service  
Catholic Schools' Carol Service



06 South Wigston Chamber of Trade  
 08 Senior Citizens Action Group  
 11 Blaby District Council  
 11 Barrat Homes  
 12 Sikh Sports Association  
 13 Reverend Steve Bailey  
 16 Harborough District Council  
 17 Hinckley & Bosworth Borough Council  
 18 Charnwood Borough Council

South Wigston Christmas Capers  
 Christmas Forum  
 Chairman's Christmas Carol Service  
 Launch the new development at Wigston Meadows South.at Sales Office  
 Annual Dinner  
 Diocesan Global Carol Service  
 Chairman's Civic Carol Service  
 Civic Carol Service  
 Community Carol Service

## JANUARY

27 OWBC (Comms)  
 27 Tony Nelson

Holocaust Memorial Day  
 Holocaust Memorial Day Annual Commemorative Holocaust Memorial Evening

## FEBRUARY

04 All Saints Church of England Primary School  
 04 University of Leicester  
 06 University of Leicester  
 15 Charnwood Council  
 16 OWBC (Comms)  
 28 Oadby & Wigston Civic Orchestra

80th Memorial Service for the Lancaster Bomber crash  
 2121 Campaign Launch  
 Annual meeting of University Court  
 Mayor of Charnwood's Civic Service  
 Mayor's Charity Curry Night, Cuisine of India  
 Orchestra's 60th anniversary concert

## Events attended by the Deputy Mayor, May 13<sup>th</sup> 2025 – Present (as of 11.02.26)

### JUNE

21	Langmoor Primary School	70 <sup>th</sup> Anniversary Celebration
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### AUGUST

9	Nigel Herbert, Chairman, Aylestone Lane Allotment Association	Aylestone Lane Allotment Day Event
15	OWBC	VJ 80 <sup>th</sup> Anniversary/Commemoration Flag Raising Ceremony
30	Amber Mason – Discovery Trust	Community Fun Day

### NOVEMBER

09	OWBC (Comms)	South Wigston – Remembrance Service & Act of Remembrance
23	South Wigston	South Wigston Awards

### DECEMBER

08	Licensing of the Rev'd David Cowie as Rector	All Saints Church
12	Cllr. Kevin Loydall	Gateway Club for Special Needs Groups



**Full Council**

**Thursday, 19  
February 2026**

**Matter for  
Information and  
Decision**

**Report Title: Treasury Management Policy and Strategies and Prudential Indicators (2026/27)**

**Report Author(s): Simon Ball (Finance Manager)**

<p><b>Purpose of Report:</b></p>	<p>This report contains the Capital Strategy and Prudential Indicators which ensure that the capital expenditure plans of local authorities are affordable, prudent, and sustainable.</p> <p>It also contains the Treasury Management Policy, Strategy and Plan including Treasury Management Indicators detailing the expected treasury management operations and impact on the prudential indicators for the forthcoming financial year.</p> <p>It fulfils the key requirements of the:</p> <ul style="list-style-type: none"> <li>• Local Government Act 2003;</li> <li>• The CIPFA Prudential Code for Finance in Local Authorities;</li> <li>• The CIPFA Code of Practice for Treasury Management in Public Services;</li> <li>• MHCLG Statutory Guidance on Local Government Investments; and</li> <li>• MHCLG Statutory Guidance on the Minimum Revenue Provision.</li> </ul>
<p><b>Report Summary:</b></p>	<p>The report contains the Council's:</p> <ul style="list-style-type: none"> <li>• Capital Strategy including the Prudential Indicators,</li> <li>• Treasury Management Policy</li> <li>• Treasury Management Strategy and Plan including Treasury Management Indicators</li> <li>• Minimum Revenue Provision (MRP) Statement</li> <li>• Investment Strategy for 2026/27</li> <li>• Flexible Use of Capital Receipts Strategy for 2026/27</li> </ul>
<p><b>Recommendation(s):</b></p>	<p><b>a) That the Capital Strategy 2026/27 including the Prudential Indicators (as set out in Appendix 1) be approved;</b></p> <p><b>b) That the Treasury Management Policy, Treasury Strategy and Plan 2026/27 (as set out in Appendices 2 &amp; 3) be approved;</b></p> <p><b>c) That the Minimum Revenue Provision Statement 2026/27 (as set out in Appendix 4) be approved;</b></p> <p><b>d) That the Investment Strategy 2026/27 (as set out in Appendix 5) be approved;</b></p> <p><b>e) That the Flexible Use of Capital Receipts Strategy (as set out in Appendix 6) be approved.</b></p>
<p><b>Senior Leadership, Head of Service,</b></p>	<p>Colleen Warren (Chief Finance Officer / S151 Officer) (0116) 257 2759 <a href="mailto:colleen.warren@oadby-wigston.gov.uk">colleen.warren@oadby-wigston.gov.uk</a></p>

<b>Manager, Officer and Other Contact(s):</b>	<p>Simon Ball (Finance Manager) (0116) 257 2624 <a href="mailto:simon.ball@oadby-wigston.gov.uk">simon.ball@oadby-wigston.gov.uk</a></p> <p>Aseel Qassim (Senior Finance Business Partner) (0116) 257 2890 <a href="mailto:aseel.qassim@oadby-wigston.gov.uk">aseel.qassim@oadby-wigston.gov.uk</a></p>
<b>Strategic Objectives:</b>	Our Council (SO1)
<b>Vision and Values:</b>	"A Stronger Borough Together" (Vision) Resourceful & Resilient (V4)
<b>Report Implications: -</b>	
Legal:	There are no implications directly arising from this report.
Financial:	The implications are as set out in this report.
Corporate Risk Management:	Decreasing Financial Resources / Increasing Financial Pressures (CR1) Reputation Damage (CR4) Regulatory Governance (CR6)
Equalities and Equalities Assessment (EA):	There are no implications directly arising from this report. EA not applicable
Human Rights:	There are no implications directly arising from this report.
Health and Safety:	There are no implications directly arising from this report.
<b>Statutory Officers' Comments: -</b>	
Head of Paid Service:	The report is satisfactory.
Chief Finance Officer:	The report is satisfactory.
Monitoring Officer:	The report is satisfactory.
<b>Consultees:</b>	None.
<b>Background Papers:</b>	None.
<b>Appendices:</b>	<ol style="list-style-type: none"> <li>1. Capital Strategy 2026/27 &amp; Prudential Indicators (2025/26 – 2030/31)</li> <li>2. Treasury Management Policy (2026/27)</li> <li>3. Treasury Management Strategy (2026/27) &amp; Treasury Management Indicators (2026/27 - 2030/31)</li> <li>4. Minimum Revenue Provision (MRP) Statement (2026/27)</li> <li>5. Investment Strategy (2026/27)</li> <li>6. Flexible Use of Capital Receipts Strategy (2026/27)</li> </ol>

## 1. Introduction

- 1.1 The Local Government Act 2003 and supporting regulations require the Council to 'have regard to' the Chartered Institute of Public Finance and Accountancy (CIPFA)

Prudential Code and the CIPFA Treasury Management Code of Practice and to prepare, set and publish a Capital Strategy including prudential indicators, and a Treasury Management Policy, Treasury Strategy and Plan including treasury indicators that ensure the Council's capital expenditure plans are affordable, prudent and sustainable in the long- term.

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

- 1.10 Annual reporting to the Policy Finance and Development Committee (PFDC) is required annually to on the activities of the treasury management operation and on the exercise of the Section 151 Officer's delegated treasury management powers.

## **2. Capital Strategy, Treasury Strategies & Prudential Indicators (2026/27)**

- 2.1 The following strategies are attached as appendices for PFDC to recommend to Council on 19 February for approval:

- Appendix 1 – Capital Strategy (2026/27) & Prudential Indicators (2025/26 – 2030/31)
- Appendix 2 – Treasury Management Policy (2026/27)
- Appendix 3 - Treasury Management Strategy (2026/27) & Treasury Management Indicators (2026/27 - 2030/31)
- Appendix 4 – Minimum Revenue Provision (MRP) Statement (2026/27)
- Appendix 5 – Investment Strategy (2026/27)
- Appendix 6 – Flexible Use of Capital Receipts Strategy (2026/27)

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

## Capital Strategy Report 2026/27

### Oadby and Wigston Borough Council

#### Introduction

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

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

#### Capital Expenditure and Financing

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

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

In 2026/27, the Authority is planning capital expenditure of £5.517m as summarised below:

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

	<b>2026/27 Forecast £000s</b>	<b>2026/27 Forecast £000s</b>	<b>2027/28 Forecast £000s</b>	<b>2028/29 Forecast £000s</b>	<b>2029/30 Forecast £000s</b>	<b>2030/31 Forecast £000s</b>
General Fund	3.364	0.869	0.307	0.823	0.394	0.000
HRA	2.454	4.717	3.509	3.232	2.490	2.503
Capital Investments	0.000	0.000	0.000	0.000	0.000	0.000
<b>Total</b>	<b>5.818</b>	<b>5.586</b>	<b>3.816</b>	<b>4.055</b>	<b>2.884</b>	<b>2.503</b>

The main General Fund capital projects include Vehicle Replacements (£285k), Boiler Replacement at Parklands Leisure Centre, (£118k) and Play Area Improvement (£245k); The Authority does not plan to incur capital expenditure on investments during 2026/27.

The Housing Revenue Account (HRA) is a ring-fenced account which ensures that council housing does not subsidise, or is itself subsidised, by other local services. HRA capital expenditure is therefore recorded separately and includes the building of new housing schemes (£2,213k), and other capital works per the HRA Business Plan (£2,504k).

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

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

➤ For full details of the Authority's capital programme, see:

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

*Table 2: Capital financing in £ millions*

	<b>2025/26 Forecast £000s</b>	<b>2026/27 Forecast £000s</b>	<b>2027/28 Forecast £000s</b>	<b>2028/29 Forecast £000s</b>	<b>2029/30 Forecast £000s</b>	<b>2030/31 Forecast £000s</b>
External sources	2.005	0.796	0.00	0.00	0.00	0.00
Capital resources	1.833	1.349	1.774	2.318	0.901	0.517
Revenue resources	1.643	2.841	1.649	1.643	1.889	1.892
Debt	0.337	0.600	0.393	0.094	0.094	0.094
<b>TOTAL</b>	<b>5.818</b>	<b>5.586</b>	<b>3.816</b>	<b>4.055</b>	<b>2.884</b>	<b>2.503</b>

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

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



	<b>2025/26 Forecast £000s</b>	<b>2026/27 Forecast £000s</b>	<b>2027/28 Forecast £000s</b>	<b>2028/29 Forecast £000s</b>	<b>2029/30 Forecast £000s</b>	<b>2030/31 Forecast £000s</b>
Capital resources	0.000	0.000	0.000	0.000	0.000	0.000
Revenue resources	0.341	0.379	0.415	0.455	0.499	0.547
<b>TOTAL</b>	<b>0.341</b>	<b>0.379</b>	<b>0.415</b>	<b>0.455</b>	<b>0.499</b>	<b>0.547</b>

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

The Authority's cumulative outstanding amount of debt finance is measured by the capital financing requirement (CFR). This increases with new debt-financed capital expenditure and reduces with MRP and capital receipts used to replace debt. The General Fund CFR is expected to decrease by £0.379 during 2026/27, due to the capital program being funded entirely from capital receipts accruing from the sale of Bushloe House & Oadby Pool. Based on the above figures for expenditure and financing, the Authority's estimated CFR is as follows:

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

	<b>2025/26 Forecast £000s</b>	<b>2026/27 Forecast £000s</b>	<b>2027/28 Forecast £000s</b>	<b>2028/29 Forecast £000s</b>	<b>2029/30 Forecast £000s</b>	<b>2030/31 Forecast £000s</b>
General Fund services	21.799	21.420	21.004	20.549	20.050	19.504
Council housing (HRA)	20.188	20.788	21.182	21.275	21.369	21.463
Capital investments	0.000	0.000	0.000	0.000	0.000	0.000
<b>TOTAL CFR</b>	<b>41.987</b>	<b>42.208</b>	<b>42.186</b>	<b>41.824</b>	<b>41.419</b>	<b>40.967</b>

**Asset disposals:** When a capital asset is no longer needed, it may be sold so that the proceeds, known as capital receipts, can be spent on new assets or to repay debt.

Repayments of capital grants, loans and investments also generate capital receipts. The Authority plans to receive circa £5.926m of capital receipts in the 2025/26 financial year, and in future financial years as follows:

*Table 5: Capital receipts receivable in £ millions*

	<b>2025/26 Forecast £000s</b>	<b>2026/27 Forecast £000s</b>	<b>2027/28 Forecast £000s</b>	<b>2028/29 Forecast £000s</b>	<b>2029/30 Forecast £000s</b>	<b>2030/31 Forecast £000s</b>
Asset sales	5.926	0.255	0.255	0.260	0.265	0.270
Loans etc. repaid	0.000	0.000	0.000	0.000	0.000	0.000
<b>TOTAL</b>	5.926	0.255	0.255	0.260	0.265	0.270

- The Authority's Flexible Use of Capital Receipts Policy is available as part of the Full Council reporting pack in February 2026.

### **Treasury Management**

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

Due to decisions taken in the past, as at the Authority currently has £33.778m borrowing at an average interest rate of 4.22%.

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

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

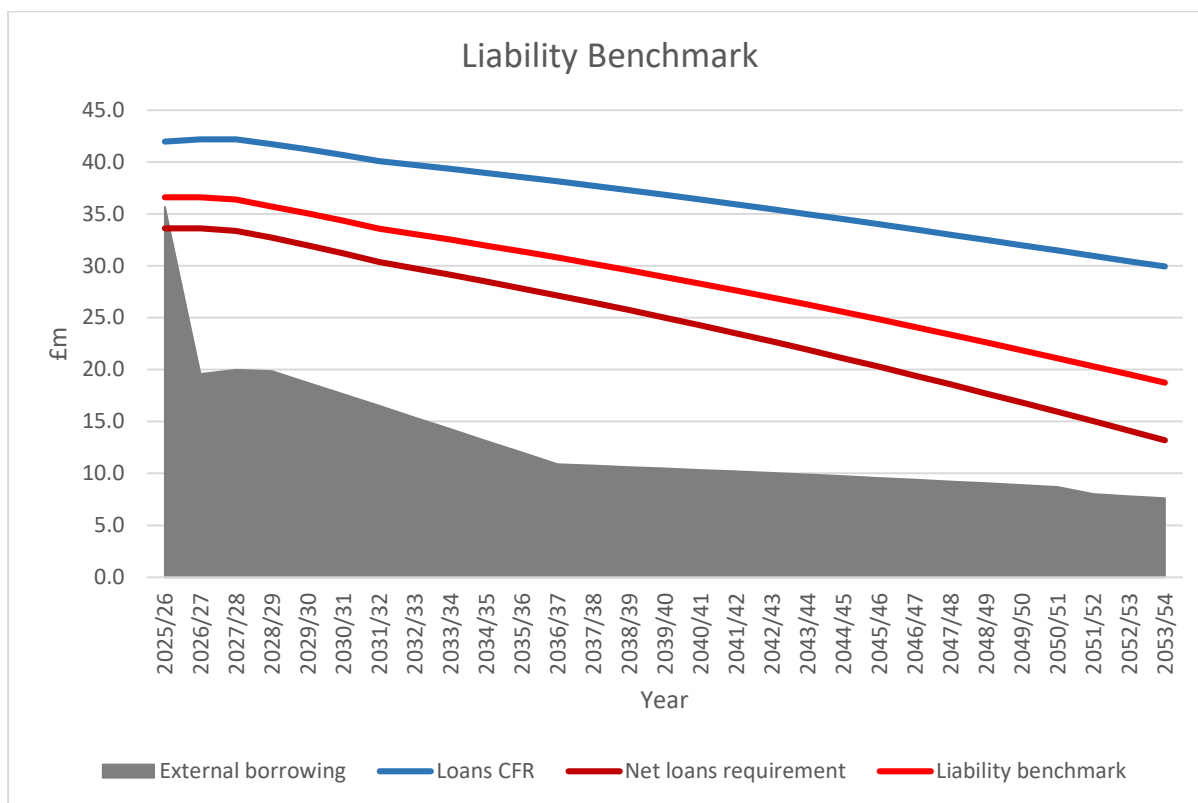
*Table 6: Prudential Indicator: Gross Debt and the Capital Financing Requirement in £ millions*

	2025/26 Forecast £000s	2026/27 Forecast £000s	2027/28 Forecast £000s	2028/29 Forecast £000s	2029/30 Forecast £000s	2030/31 Forecast £000s
GF and HRA Debt	34.784	35.683	36.578	37.571	38.062	38.049
Capital Financing Requirement	<b>41.987</b>	<b>42.208</b>	<b>42.186</b>	<b>41.824</b>	<b>41.419</b>	<b>40.967</b>

Statutory guidance is that debt should remain below the capital financing requirement, except in the short-term. As can be seen from table 6, the Authority expects to comply with this in both the short and medium term.

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

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



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

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

	2025/26 Forecast £000s	2026/27 Forecast £000s	2027/28 Forecast £000s	2028/29 Forecast £000s	2029/30 Forecast £000s	2030/31 Forecast £000s
Authorised limit – borrowing	44.0	46.0	47.0	47.0	47.0	46.0
Operational boundary – borrowing	39.0	41.0	42.0	42.0	42.0	41.0

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

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

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

*Table 9: Treasury management investments in £millions*

	2025/26 Forecast £000s	2026/27 Forecast £000s	2027/28 Forecast £000s	2028/29 Forecast £000s	2029/30 Forecast £000s	2030/31 Forecast £000s
Near-term investments	0.000	1.000	1.000	1.000	1.000	1.000
Longer-term investments	0.000	0.000	0.000	0.000	0.000	0.000
<b>TOTAL</b>	<b>0.000</b>	<b>1.000</b>	<b>1.000</b>	<b>1.000</b>	<b>1.000</b>	<b>1.000</b>

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

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

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

### **Commercial Activities**

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

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

### **Liabilities**

In addition to debt of circa £34m (2026/27) detailed above, the Authority is committed to making future payments to cover its pension fund deficit (valued at £7.5m). It has also set aside £327k to cover OWBC share of risks arising from Business Rates appeals.

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

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

### **Revenue Budget Implications**

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

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

	2025/26 Forecast £000s	2026/27 Forecast £000s	2027/28 Forecast £000s	2028/29 Forecast £000s	2029/30 Forecast £000s	2030/31 Forecast £000s
Financing costs (£m) General Fund	0.874	0.914	0.943	1.021	1.082	1.096
Financing costs (£m) HRA	0.711	0.770	0.796	0.793	0.822	0.797
Proportion of net revenue stream GF	10.9	10.1	10.3	10.7	10.9	10.7
Proportion of net revenue stream HRA	12.0	12.4	12.2	11.6	11.6	10.8

### **Incremental Impact of Capital Investment Decisions on the Band D Council Tax**

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

	2025/26 Forecast £	2026/27 Forecast £	2027/28 Forecast £	2028/29 Forecast £	2029/30 Forecast £	2030/31 Forecast £
2025/26 Programme	(5.63)	(5.63)	(5.63)	(5.63)	(5.63)	(5.63)
2026/27 Programme	0.00	2.96	2.96	2.96	2.96	2.96
2027/28 Programme	0.00	0.00	0.84	0.84	0.84	0.84
2028/29 Programme	0.00	0.00	0.00	1.85	1.85	1.85
2029/30 Programme	0.00	0.00	0.00	0.00	0.80	0.80
2030/31 Programme	0.00	0.00	0.00	0.00	0.00	(0.21)
<b>Total</b>	<b>(5.63)</b>	<b>(2.67)</b>	<b>(1.84)</b>	<b>0.01</b>	<b>0.81</b>	<b>0.60</b>

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

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

	<b>2025/26 Forecast £</b>	<b>2026/27 Forecast £</b>	<b>2027/28 Forecast £</b>	<b>2028/29 Forecast £</b>	<b>2029/30 Forecast £</b>	<b>2030/31 Forecast £</b>
2025/26 Programme	0.30	0.30	0.30	0.30	0.30	0.30
2026/27 Programme	0.00	(0.31)	(0.31)	(0.31)	(0.31)	(0.31)
2027/28 Programme	0.00	0.00	0.32	0.32	0.32	0.32
2028/29 Programme	0.00	0.00	0.00	0.06	0.06	0.06
2029/30 Programme	0.00	0.00	0.00	0.00	0.07	0.07
2030/31 Programme	0.00	0.00	0.00	0.00	0.00	0.07
<b>Total</b>	<b>0.30</b>	<b>(0.01)</b>	<b>0.31</b>	<b>0.37</b>	<b>0.44</b>	<b>0.51</b>

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

### **Knowledge and Skills**

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

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





**Oadby & Wigston**  
BOROUGH COUNCIL

## Treasury Management Policy

Revised	07/01/2026
Next Revision By	31/01/2027
Head Of Finance Approval	

**OADBY & WIGSTON BOROUGH COUNCIL**

# **TREASURY MANAGEMENT POLICY**

## **Introduction**

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

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

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

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

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

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

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

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

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

### **TMP1 Risk Management**

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

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

## **1. Liquidity Risk**

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

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

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

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

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

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

## **4. Refinancing Risk**

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

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

Oadby and Wigston Borough Council will ensure that all of its treasury management activities comply with its statutory powers and regulatory requirements. It will demonstrate such compliance, if required to do so, to all parties with whom it deals in such activities. It will ensure that there is evidence of counterparties' powers,

authority and compliance in respect of transactions they may affect with the Council, particularly with regard to duty of care and fees charged.

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

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

## **7. Market Risk**

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

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

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

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

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

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

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

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

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

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

The Council will:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Council will receive:

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

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

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

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

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

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

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

#### **TMP 9      Money Laundering**

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

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

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

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

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

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

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

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

## **TREASURY MANAGEMENT PRACTICES - SCHEDULES**

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

**TMP 1 Risk Management**

**TMP 2 Best Value and Performance Measurement**

**TMP 3 Decision-making and Analysis**

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

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

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

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

**TMP 8 Cash and Cash Flow Management**

**TMP 9 Money Laundering**

**TMP 10 Staff Training and Qualifications**

**TMP 12 Corporate Governance**



### **1. Liquidity**

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

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

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

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

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

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

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

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

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

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

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

#### **4. Refinancing**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

- Building Societies
- Money Market Funds
- CCLA Property Funds

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

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

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

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

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

## **TMP 2            PERFORMANCE MANAGEMENT**

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

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

The following brokers may be used by the Council:

- Martins Brokers
- Tradition Brokers

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

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

The following consultants may be used by the Council.

- Arlingclose Treasury Management

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

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

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

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

In respect of borrowing objectives, the Council will:

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

In respect of investment objectives, the Council will:

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

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

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

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

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

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

### 3. Approved Instruments for Investments

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

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

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

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

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

No instruments, other than those listed may be used.

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

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

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

#### **Section 151 Officer**

- Ensure that Treasury Management activities comply with the CIPFA Code of Practice for Treasury Management in the Public Services.
- Submit budgets for treasury management activities.
- Implement the Council's Treasury Strategy and Plan.
- Report to Council on the Treasury Strategy and Plan for the next financial year and Treasury Management Performance for the past financial year.
- Ensure the adequacy of internal audit and liaise with external audit.
- Approve the Council's lending list and any changes to it.
- Ensure staff involved in treasury management receive appropriate training.
- Ensure that the treasury management function is adequately resourced.

- Ensure all staff involved in dealing are aware of the principles contained in the Bank of England's London Code of Conduct for corporate dealing in the money market.
- Assess and appoint money brokers.
- Ensure that all proposed transactions are intra-vires.

#### **Finance Manager/Deputy Section 151 Officer**

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

#### **Senior Finance Business Partner**

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

#### **Finance Business Partner**

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

#### **Other Responsible Officers**

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

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

##### **The Monitoring Officer**

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

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

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

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

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

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

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

The Treasury Strategy and Plan will include the following elements:

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

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

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

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

#### **2. Borrowing Limits**

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

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

for the forthcoming year and the following two years.

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

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

for the following periods:

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

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

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

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

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

This report will include the following.

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

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

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

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

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

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



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

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

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

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

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

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

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

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

## **TMP 9            MONEY LAUNDERING**

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

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

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

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

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

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

External Service providers may be employed to give expert advice on borrowing and lending decisions. The Council will at all times make sure that these providers will only be employed where there is a clear value for money benefit to the organisation. The selection of

these providers will be carried out under the Council's Contract Procedure Rules and their performance and value to the organisation will be monitored and measured.

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

## **TMP 12      CORPORATE GOVERNANCE**

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

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

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

## **TREASURY STRATEGY AND PLAN 2026/27**

### **1.0 Introduction**

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

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

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

### **2.0 Treasury Management Objectives**

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

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

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

### **3.0 Balanced Budget Requirement**

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

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

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

#### 4.0 Current Treasury Position

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

		31st March 2025 Actual		Rate %	31st March 2026 Forecast		Rate %
		GF £ 000s	HRA £ 000s		GF £ 000s	HRA £ 000s	
Fixed Rate Debt	PWLB	500		4.10	500		4.10
	PWLB		12,076	3.24		11,070	3.27
	PWLB					2,000	5.00
	PWLB	4,301		2.66	4,209		2.66
	Market		3,000	4.80			
	Market	2,000	2,500	5.45			
	Market		2,000	5.45			
	Market	5,000		5.75			
	Market	4,000		5.80			
	Market				500	4,500	4.10
	Market				5,000		4.55
	Market				3,000	2,000	4.55
	Market				500	500	5.00
Total Debt		15,801	19,576		13,709	20,070	
Other Long-term Liabilities		0	0				
<b>Total</b>		<b>15,801</b>	<b>19,576</b>		<b>13,709</b>	<b>20,070</b>	
Fixed Investments		0	0		0	0	
Variable Investments		0	0		0	0	
<b>Total Investments</b>		<b>0</b>	<b>0</b>		<b>0</b>	<b>0</b>	
<b>Net Borrowing</b>		<b>15,801</b>	<b>19,576</b>		<b>13,709</b>	<b>20,070</b>	

## **5.0 Borrowing and Debt Strategy**

### **General Fund**

As at 31<sup>st</sup> March 2025, the Council's outstanding borrowing for General Fund purposes stood at a total of £15.801m. This was made up of two loans from the Public Works Loan Board (PWLB) totalling £4.801m, and £11m of short-term borrowing, as shown in the table at 4.0.

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

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

From 2016/17 to 2024/25 the Council did not borrow any further funds long term and instead continued to take advantage of the very low short term rates to keep interest payments under control. While there is scope to continue with this policy to some extent, the need to control the council's exposure to refinancing risk means that future borrowing in support of the capital programme will need to consist of a mix of short and long-term debt.

Short-term debt applicable to the General Fund is forecast to drop to £9m during 2025/26 due to the anticipated capital receipts from the sale of Bushloe House and Oadby Pool. In 2026/27, borrowing of £1.5m is anticipated, followed by £0.5m in 2027/28, £1m in 2028/29, and £0.5m a year thereafter

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

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

2025/26	£9.0 million
2026/27	£10.5 million
2027/28	£11.0 million
2028/29	£12.0 million

2029/30      £12.5 million

2030/31      £12.5 million

No additional short-term borrowing is envisaged as being as necessary for the HRA in 25/26.

The HRA self-financing settlement involved the Council taking on £18.114 million of PWLB borrowing. Repayment of this borrowing commenced at the end of 2019/20, at the rate of £1m per annum. This repayment has been refinanced with short-term borrowing to date, however as from the end of 2025/26, it will be necessary to refinance using new long-term borrowing, in order to maintain the proportion of short-term borrowing to gross debt below 50%. £2.0m of additional PWLB borrowing is expected to be necessary in 25/26, with an additional £1.0m in 26/27, £2m in 27/28, £2.6m in 28/29, £1.1m in 29/30, and £0.6m in 30/31.

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

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

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

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

	<b>2025/26 Estimate £ 000s</b>	<b>2026/27 Estimate £ 000s</b>	<b>2027/28 Estimate £ 000s</b>	<b>2028/29 Estimate £ 000s</b>	<b>2029/30 Estimate £ 000s</b>	<b>2030/31 Estimate £ 000s</b>
Authorised limit – borrowing	44.0	46.0	47.0	47.0	47.0	46.0
Other Long Term Liabilities	0.0	0.0	0.0	0.0	0.0	0.0
<b>Total</b>	<b>44.0</b>	<b>46.0</b>	<b>47.0</b>	<b>47.0</b>	<b>47.0</b>	<b>46.0</b>

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

## 6.2 Operational Boundary for External Debt

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

	2025/26 Estimate £ 000s	2026/27 Estimate £ 000s	2027/28 Estimate £ 000s	2028/29 Estimate £ 000s	2029/30 Estimate £ 000s	2030/31 Estimate £ 000s
Borrowing	39.0	41.0	42.0	42.0	42.0	41.0
Other Long Term Liabilities	0.0	0.0	0.0	0.0	0.0	0.0
<b>Total</b>	<b>39.0</b>	<b>41.0</b>	<b>42.0</b>	<b>42.0</b>	<b>42.0</b>	<b>41.0</b>

## 6.3 Limits in Interest Rate Exposure

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

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

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

## 6.4 Maturity Structure of Fixed Borrowing

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

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

## 6.5 Total Principal Sums Invested

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

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

## 7.0 Local Performance Indicators

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



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

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

# Appendix 4

## **Minimum Revenue Provision Statement 2026/27**

### **Annual Minimum Revenue Provision Statement 2026/27**

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

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

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

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

#### **Minimum Revenue Provision Policy**

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

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

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

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

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

cash, hence when we do decide to borrow this is not always directly attributable to a specific asset, it may in fact fund a number of assets or capital enhancements to existing assets.

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

### **HRA**

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

This is due to:

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

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

# Appendix 5

## **INVESTMENTS STRATEGY 2026/27 – 2029/30**

### **1.0 Introduction**

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

The objectives of this strategy are to:

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

### **2.0 Current Investments**

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

### **3.0 Investments: Loans**

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

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

The length of time an investment can be 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 by the Section 151 Officer or the Deputy Section 151 Officer.

### Money Market Funds

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

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

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

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

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

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

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

## **5.0 Scheme of Delegation**

Full Council

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

Policy, Finance and Development Committee

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

Section 151 Officer

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

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

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

## **7.0 Ethical Investment Strategy**

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



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

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

**Category 2**

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

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

Barclays Bank Plc

Lloyds Bank Plc

HSBC Plc

Santander UK Plc

National Westminster Bank Plc

Royal Bank of Scotland Plc

Bank of Scotland Plc

Nationwide Building Society

**Debt Management Office**

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

Operated by a National Government Department

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

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).

## Flexible use of Capital Receipts Strategy 2026/27

### 1 Introduction

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

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

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

- 1.2 On 4 April 2022, the Department of Levelling Up, Housing, and Communities confirmed this extension and published Guidance and a Direction. On 18<sup>th</sup> December 2023, it was announced that the flexibility scheme would be further extended to 31<sup>st</sup> March 2030.
- 1.3 The Council has previously produced strategies to 2022/23 in respect of the previous flexibility. This Strategy has been updated and produced for the financial year 2026/27, in the light of the extension and revised Guidance received in 2022 and 2023.

### 2 Objectives and purpose

- 2.1 This Strategy is intended to enable the Council to potentially take advantage of this flexibility if appropriate. The Strategy forms part of the delivery of the Corporate Strategy and particularly supports the theme of Financial Sustainability.
- 2.2 The objectives of this Strategy are to:
- Outline the methodology for funding projects using this flexibility;
  - Identify actual and potential capital receipts that could be utilised to fund transformation projects;
  - Identify projects that are considered to be eligible and which could be funded by this method;
  - In subsequent years, report on the progress of projects approved in previous years.
- 2.3 The Guidance sets out examples of qualifying expenditure which includes “funding the cost of service reconfiguration, restructuring or rationalisation (staff or non-staff), where this leads to ongoing efficiency savings or service transformation” and it is for this purpose that the Council is proposing to use Capital Receipts in 2026/27.

### **3 2026/27 Revenue Budget**

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

### **4 The Prudential Code**

- 4.1 The Council has due regard to the requirements of the Prudential Code and the impact on its prudential indicators from the application of this Flexible Use of Capital Receipts Strategy.
- 4.2 Any capital receipts which are received and not allocated will be used to fund revenue costs incurred to support the Council's service development and delivery of savings and efficiencies. These receipts have not been earmarked as funding for any other proposed capital expenditure and therefore there is no anticipated additional impact on the Council's prudential indicators as set out in the Council's Treasury Management Strategy.
- 4.3 The Council will also have due regard to the Local Authority Accounting Code of Practice when determining and including the entries required from undertaking and funding this scheme within the 2026/27 Statement of Accounts.

### **5 Monitoring the strategy**

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

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

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

<b>Project</b>	<b>Description and Progress</b>	<b>Lead</b>	<b>Planned value and timing of use of receipts</b>
Digital Transformation Officer	Revenue costs associated with the funding of this post.	Head of Neighbourhood Services	£50,000 per annum 2026/27 – 2027/28



<b>Policy, Finance and Development Committee</b>	<b>Tuesday, 03 February 2026</b>	<b>Matter for Information and Decision</b>
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**Report Title:** **2026/27 Revenue Budget, Medium Term Financial Plan and  
2026/27 – 2030/31 Capital Programmes**

**Report Author(s):** **Simon Ball (Finance Manager)  
Colleen Warren (Chief Finance Officer/S151 Officer)**

<b>Purpose of Report:</b>	For Committee to approve the General Fund Revenue Budget for 2026/27, the Housing Revenue Account revenue budget for 2026/27 and Capital Programme and the MTFP for 2026/27 to 2030/31.
<b>Report Summary:</b>	<p>The report outlines the final proposed General Fund Revenue Budget for 2026/27, which is a balanced budget with no use of the general fund reserve.</p> <p>The five-year Medium Term Financial Plan 2026/27 to 2030/31 shows a forecast cumulative surplus of £2.59M.</p> <p>The report also presents the Housing Revenue Account which sets out the high level 5-year position.</p> <p>The report sets out future schemes to be added to the capital programme as funding is secured.</p> <p>Finally, the report sets out the Section 151 Officer's statement on robustness of estimates and adequacy of reserves, as required by Section 25 of the Local Government Act 2003.</p>
<b>Recommendation(s):</b>	<ul style="list-style-type: none"> <li><b>a) Recommend that Full Council approve the General Fund Revenue Budget for 2026/27 as set out in Appendix 1;</b></li> <li><b>b) Recommend that Full Council approve to increase Council Tax by 2.5%;</b></li> <li><b>c) Recommend that Full Council approve a housing rent and service charge increase of 4.8%;</b></li> <li><b>d) Recommend that Full Council approve the HRA budget for 2026/27, as detailed in Table 4 and notes the HRA MTFP;</b></li> <li><b>e) Recommend that Full Council approve the adoption of rent convergence at up to £3 per week when legislation allows;</b></li> <li><b>f) Recommends that Full Council approves the Scale of Fees and Charges as set out in Appendix 4 and approves an ongoing annual increase by the September CPI rate with the exception of Car Parking and Garden Waste;</b></li> <li><b>g) Recommends that Full Council approves the Capital Schemes of the General Fund and HRA as set out in Appendix 5;</b></li> <li><b>h) Recommends that Full Council notes the MTFP for 2026/27 to 2030/31 as set out in Table 7; and</b></li> <li><b>i) Recommends that Full Council notes the S151 Officer's statement on the robustness of the budget and the adequacy of reserves as set out in Section 13 of the report.</b></li> </ul>

<b>Senior Leadership, Head of Service, Manager, Officer and Other Contact(s):</b>	<p>Colleen Warren (Chief Finance Officer/S151 Officer) (0116) 257 2759 <a href="mailto:colleen.warren@oadby-wigston.gov.uk">colleen.warren@oadby-wigston.gov.uk</a></p> <p>Simon Ball (Finance Manager) (0116) 257 2694 <a href="mailto:simon.ball@oadby-wigston.gov.uk">simon.ball@oadby-wigston.gov.uk</a></p>
<b>Strategic Objectives:</b>	Our Council (SO1)
<b>Vision and Values:</b>	"Our Borough - The Place to Be" (Vision) Resourceful & Resilient (V4)
<b>Report Implications:-</b>	
Legal:	There are no implications arising from this report.
Financial:	The implications are as set out in the report.
Corporate Risk Management:	Decreasing Financial Resources / Increasing Financial Pressures (CR1) Reputation Damage (CR4) Regulatory Governance (CR6) Organisational / Transformational Change (CR8)
Equalities and Equalities Assessment (EA):	There are no implications directly arising from this report. EA not applicable
Human Rights:	There are no implications arising from this report.
Health and Safety:	There are no implications arising from this report.
<b>Statutory Officers' Comments:-</b>	
Head of Paid Service:	The report is satisfactory.
Chief Finance Officer:	As the author, the report is satisfactory.
Monitoring Officer:	The report is satisfactory.
<b>Consultees:</b>	<ul style="list-style-type: none"> <li>• Senior Leadership Team</li> </ul>
<b>Background Papers:</b>	<ul style="list-style-type: none"> <li>• 2026/27 Draft Revenue Budget and Medium-Term Financial Plan update- PFD 2 December 2025</li> </ul>
<b>Appendices:</b>	<ol style="list-style-type: none"> <li>1. General Fund Budget Summary (2026/27)</li> <li>2. Budget Changes 2025/26 to 2026/27</li> <li>3. Scale of Fees and Charges</li> <li>4. Capital Programme (2026/27)</li> </ol>

## 1. Introduction

- 1.1 The final General Fund and Housing Revenue Account budgets, Capital Programme and updated MTFP were considered by this PFD committee on the 3 February 2026.
- 1.2 This report summarises the changes for the final budget 26/27 for the General Fund, Housing Revenue Account and Capital programmes, the details of the provisional finance settlement and Fees and Charges schedule for 26/27. The budget has been updated for the final settlement statement, released by the Government on 9 February.
- 1.3 The aim of the General Fund and Housing Revenue Account (HRA) budgets and the associated MTFP is to achieve:
- Financial resilience
  - Financial self-sustainability

The achievement of both will provide opportunities for the council to invest in strategic priorities.

- 1.4 The preparation of the budget for 26/27 has been a detailed process involving officer review and Member consultations.

## 2. The General Fund Budget

- 2.1 The final general fund budget, taking into account establishment increases, estimated pay award, inflation assumptions, contract inflation and other known changes is £9,211,057 an increase of £1.478M from the previous year's budget.
- 2.2 The General Fund Budget detail is shown at **Appendix 1**.
- 2.3 **Table 1** below shows the changes from the approved budget for 2025/26 and the proposed final budget for 2026/27.

**Table 1**

General Fund	Budget 2025/26	Final Budget 26/27	Variance
	£	£	£
Employee Expenses	8,254,125	9,121,440	867,315
Premises Expenses	663,500	700,195	36,695
Transport Expenses	295,103	328,850	33,747
Supplies & Services	2,372,017	2,830,054	458,037
Transfer Payments	7,290,954	6,855,317	(435,637)
Income	(12,084,417)	(11,539,400)	545,017
Capital Financing	941,500	914,600	(26,900)
<b>Net Revenue Expenditure</b>	<b>7,732,782</b>	<b>9,211,057</b>	<b>1,478,275</b>

- 2.4 Employee expenses are the most significant movement between years. This is due to the additional staff required to deliver the food waste project and a 3% assumed pay award that has been built in for 26/27.

- 2.5 Inflationary increases have been applied to Supplies and Services, Premises Expenses and Contracts where required.
- 2.6 In addition, Oadby and Wigston Borough Council are part of three partnership agreements which include Lightbulb, Leicestershire Building Control and Health and Wellbeing and Physical Activity. These partnerships are run on our behalf and other local authorities by Blaby District Council. The ongoing costs of the partnership have been built into the budget for 2026/27. Due to Local Government Reorganisation (LGR), Blaby District Council have requested that we extend the current S113 agreements to the 31 March 2028 to align with the LGR timetable. We support this request and have included the costs of the partnership within the budget and MTFP. By agreeing to the budget Members are endorsing the continuation of these partnership arrangements.
- 2.7 Income has been adjusted to reflect achievable budgets where required. The majority of fees and charges have been increased in line with September 2025 CPI @ 3.8%, with the exception of car parks and garden waste charges, which have been frozen. Other fees and charges may see slightly higher than the CPI increase due to benchmarking with neighbouring authorities and full cost recovery exercises.

### **3. The Final Settlement**

- 3.1 The government announced the provisional multi-year settlement on 17 December 2025 for 2026/27 to 2028/29. This settlement will result in more distribution of funding within the sector than any other for at least the last 25 years.
- 3.2 Added to this there has been a full baseline reset with major changes to the relative needs formulas and the simplification of many grants into either SFA or one of four consolidated grants.
- 3.3 This is a 3-year settlement, which gives some certainty for the years to 2028/29, however each of these years will be subject to an annual settlement process. Any changes will be upwards as the 3-year settlement represents a minimum level of funding.
- 3.4 A key assumption within the settlement is that Council Tax will increase by the maximum of 2.99% or £5, however members have proposed an increase of 2.50% for 2026/27.
- 3.5 Grants have been allocated within 4 main grants streams – homelessness, rough sleeping and domestic abuse grant, public health grant, crisis and resilience grant and children and families grant.

### **4. Council Tax 2026/27**

- 4.1 The MTFP assumes a Council tax increase in of 2.50% in 2026/27. This equates to an additional £122k of funding to support essential services. Thereafter, it assumes the maximum allowed under the Local Government Settlement which is the great of £5 or 2.99%.
- 4.2 The tax base for 2026/26 is 18,976.71 an increase of 382.52 properties when compared to last year. This equates to an additional £110k of funding.
- 4.3 Any surplus/deficit on Council tax during 25/26 will affect the Council Tax precepts for 26/27; the current forecast is a surplus of £25k.
- 4.4 The proposed Council Tax bandings are set out in the table below and full details are contained in the Council Tax Setting Report included in the Full Council agenda.



Total Amount Payable by Band			
A	B	C	D
£178.79	£208.59	£238.38	£268.18
E	F	G	H
£327.78	£387.37	£446.97	£536.36

## 5. Business Rates (NNDR) 2026/27

5.1 Under the previous arrangements for Retained Business Rates, where a Council collects rates above an assessed baseline level set by the Government, a 50% levy was applied that was paid to Government. In order to avoid this levy a Business Rates Pool was adopted with the County and other Districts in Leicestershire.

5.2 Between 2013/14 and 2025/26, business rates pooling arrangements have delivered positive outcomes across England. Local authorities collectively retained a greater share of business rates growth by reducing the levy that would otherwise have been payable to Central Government. This approach enabled participating authorities to benefit from local economic growth and strengthen financial resilience, however, the reset of the Business Rate Retention Scheme in 2026/27 will introduce revised baseline targets for each authority. These targets will be uplifted to reflect actual conditions, effectively removing any growth from the system. As a result, there will be no levy payable and consequently, no financial advantage from pooling arrangements.

Leicestershire Councils have collectively decided that business rate pool will not operate in from 2026/27 onwards. This position is supported by external advisors and aligns with expectations from the Ministry of Housing, Communities and Local Government (MHCLG).

5.3 The Council is still expecting a number of rateable values appeals. A provision has been put aside based on intelligence from the Councils advisors to cover the estimated effects, but uncertainty remains in this area.

5.4 As well as the potential for the authority to attract additional income through retained business rates there is also the risk of uncertainty through the amount of business rates that it collects; this has been further exacerbated by economic impacts. Coupled with uncertainties relating to appeals against rateable values for business premises, with the potential for successful appeals being backdated, makes estimating income extremely challenging and potentially volatile.

5.5 The table below provides details of the anticipated business rates figure for 2026/27.

	2026/27
Business Rates income/Expenditure	£
Retained Business Rates	(5,522,665)
S31 Grants	(1,956,868)
Tariff	5,488,784
<b>Pre-Levy Income</b>	<b>(1,990,749)</b>
levy	58,061
Renewable Energy	(8,564)
<b>Net Retained Business Rates Income</b>	<b>(1,941,252)</b>

## 6. Funding Position 2026/27

6.1 The overall funding position including final settlement for 2026/27 is set out in **Table 2**

**Table 2 – 2026/27 Final Budget Funding Position**

	<b>Funding 25/26</b>	<b>Funding 26/27</b>
	£	£
Earmarked Reserves	514,239	369,000
Retained Business Rates	(2,434,256)	(1,941,252)
Collection Fund (Surplus)/Deficit – BR	178,840	(210,577)
Extended Producer Responsibility	(855,239)	(874,972)
NI increase funding	(72,628)	0
New Homes Bonus	(236,500)	0
Council Tax – OWBC	(4,864,982)	(5,096,747)
Collection Fund Balance – Council Tax	(56,245)	(25,130)
Revenue Support Grant	0	(1,768,240)
Green Plant and machinery	(7,351)	0
<b>Total Financing</b>	<b>(7,834,122)</b>	<b>(9,547,919)</b>

## 7. General Fund Reserves

7.1 The forecast position for the General Fund Reserve is shown in Table 3.

7.2 Closing balances are forecast to increase over the lifetime of the MTFP, reflecting the increased funding derived from the Fair Funding Review.

**Table 3**

<b>General Fund Reserve</b>	<b>£</b>
<b>Opening Balance 01/04/2025</b>	<b>(1,422,408)</b>
Forecast overspend for 2025/26 as at Quarter 3	454,000
Estimated return from Business rates pool 25/26	(538,000)
<b>Estimated Closing Balance 31 March 2026</b>	<b>(1,506,408)</b>
Estimated surplus for 26/27 per MTFP	(336,862)
<b>Estimated Closing Balance 31 March 2027</b>	<b>(1,843,270)</b>
Estimated surplus for 27/28 per MTFP	(19,660)
<b>Estimated Closing Balance 31 March 2028</b>	<b>(1,862,930)</b>

## 8. Scale of Fees and Charges

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

- Statutory obligations
- Policies objectives of the Council
- Local market research and competition (where relevant)
- The impact of price changes on activity level of demand
- Changes in taxation

- Budget position and any associated gap
- The cost of providing the service

8.2 Through member consultation it is proposed to increase all discretionary fees and charges by inflation as a minimum, which at September 2025 was 3.8% with the exception of Garages Rent, which are to increase by 4.8%, Car Parking Charges, which have been frozen, and Garden Waste, where the charge for the first bin has been frozen. Other fees and charges may see slightly higher than the CPI increase due to benchmarking with neighbouring authorities and full cost recovery exercises. Included at **Appendix 4** is the final proposed charge position of individual fees and charges showing previous charges and the % of increase. It is recommended that Council approves the increase in Discretionary Fees and Charges by September's inflation going forwards each year.

8.3 **Table 4** shows the movement in fees and charges.

**Table 4 – General Fund Fees & Charges Budget 2026/27**

General Fund	Budget 2025/26	Final Budget 26/27	Variance
	£	£	£
Fees & Charges	(3,569,240)	(3,644,490)	(75,250)

## 9. Housing Revenue Account 2026/27

9.1 **Table 5** shows the 2025/26 revised budget and the final 2026/27 proposed budget for the HRA.

**Table 5 - Housing Revenue Account Final Budget 2026/27**

Housing Revenue Account	Revised Budget 2025/26	Budget 26/27	Variance
	£	£	£
Employee Expenses	1,177,400	1,387,450	210,050
Premises Expenses	1,228,100	1,362,000	133,900
Supplies and Services	269,300	248,900	(20,400)
Interest payable/(receivable)	761,400	776,900	15,500
Depreciation	1,580,000	1,550,000	(30,000)
Corporate overheads	1,391,300	1,426,000	34,700
Income	(6,164,600)	(6,450,100)	(285,500)
Capital appropriation	(171,500)	(173,100)	(1,600)
Contribution from reserves	(71,400)	(128,050)	(56,650)
<b>Net Revenue Expenditure</b>	<b>0</b>	<b>0</b>	<b>0</b>

9.2 The budget for 26/27 is £128k deficit which is £57k more than 25/26. This will be met from the HRA Reserve.

- 9.3 The assumption for the housing rents is an increase of 4.8%, in line with the national rent increase formula of CPI in September (3.8%) + 1%.
- 9.4 Employee expenses have increased by £210k. This is due to three new posts; Asset Management and Information Officer, Housing Inspector – Damp and Mould, and Compliance Assistant, along with a 3% assumption for the pay award. These posts are required due to work related to the Regulation of Social Housing inspection.

### **Rent Convergence**

- 9.5 Rent convergence is being reintroduced nationally as part of the new 10-year rent settlement commencing from April 2026. The purpose of convergence is to bring rents for existing social housing properties back in line with their respective formula rent levels, addressing historic disparities where comparable properties are let at different rents. These differences have built up over time following the suspension of convergence in 2015, meaning that many long-standing tenancies now sit below the benchmark rent for comparable properties.
- 9.6 Formula rent provides a consistent and transparent basis for setting social rents, reflecting property type and local earnings. While annual rent increases have continued in recent years on an inflation-linked basis, the absence of convergence has resulted in rents drifting further away from formula levels. Reintroducing convergence is therefore intended to correct this and bring those properties which are on social rent up to formula rents.
- 9.7 Under the proposed framework, annual rent increases would continue to be capped at CPI+ 1%, with an additional uplift applied to properties that are currently below formula rent until parity is reached. This approach is designed to be gradual and predictable, avoiding sudden increases for tenants while allowing landlords to move rents towards target levels over time. Once convergence is achieved, rents would revert to standard annual increases only.
- 9.8 From a HRA perspective, rent convergence strengthens the long-term sustainability of rental income. Bringing rents closer to formula levels improves the underlying income base, supporting investment in existing stock, building safety and long-term asset management, while also providing greater certainty for financial planning. At the same time, the phased nature of convergence helps balance financial sustainability with affordability considerations for tenants, ensuring that changes are implemented in a controlled and proportionate manner.

## **10. HRA Medium Term Financial Plan**

- 10.1 The forecast position for the General Fund Reserve is shown in Table 6.

**Table 6 – HRA Reserve**

<b>HRA Reserve</b>	<b>£</b>
<b>Opening Balance 01/04/2025</b>	<b>(1,674,678)</b>
Estimated deficit for 2025/26 per MTFP	71,400
<b>Estimated Closing Balance 31 March 2026</b>	<b>(1,603,278)</b>
Estimated deficit for 2026/27 per MTFP	446,056
<b>Estimated Closing Balance 31 March 2027</b>	<b>(1,157,222)</b>
Estimated surplus for 2027/28 per MTFP	(62,267)
<b>Estimated Closing Balance 31 March 2028</b>	<b>(1,219,489)</b>

- 10.2 The HRA Medium Term Financial Plan 2026/27 to 2030/31 as shown in **Table 7** forecasts a surplus for each year of the MTFP except 2026/27.

**Table 7 - HRA MTFP**

	2026/27	2027/28	2028/29	2029/30	2030/31
<b>Expenditure</b>					
Supervision and Management	1,012,990	957,630	885,670	903,310	921,060
Repairs and Maintenance	1,595,860	1,653,250	1,472,100	1,501,550	1,531,500
Rent Rates and Other Charges	176,400	183,100	187,670	191,430	195,260
Provision for Bad Debt	30,000	31,140	31,920	32,560	33,210
Depreciation	1,550,000	1,581,000	1,613,000	1,645,000	1,678,000
Debt Management Expenses	10,000	10,380	10,640	10,850	11,070
	<b>4,375,250</b>	<b>4,416,500</b>	<b>4,201,000</b>	<b>4,284,700</b>	<b>4,370,100</b>
<b>Income</b>					
Dwelling rents	(6,199,600)	(6,519,200)	(6,820,900)	(7,103,800)	(7,382,400)
Non-Dwelling rents	(1,600)	(1,700)	(1,800)	(1,900)	(2,000)
Charges for Services and Facilities	(248,900)	(259,100)	(268,200)	(276,900)	(286,000)
	<b>(6,450,100)</b>	<b>(6,780,000)</b>	<b>(7,090,900)</b>	<b>(7,382,600)</b>	<b>(7,670,400)</b>
<b>Net (income)/cost of services</b>	<b>(2,074,850)</b>	<b>(2,363,500)</b>	<b>(2,889,900)</b>	<b>(3,097,900)</b>	<b>(3,300,300)</b>
Interest payable	806,900	815,500	812,400	841,000	849,100
Investment income	(30,000)	(30,000)	(30,000)	(30,000)	(30,000)
Corporate and Democratic Core	1,426,000	1,480,000	1,517,000	1,547,000	1,578,000
<b>Net Operating Expenditure</b>	<b>128,050</b>	<b>(98,000)</b>	<b>(535,700)</b>	<b>(685,000)</b>	<b>(848,300)</b>
Capital Funded from Revenue	318,006	35,733	0	209,048	180,033
<b>Appropriations to/(from) reserves</b>	<b>(446,056)</b>	<b>62,267</b>	<b>535,700</b>	<b>475,952</b>	<b>668,267</b>

## 11. Capital Programme 2026/27

- 11.1 The capital programme for 2026/27, and an indicative capital programme from 2027/28 to 2030/31, are shown in **Appendix 5**. The impact of this is incorporated into the capital financing charges included in the MTFP.
- 11.2 A number of capital bids have been prepared as part of the budget setting process. The capital bids received do not identify any funding. This means they would be required to be funded through 'prudential borrowing' or capital receipts. It is intended that they will be financed from capital receipts expected from the sale of Bushloe House and Oadby Pool.
- 11.3 Stock condition survey data forms the basis of the HRA capital programme for the next thirty years. The following items are proposed for the HRA capital programme for 26/27;

### Decent Homes Works - £2.330M

Planned investment focuses on maintaining Decent Homes standards and addressing key building components, including central heating systems, doors & windows, kitchens and bathrooms, roofing and fire safety works. Annual funding is also allocated for aids and adaptations, damp and mould works and housing block improvements.

### New Housing Initiatives - £2.213M

A scheme to help increase the availability of good quality, permanent homes within HRA stock. Growing demand for social housing, rising homelessness pressures and limited turnover mean that current supply is not sufficient to meet demand. By purchasing additional properties the council can provide more households with safe, stable accommodation more quickly than

through new developments. Expanding the stock in this way also strengthens the council's ability to respond flexibly to changing local housing pressures.

#### 11.4 Capital bids received for the General Fund are outlined below;

##### **Vehicle Refurbishment and Replacement - £285K**

A refuse collection vehicle has reached the end of its life and requires replacement. Another will have its life extended two years through refurbishment. This is in line with the 10-year replacement plan that was approved as part of the 25/26 budget setting process.

##### **Boiler Replacement at Parklands Leisure Centre - £118K**

To replace the existing two aging main gas boilers with smaller modular boilers, and a like-for-like replacement of the hot water heater, with provisions to allow future connection to the already installed PV panels. The existing units, installed during the 2015 refurbishment, are becoming increasingly inefficient and prone to maintenance issues. These upgrades will deliver improved energy efficiency, reduce operational risks and enhance the overall resilience of the Centre's heating and hot water systems.

##### **Replacement of Play Park Equipment - £245K**

To replace play equipment that is at the end of its useful life.

##### **Pavillion/Community Building Refurbishment**

Capital refurbishment works across multiple buildings, most notably Uplands Park Pavillion.

##### **IT Replacements – £66K**

The Council started the journey to move its IT services in house in late 2020 and the project transition phase was completed in 2021. There has been no requirement since for capital investment in any hardware however, we have now entered the period where physical hardware that is due to be end of life will need replacing. This process began in 2025/26 and will continue through 2026/27 and future years.

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

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

##### **Footfall Counter - £14K**

The is an invest to save project to replace the existing footfall counters in the three town centres with a replacement with lower running costs. This should save circa £8K per year.

##### **Christmas Decorations - £8K**

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

## Litter Bins - £22K

To replace approximately 40 litter bins and 20 dog waste bins across the borough that have come to the end of their life.

## Refuse Bins - £42K

To purchase stock of spare bins that are used to replace damaged, lost or stolen bins as per the kerbside collection policy.

### 12. Medium Term Financial Plan 2026/27 to 2030/31

- 12.1 The MTFP has been updated to reflect the on-going impact of the changes made to the 2025/26 budget and to include the latest funding forecasts following the provisional settlement and is shown below in **Table 8**.
- 12.2 **Table 8** below demonstrates the budget position from 2026/27 to 2030/31 and its effect on the General fund reserve balance. It does not apply any annual increases in fees and charges but does assume a 2.99% increase in Council Tax.
- 12.3 Annual pay inflation is assumed at 3% for 2026/27 and 2% thereafter. Supplies and services are subject to a 2% annual uplift, while utilities and insurance are subject to 5%, reflecting a long-term trend for increases greater than general inflation in those areas.

**Table 8 – General Fund MTFP**

	2026/27	2027/28	2028/29	2029/30	2030/31
	£	£	£	£	£
Salaries	9,294,390	9,568,033	9,849,886	10,140,194	10,439,211
Supplies & Services	3,034,050	2,480,278	2,527,646	2,575,962	2,625,244
Utilities	190,930	200,477	210,500	221,025	232,077
Insurances	273,240	286,902	301,247	316,309	332,125
Capital	914,600	943,700	1,020,900	1,082,000	1,095,800
Income	(3,615,154)	(3,505,955)	(3,556,549)	(3,608,155)	(3,660,793)
Selective Licensing	(403,000)	(200,000)	(150,000)	(100,000)	(450,000)
Leisure Management	(478,000)	(478,000)	(478,000)	(478,000)	(478,000)
<b>Net cost of Services</b>	<b>9,211,057</b>	<b>9,295,434</b>	<b>9,725,630</b>	<b>10,149,336</b>	<b>10,135,664</b>
Earmarked Reserves	369,000	575,000	285,000	65,000	375,000
Retained Business Rates	(1,941,252)	(1,992,768)	(2,044,953)	(2,097,810)	(2,151,347)
Collection Fund (Surplus)/Deficit – BR	(210,577)	0	0	0	0
Extended Producer Responsibility	(874,972)	(874,972)	(699,978)	(559,982)	(447,986)

Council Tax – OWBC	(5,096,747)	(5,327,364)	(5,532,758)	(5,732,779)	(5,933,431)
Collection Fund Bal – CTax	(25,130)	0	0	0	0
Revenue Support Grant	(1,768,240)	(1,869,984)	(1,959,937)	(2,013,479)	(2,068,660)
<b>Total Funding</b>	<b>(9,547,919)</b>	<b>(9,315,094)</b>	<b>(9,812,630)</b>	<b>(10,227,054)</b>	<b>(10,136,827)</b>
<b>Budget Gap/(Surplus)</b>	<b>(336,862)</b>	<b>(19,660)</b>	<b>(86,999)</b>	<b>(77,718)</b>	<b>(1,163)</b>
<b>General Fund Balance</b>	<b>(1,843,270)</b>	<b>(1,862,930)</b>	<b>(1,949,929)</b>	<b>(2,027,647)</b>	<b>(2,028,810)</b>

The table shows the increasing levels of reserves over the term of the MTFP.

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

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

- 12.5 At the Audit Committee meeting on 9 December 2025, Grant Thornton delivered their Provisional Annual Report for 2024/25 with the final report received on the 19 December 2025.
- 12.6 The 2024/25 Auditors Annual report has identified no significant weaknesses with our financial sustainability, and has one improvement recommendation in terms of addressing any future budget gaps. This is a significant improvement on the 2023/24 report which had recommendations regarding the large budget gaps in the MTFP and how we were going to need to address the issues. Officers and members have made huge strides to improve the financial sustainability of the Council with long term savings plans implemented and further work still ongoing.
- 12.7 It is of fundamental importance that Members remain focused on the pledge not to use reserves to balance the budget and for Officers and Members to work collectively to continue to identify sustainable cost savings.
- 12.8 The Local Government Act 2003 requires the Council's Chief Financial Officer (Section 151 Officer) to comment on the robustness of the estimates and also on the adequacy of the proposed reserves. Members must have regard to these comments when deciding on the budget proposals for the forthcoming year.
- 12.9 The Section 151 Officer considers that the estimates which form the General Fund and Housing Revenue Account are robust and prudent and the proposals are deliverable for 2026/27, however it is essential that members, officers and staff maintain the momentum to continue to find savings in the long term.
- 12.10 It is noted that Council considered as part of the draft budget, increasing council tax by the maximum level available, representing 2.99%, however this was rejected in favour of a 2.50% increase for the final budget proposal.
- 12.11 The budget for 2026/27 shows no use of the general fund reserve to balance the budget as per the recommendation approved by Full Council at the meeting on the 12 December 2023.
- 12.12 There is no set formula for deciding what level of reserves is appropriate and councils are free to determine the level of reserves they hold. Where councils hold very low reserves there is little



resilience to financial shocks and sustained financial challenges. It is proposed that any funding surplus is put into balances and reserves to rebuild levels and create resilience for the Council, placing O&W in a good financial position for Local Government Reorganisation.

- 12.13 The general fund reserve position is set out at paragraph 6.1 in the report; this forecasts the closing general fund reserve to be £1.843M at March 2026. The current level of reserves is forecast to be approximately 20% of the net revenue budget. It is felt that this is a reasonable level of reserve provision, and so this will be maintained over the duration of the MTFP, resulting in an increase in the absolute balance of £0.522M over the period. The remaining £2.07M surplus that is forecast over the lifetime of the MTFP will be split 50:50 between the contingency reserve, and a new LGR reserve, reflecting the uncertainty around the transition costs.
- 12.14 Added to the general reserves position, there is also a need to bolster more specific and earmarked reserves, which are only used for their identified purposes, from a Risk Management perspective. These include a specific reserve for NNDR/Business Rates equalisation reserve, due to the uncertainties around calculations with the Business Rates Retention Scheme and for areas such as Invest to Save schemes whereby formally approved income generating schemes can be initiated creating savings in the future.
- 12.15 Changes in grant funding present a further significant risk to the Council; the Section 151 Officer continues to work with key sector representatives to raise the profile of the unique issues faced by the Council and lobby for more financial freedoms around council tax precept levels and currently heavily regulated income streams.
- 12.16 The Housing Revenue Account position remains in a sustainable position. Financial risks exist around rising interest rates and the fact that the service needs to refinance debt on a regular basis and is therefore exposed to further increases in this regard; the need to decarbonise stock and the associated financial burden this presents; ongoing volatility in respect of energy costs which are highly susceptible to economic conditions; the level of properties sold through right to buy; additional burdens associated with new decency standards. Rent convergence (see paras 9.5-9.8) will be pivotal to meeting these financial challenges.

BUDGET PAPERS 2026/27

Revised Budget 2024/25	Actuals 2024/25	Variance 2024/25	Service	Original Budget 2025/26	Adjustments to Budget	Revised Budget 2025/26	Reverse 2025/26 Adjustments to Budget	2026/27 Base Budget	2026/27 Savings Plan	2026/27 Permenant Growth	2026/27 Inflationary Growth	2026/27 Salaries	2026/27 One-Off Growth & Savings	2026/27 Virement	2026/27 Proposed Budgets
				£	£	£	£	£	£	£	£	£	£	£	£
396,420	337,059	(59,361)	Senior Leadership Team	378,400	0	378,400	0	378,400	(2,400)	5,000	0	59,290	0	(20,000)	420,290
3,775,267	4,155,780	380,513	Finance , Law & Democracy	3,361,324	0	3,361,324	0	3,361,324	(1,806,417)	1,428,720	68,020	191,450	6,900	28,000	3,277,997
1,085,748	637,338	(448,410)	The Built Environment	1,229,914	(84,820)	1,145,094	0	1,145,094	(459,674)	461,680	955	376,310	130,000	88,100	1,742,465
1,464,385	2,522,989	1,058,604	Neighbourhood Services	1,669,865	89,620	1,759,485	72,100	1,831,585	(82,700)	152,545	11,250	505,500	0	0	2,418,181
1,388,938	1,476,410	87,472	Policy, Performance & Transformation	1,510,382	600	1,510,982	800	1,511,782	(7,000)	67,098	15,540	251,220	77,090	0	1,915,730
(1,364,003)	(1,341,881)	22,122	HRA Recharge	(1,364,003)	0	(1,364,003)	0	(1,364,003)	(26,103)	0	0	0	0	(88,100)	(1,478,206)
948,600	0	(948,600)	Capital Financing	941,500	0	941,500	0	941,500	(26,900)	0	0	0	0	0	914,600
7,695,355	7,787,696	92,341	NET COST OF SERVICES	7,727,382	5,400	7,732,782	72,900	7,805,682	(2,411,194)	2,115,043	95,765	1,383,770	213,990	8,000	9,211,057

Senior Leadership Team	Budget 2025/26	Draft Budget 26/27	Variance
	£	£	£
Employee Expenses	373,950	432,540	58,590
Premises Expenses	1,000	500	(500)
Transport Expenses	500	300	(200)
Supplies & Services	2,950	6,950	4,000
Transfer Payments	0	0	0
Income	0	(20,000)	(20,000)
Capital Financing	0	0	0
<b>Net Revenue Expenditure</b>	<b>378,400</b>	<b>420,290</b>	<b>41,890</b>

Finance , Law & Democracy	Budget 2025/26	Draft Budget 26/27	Variance
	£	£	£
Employee Expenses	2,875,450	2,433,270	(442,180)
Premises Expenses	4,800	2,800	(2,000)
Transport Expenses	5,853	24,900	19,047
Supplies & Services	(58,783)	41,404	100,187
Transfer Payments	6,893,454	6,457,817	(435,637)
Income	(7,723,453)	(7,072,300)	651,153
Capital Financing	941,500	914,600	(26,900)
<b>Net Revenue Expenditure</b>	<b>2,938,821</b>	<b>2,802,491</b>	<b>(136,330)</b>

The Built Environment	Budget 2025/26	Draft Budget 26/27	Variance
	£	£	£
Employee Expenses	1,158,295	1,509,690	351,395
Premises Expenses	164,600	203,900	39,300
Transport Expenses	1,600	1,600	0
Supplies & Services	1,198,273	1,475,385	277,112
Transfer Payments	397,500	397,500	0
Income	(1,775,174)	(1,933,710)	(158,536)
Capital Financing	0	0	0
<b>Net Revenue Expenditure</b>	<b>1,145,094</b>	<b>1,654,365</b>	<b>509,271</b>

Neighbourhood Services	Budget 2025/26	Draft Budget 26/27	Variance
	£	£	£
Employee Expenses	2,429,500	3,097,700	668,200
Premises Expenses	483,600	487,695	4,095
Transport Expenses	286,400	301,300	14,900
Supplies & Services	383,575	402,775	19,200
Transfer Payments	0	0	0
Income	(1,823,590)	(1,871,290)	(47,700)
Capital Financing	0	0	0
<b>Net Revenue Expenditure</b>	<b>1,759,485</b>	<b>2,418,181</b>	<b>658,696</b>

Policy, Performance & Transformation	Budget 2025/26	Draft Budget 26/27	Variance
	£	£	£
Employee Expenses	1,416,930	1,648,240	231,310
Premises Expenses	9,500	5,300	(4,200)
Transport Expenses	750	750	0
Supplies & Services	846,002	903,540	57,538
Transfer Payments	0	0	0
Income	(762,200)	(642,100)	120,100
Capital Financing	0	0	0
<b>Net Revenue Expenditure</b>	<b>1,510,982</b>	<b>1,915,730</b>	<b>404,748</b>

General Fund	Budget 2025/26	Draft Budget 26/27	Variance
	£	£	£
Employee Expenses	8,254,125	9,121,440	867,315
Premises Expenses	663,500	700,195	36,695
Transport Expenses	295,103	328,850	33,747
Supplies & Services	2,372,017	2,830,054	458,037
Transfer Payments	7,290,954	6,855,317	(435,637)
Income	(12,084,417)	(11,539,400)	545,017
Capital Financing	941,500	914,600	(26,900)
<b>Net Revenue Expenditure</b>	<b>7,732,782</b>	<b>9,211,057</b>	<b>1,478,275</b>

## Statement of Movement on Reserves

	Opening Balance at 1st April 2025	Additions in 2025/26	Useage in 2025/26	Closing Balance as at 31 March 2026	Additions in 2026/27	Useage in 2026/27	Closing Balance as at 31 March 2027	Movements in 2027/28	Closing Balance as at 31 March 2028	Movements in 2028/29	Closing Balance as at 31 March 2029	Movements in 2029/30	Closing Balance as at 31 March 2030	Movements in 2030/31	Closing Balance as at 31 March 2031
	£														
<b>General Fund Earmarked Reserves</b>															
90017 7751 Contingency Reserve	(139,207)			(139,207)	(315,000)		(454,207)	(305,000)	(759,207)	(160,000)	(919,207)	(50,000)	(969,207)	(205,000)	(1,174,207)
90019 7751 Budget C/F Reserve	(50,613)			(50,613)			(50,613)		(50,613)		(50,613)		(50,613)		(50,613)
90038 7751 Land Valuation Reserve	(1,000)			(1,000)			(1,000)		(1,000)		(1,000)		(1,000)		(1,000)
90045 7751 Local Elections Reserve	(17,500)			(17,500)			(17,500)		(17,500)		(17,500)		(17,500)		(17,500)
90047 7751 GF Cost Of Living Reserve	(41,738)			(41,738)			(41,738)		(41,738)		(41,738)		(41,738)		(41,738)
90049 7751 Lottery Reserve	(11,708)			(11,708)			(11,708)		(11,708)		(11,708)		(11,708)		(11,708)
90015 7751 Local Plan Reserve	(429,406)			(429,406)		110,000	(319,406)		(319,406)		(319,406)		(319,406)		(319,406)
LGR Reserve	0			0	(315,000)		(315,000)	(305,000)	(620,000)	(160,000)	(780,000)	(50,000)	(830,000)	(205,000)	(1,035,000)
EPR Reserve	0	(855,239)		(855,239)			(855,239)		(855,239)		(855,239)		(855,239)		(855,239)
<b>Total GF</b>	<b>(691,172)</b>	<b>(855,239)</b>	<b>0</b>	<b>(1,546,411)</b>	<b>(630,000)</b>	<b>110,000</b>	<b>(2,066,411)</b>	<b>(610,000)</b>	<b>(2,676,411)</b>	<b>(320,000)</b>	<b>(2,996,411)</b>	<b>(100,000)</b>	<b>(3,096,411)</b>	<b>(410,000)</b>	<b>(3,506,411)</b>
<b>General Fund Grants</b>															
90044 7751 Collection Fund Reserve	0			0			0		0		0		0		0
90046 7751 Business Rates Retention Reserve	(382,358)		306,000	(76,358)			(76,358)		(76,358)		(76,358)		(76,358)		(76,358)
90013 7751 Earmarked Revenue Grants Reserve	(235,751)	(116,000)		(351,751)		116,000	(235,751)		(235,751)		(235,751)		(235,751)		(235,751)
90027 7751 Grounds Maintenance Reserve Balance	(413,907)		35,000	(378,907)		35,000	(343,907)	35,000	(308,907)	35,000	(273,907)	35,000	(238,907)	35,000	(203,907)
<b>Total GF Grants</b>	<b>(1,032,017)</b>	<b>(116,000)</b>	<b>341,000</b>	<b>(807,017)</b>	<b>0</b>	<b>151,000</b>	<b>(656,017)</b>	<b>35,000</b>	<b>(621,017)</b>	<b>35,000</b>	<b>(586,017)</b>	<b>35,000</b>	<b>(551,017)</b>	<b>35,000</b>	<b>(516,017)</b>
90001 7751 <b>General Fund Reserve</b>	<b>(1,422,408)</b>		<b>(84,000)</b>	<b>(1,506,408)</b>	<b>(336,862)</b>		<b>(1,843,270)</b>	<b>(19,660)</b>	<b>(1,862,930)</b>	<b>(86,999)</b>	<b>(1,949,929)</b>	<b>(77,718)</b>	<b>(2,027,647)</b>	<b>(1,163)</b>	<b>(2,028,810)</b>
<b>Total General Fund Revenue Reserves</b>	<b>(3,145,597)</b>	<b>(971,239)</b>	<b>257,000</b>	<b>(3,859,836)</b>	<b>(966,862)</b>	<b>261,000</b>	<b>(4,565,698)</b>	<b>(594,660)</b>	<b>(5,160,358)</b>	<b>(371,999)</b>	<b>(5,532,358)</b>	<b>(142,718)</b>	<b>(5,675,075)</b>	<b>(376,163)</b>	<b>(6,051,238)</b>
90005 7751 <b>General Fund Capital Receipts Reserve</b>	<b>(61,844)</b>	<b>(4,150,000)</b>	<b>1,832,914</b>	<b>(2,378,930)</b>		<b>800,309</b>	<b>(1,578,621)</b>	<b>307,500</b>	<b>(1,271,121)</b>	<b>823,500</b>	<b>(447,621)</b>	<b>393,500</b>	<b>(54,121)</b>	<b>0</b>	<b>(54,121)</b>
<b>HRA Revenue Reserves</b>															
90009 7751 Major Repairs Reserve Balance	(630,297)	(1,550,000)	1,238,203	(942,094)	(1,581,000)	2,523,094	(0)		(0)		(0)		(0)		(0)
90011 7751 Regeneration Reserve	(361,443)		361,443	0			0		0		0		0		0
90042 7751 Budgets Carried Forward HRA Reserve Balance	(8,500)		8,500	0			0		0		0		0		0
90048 7751 HRA Cost Of Living Reserve	(50,000)			(50,000)			(50,000)		(50,000)		(50,000)		(50,000)		(50,000)
<b>Total HRA</b>	<b>(1,050,240)</b>	<b>(1,550,000)</b>	<b>1,608,146</b>	<b>(992,094)</b>	<b>(1,581,000)</b>	<b>2,523,094</b>	<b>(50,000)</b>	<b>0</b>	<b>(50,000)</b>	<b>0</b>	<b>(50,000)</b>	<b>0</b>	<b>(50,000)</b>	<b>0</b>	<b>(50,000)</b>
90002 7751 <b>HRA Reserve</b>	<b>(1,674,678)</b>		<b>71,400</b>	<b>(1,603,278)</b>		<b>446,056</b>	<b>(1,157,222)</b>	<b>(62,267)</b>	<b>(1,219,489)</b>	<b>(535,700)</b>	<b>(1,755,189)</b>	<b>(475,952)</b>	<b>(2,231,141)</b>	<b>(668,267)</b>	<b>(2,899,408)</b>
<b>Total HRA</b>	<b>(2,724,918)</b>	<b>(1,550,000)</b>	<b>1,679,546</b>	<b>(2,595,372)</b>	<b>(1,581,000)</b>	<b>2,969,150</b>	<b>(1,207,222)</b>	<b>(62,267)</b>	<b>(1,269,489)</b>	<b>(535,700)</b>	<b>(1,805,189)</b>	<b>(475,952)</b>	<b>(2,281,141)</b>	<b>(668,267)</b>	<b>(2,949,408)</b>
<b>HRA Capital Reserves</b>															
90005 7751 HRA Capital Receipts Reserve	(296,918)			(296,918)			(296,918)		(296,918)		(296,918)		(296,918)		(296,918)
90012 7751 1-4-1 Housing Reserve	(1,421,450)	(1,776,000)		(3,197,450)	(255,000)	479,400	(2,973,050)	1,211,400	(1,761,650)	1,234,600	(527,050)	242,600	(284,450)	247,000	(37,450)
	<b>(1,718,368)</b>	<b>(1,776,000)</b>	<b>0</b>	<b>(3,494,368)</b>	<b>(255,000)</b>	<b>479,400</b>	<b>(3,269,968)</b>	<b>1,211,400</b>	<b>(2,058,568)</b>	<b>1,234,600</b>	<b>(823,968)</b>	<b>242,600</b>	<b>(581,368)</b>	<b>247,000</b>	<b>(334,368)</b>

DESCRIPTION OF CHARGE		VAT	GL ACCOUNT CODE	UNIT	Notes			
					2025-2026 £	2026-2027 £	Percentage increase	£ increase
1	BUILDING CONTROL & PLANNING - COMMON CHARGES							
1.1	BUILDING AND PLANNING RECORDS SEARCH							
	Domestic development enquiries*	SR	40001 9356	Each enquiry	70.00	70.00	0.00%	0.00
	Commercial development enquiries*	SR	40001 9356	Each enquiry	110.00	110.00	0.00%	0.00
	Section 106 and / or Tree Preservation Order document request	OS	40001 9356	Each document	70.00	70.00	0.00%	0.00
	Section 106 document enquiry (i.e obligation compliance)	OS	40001 9356	Per hour	0.00	70.00	NEW	NEW
	Tree Preservation Order or Conservation Area enquiry	OS	40001 9356	Each enquiry	25.00	25.00	0.00%	0.00
1.2	COPY OF PLANS, DOCUMENTS & DECISIONS**							
	A4 size per sheet	OS	40001 9206	Each	3.00	3.00	0.00%	0.00
	A3 size per sheet	OS	40001 9206	Each	3.00	3.00	0.00%	0.00
	A2 size per sheet	OS	40001 9206	Each	10.00	10.00	0.00%	0.00
	A1 size per sheet	OS	40001 9206	Each	10.00	10.00	0.00%	0.00
	A0 size per sheet	OS	40001 9206	Each	10.00	20.00	100.00%	10.00
1.3	PRE APPLICATION CHARGES - HOUSEHOLDER, COMMERCIAL AND CHANGES OF USE ENQUIRIES							
	Written Householder Advice – small scale extensions / alterations to one house or a single flat; small scale development within the curtilage of the property.***	SR	40001 9395	Each enquiry	200.00	200.00	0.00%	0.00
	Written Householder Advice (where heritage or arboricultural advice is required) – small scale. Additional charge per expertise (in addition to related fee).***	SR	40001 9395	Each enquiry	60.00	60.00	0.00%	0.00
	Small Scale Development Advice (commercial) - Small scale extensions / alterations to commercial or similar premises, below 100 m2.***	SR	40001 9395	Each enquiry	225.00	225.00	0.00%	0.00
	Small scale development advice (commercial) (where heritage or arboricultural advice is required) Additional charge per expertise (in addition to related fee).***	SR	40001 9395	Each enquiry	60.00	60.00	0.00%	0.00
	Small to Medium scale development advice (commercial) - small to medium scale extensions / alterations to commercial or similar premises, between 100 and 499 m2.***	SR	40001 9395	Each enquiry	350.00	350.00	0.00%	0.00
	Small to Medium scale development advice (commercial) (where heritage or arboricultural advice is required) - Additional charge per expertise (in addition to related fee).***	SR	40001 9395	Each enquiry	60.00	60.00	0.00%	0.00
	Medium scale development advice (commercial) - medium scale extensions / alterations to commercial or similar premises, between 500 and 999 m2.***	SR	40001 9395	Each enquiry	1,000.00	1,000.00	0.00%	0.00
	Medium scale development advice (commercial) (where heritage or arboricultural advice is required) - Additional charge per expertise (in addition to related fee).***	SR	40001 9395	Each enquiry	100.00	100.00	0.00%	0.00
	Larger scale development advice (commercial) - larger scale extensions / alterations to commercial or similar premises, over 1,000 m2.***	SR	40001 9395	Each enquiry	2,200.00	2,500.00	13.64%	300.00
	Larger scale development advice (commercial) (where heritage or arboricultural advice is required) - Additional charge per expertise (in addition to related fee).***	SR	40001 9395	Each enquiry	100.00	100.00	0.00%	0.00
	Advertising related advice - relates to all advertising proposals.***	SR	40001 9395	Each enquiry	400.00	400.00	0.00%	0.00
	Small scale changes of use not relating to any other fee and charge on this schedule.***	SR	40001 9395	Each enquiry	500.00	500.00	0.00%	0.00
	Larger scale changes of use not relating to any other fee and charge on this schedule.***	SR	40001 9395	Each enquiry	0.00	1,000.00	NEW	NEW

Telecommunications equipment and apparatus advice.***	SR	40001 9395	Each enquiry	500.00	500.00	0.00%	0.00
<b>1.4 PRE APPLICATION CHARGES - NEW RESIDENTIAL UNIT ENQUIRIES</b>							
1-3 new dwellings.***	SR	40001 9395	Each enquiry	600.00	600.00	0.00%	0.00
1- 3 new dwellings (where heritage or arboricultural advice is required). Additional charge per expertise (in addition to related fee).***	SR	40001 9395	Each enquiry	100.00	100.00	0.00%	0.00
4-9 new dwellings.***	SR	40001 9395	Each enquiry	1,100.00	1,100.00	0.00%	0.00
4-9 new dwellings (where heritage or arboricultural advice is required). Additional charge per expertise (in addition to related fee).***	SR	40001 9395	Each enquiry	100.00	100.00	0.00%	0.00
10-49 new dwellings.***	SR	40001 9395	Each enquiry	2,250.00	2,250.00	0.00%	0.00
10-49 new dwellings (where heritage or arboricultural advice is required). Additional charge per expertise (in addition to related fee).***	SR	40001 9395	Each enquiry	150.00	150.00	0.00%	0.00
50-199 new dwellings.***	SR	40001 9395	Each enquiry	3,500.00	3,500.00	0.00%	0.00
50-199 new dwellings (where heritage or arboricultural advice is required). Additional charge per expertise (in addition to related fee).***	SR	40001 9395	Each enquiry	200.00	200.00	0.00%	0.00
200-399 new dwellings.***	SR	40001 9395	Each enquiry	5,000.00	6,000.00	20.00%	1,000.00
200-399 new dwellings (where heritage or arboricultural advice is required). Additional charge per expertise (in addition to related fee).***	SR	40001 9395	Each enquiry	250.00	250.00	0.00%	0.00
400 - 799 new dwellings.***	SR	40001 9395	Each enquiry	6,500.00	7,500.00	15.38%	1,000.00
400 - 799 new dwellings (where heritage or arboricultural advice is required). Additional charge per expertise (in addition to related fee).***	SR	40001 9395	Each enquiry	300.00	300.00	0.00%	0.00
800 or more new dwellings.***	SR	40001 9395	Each enquiry	9,000.00	10,000.00	11.11%	1,000.00
800 or more new dwellings (where heritage or arboricultural advice is required). Additional charge per expertise (in addition to related fee).***	SR	40001 9395	Each enquiry	300.00	300.00	0.00%	0.00
Site visit / meeting (additional fee) relating to any planning related enquiry.	SR	DC - 40001 9395 PP - 40101 9201	Each site visit or meeting	300.00	300.00	0.00%	0.00
Strategic sites (approximately 1,000 homes or more).	SR	40001 9395	Each enquiry	NEW	POA	NEW	NEW
Planning Performance Agreement (PPA).	SR	40001 9201	Fee per agreement	NEW	POA	NEW	NEW
<b>1.5 HIGH HEDGE COMPLAINTS</b>							
Complaints via written means (electronic or hard copy)	OS	40001 9369	Each enquiry	550.00	550.00	0.00%	0.00
Those on means tested benefits and war pensions will receive a 33% discount	OS	40001 9369	Each enquiry	368.50	368.50	0.00%	0.00
<b>1.6 WEEKLY LIST OF ALL PLANNING APPLICATIONS</b>							
<b>1.7 OADBY AND WIGSTON LOCAL PLAN</b>							
New Local Plan DPD (non resident or local group)**	OS	40101 9206	Each	45.00	45.00	0.00%	0.00
New Local Plan DPD (resident or local group)**	OS	40101 9206	Each	20.00	20.00	0.00%	0.00
<b>1.8 OTHER DOCUMENTS</b>							
Annual Monitoring Documents (Published Annually)**	OS	40101 9206	Each	20.00	20.00	0.00%	0.00
Supplementary Planning Document / Statements of Consultation**	OS	40101 9206	Each	20.00	20.00	0.00%	0.00
Employment Land Availability Study (Published Annually)**	OS	40101 9206	Each	20.00	20.00	0.00%	0.00
Landscape Character Assessment**	OS	40101 9206	Each	35.00	35.00	0.00%	0.00
Oadby & Wigston Green Wedge Management Strategy	OS	40101 9206	Each	35.00	35.00	0.00%	0.00
Oadby & Wigston Phase 1 Habitat Survey & Biodiversity Audit**	OS	40101 9206	Each	35.00	35.00	0.00%	0.00
Oadby and Wigston Employment Land and Premises Study**	OS	40101 9206	Each	35.00	35.00	0.00%	0.00
Statement of Community Involvement**	OS	40101 9206	Each	35.00	35.00	0.00%	0.00
Nature Conservation Strategy	OS	40101 9206	Each	35.00	35.00	0.00%	0.00
Local Development Scheme**	OS	40101 9206	Each	10.00	10.00	0.00%	0.00
HEDNA**	OS	40101 9206	Each	35.00	35.00	0.00%	0.00
Retail Study**	OS	40101 9206	Each	35.00	35.00	0.00%	0.00
Faith Community Study & Places of Worship Needs Assessment**	OS	40101 9206	Each	35.00	35.00	0.00%	0.00
Play & Recreational Facilities Study	OS	40101 9206	Each	35.00	35.00	0.00%	0.00
Affordable Housing Viability Assessment**	OS	40101 9206	Each	35.00	35.00	0.00%	0.00
Whole Plan Viability Assessment**	OS	40101 9206	Each	35.00	35.00	0.00%	0.00

Assessment of Highways and Transportation Implications	OS	40101 9206	Each	35.00	35.00	0.00%	0.00
Employment Sites & Brownfield Land Study	OS	40101 9206	Each	35.00	35.00	0.00%	0.00
Adopted Policies Map	OS	40101 9206	Each	20.00	20.00	0.00%	0.00

Notes:

- \* Relating to all chargeable enquiries not mentioned below; for example, Permitted Development right check, lawful use check, and planning permission check.
- \*\* Documents are available on the Council's website free of charge. [www.oadby-wigston.gov.uk](http://www.oadby-wigston.gov.uk)
- \*\*\* Does not include a site visit or meeting.

VAT Key:

- EX Exempt
- OS Non Business
- SR Standard Rated
- ZR Zero Rated



DESCRIPTION OF CHARGE		VAT	GL ACCOUNT CODE	UNIT	2025-2026 £	2026-2027 £	Percentage increase	£ increase	Notes
2	LICENCES								
2.1	PRIVATE HIRE OPERATOR'S LICENCE (5 YEARS)								
	1 to 5 Vehicles	OS	42001 9331	Each	1,050.00	1,090.00	3.81%	40.00	
	6 to 10 Vehicles	OS	42001 9331	Each	1,550.00	1,610.00	3.87%	60.00	
	11+ Vehicles	OS	42001 9331	Each	2,060.00	2,140.00	3.88%	80.00	
	Replacement paper licence for operator	SR	42001 9373	Each	25.00	27.50	10.00%	2.50	
	Changes to your operator licence (variations) - plus the difference in fee bracket	OS	42001 9388	Each	NEW	80.00	NEW	NEW	
	Competency Test	OS	42001 9389	Each	55.00	60.00	9.09%	5.00	
2.2	DRIVER'S LICENCE FEES (3 YEARS)								
	Hackney Carriage & Private Hire Driver Licence	OS	42001 9333	Each	350.00	365.00	4.29%	15.00	
	Replacement driver I.D. badge	SR	42001 9373	Each	35.00	37.50	7.14%	2.50	
	Replacement paper licence for driver	SR	42001 9373	Each	25.00	27.50	10.00%	2.50	
	Changes to your driver licence (variations)	OS	42001 9388	Each	NEW	25.00	NEW	NEW	
	Competency Test	OS	42001 9389	Each	55.00	60.00	9.09%	5.00	
2.3	VEHICLE LICENCE FEES (1 YEAR)								
	Hackney Carriage & Private Hire Vehicle Licence	OS	42001 9335	Each	350.00	365.00	4.29%	15.00	
	Electric Vehicle (50% discount)	OS	42001 9335	Each	175.00	182.50	4.29%	7.50	
	Ultra Low Emission Vehicle (25% discount)	OS	42001 9335	Each	262.50	274.00	4.38%	11.50	
	Wheelchair Accessible Vehicle (25% discount)	OS	42001 9335	Each	262.50	274.00	4.38%	11.50	
	Transfer of Hackney Carriage & Private Hire Vehicle Licence (change of owner)	OS	42001 9377	Each	62.00	65.00	4.84%	3.00	
	Replacement of external plate (holder, bracket and secure fixings)	SR	42001 9373	Each	36.00	37.50	4.17%	1.50	
	Replacement internal vehicle licence	SR	42001 9373	Each	26.00	27.50	5.77%	1.50	
	Replacement paper licence for vehicle	SR	42001 9373	Each	25.00	27.50	10.00%	2.50	
	Changes to your vehicle licence (variations)	OS	42001 9388	Each	NEW	20.00	NEW	NEW	
	HPI checks (new applicants)	SR	42001 9383	Each	22.00	22.50	2.27%	0.50	
	Certificate of Compliance	OS	42001 9201	Each	25.00	27.50	10.00%	2.50	
2.4	GAMBLING ACT 2005								
	Premises Licence								
	New Applications								
	Bingo	OS	42004 9410	Each	3,500.00	3,500.00	0.00%	0.00	
	Betting Shop	OS	42004 9400	Each	3,000.00	3,000.00	0.00%	0.00	
	Adult Gaming Centre	OS	42004 9414	Each	2,000.00	2,000.00	0.00%	0.00	
	Track	OS	42004 9404	Each	2,500.00	2,500.00	0.00%	0.00	
	Family Entertainment Centre	OS	42004 9323	Each	2,000.00	2,000.00	0.00%	0.00	
	New Applications - where provisional statement already issued								
	Bingo	OS	42004 9410	Each	1,200.00	1,200.00	0.00%	0.00	
	Betting Shop	OS	42004 9400	Each	1,200.00	1,200.00	0.00%	0.00	
	Adult Gaming Centre	OS	42004 9414	Each	1,200.00	1,200.00	0.00%	0.00	
	Track	OS	42004 9404	Each	950.00	950.00	0.00%	0.00	
	Family Entertainment Centre	OS	42004 9323	Each	950.00	950.00	0.00%	0.00	
	Provisional Statement Applications								
	Bingo	OS	42004 9410	Each	3,500.00	3,500.00	0.00%	0.00	
	Betting Shop	OS	42004 9400	Each	3,000.00	3,000.00	0.00%	0.00	
	Adult Gaming Centre	OS	42004 9414	Each	2,000.00	2,000.00	0.00%	0.00	
	Track	OS	42004 9404	Each	2,500.00	2,500.00	0.00%	0.00	
	Family Entertainment Centre	OS	42004 9323	Each	2,000.00	2,000.00	0.00%	0.00	
	Transfer Applications								
	Bingo	OS	42004 9410	Each	1,200.00	1,200.00	0.00%	0.00	
	Betting Shop	OS	42004 9400	Each	1,200.00	1,200.00	0.00%	0.00	
	Adult Gaming Centre	OS	42004 9414	Each	1,200.00	1,200.00	0.00%	0.00	
	Track	OS	42004 9404	Each	950.00	950.00	0.00%	0.00	
	Family Entertainment Centre	OS	42004 9323	Each	950.00	950.00	0.00%	0.00	
	Existing Casino	OS	42004 9201	Each	1,350.00	1,350.00	0.00%	0.00	

Reinstatement Applications							
Bingo	OS	42004 9410	Each	1,200.00	1,200.00	0.00%	0.00
Betting Shop	OS	42004 9400	Each	1,200.00	1,200.00	0.00%	0.00
Adult Gaming Centre	OS	42004 9414	Each	1,200.00	1,200.00	0.00%	0.00
Track	OS	42004 9404	Each	950.00	950.00	0.00%	0.00
Family Entertainment Centre	OS	42004 9323	Each	950.00	950.00	0.00%	0.00
Existing Casino	OS	42004 9201	Each	1,350.00	1,350.00	0.00%	0.00
Variation Applications							
Bingo	OS	42004 9410	Each	1,750.00	1,750.00	0.00%	0.00
Betting Shop	OS	42004 9400	Each	1,500.00	1,500.00	0.00%	0.00
Adult Gaming Centre	OS	42004 9414	Each	1,000.00	1,000.00	0.00%	0.00
Track	OS	42004 9404	Each	1,250.00	1,250.00	0.00%	0.00
Family Entertainment Centre	OS	42004 9323	Each	1,000.00	1,000.00	0.00%	0.00
Existing Casino	OS	42004 9201	Each	2,000.00	2,000.00	0.00%	0.00
Annual Fees							
Bingo	OS	42004 9412	Each	1,000.00	1,000.00	0.00%	0.00
Betting Shop	OS	42004 9402	Each	600.00	600.00	0.00%	0.00
Adult Gaming Centre	OS	42004 9416	Each	1,000.00	1,000.00	0.00%	0.00
Track	OS	42004 9406	Each	1,000.00	1,000.00	0.00%	0.00
Family Entertainment Centre	OS	42004 9323	Each	750.00	750.00	0.00%	0.00
Existing Casino	OS	42004 9201	Each	3,000.00	3,000.00	0.00%	0.00
Notification of change of circumstances	OS	42004 9201	Each	50.00	50.00	0.00%	0.00
Request for copy of Premises Licence	OS	42004 9201	Each	25.00	25.00	0.00%	0.00
Permits							
Alcohol Licensed Premises Gaming Machine Permit Fees							
New	OS	42004 9423	Each	150.00	150.00	0.00%	0.00
New Existing S34 Permit holder (more than 2 machines)	OS	42004 9423	Each	100.00	100.00	0.00%	0.00
Variation of information on permit	OS	42004 9423	Each	100.00	100.00	0.00%	0.00
Notification of 2 machines or less (new & existing)	OS	42004 9423	Each	50.00	50.00	0.00%	0.00
Transfer	OS	42004 9423	Each	25.00	25.00	0.00%	0.00
Name change	OS	42004 9423	Each	25.00	25.00	0.00%	0.00
Replacement permit	OS	42004 9423	Each	15.00	15.00	0.00%	0.00
Annual fee (payable by premises with three or more machines)	OS	42004 9423	Each	50.00	50.00	0.00%	0.00
Club Gaming & Club Gaming Machine Permit Fees							
New	OS	42004 9421	Each	200.00	200.00	0.00%	0.00
New Existing Part II or Part III Gaming Act 1968 registrations	OS	42004 9421	Each	100.00	100.00	0.00%	0.00
New (fast track) holder of Club Premises Certificate under Licensing Act 2003	OS	42004 9421	Each	100.00	100.00	0.00%	0.00
Renewal	OS	42004 9421	Each	100.00	100.00	0.00%	0.00
Variation	OS	42004 9421	Each	100.00	100.00	0.00%	0.00
Replacement permit	OS	42004 9421	Each	15.00	15.00	0.00%	0.00
Annual fee	OS	42004 9421	Each	50.00	50.00	0.00%	0.00
Unlicensed Family Entertainment Centre Gaming Machine Permit Fees							
New	OS	42004 9323	Each	300.00	300.00	0.00%	0.00
New Existing Part II and Part III Gaming Act 1968 registrations	OS	42004 9323	Each	100.00	100.00	0.00%	0.00
Renewal	OS	42004 9323	Each	300.00	300.00	0.00%	0.00
Name change	OS	42004 9323	Each	25.00	25.00	0.00%	0.00
Replacement permit	OS	42004 9323	Each	15.00	15.00	0.00%	0.00
Prize Gaming Permit Fees							
New	OS	42004 9424	Each	300.00	300.00	0.00%	0.00
New Existing Section 16 Lotteries & Amusement Act 1976 Permit holder	OS	42004 9424	Each	100.00	100.00	0.00%	0.00
Renewal (every 10 years)	OS	42004 9424	Each	300.00	300.00	0.00%	0.00
Name change	OS	42004 9424	Each	25.00	25.00	0.00%	0.00
Replacement permit	OS	42004 9424	Each	15.00	15.00	0.00%	0.00
Temporary Use Notice	OS	42004 9322	Each	250.00	250.00	0.00%	0.00

<b>Small Society Lotteries</b>							
New	OS	42004 9420	Each	40.00	40.00	0.00%	0.00
Annual fee	OS	42004 9420	Each	20.00	20.00	0.00%	0.00
<b>2.5 LICENSING ACT 2003</b>							
New premises application (subject to NNDR band)							
Band A	OS	42003 9364	Each	100.00	100.00	0.00%	0.00
Band B	OS	42003 9364	Each	190.00	190.00	0.00%	0.00
Band C	OS	42003 9364	Each	315.00	315.00	0.00%	0.00
Band D	OS	42003 9364	Each	450.00	450.00	0.00%	0.00
Band E	OS	42003 9364	Each	635.00	635.00	0.00%	0.00
Band D primary alcohol x2	OS	42003 9364	Each	900.00	900.00	0.00%	0.00
Band E primary alcohol x3	OS	42003 9364	Each	1,905.00	1,905.00	0.00%	0.00
Annual renewal fees (subject to NNDR band)							
Band A	OS	42003 9381	Each	70.00	70.00	0.00%	0.00
Band B	OS	42003 9381	Each	180.00	180.00	0.00%	0.00
Band C	OS	42003 9381	Each	295.00	295.00	0.00%	0.00
Band D	OS	42003 9381	Each	320.00	320.00	0.00%	0.00
Band E	OS	42003 9381	Each	350.00	350.00	0.00%	0.00
Band D primary alcohol x2	OS	42003 9381	Each	640.00	640.00	0.00%	0.00
Band E primary alcohol x3	OS	42003 9381	Each	1,050.00	1,050.00	0.00%	0.00
Other fees							
Personal licence (grant)	OS	42003 9371	Each	37.00	37.00	0.00%	0.00
Personal licence change of details	OS	42003 9375	Each	10.50	10.50	0.00%	0.00
Temporary event notices (TEN)	OS	42003 9372	Each	21.00	21.00	0.00%	0.00
Theft/loss of premises licence/club certificate, summary, personal licence or TEN	OS	42003 9373	Each	10.50	10.50	0.00%	0.00
Application for provisional statement	OS	42003 9374	Each	315.00	315.00	0.00%	0.00
Change of name and address	OS	42003 9375	Each	10.50	10.50	0.00%	0.00
Variation of designated premises supervisors (DPS)	OS	42003 9376	Each	23.00	23.00	0.00%	0.00
Variation to include alternative condition (no DPS)	OS	42003 9376	Each	23.00	23.00	0.00%	0.00
Application for transfer of premises license	OS	42003 9377	Each	23.00	23.00	0.00%	0.00
Interim authority notice	OS	42003 9378	Each	23.00	23.00	0.00%	0.00
Right of freeholder to be notified of licensing matters	OS	49901 9356	Each	21.00	21.00	0.00%	0.00
Minor variation	OS	42003 9393	Each	89.00	89.00	0.00%	0.00
<b>2.6 LICENCE FEES</b>							
<b>Street Trading</b>							
Street Trading per outlet - fixed							
Half a day (5 hours)	OS	42002 9440	Each	75.00	80.00	6.67%	5.00
1 day a week	OS	42002 9440	Each	150.00	155.00	3.33%	5.00
1 month	OS	42002 9440	Each	200.00	210.00	5.00%	10.00
3 month	OS	42002 9440	Each	300.00	315.00	5.00%	15.00
6 month	OS	42002 9440	Each	580.00	600.00	3.45%	20.00
12 month	OS	42002 9440	Each	770.00	800.00	3.90%	30.00
Street Trading per outlet - mobile							
1 day a week	OS	42002 9440	Each	150.00	155.00	3.33%	5.00
1 month	OS	42002 9440	Each	200.00	210.00	5.00%	10.00
3 month	OS	42002 9440	Each	300.00	310.00	3.33%	10.00
6 month	OS	42002 9440	Each	580.00	600.00	3.45%	20.00
12 month	OS	42002 9440	Each	770.00	800.00	3.90%	30.00
One off event licence	OS	42002 9440	Each	125.00	130.00	4.00%	5.00
Dual 12 month licence	OS	42002 9440	Each	1,240.00	1,285.00	3.63%	45.00
Transfer of consent (fixed or mobile)	OS	42002 9440	Each	100.00	105.00	5.00%	5.00
<b>Sex Establishments</b>							
Sex shop / sexual entertainment venue	OS	42002 9323	Each	4,000.00	4,150.00	3.75%	150.00
Renewal	OS	42002 9323	Each	4,000.00	4,150.00	3.75%	150.00
Transfer of licence	OS	42002 9323	Each	NEW	750.00	NEW	NEW
Variation of licence	OS	42002 9323	Each	NEW	250.00	NEW	NEW

<b>Pavement Licences (2 years)</b>							
New licence	OS	42002 9442	Each	256.00	500.00	95.31%	244.00
Renewal of licence	OS	42002 9442	Each	200.00	350.00	75.00%	150.00
<b>Scrap Metal Dealers</b>							
Site licence - New & Renewal	OS	42002 9337	Each	500.00	520.00	4.00%	20.00
Collectors licence - New & Renewal	OS	42002 9337	Each	400.00	415.00	3.75%	15.00
Variation of licence	OS	42002 9337	Each	110.00	115.00	4.55%	5.00
Change of name	OS	42002 9337	Each	60.00	65.00	8.33%	5.00
Replacement of documentation	OS	42002 9337	Each	NEW	27.50	NEW	NEW
<b>Animal Activity - New Application Fees</b>							
Application Fee:							
Selling animals as pets	OS	42002 9327	Each	180.00	185.00	2.78%	5.00
Selling animals as pets where Dangerous Wild Animals (DWA) are also sold	OS	42002 9334	Each	250.00	260.00	4.00%	10.00
Hiring out 1 to 5 horses	OS	42002 9325	Each	440.00	455.00	3.41%	15.00
Hiring out 6 to 10 horses	OS	42002 9325	Each	500.00	520.00	4.00%	20.00
Hiring out 11 to 20 horses	OS	42002 9325	Each	560.00	580.00	3.57%	20.00
Breeding	OS	42002 9326	Each	500.00	520.00	4.00%	20.00
Boarding of animals	OS	42002 9327	Each	320.00	330.00	3.13%	10.00
Training of animals for exhibition	OS	42002 9386	Each	180.00	185.00	2.78%	5.00
Grant Fee:							
Selling animals as pets	OS	42002 9327	Each	300.00	310.00	3.33%	10.00
Selling animals as pets where Dangerous Wild Animals (DWA) are also sold	OS	42002 9334	Each	150.00	155.00	3.33%	5.00
Hiring out 1 to 5 horses	OS	42002 9325	Each	290.00	300.00	3.45%	10.00
Hiring out 6 to 10 horses	OS	42002 9325	Each	340.00	355.00	4.41%	15.00
Hiring out 11 to 20 horses	OS	42002 9325	Each	395.00	410.00	3.80%	15.00
Breeding	OS	42002 9326	Each	150.00	155.00	3.33%	5.00
Boarding of animals	OS	42002 9327	Each	150.00	155.00	3.33%	5.00
Training of animals for exhibition	OS	42002 9386	Each	150.00	155.00	3.33%	5.00
<b>Animal Activity - Renewal Application Fees</b>							
Application Fee:							
Selling animals as pets	OS	42002 9327	Each	180.00	185.00	2.78%	5.00
Selling animals as pets where Dangerous Wild Animals (DWA) are also sold	OS	42002 9334	Each	250.00	260.00	4.00%	10.00
Hiring out 1 to 5 horses	OS	42002 9325	Each	440.00	455.00	3.41%	15.00
Hiring out 6 to 10 horses	OS	42002 9325	Each	500.00	520.00	4.00%	20.00
Hiring out 11 to 20 horses	OS	42002 9325	Each	560.00	580.00	3.57%	20.00
Breeding	OS	42002 9326	Each	450.00	465.00	3.33%	15.00
Boarding of animals	OS	42002 9327	Each	280.00	290.00	3.57%	10.00
Training of animals for exhibition	OS	42002 9386	Each	180.00	185.00	2.78%	5.00
Grant Fee:							
Selling animals as pets	OS	42002 9327	Each	300.00	310.00	3.33%	10.00
Selling animals as pets where Dangerous Wild Animals (DWA) are also sold	OS	42002 9334	Each	150.00	155.00	3.33%	5.00
Hiring out 1 to 5 horses	OS	42002 9325	Each	290.00	300.00	3.45%	10.00
Hiring out 6 to 10 horses	OS	42002 9325	Each	340.00	355.00	4.41%	15.00
Hiring out 11 to 20 horses	OS	42002 9325	Each	395.00	410.00	3.80%	15.00
Breeding	OS	42002 9326	Each	150.00	155.00	3.33%	5.00
Boarding of animals	OS	42002 9327	Each	150.00	155.00	3.33%	5.00
Training of animals for exhibition	OS	42002 9386	Each	150.00	155.00	3.33%	5.00
Re-assessment of star rating	OS	42002 9388	Each	200.00	210.00	5.00%	10.00
Minor variation - no visit	OS	42002 9388	Each	120.00	125.00	4.17%	5.00
Major variation - visit	OS	42002 9388	Each	150.00	155.00	3.33%	5.00
Additional licensable activity	OS	42002 9387	Each	80.00	85.00	6.25%	5.00
<b>Tattooists, Ear Piercing, Acupuncture, Semi- Permanent Make-up &amp; Electrolysis</b>							
Premises licence	OS	42002 9329	Each	300.00	310.00	3.33%	10.00
Personal licence	OS	42002 9329	Each	120.00	125.00	4.17%	5.00
Combined	OS	42002 9329	Each	370.00	385.00	4.05%	15.00
<b>Hairdresser</b>							
Premises licence	OS	42002 9336	Each	200.00	210.00	5.00%	10.00
Personal licence	OS	42002 9336	Each	120.00	125.00	4.17%	5.00

Combined	OS	42002 9336	Each	370.00	385.00	4.05%	15.00
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**VAT Key:**  
EX Exempt  
OS Non Business  
SR Standard Rated  
ZR Zero Rated

DESCRIPTION OF CHARGE		VAT	GL ACCOUNT CODE	UNIT	2025-2026 £	2026-2027 £	Percentage increase	£ increase	Notes
<b>3 ENVIRONMENTAL HEALTH</b>									
<b>3.1 ENVIRONMENTAL HEALTH SERVICES</b>									
<b>Environment &amp; Safety Information Act 1988</b>									
Copies of entries in register		SR	14001 9200	Each	16.00	17.00	6.25%	1.00	
<b>Food Safety</b>									
Copies of register of food businesses		SR	14001 9200	Each	750.00	779.00	3.87%	29.00	
<b>Environmental Protection</b>									
Copies of register of authorisations		SR	14001 9200	Each	70.00	73.00	4.29%	3.00	
<b>Food Export Certificate</b>									
Certificate		OS	14001 9200	Each	170.00	200.00	17.65%	30.00	
Amendments		OS	14001 9200	Each	NEW	25.00	NEW	NEW	
<b>Food Hygiene Inspections (Food Hygiene Rating Scheme)</b>									
Food hygiene re-rating inspections		OS	14001 9200	Each	200.00	220.00	10.00%	20.00	
<b>Works in default</b>									
Works in default - recovery of costs		SR	14001 9104	-	Cost	Cost	-	-	
Works in default - adminstrative expenses and officer time - Hourly Rate		SR	14001 9104	-	Hourly Rate	Hourly Rate	-	-	
<b>Fixed Penalty Notices - Statutory Charges</b>									
Full list of FPNs can be found on <a href="http://www.oadby-wigston.gov.uk/pages/fixed_penalty_notices_and_fines">www.oadby-wigston.gov.uk/pages/fixed_penalty_notices_and_fines</a>									
<b>Dog Control</b>									
Stray dogs - statutory charge		OS	14007 9200	Each	25.00	26.00	4.00%	1.00	
Collect & return to owner/ take to kennels		OS	14007 9200	Each	87.50	91.00	4.00%	3.50	
Collect & return if dog strays >1 (in 6 month period)		OS	14007 9200	Each	129.00	134.00	3.88%	5.00	
Kennelling fee		OS	14007 9200	Per Day	14.50	15.00	3.45%	0.50	
Emergency vets fee (plus 10% admin fee) - recovery of costs		SR	14007 9200	Visit	Cost	Cost	-	-	
<b>3.2 PRIVATE SECTOR HOUSING</b>									
<b>Private Sector Housing</b>									
Accommodation Certificates		OS	42005 9360	Each	185.00	195.00	5.41%	10.00	
Change of details on certificate		OS	42005 9360	Each	35.00	40.00	14.29%	5.00	
New Application 5 year Licensing of Houses in Multiple Occupation (HMO)		OS	42005 9392	Each	800.00	550.00	-31.25%	-250.00	Orginal fee was not structured in line with Hemming
Additional Fee for Unlicensed Premises		OS	42005 9392	Each	400.00	450.00	12.50%	50.00	Amended to reflect additional work required
Enforcement fee		OS	42005 9392	Each	400.00	450.00	12.50%	50.00	Amended in line with fees agreed by L&RC
Deductions for:									
Second house to be licensed		OS	42005 9392	Each	-30.00	-50.00	66.67%	-20.00	Amended in line with Selective Licensing
Membership of approved accreditation schemes		OS	42005 9392	Each	-100.00	-100.00	0.00%	0.00	Fixed in line with Selective Licensing
Membership of approved landlord scheme		OS	42005 9392	Each	-100.00	-100.00	0.00%	0.00	Fixed in line with Selective Licensing
Notices served under Housing Act 2004		OS	42005 9392	Per Hour	52.00	55.00	5.77%	3.00	
Expenses incurred in determining Enforcement Action		OS	42005 9392	-	Cost	Cost	-	-	
<b>3.3 SELECTIVE LICENSING SCHEME</b>									
<b>Selective Licensing Scheme Fees</b>									
Application Fee									
Standard Fee		OS	42005 9441	Each	450.00	450.00	0.00%	0.00	
Accredited Fee		OS	42005 9441	Each	350.00	350.00	0.00%	0.00	

Multi-Property Discount	OS	42005 9441	Each	400.00	400.00	0.00%	0.00
Previous Applicant Discount	OS	42005 9441	Each	400.00	400.00	0.00%	0.00
Subsistence Fee							
Standard Fee	OS	42005 9441	Each	400.00	400.00	0.00%	0.00
Accredited Fee	OS	42005 9441	Each	400.00	400.00	0.00%	0.00
Multi-Property Discount	OS	42005 9441	Each	400.00	400.00	0.00%	0.00
Previous Applicant Discount	OS	42005 9441	Each	300.00	300.00	0.00%	0.00
Supplementary Fees							
Application Fee							
Accredited and Multi-Property	OS	42005 9441	Each	300.00	300.00	0.00%	0.00
Accredited and Previous Applicant	OS	42005 9441	Each	300.00	300.00	0.00%	0.00
Identified Property/Late Application Fee	OS	42005 9441	Each	750.00	750.00	0.00%	0.00
Variation to Licence	OS	42005 9441	Each	30.00	30.00	0.00%	0.00
One year Licence (Following Inspection)	OS	42005 9441	Each	As per appropriate fee above	As per appropriate fee above	-	-
Subsistence Fee							
Accredited and Multi-Property	OS	42005 9441	Each	400.00	400.00	0.00%	0.00
Accredited and Previous Applicant	OS	42005 9441	Each	300.00	300.00	0.00%	0.00
Identified Property/Late Application Fee	OS	42005 9441	Each	400.00	400.00	0.00%	0.00
One year Licence (Following Inspection)	OS	42005 9441	Each	800.00	800.00	0.00%	0.00
3.4 ABANDONED VEHICLE							
Abandoned vehicle charge	OS	14001 9200	Each	150.00+	150.00+	-	-
Per day storage - maximum of 15 days storage & only if vehicle is worth >£1000 in value	SR	14001 9200	Daily	10.00+	10.00+	-	-
Disposal fee	SR	14001 9200	Each	50.00+	50.00+	-	-
3.5 CONTAMINATED LAND ENQUIRIES							
Written correspondence	OS	14001 9200	Per Letter	82.00	85.00	3.66%	3.00
Additional hourly charge	OS	14001 9200	Per Hour	72.00	75.00	4.17%	3.00
3.6 CCTV							
Request for viewing	SR	14001 9200	Each	POA	POA	-	-
3.7 SOLICITOR/ BUSINESS REQUESTS INCLUDING FACTUAL REPORTS							
Written correspondence	SR	14001 9200	Per Letter	82.00	85.00	3.66%	3.00
Additional hourly charge	SR	14001 9200	Per Hour	72.00	75.00	4.17%	3.00

VAT Key:  
EX Exempt  
OS Non Business  
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ZR Zero Rated

DESCRIPTION OF CHARGE		VAT	GL ACCOUNT CODE	UNIT	2025-2026 £	2026-2027 £	Percentage increase	£ increase	Notes		
4	CORPORATE RESOURCES										
4.1	COPIES OF OFFICIAL / CERTIFIED COUNCIL DOCUMENTS										
	Annual Report & Budget Book (Hard-Copy Only)	ZR	30201 9206	Each set	56.00	58.00	3.57%	2.00			
	Agendas, Reports & Background Documents (Hard-Copy Only)	ZR	30201 9206	Each set	24.00	25.00	4.17%	1.00			
	Minutes (Hard-Copy Only)	ZR	30201 9206	Each set	18.00	19.00	5.56%	1.00			
	Miscellaneous Legal Contracts, Agreements, Deeds, Instruments etc.	SR	39904 9206	Each doc	52.00	54.00	3.85%	2.00			
4.2	LEGAL / ADMINISTRATIVE SERVICES										
	Simple Transfers, Charges, Leases, Licences, Other Agreements etc.	SR	39904 9105	Each set	POA	POA	-	-			
	Complex Transfers, Charges, Leases, Licences, Other Agreements etc.	SR	39904 9105	Each set	POA	POA	-	-			
	Commercial Transfers, Charges, Leases, Licences, Other Agreements etc.	SR	39904 9105	Each set	POA	POA	-	-			
	Freehold / Leasehold Property Enquires	SR	39904 9105	Each set	258.00	268.00	3.88%	10.00			
	Statutory Declarations, Statements, Affidavits, Certificates	SR	39904 9105	Each doc	POA	POA	-	-			
	Certification of Original Documents	SR	39904 9356	Each doc	POA	POA	-	-			
	Miscellaneous Hourly Rates (Qualified over 8ys)	SR	39904 9105	Per hour	200.00	208.00	4.00%	8.00			
	Miscellaneous Hourly Rates (Non-Qualified)	SR	39904 9105	Per hour	138.00	143.00	3.62%	5.00			
4.3	LOCAL LAND CHARGES (LLC)				Set by BDC						
	Full Search (LLC and Con29R) (Residential / Commercial)	OS	30101 9200	Per Search	External	External	0.00%	0.00			
	LLC1 Search	OS	30101 9200	Each	External	External	0.00%	0.00			
	CON29R Search	OS	30101 9200	Each	External	External	0.00%	0.00			
	CON29 Optional (Questions 4-22 each)	OS	30101 9200	Each	External	External	0.00%	0.00			
	CON29 Building Regs (Q1.1j-l and 3.8 each)	OS	30101 9200	Each	External	External	0.00%	0.00			
	LLC1 Additional parcel fee	OS	30101 9200	Each	External	External	0.00%	0.00			
	CON29R Additional parcel fee (up to a maximum of 10)	OS	30101 9200	Each	External	External	0.00%	0.00			
	Own written questions	OS	30101 9200	Each	External	External	0.00%	0.00			
4.4	COPIES OF BYLAWS (Statutory max 20p per 100 words)				SR	39904 9206	Each	External	External	0.00%	0.00
4.5	ELECTORAL SERVICES										
	Written proof of registration	OS	30401 9203	Each	POA	POA	-	-			
	Forwarding of documents	OS	30401 9203	Each	POA	POA	-	-			
	Written proof of historical registration	OS	30401 9203	Each	POA	POA	-	-			
	Sale of registers (open register, marked register etc.).	OS	30401 9203	Each	POA	POA	-	-			
4.6	ENVIRONMENTAL INFORMATION REGULATIONS (EIR) CHARGES										
	Photocopy or printing, standard, black and white, normal paper - min A4	SR	39904 9356	Per Page	0.10	3.00	2900.00%	2.90			
	Photocopy or printing, standard, black and white, normal paper - A3	SR	39904 9356	Per Page	0.15	3.00	1900.00%	2.85			
	Photocopy or printing, standard, black and white, normal paper - A2	SR	39904 9356	Per Page	0.21	10.00	4661.90%	9.79			
	Photocopy or printing, standard, black and white, normal paper - A1	SR	39904 9356	Per Page	0.26	10.00	3746.15%	9.74			
	Photocopy or printing, standard, black and white, normal paper - A0	SR	39904 9356	Per Page	0.52	10.00	1823.08%	9.48			
	Reproduction of data onto other Portal / Cloud Device etc.	SR	39904 9356	Each	POA	POA	-	-			
	Miscellaneous Expenses and Disbursements	EX	39904 9054	-	POA	POA	-	-			
4.7	FREEDOM OF INFORMATION ACT (FOIA) CHARGES UNDER SECTION 12										
	Price on Application (POA) for requests that exceed the cost limit of £450.00/ 18 hours	OS	39904 9356	-	POA	POA	-	-			

VAT Key:  
EX Exempt  
OS Non Business  
SR Standard Rated  
ZR Zero Rated



DESCRIPTION OF CHARGE		VAT	GL ACCOUNT CODE	UNIT	2025- 2026 £	2026- 2027 £	Percentage increase	£ increase	Notes
5	HOUSING								
5.1	HOUSING FEES								
	Use of Guest Rooms								
	Chartwell House	EX	11501 9552	Night	26.00	27.00	3.85%	1.00	
	Marriott House	EX	11502 9552	Night	26.00	27.00	3.85%	1.00	
	William Peardon Court	EX	11503 9552	Night	26.00	27.00	3.85%	1.00	
	Room Hire Communal Lounge								
	Chartwell House	EX	11501 9554	Hourly	23.00	24.00	4.35%	1.00	
	Marriott House	EX	11502 9554	Hourly	23.00	24.00	4.35%	1.00	
	William Peardon Court	EX	11503 9554	Hourly	23.00	24.00	4.35%	1.00	
	Hostel Charge	EX	14202 9600	Weekly	251.55	263.63	4.80%	12.07	Rent increase of 4.8%
	Replacement Key	SR	10001 9362	Each	10.00	15.00	50.00%	5.00	
	Key Fob Deposits - Refundable	OS	62023 9629	Each	10.00	15.00	50.00%	5.00	
	Rechargeable Repairs - Recovery of Costs	SR	10001 9200	-	Cost	Cost	-	-	Cost of a repair that is due to tenant neglect or misuse. Invoices need to show total cost of works, the outstanding balance due, administration fee and any VAT applied as appropriate.
	Rechargeable Repairs - Adminstrative Expenses	SR	10001 9200	-	NEW	20.00	NEW	NEW	
	Personal contribution for emergency accommodation								
	Households on JSA/IS (weekly charge)	EX	14201 9104	Weekly	24.00	24.00	0.00%	0.00	
	Employed households (daily charge)	EX	14201 9104	Weekly	108.50	108.50	0.00%	0.00	

VAT Key:

- EX
- OS
- SR
- ZR
- Exempt
- Non Business
- Standard Rated
- Zero Rated

DESCRIPTION OF CHARGE		VAT	GL ACCOUNT CODE	UNIT	Notes			
					2025-2026	2026-2027	Percentage	£ increase
					£	£	increase	
6	CEMETERIES							
The charges below are to be read in conjunction with the Cemetery Rules and Regulations which are available at <a href="http://www.oadby-wigston.gov.uk/cemeteries">www.oadby-wigston.gov.uk/cemeteries</a> or from the Cemeteries Office.								
The Cemeteries are open for interments from 9:30am to 3.45pm (2.30pm on Fridays); the latest time that an interment can be booked is 3.15pm (Monday to Thursday) and 2.00pm (Friday). For bookings outside of these hours the interment fee will be doubled.								
All children's burial fees are free to bereaved parents and will be reclaimed from the Children's Funeral Fund for England.								
6.1 PURCHASE OF GRAVE AND EXCLUSIVE RIGHT OF BURIAL								
Borough Resident								
	Adult grave (over 12 years)	EX	20102 9200	1,166.00	1,210.00	3.77%	44.00	
	Child's grave (up to and including 12 years)	EX	20102 9200	324.00	336.00	3.70%	12.00	
	Cremated remains plot (Garden of Remembrance)	EX	20102 9200	596.00	619.00	3.86%	23.00	
Non-Resident								
The above charges are trebled in the case of a Non Resident of the Borough of Oadby and Wigston								
	Adult grave (over 12 years)	EX	20102 9200	3,498.00	3,630.00	3.77%	132.00	
	Child's grave (up to and including 12 years)	EX	20102 9200	972.00	1,008.00	3.70%	36.00	
	Cremated remains plot (Garden of Remembrance)	EX	20102 9200	1,788.00	1,857.00	3.86%	69.00	
The fees above include the issue of the Deed of Grant of Burial which is given for a period of 100 years								
	To extend the exclusive right of burial in a grave previously purchased for a further 50 years.	EX	20102 9200	233.00	242.00	3.86%	9.00	
NOTE:								
Purchase of burial or cremation plots in advance is not permitted at Oadby Cemetery								
Purchase of burial plots or cremation plots in Wigston Cemetery is limited to a maximum of 2 per applicant								
6.2 INTERMENT - IN A PRIVATE OR COMMON GRAVE								
Borough Resident								
	Child (up to one month in age)*	EX	20102 9200	-	-	-	-	
	Child (over one month in age up to and including 12 years)*	EX	20102 9200	194.00	201.00	3.61%	7.00	
	A person over the age of 12 years*	EX	20102 9200	674.00	700.00	3.86%	26.00	
	Interment of cremated remains*	EX	20102 9200	233.00	242.00	3.86%	9.00	
	A scattering of Ashes	EX	20102 9200	104.00	108.00	3.85%	4.00	
Non-Resident								
The above charges are double in the case of a non resident of the Borough of Oadby and Wigston.								
	Child (up to one month in age)*	EX	20102 9200	-	-	-	-	
	Child (over one month in age up to and including 12 years)*	EX	20102 9200	388.00	402.00	3.61%	14.00	
	A person over the age of 12 years*	EX	20102 9200	1,348.00	1,400.00	3.86%	52.00	
	Interment of cremated remains*	EX	20102 9200	466.00	484.00	3.86%	18.00	
	A scattering of Ashes	EX	20102 9200	208.00	216.00	3.85%	8.00	
	*Additional charge for burial with less than 48 hours notice or cremated remains with less than 24 hours notice over and above charges for both residents and non residents.	EX	20102 9200	311.00	323.00	3.86%	12.00	
6.3 WALLED GRAVES AND VAULTS								
For the right to construct a walled grave or vault								
	9ft x 9ft	EX	20102 9200	1,556.00	1,615.00	3.79%	59.00	
	9ft x 4ft	EX	20102 9200	1,258.00	1,306.00	3.82%	48.00	
6.4 MONUMENTS, HEADSTONES, TABLETS AND INSCRIPTIONS - PERMIT FEES								
A memorial permit must be obtained before any memorial is installed or modified. Permit fees cover administration and memorial safety inspections by the cemetery. For further information on memorials, including permitted sizes in each section of the cemeteries see the Cemetery Rules and Regulations.								
	Up to and including 1ft in height (300mm)	EX	20102 9200	104.00	108.00	3.85%	4.00	
	Over 1ft but not exceeding 2ft 6in. (300mm to 750mm)	EX	20102 9200	143.00	148.00	3.50%	5.00	
	Over 2ft 6in (over 750mm)	EX	20102 9200	272.00	282.00	3.68%	10.00	
	Kerbstone, Borderstone or Flatstone enclosing or over a grave	EX	20102 9200	311.00	323.00	3.86%	12.00	

For the right to place an inscribed plaque on the memorial at the Garden of Remembrance at Oadby Cemetery						
Up to and including 6ins x 4ins (150mm x 100mm)	EX	20102 9200	91.00	94.00	3.30%	3.00
Over 6ins x 4ins (150mm x 100mm)	EX	20102 9200	130.00	135.00	3.85%	5.00
For each inscription after the first inscription	EX	20102 9200	78.00	81.00	3.85%	3.00
Replacement of existing memorial - administration fee	EX	20102 9200	78.00	81.00	3.85%	3.00
6.5 MISCELLANEOUS						
Transfer of Grave Ownership	OS	20102 9200	78.00	81.00	3.85%	3.00
For Searches of registers, copies and extracts						
Search of registers by Council staff - per hour or part hour	OS	20102 9200	39.00	40.00	2.56%	1.00
Search of registers - in person - per hour or part hour (by prior appointment only)	OS	20102 9200	39.00	40.00	2.56%	1.00
Certificated copies of entry	OS	20102 9200	39.00	40.00	2.56%	1.00
Notice of Interment Forms						
Use of the Chapel at Wigston Cemetery - per funeral	EX	20102 9200	213.00	221.00	3.76%	8.00
Memorial Tree - purchased and planted by Council - donation	EX	20102 9200	285.00	296.00	3.86%	11.00
Memorial bench - purchased and installed by Council - donation	EX	20102 9200	998.00	1,036.00	3.81%	38.00
Exhumation (where requested by Deed Holder - subject to the required statutory approvals) - burial plot	EX	20102 9200	1,011.00	1,049.00	3.76%	38.00
Exhumation (where requested by Deed Holder - subject to the required statutory approvals) - casket plot	EX	20102 9200	350.00	363.00	3.71%	13.00

* DEFINITION OF THE TERM RESIDENT *						
For Purchase of Grant of Right of Burial a <b>RESIDENT</b> is defined as: A person who, at the time of applying, has a permanent home address within the Borough						
For Interments a <b>RESIDENT</b> is defined as: A person who had resided at a private address within the Borough for 5 consecutive years immediately preceding the date of death <b>OR</b> A person who had at the time of death, resided in a residential or nursing home (or similar establishment) outside of the Borough for 3 years or less but had resided at an address within the Borough for the 5 consecutive years (or more) immediately preceding moving to the residential or nursing home <b>OR</b> A person who had resided within the Borough for 5 consecutive years (or more) but had within the 6 months immediately preceding the date of death moved from the Borough.						

VAT Key:	
EX	Exempt
OS	Non Business
SR	Standard Rated
ZR	Zero Rated

DESCRIPTION OF CHARGE				VAT	GL ACCOUNT CODE	UNIT	2025-2026 £	2026-2027 £	Percentage increase	£ increase	Notes
7 ADVERTISING & SPONSORSHIPS											
7.1 ADVERTISING ON THE DIGITAL DISPLAY SCREENS											
Community Groups/ Charity not-for-profit advert											
First advert in quarter				SR	30001 9201	First screen only	0.00	0.00	0.00%	0.00	
First advert in quarter on all three screens				SR	30001 9201	Additional screens	52.00	54.00	3.85%	2.00	
Additional adverts in same quarter				SR	30001 9201	Per screen	26.00	27.00	3.85%	1.00	
Business within the Borough, community groups outside the borough or Community Groups/ Charities from within the borough with a for-profit advert											
Advert shown for up to one month				SR	30001 9201	Per screen	52.00	54.00	3.85%	2.00	
Advert shown for between one and three months				SR	30001 9201	Per screen	129.00	134.00	3.88%	5.00	
Advert shown for between three months and six months				SR	30001 9201	Per screen	258.00	268.00	3.88%	10.00	
Advert shown for between six and 12 months				SR	30001 9201	Per screen	464.00	482.00	3.88%	18.00	
Businesses outside the Borough											
Advert shown for up to one month				SR	30001 9201	Per screen	103.00	107.00	3.88%	4.00	
Advert shown for between one and three months				SR	30001 9201	Per screen	258.00	268.00	3.88%	10.00	
Advert shown for between three months and six months				SR	30001 9201	Per screen	515.00	535.00	3.88%	20.00	
Advert shown for between six and 12 months				SR	30001 9201	Per screen	927.00	962.00	3.78%	35.00	
NOTE: A 20% discount will be offered to any advertiser that wishes to display their advert on all three town centre screens at once (Oadby, Wigston and South Wigston)											
7.2 ADVERTISING ON THE COUNCIL'S INTERNAL INTRANET AND STAFF NEWSLETTER											
All advertisers				SR	30001 9201	Per week	52.00	54.00	3.85%	2.00	
NOTE: A 20% discount will be applied for subsequent weeks featuring the same advert											
7.3 ADVERTISING ALONGSIDE THE COUNCIL'S OUR BOROUGH LEAFLET											
All advertisers											
Single sided A5 leaflet				SR	30001 9201	Per edition	1,803.00	1,872.00	3.83%	69.00	
Doubled sided A5 leaflet				SR	30001 9201	Per edition	2,009.00	2,085.00	3.78%	76.00	
7.4 ADVERTISING WITHIN EMAILS SENT THROUGH THE COUNCIL'S EMAIL SUBSCRIPTION SERVICE											
Promotion of a not-for-profit community event within the borough to 2,700+ what's on and events subscribers				SR	30001 9201	Per email	103.00	107.00	3.88%	4.00	
Promotion of a for-profit community event within the borough 2,700+ what's on and events subscribers				SR	30001 9201	Per email	412.00	428.00	3.88%	16.00	
Promotion of a not-for-profit community event outside of the borough 2,700+ what's on and events subscribers				SR	30001 9201	Per email	206.00	214.00	3.88%	8.00	
Promotion of a for-profit community event outside of the borough 2,700+ what's on and events subscribers				SR	30001 9201	Per email	824.00	855.00	3.76%	31.00	
Inclusion of square/rectangle advert in 5 emails to subscribers in a one-month period (guaranteed to be delivered to a minimum of 10,000 times*).				SR	30001 9201	Per month	258.00	268.00	3.88%	10.00	
Inclusion of banner advert in a 5 emails to subscribers in a one-month period (guaranteed to be delivered a minimum of 10,000 times*).				SR	30001 9201	Per month	412.00	428.00	3.88%	16.00	

Notes:

\* Prices for adhoc requests are available

VAT Key:

EX Exempt

DESCRIPTION OF CHARGE		VAT	GL ACCOUNT CODE	UNIT	2025-2026 £	2026-2027 £	Percentage increase	£ increase	Notes
8	RECREATION GROUNDS, PAVILION, OFFICES & GREEN SPACES HIRE								
8.1	BROCKS HILL COUNCIL OFFICES								
	Civic suite combined (large - accommodates 80 with row seating)								
	Commercial								
	First hour	SR	39917 9201		52.00	54.00	3.85%	2.00	
	Subsequent/ part hour	SR	39917 9201		41.00	43.00	4.88%	2.00	
	Non-commercial								
	First hour	SR	39917 9201		41.00	43.00	4.88%	2.00	
	Subsequent/ part hour	SR	39917 9201		31.00	32.00	3.23%	1.00	
	Civic suite 2 (medium - accommodates 20), Civic suite 1 (small - accommodates 16)								
	Commercial								
	First hour	SR	39917 9201		37.00	38.00	2.70%	1.00	
	Subsequent/ part hour	SR	39917 9201		25.00	26.00	4.00%	1.00	
	Non-commercial								
	First hour	SR	39917 9201		29.00	30.00	3.45%	1.00	
	Subsequent/ part hour	SR	39917 9201		22.00	23.00	4.55%	1.00	
	Campfire room (accommodates 5):								
	Commercial								
	First hour	SR	39917 9201		26.00	27.00	3.85%	1.00	
	Subsequent/ part hour	SR	39917 9201		16.00	17.00	6.25%	1.00	
	Non-commercial								
	First hour	SR	39917 9201		21.00	22.00	4.76%	1.00	
	Subsequent/ part hour	SR	39917 9201		13.00	13.00	0.00%	0.00	
8.2	BROCKS HILL COUNTRY PARK (EDUCATION VISITS)								
	Each activity for up to 20 children maximum - schools located within the borough. There is no charge for teachers/ leaders.	EX	20201 9201		72.00	75.00	4.17%	3.00	
	Each activity for up to 20 children maximum - schools located outside the borough. There is no charge for teachers/ leaders.	EX	20201 9201		82.00	85.00	3.66%	3.00	
	Self-led activity kits. The loss or damage of any of the equipment provided will be recharged.	EX	20201 9201		52.00	54.00	3.85%	2.00	
8.3	ROOM HIRE PER HOUR - VAT EXEMPT PAVILIONS								
	Freer Centre		20004 ****						
	Sheila Mitchell Pavilion		20005 ****						
	Uplands Park Pavilion		20012 ****						
	Freer Centre								
	Freer Centre room hire (Fri) - first hour	EX	20004 9554		46.00	48.00	4.35%	2.00	
	Freer Centre room hire (Fri) - subsequent/part hour	EX	20004 9554		19.00	20.00	5.26%	1.00	
	Freer Centre room hire (Sat) - first hour	EX	20004 9554		53.00	55.00	3.77%	2.00	
	Freer Centre room hire (Sat) - subsequent/part hour	EX	20004 9554		19.00	20.00	5.26%	1.00	
	Freer Centre room hire (Sun) - first hour	EX	20004 9554		59.00	61.00	3.39%	2.00	
	Freer Centre room hire (Sun) - subsequent/part hour	EX	20004 9554		19.00	20.00	5.26%	1.00	
	NOTE: Room hire fee includes an inspection fee (Fri £20; Sat £26, Sun £32)								
	Non-commercial								
	First hour	EX	***** 9539	First Hour	26.00	27.00	3.85%	1.00	
	Each subsequent hour or part hour	EX	***** 9539	Per Hour	19.00	20.00	5.26%	1.00	
	Commercial								
	First hour	EX	***** 9538	First Hour	31.00	32.00	3.23%	1.00	
	Each subsequent hour or part hour	EX	***** 9538	Per Hour	22.00	23.00	4.55%	1.00	

Refundable deposit per booking (full or part)	EX	62023 9627	Deposit	100.00	100.00	0.00%	0.00
Charge for lost keys - in relation to late return fee below	EX	***** 9539	Each	23.00	24.00	4.35%	1.00
Late return of keys	EX	***** 9539	Per working day	15.00	16.00	6.67%	1.00
NOTE: Saturday evening hire - minimum charge of 4 hours booking from 5pm onwards							
8.4 ROOM HIRE PER HOUR - VATABLE PAVILIONS							
Thythorn Hill		20013	****				
Coombe Park Pavilion		20015	****				
Non-commercial							
First hour	SR	***** 9539	Per Hour	29.00	30.00	3.45%	1.00
Each subsequent hour or part hour	SR	***** 9539	Per Hour	22.00	23.00	4.55%	1.00
Commercial							
First hour	SR	***** 9538	Per Hour	37.00	38.00	2.70%	1.00
Each subsequent hour or part hour	SR	***** 9538	Per Hour	25.00	26.00	4.00%	1.00
Refundable deposit per booking (full or part)	EX	62023 9627	Deposit	100.00	100.00	0.00%	0.00
Charge for lost keys - in relation to late return fee below	EX	***** 9539	Each	23.00	24.00	4.35%	1.00
Late return of keys	EX	***** 9539	Per working day	15.00	16.00	6.67%	1.00
NOTE: Saturday evening hire - minimum charge of 4 hours booking from 5pm onwards							
CANCELLATION OF ROOM HIRE							
Cancellation with more than 8 weeks notice - return 100% of hire fee							
Cancellation less than 8 weeks but more than 6 weeks - return 75% of hire fee							
Cancellations less than 6 weeks but more than 14 days- return 50% of hire fee							
Cancellations less than 14 days but more than 7 days - return 25% of hire fee							
Cancellations with less than 7 days notice - hire fee not returned							
8.5 RECREATION GROUNDS							
Peace Memorial Park		20005	****				
Uplands Park		20012	****				
Thythorn Hill		20013	****				
Willow Park		20014	****				
Coombe Park		20015	****				
Bowls							
Sheila Mitchell Pavilion		20005	****				
Ellis Park Pavilion		20011	****				
Season Ticket - Adult	SR	***** 9530	Each	115.00	119.00	3.48%	4.00
Half Season Ticket - Adult	SR	***** 9530	Each	57.00	59.00	3.51%	2.00
Season Ticket - Junior (under 18)	SR	***** 9530	Each	36.00	37.00	2.78%	1.00
Hourly Ticket - per person	SR	*****9532	Per Person	5.00	5.00	0.00%	0.00
Season Ticket - New member (one year introductory offer)	SR	***** 9530	Each	38.00	39.00	2.63%	1.00
Cricket							
Uplands Park		20012	****				
Per match VATable	SR	***** 9533	Per Match	96.00	100.00	4.17%	4.00
Per match Non VATable	EX	***** 9534	Per Match	80.00	83.33	4.17%	3.33
Football - Junior Clubs (Under 10's and below)							
With shower facilities VATable	SR	***** 9536	Per Booking	28.00	29.00	3.57%	1.00
With shower facilities non VATable	EX	***** 9537	Per Booking	23.33	24.17	3.57%	0.83
Without shower facilities VATable	SR	***** 9536	Per Booking	15.00	16.00	6.67%	1.00
Without shower facilities non VATable	EX	***** 9537	Per Booking	12.50	13.33	6.67%	0.83

Academy (Coombe Park - subject to VAT at Standard Rate)	SR	***** 9536	Per Booking	210.00	218.00	3.81%	8.00
<b>Football - Youths (10 - 18 years)</b>							
With shower facilities Vatable	SR	***** 9536	Per Booking	51.00	53.00	3.92%	2.00
Without shower facilities Non Vatable	EX	***** 9537	Per Booking	25.00	26.00	4.00%	1.00
<b>Football - Senior Clubs (Over 18s)</b>							
With shower facilities Vatable	SR	***** 9536	Per Booking	76.00	79.00	3.95%	3.00
With shower facilities non Vatable	EX	***** 9537	Per Booking	63.33	65.83	3.95%	2.50
Without shower facilities Vatable	SR	***** 9536	Per Booking	38.00	39.00	2.63%	1.00
Without shower facilities non Vatable	EX	***** 9537	Per Booking	31.67	32.50	2.63%	0.83
Coombe Park & Thythorn Hill (Horsewell Lane) - subject to VAT at Standard Rate	SR	***** 9536	Per Booking	76.00	79.00	3.95%	3.00
<b>NOTE:</b> Bookings of 10 matches or more booked together are exempt from VAT (except Coombe Park & Thythorn)							
<b>Rounders - Senior Clubs (Over 18s)</b>							
Willow Park Vatable with changing rooms/showers	SR	20014 9536	Per booking	76.00	79.00	3.95%	3.00
Willow Park Non Vatable with changing rooms/showers	EX	20014 9537	Per booking	63.33	65.83	3.95%	2.50
Willow Park Vatable pitch only	SR	20014 9536	Per booking	38.00	39.00	2.63%	1.00
Willow Park Non Vatable pitch only	EX	20014 9537	Per booking	31.67	32.50	2.63%	0.83
<b>Rounders - Junior / Youth teams (under 18s)</b>							
Willow Park Vatable with changing rooms/showers	SR	20014 9536	Per booking	51.00	53.00	3.92%	2.00
Willow Park Non Vatable with changing rooms/showers	EX	20014 9537	Per booking	42.50	44.17	3.92%	1.67
Willow Park Vatable pitch only	SR	20014 9536	Per booking	25.00	26.00	4.00%	1.00
Willow Park Non Vatable pitch only	EX	20014 9537	Per booking	20.83	21.67	4.00%	0.83
<b>NOTE:</b> Bookings of 10 matches or more booked together are exempt from VAT (except Coombe Park and Thythorn Hill)							
<b>Fetes and Galas - Activities for commercial gain</b>							
Use of ground - per day	EX	***** 9552	Per Day	728.00	756.00	3.85%	28.00
Deposit - to be returned in part or whole dependent on condition of ground	OS	62023 9624	Deposit	1,213.00	1,259.00	3.79%	46.00
<b>Fetes and Galas - Community events supportive of Council priorities</b>							
Use of ground - per day	EX	***** 9552	Per Day	Free	Free	-	-
Deposit - to be returned in part or whole dependent on condition of ground	OS	62023 9624	Deposit	243.00	252.00	3.70%	9.00
Personal trainers and instructors - licence for use of parks	EX	***** 9552	12 months	182.00	189.00	3.85%	7.00
Personal trainers and instructors - licence for use of parks	EX	***** 9552	1 month	24.00	25.00	4.17%	1.00
<b>NOTES</b>							

Deposits may be withheld in part or full for any damage caused and / or where the hirer fails to leave the building clean and tidy for the next user and / or where a hirer fails to remove and dispose of waste arising from their hire. An additional charge (over and above the deposit) is levied for the late return / non return of keys.

**VAT Key:**

EX Exempt

DESCRIPTION OF CHARGE		VAT	GL ACCOUNT CODE	UNIT	2025-2026 £	2026-2027 £	Percentage increase	£ increase	Notes
9	ALLOTMENTS								
9.1	RESIDENTS								
	Rent of plot to residents of the Borough*								
	Wigston Road	OS	20001 9552	Each	0.27	0.30	10.98%	0.03	
	Aylestone Lane	OS	20001 9552	Each	0.27	0.30	10.98%	0.03	
	Manchester Gardens - Rectangle	OS	20001 9552	Each	0.25	0.30	22.28%	0.05	
	Manchester Gardens - Triangle	OS	20001 9552	Each	0.22	0.25	13.45%	0.03	
	Brabazon Road	OS	20001 9552	Each	0.25	0.30	22.28%	0.05	
	<b>NOTE:</b> Allotment rent year runs from 29 September to 28 September the following year								
	<b>Senior Citizens</b>								
	25% reduction on the above charge								
9.2	DEPOSIT - REFUNDABLE	OS	20001 9622	Each	62.00	65.00	4.84%	3.00	
9.3	KEY - REPLACEMENT	SR	20001 9362	Each	23.00	25.00	8.70%	2.00	

\* Per square yard from 2023/24



DESCRIPTION OF CHARGE		VAT	GL ACCOUNT CODE	UNIT	2025-2026 £	2026-2027 £	Percentage increase	£ increase	Notes
10	SPECIAL COLLECTION OF HOUSEHOLD REFUSE								
10.1	COLLECTION OF HOUSEHOLD REFUSE								
For full details of non-electrical items that can be collected please refer to our website:									
www.oadby-wigston.gov.uk/pages/bulky_waste_collection									
or telephone the Customer Services Hotline (0116) 288 8961									
3 items	OS	20801 9310	Each	41.00	45.00	9.76%	4.00		
Each additional item	OS	20801 9310	Each	5.00	5.00	0.00%	0.00		
For full details of electrical items that can be collected please refer to our website:									
www.oadby-wigston.gov.uk/pages/bulky_waste_collection									
or telephone the Customer Services Hotline (0116) 288 8961									
1 Item	OS	20801 9310	Each	41.00	45.00	9.76%	4.00		
Each additional item	OS	20801 9310	Each	5.00	5.00	0.00%	0.00		
Residents on certain benefits can apply for an exemption, which will then entitle them to two collections during the financial year with up to a maximum of four items on each collection. For further details please refer to our website:									
www.oadby-wigston.gov.uk/pages/bulky_waste_collection									
or telephone the Customer Services Hotline (0116) 288 8961									
Household bin swap	OS	20802 9217	Each	38.00	38.00	0.00%	0.00		
Contaminated Bins	OS	20801 9201	Each	56.00	60.00	7.14%	4.00		
10.2	GARDEN WASTE COLLECTION SERVICE								
This charge applies to 1 x 240 litre bin or up to 2 x 140 litre bins (also applies if there is only 1 x 140 litre bin)	OS	20805 9318	Each	60.00	60.00	0.00%	0.00		
This provides a fortnightly collection for 9 months during the year.									
Additional bins: 140Litres	OS	20805 9217	Each	25.00	27.50	10.00%	2.50		
Additional Bins: 240Litres	OS	20805 9217	Each	35.00	37.50	7.14%	2.50		
*See separate terms & conditions for further details									
10.3	BULKY WASTE COLLECTION SERVICE								
Bulky waste charge	OS	20801 9310		41.00	45.00	9.76%	4.00		
10.4	DISPOSAL OF DECEASED DOMESTIC ANIMALS								
	SR	20701 9200	Each	75.00	80.00	6.67%	5.00		

- VAT Key:
- EX Exempt
  - OS Non Business
  - SR Standard Rated
  - ZR Zero Rated

DESCRIPTION OF CHARGE		VAT	GL ACCOUNT CODE	UNIT					Notes
					2025-2026 £	2026-2027 £	Percentage increase	£ increase	
11	COUNCIL CAR PARKS								TBC
11.1	COUNCIL CAR PARKS								
Pay and Display									
	Parking charge for stays of over 3 hours (where applicable)	SR	20501 9500	Each					
	Parking charge in 30 minute quick shop bays	SR	20501 9500	Each	FREE	FREE	-	-	
	Pay and Display - Town Centre car parks for up to 2 hours	SR	20501 9500	Each	1.50	1.50	0.00%	0.00	
	Pay and Display - Town Centre car parks for up to 2 - 4 hours	SR	20501 9500	Each	4.00	4.00	0.00%	0.00	
	Pay and Display - Town Centre car parks for over 4 hours	SR	20501 9500	Each	6.00	6.00	0.00%	0.00	
	Pay and Display - Leisure Centre Car Parks 2 hours	SR	20501 9500	Each	1.00	1.00	0.00%	0.00	
	Pay and Display - Leisure sites Car Parks for up to 4 hours	SR	20501 9500	Each	2.00	2.00	0.00%	0.00	
	Pay and Display - Leisure sites Car Parks over 4 hours	SR	20501 9500	Each	6.00	6.00	0.00%	0.00	
Parking Permits									
	Annual parking permit for all council car parks - Borough residents	SR	20501 9501	Each	150.00	150.00	0.00%	0.00	
	Annual parking permit for all council car parks - Non residents	SR	20501 9501	Each	300.00	300.00	0.00%	0.00	
	Annual parking permit for all town centre car parks only - Borough Residents	SR	20501 9501	Each	100.00	100.00	0.00%	0.00	
	Annual parking permit for all town centre car parks only - non residents	SR	20501 9501	Each	200.00	200.00	0.00%	0.00	
	Annual parking permit for Oadby town centre car parks only - Borough residents	SR	20501 9501	Each	50.00	50.00	0.00%	0.00	
	Annual parking permit for Oadby town centre car parks only - Non residents	SR	20501 9501	Each	100.00	100.00	0.00%	0.00	
	Annual parking permit for Wigston & South Wigston town centre car parks only - Borough residents	SR	20501 9501	Each	50.00	50.00	0.00%	0.00	
	Annual parking permit for Wigston & South Wigston town centre car parks only - Non residents	SR	20501 9501	Each	100.00	100.00	0.00%	0.00	
	Annual parking permit for Leisure sites car parks only - Borough residents	SR	20501 9501	Each	50.00	50.00	0.00%	0.00	
	Annual parking permit for Leisure sites car parks only - Non residents	SR	20501 9501	Each	100.00	100.00	0.00%	0.00	
	Annual parking permit Countesthorpe Road Car park only - Monday to Friday before 9.30am and 2.30pm to 4.00pm term time only - Borough residents and non residents	SR	20501 9501	Each	20.00	20.00	0.00%	0.00	
	6 month parking permit for all council car parks - Borough residents	SR	20501 9501	Each	75.00	75.00	0.00%	0.00	
	6 month parking permit for all council car parks - Non residents	SR	20501 9501	Each	150.00	150.00	0.00%	0.00	
	6 month parking permit for all town centre car parks only - Borough Residents	SR	20501 9501	Each	50.00	50.00	0.00%	0.00	
	6 month parking permit for all town centre car parks only - non residents	SR	20501 9501	Each	100.00	100.00	0.00%	0.00	
	6 month parking permit for Oadby town centre car parks only - Borough residents	SR	20501 9501	Each	25.00	25.00	0.00%	0.00	
	6 month parking permit for Oadby town centre car parks only - Non residents	SR	20501 9501	Each	50.00	50.00	0.00%	0.00	
	6 month parking permit for Wigston & South Wigston town centre car parks only - Borough residents	SR	20501 9501	Each	25.00	25.00	0.00%	0.00	
	6 month parking permit for Wigston & South Wigston town centre car parks only - Non residents	SR	20501 9501	Each	50.00	50.00	0.00%	0.00	
	6 month parking permit for Leisure sites car parks only - Borough residents	SR	20501 9501	Each	25.00	25.00	0.00%	0.00	
	6 month parking permit for Leisure sites car parks only - Non residents	SR	20501 9501	Each	50.00	50.00	0.00%	0.00	

VAT Key:  
EX Exempt  
OS Non Business  
SR Standard Rated  
ZR Zero Rated

OADBY AND WIGSTON BOROUGH COUNCIL CAPITAL PROGRAMME				2025/26										Funding									
Project Code Reference	Scheme	Budget Holder	Responsible Person	2025/26 Approved Budget	2024/25 Final C/F	Additions/Removals/Transfers	Slippage to 2026/27	2025/26 Total Budget	2026/27 Preliminary	2027/28 Preliminary	2028/29 Preliminary	2029/30 Preliminary	2030/31 Preliminary	Grant & S106	Capital Receipts GF	Capital Receipts HRA	1-4-1	Major Repairs Reserve	Reserves/Other Reserves	Revenue	Leasing or Borrowing		
	Funding Available B/F Estimated Additions in Year																						
	Total Funding Available																						
	Housing Revenue Account																						
50003	Central Heating	Chris Eyre	James Waterton/ Darren Bates	0	(58,906)	258,906	0	200,000	200,000	175,000	175,000	175,000	175,000	0	0	0	0	1,100,000	0	0	0		
50006	Front & Rear Doors	Chris Eyre	James Waterton/ Darren Bates	125,000	1,264	223,736	(260,000)	90,000	145,000	145,000	145,000	145,000	145,000	0	0	0	0	815,000	0	0	0		
50009	Fire Safety Marriott House	Chris Eyre	James Waterton/ Darren Bates	0	(12,077)	12,077	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
50016	Decent Homes Work	Chris Eyre	James Waterton/ Darren Bates	1,500,000	(59,369)	(1,190,642)	0	250,000	250,000	0	0	0	0	0	0	0	0	250,000	0	0	0		
50017	Major Adaptations	Chris Eyre	James Waterton/ Darren Bates	0	91,482	108,518	0	200,000	200,000	200,000	200,000	200,000	200,000	0	0	0	0	1,200,000	0	0	0		
50019	Fire Safety	Chris Eyre	James Waterton/ Darren Bates	0	296,294	103,706	(150,000)	250,000	400,000	0	0	0	0	0	0	0	0	434,703	0	215,297	0		
50024	Ventilation Insulation	Chris Eyre	James Waterton/ Darren Bates	0	(13,394)	13,394	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
50029	New Housing Initiatives	Chris Eyre	Chris Eyre	1,772,499	(23,020)	121,208	(870,687)	1,000,000	2,213,400	1,466,400	1,197,682	507,600	517,000	1,304,000	0	0	4,168,082	19,994	0	472,652	937,354		
50041	Stock Condition Survey	Chris Eyre	James Waterton/ Darren Bates	0	130,000	(130,000)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
50046	Kitchen Replacements Decent Homes, incl Bathrooms	Chris Eyre	James Waterton/ Darren Bates	0	(12,490)	12,490	0	0	510,000	490,000	490,000	490,000	490,000	0	0	296,918	0	1,599,000	0	41,081	533,001		
50047	Housing Block Improvements	Chris Eyre	James Waterton/ Darren Bates	0	0	300,000	(100,000)	200,000	150,000	150,000	150,000	150,000	150,000	0	0	0	0	950,000	0	0	0		
50049	Horsewell Lane housing development, Modular Build	Chris Eyre	James Waterton/ Darren Bates	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
50050	Decarbonisation of Housing Stock	Chris Eyre	Chris Eyre	198,453	(101,559)	(96,894)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
50051	Boulter Crescent Housing	Chris Eyre	James Waterton/ Darren Bates	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
50052	Damp & Mould Works	Chris Eyre	James Waterton/ Darren Bates	0	0	100,000	0	100,000	100,000	100,000	100,000	100,000	100,000	0	0	0	0	600,000	0	0	0		
	Windows	Chris Eyre	James Waterton/ Darren Bates	0	0	0	0	0	225,000	225,000	225,000	225,000	225,000	0	0	0	0	1,125,000	0	0	0		
	Lift replacement/ refurbishment	Chris Eyre	James Waterton/ Darren Bates	0	0	0	0	0	75,000	55,000	55,000	55,000	55,000	0	0	0	0	185,000	0	0	0		
	Roof replacement	Chris Eyre	James Waterton/ Darren Bates	0	0	0	0	0	325,000	325,000	325,000	325,000	325,000	0	0	0	0	1,625,000	0	0	0		
	Capitalisation Of Salaries	Chris Eyre	James Waterton/ Darren Bates	0	0	163,500	0	163,500	173,100	177,400	169,000	172,300	175,700	0	0	0	0	505,600	0	383,733	141,667		
	Total - HRA			3,595,952	238,236	0	(1,380,687)	2,453,501	4,716,500	3,508,800	3,231,682	2,489,900	2,502,700	1,304,000	0	296,918	4,168,082	10,409,297	0	1,112,763	1,612,022		
	General Fund - Service Delivery																						
52002	Disabled Facilities Grant	Adrian Thorpe		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
52092	Oadby Pool Housing Project	Adrian Thorpe		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
52094	Boulter Crescent Flat Conversion	Adrian Thorpe		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
53910	UKSPF Street Furniture New Equipment	Trish Hutton	Tom Maccabe	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
53916	UKSPF Play Area	Trish Hutton	Tom Maccabe	81,000	0	0	0	81,000	0	0	0	0	0	81,000	0	0	0	0	0	0	0		
53917	UKSPF Green Initiatives	Trish Hutton	Tom Maccabe	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
54003	Brocks Hill Drainage	Ben Wilson		30,000	0	11,400	0	41,400	0	0	0	0	0	0	0	41,400	0	0	0	0	0		
54010	Play Area Refurbishments	Ben Wilson		0	0	0	0	0	244,850	0	0	7,500	0	0	0	252,350	0	0	0	0	0		
54017	Christmas Decoration Infrastructure	Adrian Thorpe	Mark Hyniwi	7,500	0	0	0	7,500	8,000	7,500	7,500	0	0	0	0	30,500	0	0	0	0	0		
54068	Parklands Improvements	Ben Wilson	Tom Maccabe	70,500	0	0	0	70,500	0	0	0	0	0	0	0	70,500	0	0	0	0	0		
54094	Website accessibility	Trish Hutton	Robert Hewell	0	5,000	(5,000)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
54108	Torro Triple Mower rep 7032	Ben Wilson		0	0	50,125	0	50,125	0	0	0	0	0	0	0	50,125	0	0	0	0	0		
54128	Ride on Mower Cemeteries	Ben Wilson		0	0	10,692	0	10,692	0	0	0	0	0	0	0	10,692	0	0	0	0	0		
54133	Replacement RCV	Ben Wilson	Brian Kew	0	0	503,596	0	503,596	0	0	0	0	0	0	0	503,596	0	0	0	0	0		
54147	Recycling Wheelie Bins	Ben Wilson	Brian Kew	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
54150	CCTV Cameras	Ben Wilson	Jon Wells	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
54151	Air Quality Monitoring	Ben Wilson	Jon Wells	0	0	39,805	0	39,805	0	0	0	0	0	0	0	39,805	0	0	0	0	0		
54159	Pay & Display Scheme	Ben Wilson		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
54162	Vehicle Refurbishment	Ben Wilson	Brian Kew / Jon Faulconbridge	1,164,199	42,290	(852,103)	0	354,387	285,000	250,000	750,000	320,000	0	0	1,959,387	0	0	0	0	0	0		
54163	Waste Transformation	Ben Wilson		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
54164	Food Waste Project	Ben Wilson		0	0	579,690	0	579,690	0	0	0	0	0	0	0	579,690	0	0	0	0	0		
54164	Cemetery Rear Tipper	Ben Wilson		0	22,000	3,582	0	25,582	0	0	0	0	0	0	0	25,582	0	0	0	0	0		
54165	SCARAB Merlin 62 Road Sweeper	Ben Wilson		0	0	169,381	0	169,381	0	0	0	0	0	0	0	169,381	0	0	0	0	0		
54166	KARCHER MC250 Road Sweeper	Ben Wilson		0	0	86,000	0	86,000	0	0	0	0	0	0	0	86,000	0	0	0	0	0		
54167	Alotment Improvement Works	Ben Wilson		0	0	115,000	0	115,000	0	0	0	0	0	0	0	115,000	0	0	0	0	0		
54522	New Facility at Uplands Park	Ben Wilson		0	134,363	149,893	0	284,256	0	0	0	0	0	0	0	284,256	0	0	0	0	0		
54526	Repairs to play area surface various play areas	Ben Wilson		0	9,510	35,000	0	44,510	0	0	0	0	0	0	0	9,510	0	0	35,000	0	0		
54526	Willow Park Skate Park	Ben Wilson		0	0	11,982	0	11,982	0	0	0	0	0	11,982	0	0	0	0	0	0	0		
54532	Wigston Pool Photovoltaics	Ben Wilson		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
54532	Brooks Hill Barn Portacabin	Ben Wilson		0	18,000	0	0	18,000	0	0	0	0	0	0	0	18,000	0	0	0	0	0		
54534	Wigston Cemetery Mess Room	Ben Wilson		0	15,000	0	0	15,000	0	0	0	0	0	0	0	15,000	0	0	0	0	0		
54595	Parklands Photovoltaics	Ben Wilson	Tom Maccabe	0	0	156,704	0	156,704	0	0	0	0	0	156,704	0	0	0	0	0	0	0		
54596	Fortis Mower	Ben Wilson		0	0	28,727	0	28,727	0	0	0	0	0	0	0	28,727	0	0	0	0	0		
56003	Customer Services	Trish Hutton		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
56010	IT replacements	Trish Hutton	Ravinder Gill	66,000	0	3,560	0	69,560	66,000	50,000	66,000	66,000	0	0	0	317,560	0	0	0	0	0		
56027	41 Canal St CPO	Colleen Warren	Colleen Warren / Sam Ball	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
56055	Document Management System Software	Trish Hutton		0	6,454	0	0	6,454	0	0	0	0	0	0	0	6,454	0	0	0	0	0		
56072	South Wigston Shop Fronts	Adrian Thorpe	Mark Hyniwi	1,992	(1,992)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
56085	New Council Offices	Adrian Thorpe	Ben Wilson	10,000	5,277	0	0	15,277	0	0	0	0	0	0	0	15,277	0	0	0	0	0		
56092	Laptop Renewal	Ben Wilson	Ravinder Gill	0	3,560	(3,560)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
56101	Sale of Bushloe House	Ben Wilson		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
56102	Webpay 2 Implementation	Colleen Warren		26,000	(8,000)	0	0	18,000	0	0	0	0	0	0	0	18,000	0	0	0	0	0		
56103	Server Host Refresh	Ben Wilson	Ravinder Gill	0	0	39,966	0	39,966	0	0	0	0	0	0	0	39,966	0	0	0	0	0		
56104	Sale of Bushloe House	Ben Wilson		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
	Crickets Nets at Uplands Park	Ben Wilson		40,000	0	20,000	0	60,000	0	0	0	0	0	60,000	0	0	0	0	0	0	0		
	Finance System Upgrade	Colleen Warren	Simon Ball	80,000	0	0	0	80,000	0	0	0	0	0	0	0	80,000	0	0	0	0	0		
	Invest to Save	Ben Wilson		212,589	(80,365)	(39,966)	0	92,258	0	0	0	0	0	0	0	92,258	0	0	0	0	0		
	Replacement of cemeteries vehicles- Mower trailer	Ben Wilson		0	25,000	0	0	25,000	0	0	0	0	0	0	0	25,000	0	0	0	0	0		
	Replacement of Grounds Maintenance Dennis bowling green mower	Ben Wilson		0	15,000	0	0	15,0															

# Agenda Item 12



**Full Council**

**Thursday, 19  
February 2026**

**Matter for  
Information and  
Decision**

**Report Title:**

**Council Tax Setting (2026/27)**

**Report Author(s):**

**Colleen Warren- Chief Finance Officer/S151 Officer**

<b>Purpose of Report:</b>	The purpose of this report is for Oadby and Wigston Borough Council to set and approve the amount of Council Tax for its area in accordance with section 30(2) of the Local Government Finance Act 1992 as amended by the Localism Act 2011.
<b>Report Summary:</b>	Approval is sought for Oadby and Wigston Borough Council's associated Band D Council Tax for 2026/27 of <b>£268.18</b> . Members should note that the wording of this report and the recommendations are largely prescribed by statute.
<b>Recommendation(s):</b>	<p><b>A. It be noted that under powers delegated to the Chief Financial Officer, the Council has calculated the amount of 19,004.95 as its Council Tax base for the financial year 2026/27 in accordance with the Local Authorities (Calculation of Council Tax Base) (England) Regulations 2012;</b></p> <p><b>B. It be noted that the Council Tax requirement for the Council's own purposes for 2026/27 is £5,096,747;</b></p> <p><b>C. The following amounts be calculated by the Council for the year 2026/27 in accordance with sections 30 to 36 of the Local Government Finance Act 1992 (as amended):</b></p> <p><b>(i) £45,742,064 being the aggregate of the amounts which the Council estimates for the items set out in section 31A(2) of the Act.</b></p> <p><b>(ii) £40,645,317 being the aggregate of the amounts which the Council estimates for the items set out in section 31A(3) of the Act.</b></p> <p><b>(iii) £5,096,747 being the amount by which the aggregate at C(i) above exceeds the aggregate at C(ii) above, calculated by the Council, in accordance with section 31 A (4) of the Act, as its Council Tax Requirement for the year.</b></p> <p><b>(iv) £268.18 being the amount at C(iii) divided by the amount at A above, calculated by the Council, in accordance with section 3 B of the Act, as the basic amount of its Council Tax for the year.</b></p> <p><b>(v) Valuation Bands 2026/27</b></p> <p><b>Being the amounts given by multiplying the</b></p>

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

Oadby & Wigston Borough Council			
A	B	C	D
£178.79	£208.59	£238.38	£268.18
E	F	G	H
£327.78	£387.37	£446.97	£536.36

**D. It is noted that for the year 2026/27, the Police and Crime Commissioner for Leicester/shire, and the Leicester/shire and Rutland Combined Fire Authority have stated the following amounts in precepts issued to the Council, in accordance with section 40 of the Local Government Finance Act 1992, for each of the categories shown below and that Leicestershire County Council have indicated that their provisional precept will be confirmed in February 2026.**

**Precepting Authorities - Valuation Bands 2026/27**

Leicestershire County Council			
A	B	C	D
£1,154.53	£1,346.95	£1,539.37	£1,731.79
E	F	G	H
£2,116.63	£2,501.47	£2,886.31	£3,463.58

Police & Crime Commissioner for Leicester, Leicestershire and Rutland			
A	B	C	D
£210.15	£245.18	£280.20	£315.23
E	F	G	H
£385.28	£455.33	£525.38	£630.46

Leicester, Leicestershire & Rutland Combined Fire Authority			
A	B	C	D
£61.10	£71.29	£81.47	£91.65
E	F	G	H
£112.02	£132.39	£152.75	£183.31

**E. That having calculated the aggregate in each case of the amounts at C(v) and D above, the Council, in**

	<p><b>accordance with section 30(2) of the Local Government Finance Act 1992, set the following amounts as the amounts of Council Tax for the year 2026/27 for each of the categories of dwellings shown below.</b></p> <p><b>Valuation Bands</b></p> <table><tr><th colspan="4">Total amount payable Oadby &amp; Wigston Borough Council Residents</th></tr><tr><th>A</th><th>B</th><th>C</th><th>D</th></tr><tr><td>£1,604.47</td><td>£1,872.00</td><td>£2,139.42</td><td>£2,406.85</td></tr><tr><th>E</th><th>F</th><th>G</th><th>H</th></tr><tr><td>£2,941.71</td><td>£3,476.55</td><td>£4,011.41</td><td>£4,813.70</td></tr></table>	Total amount payable Oadby & Wigston Borough Council Residents				A	B	C	D	£1,604.47	£1,872.00	£2,139.42	£2,406.85	E	F	G	H	£2,941.71	£3,476.55	£4,011.41	£4,813.70
Total amount payable Oadby & Wigston Borough Council Residents																					
A	B	C	D																		
£1,604.47	£1,872.00	£2,139.42	£2,406.85																		
E	F	G	H																		
£2,941.71	£3,476.55	£4,011.41	£4,813.70																		
<b>Senior Leadership, Head of Service, Manager, Officer and Other Contact(s):</b>	<p>Colleen Warren (Chief Finance Officer / Section 151 Officer) (0116) 257 2759 <a href="mailto:colleen.warren@oadby-wigston.gov.uk">colleen.warren@oadby-wigston.gov.uk</a></p> <p>Simon Ball (Finance Manager / Deputy Section 151 Officer) (0116) 257 2624 <a href="mailto:simon.ball@oadby-wigston.gov.uk">simon.ball@oadby-wigston.gov.uk</a></p>																				
<b>Strategic Objectives:</b>	<p>Our Council (SO1) Our Economy (SO3)</p>																				
<b>Vision and Values:</b>	<p>"Our Borough - The Place To Be" (Vision) Resourceful &amp; Resilient (V4)</p>																				
<b>Report Implications:-</b>																					
Legal:	There are no implications arising from this report.																				
Financial:	There are no implications directly arising from this report.																				
Corporate Risk Management:	<p>Decreasing Financial Resources / Increasing Financial Pressures (CR1) Effective Utilisation of Assets / Buildings (CR5) Regulatory Governance (CR6) Organisational / Transformational Change (CR8) Economy / Regeneration (CR9)</p>																				
Equalities and Equalities Assessment (EA):	There are no implications arising from this report. EA not applicable.																				
Human Rights:	There are no implications arising from this report.																				
Health and Safety:	There are no implications arising from this report.																				
<b>Statutory Officers' Comments:-</b>																					
Head of Paid Service:	Unable to complete review.																				
Chief Finance Officer:	As the author, the report is satisfactory.																				

<b>Monitoring Officer:</b>	The report is satisfactory.
<b>Consultees:</b>	None.
<b>Background Papers:</b>	<a href="#">Local Government Finance Act 1992</a>
<b>Appendices:</b>	None.

## 1. Council Tax Setting 2026/27

- 1.1 Section 30 of the Local Government Finance Act 1992 requires the Council to set amounts of Council tax at taxpayer level for each category of dwelling (i.e. Council Tax Band) before 11 March in the preceding financial year. Leicestershire and Rutland Combined Fire Authority agreed its increase on 11 February. As at the time of writing, the Police and Crime Commissioner for Leicester and Leicestershire is due to agree its increase on 12 February, and Leicestershire County Council on 18 February. As such, some of the figures below are indicative, based on available information. If they change, this will be communicated.

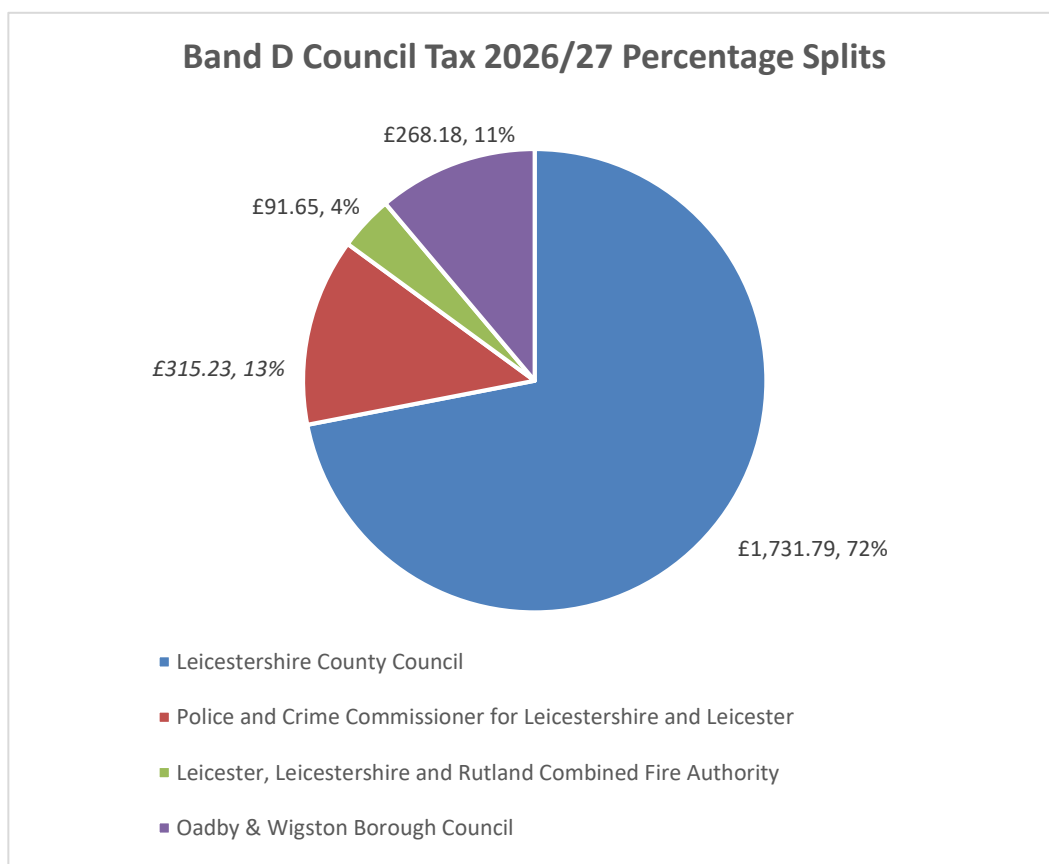
- 1.2 The increases are as follows:

Preceptor	% Increase
Leicestershire County Council	2.99%
Police and Crime Commissioner for Leicestershire and Rutland	5.00%
Leicester, Leicestershire and Rutland Combined Fire Authority	5.77%

- 1.3 The Secretary of State for Housing, Communities and Local Government has made an offer to "Adult Social Care Authorities" which are local authorities that have functions under Part 1 of the Care Act 2014, namely County Councils in England, District Councils for an area in England for which there is no County Council, London Borough Councils, the Common Council of the City of London and the Council of the Isles of Scilly.
- 1.4 The offer is the option of an adult social care authority being able to charge an additional "precept" on its Council tax for financial years from the financial year beginning in 2016 without holding a referendum, to assist the authority in meeting expenditure on adult social care. Subject to the annual approval of the Commons, the Secretary of State intends to offer the option of charging this "precept" at an appropriate level in each financial year up to and including the financial year 2026/27.
- 1.5 Leicestershire County Council has provisionally set a 2% adult social care levy in 2026/27. Their final decision will be reported to Council verbally by the Chief Financial Officer before Members are asked to vote on the recommendations above, noting that their council tax setting meeting will be held on 18 February 2026, and therefore after the publication of this report.
- 1.6 The Leicester, Leicestershire and Rutland Police and Crime Panel meeting is on 12 February 2026, to approve the 2026/27 Council Tax precept for the Police and Crime Commissioner for Leicestershire and Leicester, and therefore after the publication of this report.
- 1.7 The Combined Fire Authority meeting is on 11 February 2026, to approve the 2026/27 Council Tax precept for the Leicester, Leicestershire and Rutland Combined Fire Authority, and therefore after the publication of this report.

- 1.8 In total, the average Council Tax (Band D) for 2025/26 (assuming that Leicestershire County Council confirm their proposed precepts) will be **£2,406.85**, comprising:

Preceptor	Band D Council Tax	% Increase
Leicestershire County Council	£1,731.79	2.99%
Police and Crime Commissioner for Leicester/shire and Rutland	£315.23	5.00%
Leicester, Leicestershire and Rutland Combined Fire Authority	£91.65	5.77%
Oadby & Wigston Borough Council	£268.18	2.50%
Leicester, Leicestershire and Rutland Combined Fire Authority	<b>£2,406.85</b>	<b>3.30%</b>



- 1.9 Although the information contained in this report is accurate at the time of writing, not all the major precept bodies had formally approved their Council Tax. Should there be any changes to the figures in this report, Members will be informed verbally at the meeting.
- 1.10 A Council Tax Guide will be placed on the Council's website following this meeting. The guide will detail the 26/27 precepts.





**Full Council**

**Thursday, 19  
February 2026**

**Matter for  
Information and  
Decision**

**Report Title:**

**Pay Policy Statement (2026/2027)**

**Report Author(s):**

**Anne Court (Chief Executive / Head of Paid Service)**

<b>Purpose of Report:</b>	The Localism Act 2011 ("the 2011 Act") requires every local authority to produce and publish a Pay Policy Statement ("the Statement") for each financial year from 2012/13. This report sets out the Council's proposed Pay Policy Statement for the coming financial year 2025/2026.
<b>Report Summary:</b>	<p>Section 38 of the 2011 Act requires local authorities in England and Wales to produce and publish a Pay Policy Statement for each financial year, which must be approved by Full Council.</p> <p>This statement sets out the Council's policies in relation to:</p> <ul style="list-style-type: none"> <li>a) The remuneration of its Chief Officers;</li> <li>b) The remuneration of its lowest-paid employees; and</li> <li>c) The relationship between the remuneration of its Chief Officers and the remuneration of its employees who are not Chief Officers.</li> </ul> <p>For the purposes of this statement, remuneration includes basic salary, bonuses and allowances or entitlements related to employment.</p>
<b>Recommendation(s):</b>	<p><b>A. That Council approves the Pay Policy Statement for 2026/2027 (as set out at Appendix 1); and</b></p> <p><b>B. That Council approves the cessation of paying the Real Living Wage for the reasons set out at Paragraph 2.5 and revert back to paying the National Living Wage for 2026/2027.</b></p>
<b>Senior Leadership, Head of Service, Manager, Officer and Other Contact(s):</b>	<p>Anne Court (Chief Executive / Head of Paid Service) (0116) 257 2602 <a href="mailto:anne.court1@oadby-wigston.gov.uk">anne.court1@oadby-wigston.gov.uk</a></p> <p>Trish Hatton (Head of Customer Services &amp; Transformation) (0116) 257 2700 <a href="mailto:trish.hatton@oadby-wigston.gov.uk">trish.hatton@oadby-wigston.gov.uk</a></p> <p>Sarah Driscoll (HR Manager) (0116) 257 2790 <a href="mailto:sarah.driscoll@oadby-wigston.gov.uk">sarah.driscoll@oadby-wigston.gov.uk</a></p>
<b>Strategic Objectives:</b>	Our Council (SO1)
<b>Vision and Values:</b>	"Our Borough - The Place To Be" (Vision)
<b>Report Implications:-</b>	

Legal:	There are no implications arising from 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)
Equalities and Equalities Assessment (EA):	There are no implications arising from this report. EA not applicable.
Human Rights:	There are no implications arising from this report.
Health and Safety:	There are no implications arising from this report.
<b>Statutory Officers' Comments:-</b>	
Head of Paid Service:	The report is satisfactory.
Chief Finance Officer:	The report is satisfactory.
Monitoring Officer:	The report is satisfactory.
<b>Consultees:</b>	None.
<b>Background Papers:</b>	<ul style="list-style-type: none"> <li>• <a href="#">Equality Act 2010</a></li> <li>• <a href="#">Localism Act 2011</a></li> <li>• <a href="#">Accounts and Audits (England) Regulations 2011</a></li> <li>• <a href="#">Openness and Accountability in Local Pay: Guidance under Section 40 of the Localism Act' Guidance</a></li> </ul>
<b>Appendices:</b>	<ol style="list-style-type: none"> <li>1. Pay Policy Statement (2026/2027)</li> <li>2. Pay Grades (2025/2026)</li> <li>3. Senior Leadership Team (SLT) Organisation Chart</li> </ol>

## 1. Background

- 1.2 The Council is required to publish a Pay Policy Statement for 2026/2027 by 31 March 2026. The Statement for 2026/2027 is attached at **Appendix 1**.

## 2. Current Applicable Pay Award

- 2.1 The National Joint Council (NJC) final offer on the pay award for 2025/2026 was agreed as follows:
- With effect from 1 April 2025, an increase of 3.2% was awarded to all NJC graded employees (SCP 1 to SCP 43)
  - With effect from 1 April 2025, an increase of 3.2% was awarded to JNC Chief Officers.
- 2.2 For Oadby & Wigston Borough Council this means that the locally agreed pay spines have been reviewed and amended accordingly with the same award.
- 2.3 The pay offer for 2026/2027 has yet to be agreed and subject to its agreement the Pay Policy statement for 2026/2027 will be updated and presented to Council for approval.

- 2.4 Oadby & Wigston Borough Council implemented the Real Living Wage in 2013. The Real Living Wage increases have been much higher than our nationally agreed pay increases for a number of years, which has meant that the gaps between the lower pay points is much smaller than between the higher pay points and further increases at this level would mean that we would need to remove further pay points. In addition, there are some equal pay risks of paying broadly similar salaries when the roles have differing levels of responsibilities.
- 2.5 It is recommended to move away from paying the Real Living Wage and move back to the National Living Wage from 1 April 2026. The employees in these lower bands have had significantly higher pay increases than those in the higher bands for the last 12 years and therefore are in much better financial position than previously and should not be significantly disadvantaged.
- 2.6 A number of other Councils have also taken the decision to move away from the Real Living Wage in recent years for similar reasons.
- 2.7 The Council's Pay Grades are attached for information at **Appendix 2**.
- 2.8 The Local Government Transparency Code 2015 requires publications of posts with salaries over £50,000. The Accounts and Audits (England) Regulations 2011 require posts with salaries over £50,000 to be published in the annual accounts.
- 2.8 If approved by Council, the Statement will take immediate effect, superseding the 2025/2026 Statement, and will be published on the Council's website.
- 2.6 The Senior Leadership Organisation Chart is attached at **Appendix 3**.

# Appendix 1

## Appendix 1

### **OADBY AND WIGSTON BOROUGH COUNCIL PAY POLICY STATEMENT (2026/2027)**

#### **1. Introduction**

- 1.1 Oadby and Wigston Borough Council recognise that remuneration at all levels needs to be adequate to secure and retain high quality employees dedicated to the service of the public. However, in the context of managing scarce public resources with ever decreasing funds and further spending cuts to be made, such remuneration needs to avoid being unnecessarily generous or otherwise excessive.
- 1.2 It is important that local authorities are able to determine their own pay structures in order to address local priorities and to compete in the local labour market.
- 1.3 In particular, it is recognised that senior management roles in local government are complex and diverse functions in a highly politicised environment where often national and local pressures conflict. The Council's ability to continue to attract and retain high calibre leaders capable of delivering this complex agenda, particularly during times of financial challenge is crucial to the Council's performance.

#### **2. Legislation**

- 2.1 Section 38 of the Localism Act 2011 requires local authorities to produce and publish a Pay Policy Statement for each financial year thereafter, by the 31 March.
- 2.2 In determining the pay and remuneration of all employees, the Council will comply with all relevant employment legislation. This includes the Equality Act 2010, Part Time Employment (Prevention of Less Favourable Treatment) Regulations 2000, The Agency Workers Regulations 2010, The Fixed Term Employment (Prevention of Less Favourable Treatment) Regulations 2002, and where relevant, the Transfer of Undertakings (Protection of Employment) Regulations 2006.
- 2.3 With regard to the equal pay requirements contained within the Equality Act 2010, the Council ensures there is no pay discrimination in its pay structures and that all pay differentials are objectively justified through the use of an equality-proofed job evaluation mechanism, which directly relates salaries to the requirements, demands and responsibilities of the role.
- 2.4 The Localism Act 2011 and supporting statutory guidance provides details of matters that must be included in this statutory pay policy but also emphasises that each local authority has the autonomy to take its own decisions on pay and pay policies.
- 2.5 The format of this policy statement was approved by Full Council in April 2012 and is subject to review in accordance with the relevant legislation prevailing at that time, currently annually.

### **3. Scope**

#### **3.1. This Pay Policy Statement includes a policy on:-**

The level and elements of remuneration for each Chief Officer;

- (a) The remuneration of the lowest paid employees;
- (b) The relationship between the remuneration of Chief Officers and other officers;
- (c) Other specific aspects of Chief Officer remuneration, fees and charges and other discretionary payments.

#### **3.2. Remuneration in this context is defined widely to include not just pay but also charges, fees, allowances, benefits in kind, increases in enhancements of pension entitlements and termination payments.**

### **4. Senior Pay**

#### **4.1 In this policy the senior pay group covers posts in the top three tiers of the Council. These include the Chief Executive, the Strategic Director, the Chief Finance Officer and Heads of Service.**

#### **4.2 The numbers in the above posts are as follows:-**

- Chief Executive (1)
- Strategic Director (1)
- Chief Finance Officer (S151 Officer) (1)
- Heads of Service (3)

#### **4.3 The policy for each group is as follows:-**

#### **4.4 Chief Executive**

- (a) In line with nationally agreed terms the salary of the Chief Executive is locally agreed and the Pay Grade is currently in the following range:- C1 - 3 £108,328 to £119,006.
- (b) No additional bonus, performance, honoraria or ex gratia payments have been made.
- (c) Salary is subject to annual cost of living increases agreed by Joint Negotiating Committee for Chief Officers (JNC) for Local Authority Chief Executives national conditions.

#### **4.5 Strategic Director & Chief Finance Officer**

- (a) The Strategic Director post is also locally agreed and the pay grade for this post is currently D4-6 £92,953 to £98,293.
- (b) The Chief Finance Officer post is also locally agreed and the postholder is paid a market rate salary of £95,202.
- (c) No additional bonus, performance, honoraria or ex gratia payments have been made.
- (d) Salaries are subject to annual cost of living increases agreed by the Joint Negotiating Committee for Chief Officers (JNC) for Local Authority

Services.

#### **4.6 Heads of Service**

- (a) The Heads of Service posts are also agreed and are currently within the following range:- Heads of Service Management Levels 1 – 4 £59,721 to £82,806.
- (b) Salaries are subject to annual cost of living increases agreed by the Joint Negotiating Committee for Chief Officers (JNC) for Local Authority Services.

#### **4.7 Electoral fees**

Fees are paid for Returning Officer duties with regards to fulfilling Election duties. This does not form part of the post holder's substantive role and these fees are payable as required and can be made to any senior officer appointed to fulfil the statutory duties of this role. The Returning Officer is an Officer of the Borough Council who is appointed under the Representation of the People Act 1983. The role of the Returning Officer involves and incurs personal responsibility and accountability and is statutorily separate from duties as an employee of the Borough Council, hence the additional remuneration which is paid. As Returning Officer, the employee is paid a separate allowance for each election for which they are responsible.

### **5. Lowest paid employees**

- 5.1. The National Living Wage to be paid from 1st April 2026 is £12.71 (2025 - £12.21) per hour and the age threshold sits at 21 years. Below age 21 years, The National Minimum Wage applies on a sliding age band scale. The rates to be paid from April 2026 are:-
  - 18-20 yrs - £10.85 (2025- £10.00)
  - Under 18 - £8.00 (2025- 7.55)
- 5.2 For employees classed as apprentices, the rates that apply are set out at paragraph 5.5 below . It is compulsory that employers pay at least the National Living Wage and national Minimum Wage rates where applicable to employees.
- 5.3 On 15 March 2013, the Council implemented the Real Living Wage. The Real Living Wage is distinct from the National Living Wage and National Minimum Wage as it has been calculated on the real cost of living. The Real Living Wage increases have been outstripping our annual pay increases for a number of years though which has led to wage compression in the lower bands and also raises some equal pay risks where there is no significance difference in pay for roles of differing levels of responsibilities.
- 5.4 It is recommended to move away from paying the Real Living Wage from 1 April 2026. The employees in these lower bands have had significantly higher pay increases than those in the higher bands for the last 12 years and therefore are in a much better financial position than previously and should not be significantly disadvantaged.

A number of other Councils have also taken the decision to move away from the Real Living Wage in recent years for similar reasons.

- 5.5 The lowest pay band within the council is Band 1 Scale Points 3. The pay scale points 1 & 2 were previously deleted as they did not reach the Real Living Wage threshold. Agreement between the national employers and trade unions on the 2025/2026 annual pay award was reached in August 2025. The relevant pay scale points have been amended to reflect this.

- 5.6 The Council also operates an apprenticeship programme that is designed to give people the opportunity to gain a relevant qualification through study and on-the-job training. The training opportunities afforded to individuals through the apprenticeship programme are not directly comparable to other positions filled by employees within the Council.

Apprentices will be paid at least the minimum wage rate for their age, as set out in paragraph 5.1 above.

## **6. Pay Structure**

- 6.1. The pay structure for all employees except the Chief Executive, Strategic Director, Chief Finance Officer and Heads of Service is established using NJC for Local Authorities Services National Pay Spine.
- 6.2. All posts bar those of the Chief Executive, Strategic Director, Chief Finance Officer and Heads of Service posts are evaluated using the Greater London Provincial Council Job Evaluation Scheme, which is recognised by employers and trades unions nationally. This Scheme allows for robust measurement against set criteria resulting in fair and objective evaluations and satisfies equal pay requirements. In some instances from time to time, the ability to recruit to certain posts is dictated by market forces.
- 6.3. Progression within the band for all staff is subject to satisfactory performance/conduct on 1<sup>st</sup> April each year, provided that the employee has completed a minimum of 6 months service when an increment is awarded up to the maximum of the band.

New starters who have not completed 6 months service in April, will receive an increment after 6 months with the Council subject to satisfactory performance/conduct.

Employees who move jobs within the Council will also receive an increment 6 months after they start a new role.

## **7. Multipliers**

- 7.1 The current establishment has 180 FTE posts. Publishing the pay ratio of the organisation's top earner to that of its lowest paid earner and median earner has been recommended to support the principles of Fair Pay (Will Hutton, 2011) and transparency.
- 7.2 The Chief Executive's post is the highest paid post at the Council and is paid at £119,006 (1 FTE) per annum and is currently at the top of the pay scale. This is 3.25 times the average earnings in the Council which is £36,550.54. The Chief

Executive's pay is 4.72 times the lowest pay which is £25,223.

## **8. Payments/Charges and Contributions**

- 8.1 The Council operates the Local Government Pension Scheme (LGPS) and makes pension contributions as required to all employees who participate in the scheme. The current rate is 21.4% of the whole time salary. All employees will be contractually enrolled into the scheme where they meet the following criteria: earn over £10,000 a year (2025/2026 figure) and are aged between 22 and state pension age.
- 8.2 Employee contributions will depend on the actual salary received, rather than a full time equivalent, with contributions ranging from 5.5% to 12.5%.
- 8.3 The Council has a determined policy on discretions available under the LGPS.

## **9. Discretionary Payments**

The Council also recognises that it is important to motivate their employees by other non-salaried means. All employees receive a generous leave entitlement and are able to utilise the flexi-time scheme as well as access a range of employee discounts via our employee benefits platform. In addition we have an employee assistance programme, a Cycle to Work scheme, a car loan scheme, a relocation package, access to free eye tests and free off-peak membership at local leisure centres.

## **10. Decision Making**

- 10.1 Decisions on remuneration are made as follows:-
- Chief Officers' local pay level approved by Full Council;
  - Pay structure for all other posts approved by Full Council.
  - Market Supplements, which may be required to meet market forces from time to time, are approved by the Senior Leadership Team.

## **11. Disclosure**

- 11.1 The Local Government Transparency Code 2015 requires publications of posts with salaries over £50,000 (FTE). The Accounts and Audits (England) Regulations 2011 require posts with salaries over £50,000 to be published in the annual accounts. The Pay Policy Statement will be published on the Council's website.
- 11.2 The posts are as follows:-
- Chief Executive
  - Strategic Director
  - Chief Finance Officer (S151 Officer)
  - Head of the Built Environment
  - Head of Customer Service and Transformation
  - Head of Neighbourhood Services
  - Housing Manager
  - Planning Policy & Development Manager
  - Revenue & Benefits Manager
  - Neighbourhood Operations Manager
  - Marketing & Communications Manager
  - HR Manager



- Environmental Health Manager
- Legal & Democratic Services Manager (Monitoring Officer)
- Customer Services Manager
- IT Operations and Security Manager

**12. Performance related pay**

12.1 There are no performance related pay schemes in place.

**13. Equality and Diversity**

13.1 This Pay Policy Statement will assist the Council in monitoring remuneration across the Council and provide a fair system which avoids discrimination.

**For further information please contact:-**

Anne Court, Chief Executive / Head of Paid Service

Telephone: (0116) 257 2702: E-mail: [anne.court1@oadby-wigston.gov.uk](mailto:anne.court1@oadby-wigston.gov.uk)

# Appendix 2

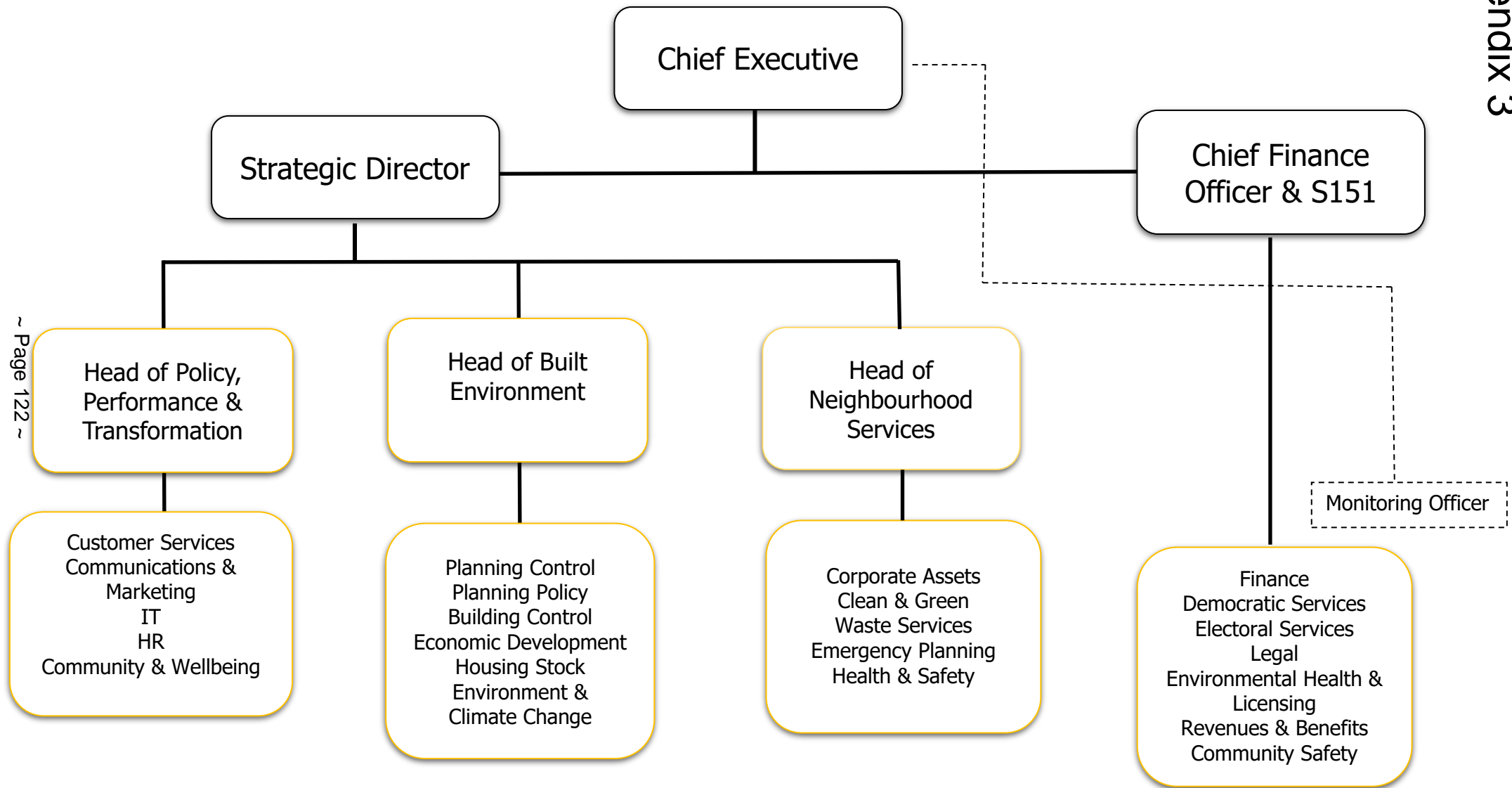
## 2025/2026 PAY GRADES

		1st April 2024	1st April 2025
	SCP	£	
<b>Band 1</b>	1	Below Real Living Wage	
	2		
	3	24,441	25,223
<b>Band 2</b>	3	24,441	25,223
	4	24,616	25,404
	5	24,790	25,583
<b>Band 3</b>	5	24,790	25,583
	6	25,183	25,989
	7	25,584	26,403
<b>Band 4</b>	7	25,584	26,403
	8	25,992	26,824
	9	26,409	27,254
	10	26,835	27,694
	11	27,269	28,142
<b>Band 5</b>	12	27,711	28,598
	13	28,163	29,064
	14	28,624	29,540
	15	29,093	30,024
	16	29,572	30,518
	17	30,060	31,022
<b>Band 6</b>	18	30,559	31,537
	19	31,067	32,061
	20	31,586	32,597
	21	32,115	33,143
	22	32,654	33,699
	23	33,366	34,434
<b>Band 7</b>	24	34,314	35,412
	25	35,235	36,363
	26	36,124	37,280
	27	37,035	38,220
<b>Band 8</b>	28	37,938	39,152
	29	38,626	39,862
	30	39,513	40,777
	31	40,476	41,771
<b>Band 9</b>	32	41,511	42,839
	33	42,708	44,075
	34	43,693	45,091
	35	44,711	46,142

<b>Band 10</b>	36	45,718	47,181
	37	46,731	48,226
	38	47,754	49,282
	39	48,710	50,269
	40	49,764	51,356
<b>Band 11</b>	41	50,788	52,413
	42	51,802	53,460
	43	52,805	54,495
<b>Management Level 1</b>	Level a	57,869	59,721
	Level b	59,008	60,896
	Level c	60,147	62,072
	Level d	61,289	63,250
<b>Management Level 2</b>	Level 2	68,210	70,393
<b>Management Level 3</b>	Level 3	74,223	76,598
<b>Management Level 4</b>	Level 4	80,238	82,806
<b>Director D4-6</b>	D4	90,071	92,953
	D5	92,657	95,622
	D6	95,245	98,293
<b>Chief Executive</b>	C1	104,969	108,328
	C2	109,445	112,948
	C3	115,316	119,006

Hourly Rate
£
13.07
13.07
13.17
13.26
13.26
13.47
13.69
13.69
13.90
14.13
14.36
14.59
14.82
15.07
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15.56
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30.96
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32.79
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61.69





**Full Council**

**Thursday, 19  
February 2026**

**Matter for  
Information and  
Decision**

**Report Title:** **Statement of Licensing Policy (2025-2030)**

**Report Author(s):** **Craig Ward (Licensing & Enforcement Team Leader)**

<b>Purpose of Report:</b>	To consider the draft Statement of Licensing Policy.
<b>Report Summary:</b>	The current Policy was up for renewal in 2025, and it is essential that this is refreshed and updated to ensure the effective ongoing regulation of licensing. An updated draft version is attached at <b>Appendix 1</b> which has been out to consultation. The policy gives a framework that applicants can use when formulating an application as well as giving an overview of how the Council will determine applications.
<b>Recommendation(s):</b>	<b>A. That the Statement of Licensing Policy (2025-2030) be approved and adopted; and</b> <b>B. That delegated authority be granted to the Chief Finance Officer / Section 151 Officer to add updates during the policy with regards to new terrorism legislation expected to come into force during the period.</b>
<b>Senior Leadership, Head of Service, Manager, Officer and Other Contact(s):</b>	Colleen Warren (Chief Finance Officer / Section 151 Officer) (0116) 257 2759 <a href="mailto:colleen.warren@oadby-wigston.gov.uk">colleen.warren@oadby-wigston.gov.uk</a>  Minna Scott (Environmental Health Manager) (0116) 257 2779 <a href="mailto:minna.scott@oadby-wigston.gov.uk">minna.scott@oadby-wigston.gov.uk</a>  Craig Ward (Licensing & Enforcement Team Leader) (0116) 257 2721 <a href="mailto:craig.ward@oadby-wigston.gov.uk">craig.ward@oadby-wigston.gov.uk</a>
<b>Strategic Objectives:</b>	Our Communities (SO2) Our Economy (SO3)
<b>Vision and Values:</b>	Customer & Community Focused (V1)
<b>Report Implications:-</b>	
Legal:	Section 5 of the Licensing Act 2003 imposes a statutory requirement on the Council (as the Licensing Authority) to prepare and publish a 'Statement of Licensing Policy' (known as a Policy) once every five years. Following public consultation, any amendments to the Policy are required to be considered at this Committee and then approved by Full Council.
Financial:	There are no implications arising from this report.
Corporate Risk Management:	Reputation Damage (CR4) Regulatory Governance (CR6)

Equalities and Equalities Assessment (EA):	Licensing Act 2003 applications and notifications are not assessed based on the characteristics of the applicant; they are issued in accordance with the law and depend on the application being correctly submitted.
Human Rights:	There are no implications directly arising from this report.
Health and Safety:	There are no implications directly arising from this report.
<b>Statutory Officers' Comments:-</b>	
Head of Paid Service:	The report is satisfactory.
Chief Finance Officer:	The report is satisfactory.
Monitoring Officer:	The report is satisfactory.
<b>Consultees:</b>	<ul style="list-style-type: none"> <li>• The Chief Officer of Leicestershire Police</li> <li>• Leicestershire Fire and Rescue Service</li> <li>• Leicestershire County Council (Public Health)</li> <li>• All other responsible authorities identified under the Act</li> <li>• Relevant Trade Associations</li> <li>• The general public</li> </ul>
<b>Background Papers:</b>	None.
<b>Appendices:</b>	1. Revised Statement of Licensing Policy (2025-2030)

## 1. Introduction

- 1.1 Under Section 5 of the Licensing Act 2003 (the Act), Licensing Authorities are required to prepare and publish a policy which they intend to apply when exercising their functions under the Act.

## 2. Policy Review

- 2.1 The Act requires the Council to review such policies every five years. The current policy has been reviewed and updated. The revised policy is based on the same template as the existing policy and includes only minor amendments and formatting changes as there have been no changes in the legislation that would affect the policy.
- 2.2 The changes that have been made are shown in red within the document at **Appendix 1** and include a section on premises licences where the licence holder has died, become incapacitated or insolvent and a paragraph on advice for counter terrorism measures.
- 2.3 The Act requires that the proposed Policy is subject to wide consultation. Consultation commenced on 1 December 2025 for six weeks. The list of consultees can be found above. The Policy was presented to the Licensing and Regulatory Committee on 4 December 2025 as part of the consultation being approved to begin.
- 2.4 Two comments were received: from Planning and Public Health.
- 2.5 Planning made some minor comments regarding wording which were considered.
- 2.6 Public Health supported the overall approach of the policy and reiterated the role of



alcohol availability and density in contributing to health-related harm and inequalities. These matters are already reflected within the policy, particularly within the sections addressing the role of Responsible Authorities and the encouragement for applicants to consider health impacts when promoting the licensing objectives. No substantive amendments to the policy were therefore considered necessary.

# Statement of Licensing Policy (2025-2030)

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## 1.0 Introduction

Oadby and Wigston Borough Council (“the Council”) is the Licensing Authority under the Licensing Act 2003 (“the Act”) for the Borough of Oadby and Wigston (“the Borough”).

The Act came into force on 24 November 2005 and merged six separate licensing regimes into one Act (alcohol, entertainment, cinemas, theatres, late night refreshment houses and night café).

The Licensing Authority is under a duty to carry out its functions under the Act with a view to promoting the four Licensing Objectives:

- The prevention of crime and disorder;
- Public safety;
- The prevention of public nuisance; and
- The protection of children from harm.

When making decisions to grant, refuse, revoke or add conditions to Licences, the Act requires the Licensing Authority to have regard to:

- Its own Statement of Licensing Policy (this “Policy”); and
- Guidance issued by the Secretary of State.

## 2.0 The Role of this Policy

The Licensing Authority is required by Section 5 of the Act to determine and publish a Statement of Licensing Policy every five years and to have regard to it when determining applications made under the Act.

This policy will:

- Be used as a guide by members of the Licensing Authority in their decision making;
- Inform applicants about how applications will be considered;
- Inform applicants of the expectations the Licensing Authority will have of them;
- Inform residents and local businesses about how applications are considered and how they can engage in the Licensing process; and
- Be used to support decisions made by the Licensing Authority should its decisions be challenged.

## 3.0 Licensable Activities

There are three broad categories of licensable activity under the Act.

- The sale and/or supply of alcohol;
- The provision of regulated entertainment;
- The provision of late night refreshment.

## **4.0 Sale and/or Supply of Alcohol**

A licence is needed for alcohol to be sold by retail from any premises whether or not that alcohol is sold for consumption off the premises, on the premises or both.

The sale by retail of alcohol requires two forms of permission, a premises licence for the premises and an individual holding a personal licence to authorise the sale of alcohol. One individual holding a personal licence must be named on the licence as the designated premises supervisor.

The supply of alcohol by or on behalf of a members club to, or to the order of, a member of that club requires only a club premises certificate .

## **5.0 Regulated Entertainment**

A number of entertainment activities are regulated by the Act. These are:

- The performance of a play
- The exhibition of a film
- Indoor sporting events
- The provision of live music
- The provision of recorded music
- Boxing, wrestling or mixed martial arts
- Performance of dance

### **Exempt Entertainment**

There are a number of exemptions as to when entertainment is deemed not to be regulated under the Act and does not require a licence.

Individuals and businesses should ensure that they are aware of all the legislative requirements that apply to an exemption and can evidence that any exempt entertainment is carried out in accordance with them.

The person providing the activity should take their own legal advice before providing an activity if they are unsure if it requires a licence or not.

The provision of hot food and of hot drink is licensable between the hours of 23:00 and 05:00. This means that during these times a number of businesses such as restaurants, take-aways, hotels and bars will require a licence.

## **6.0 Late Night Refreshment**

The Licensing Authority has no ability to regulate activities relating to the provision of hot food and drink outside of the above times.

Conditions attached to a premises licence that authorises late night refreshment will only apply to the provision of hot food and drink between the hours of 23:00 and 05:00.

## **Late Night Refreshment – Local Powers to Deregulate**

Section 71 of the Deregulation Act 2015 inserted paragraph 2A into Schedule 2 of the Licensing Act 2003 in relation to the provision of late night refreshment.

This amendment created a discretionary power to licensing authorities to exempt premises, in certain circumstances, from the requirement to have a licence to provide late night refreshment.

The powers allow a relevant Licensing Authority to exempt the supply of late night refreshment if it takes place:

- On or from premises which are wholly situated in a designated area;
- On or from premises which are of a designated description, or
- During a designated period (beginning no earlier than 23:00 and ending no later than 05:00).

The Licensing Authority does not currently consider it appropriate to exercise the discretionary powers within Paragraph 2A of Schedule 2 to the Licensing Act 2003.

If the Licensing Authority was going to consider exercising the powers in the future, it would only do so having carefully considered the risks to the promotion of the licensing objectives and having carried out a comprehensive consultation exercise with relevant stakeholders.

## **7.0 Carrying out Licensable Activities**

It is the position of the Licensing Authority that persons carrying out licensable activities do so in full knowledge and understanding of the legal requirements. The onus is on the businesses or individuals carrying out the activities to make appropriate enquiries as to whether or not they need an authorisation from the Licensing Authority before they carry out that activity.

Where an authorisation is held, the Licensing Authority expects that the licence or certificate holder or the premises user understands how to comply with the terms of it and the legislation it is granted under or will have sought advice from the Licensing Authority on how to comply.

This Policy is available from the Council offices and its website and is the primary source of information provided by the council as to the Act and its application in the borough. It is expected that before carrying out any licensable activity individuals and businesses will have consulted this Policy and if unsure will have asked relevant questions in writing of the Licensing Authority.

This Policy is not, and cannot be, a thorough examination and explanation of the Act, its regulations and the various decisions that have been and will be in the future made on the interpretation of the Act by the Courts. Applicants and businesses are encouraged to obtain their own separate and independent legal advice where they believe it is necessary.

## **8.0 Types of Authorisations**

There are four types of authorisations for licensable activities:

- Premises licences;
- Club premises certificates;
- Temporary event notices; and

- Personal licences.

All licensable activities will require an authorisation for the premises from which those activities are provided on or carried out from and this can be authorised by a premises licence, club premises certificate or temporary event notice.

The Act provides for a two-tiered licensing system where the licensable activity involves the sale by retail of alcohol (namely premises licences and personal licences).

A personal licence is required where the sale of alcohol is provided from a premises authorised to sell alcohol under a premises licence. In such cases a personal licence holder must be named on the premises licence as the Designated Premises Supervisor (DPS).

A personal licence holder is not required to authorise the sales of alcohol from premises that hold a club premises certificate or from premises carrying out activities under a Temporary Event Notice provided that the alcohol is sold or supplied in accordance with that authorisation.

The permissions are explained further below.

## 9.0 Premises Licences

Premises licences are the most common type of authorisation for licensable activities and are necessary for businesses such as pubs, nightclubs, supermarkets, off- licences, restaurants, take-aways, hotels, theatres, cinemas and many other types of premises.

The Act allows for any person who uses or carries on a business from a premise to apply for a premises licence, whether it is an individual partnership or company. Additionally a number of other legal entities including a recognised members club, charity, educational and health institutions may apply.

A premises licence can authorise all types of licensable activities other than the supply of alcohol under member's clubs conditions which can only be authorised by a club premises certificate. Additionally a provisional premises licence can be applied for in certain instances, such as when the applicant is not in a position to use a premise for licensed purposes (i.e. it is yet to be built) but wishes to ensure that he can get the appropriate permission.

### **Death, Incapacity or Insolvency of a Licence Holder**

Where a premises licence has lapsed owing to the death, incapacity, or insolvency of the holder, an 'interim authority' notice may be given to the Licensing Authority within 28 consecutive days beginning the day after the licence lapsed. Further information is detailed within the statutory guidance.

In cases where premises licences have lapsed through death, incapacity or insolvency, and the period during which an interim notice can be served has expired the Council will, on application, generally grant a new licence on similar terms to the lapsed licence.

Any reapplication will be treated in the same way as other applications. Should representations be received and not resolved the matter will be decided by a hearing.

The Council will take into account the previous history of the premises, the length of time the premises has been closed, and any problems at the premises, and will impose conditions that reflect current good practice for the type of business proposed at the premises.



## 10.0 Club Premises Certificates

Club premises certificates (“CPC’s”) are similar to a premises licence but can only be applied for by, and granted to, qualifying clubs. These are, ordinarily, traditional working men’s clubs and institutes that are governed by club rules.

The key difference between such clubs and other businesses or individuals that require a licence is that the members of the club collectively own and hold the possessions of the club. Alcohol, therefore, is not sold but supplied to members.

The holding of a CPC means that the club does not require a personal licence holder to be present or to be named on the premises licence as the DPS as the members of the club share the responsibility for any offences committed.

There are more restrictions and limitations imposed on a CPC than a premises licence. A qualifying club must have at least 25 members at all times, it cannot admit non-members to the premises unless as a bona fide guest of a member, and new members cannot be supplied with alcohol unless 48 hours have elapsed since their application to become a member was approved by the Club. The Club must also have and maintain club rules that comply with the requirements of the Act.

A members club is permitted to apply for and hold a premises licence, rather than a CPC if they wish, but only a members club can hold a CPC.

## 11.0 Temporary Event Notices

A Temporary Event Notice (TEN) allows licensable activities to be carried out on a temporary basis without the applicant applying for a permanent permission such as a premises licence or club premises certificate.

Despite using the term “event” the Act does not require an actual event to take place or be intended in order for the authorisation to be applied for. TEN’s can be used for a variety of instances such as a local park fete, the sale of wine at a church gathering or for extending the hours of premises licence.

A TEN is simply a notice given by an individual who signs to state that they will be responsible for providing licensable activities on the occasion stated. The Notice must be served in accordance with strict statutory timescales, on the Licensing Authority, the Police and the Council’s Environmental Health Team.

The Licensing Authority does not approve or grant a validly given notice but simply acknowledges that it has been received.

If the notice is not served correctly and within the prescribed timescales it is invalid. The Licensing Authority is not under a duty to inform the person who served the notice that it is invalid. It is the responsibility of the person giving the notice to ensure that they have served it correctly and are authorised to carry out the licensable activities they require before they do so.

If the notice served exceeds the permitted requirements of the Act the Licensing Authority is required to serve a ‘Counter Notice’ on the notice giver. These permitted requirements are amended from time to time but relate the number of notices that can be given to an individual not holding a personal licence, the number of notices that can be given by a personal licence holder,

the period of time that one notice can cover and the number of notices that can be given in respect of one premises licence.

Carrying out licensable activities without an authorisation is a criminal offence that can result in a custodial sentence and/or a substantial fine.

A TEN must be served on the Licensing Authority, Police and Environmental Health at least 10 clear working days before the day of the event. "Clear working days" does not include the date the notice was given or the day of the event.

If an objection is made against the application by the Police or Environmental Health the Council is required to hold a hearing.

The Act also provides for a "Late TEN" to be given with 5 clear working days' notice. However, if either the Police or Environmental Health object to the notice the event cannot go ahead and the person who served the notice has no right of appeal.

## **12.0 Personal Licences – New Applications**

A personal license is a licence issued to an individual authorising them to make or authorise the sale of alcohol in accordance with a premises licence. Every premises licence that authorises the sale of alcohol must specify an individual who acts as the designated premises supervisor (DPS). The DPS must hold a personal licence.

Applications for personal licences should be made to the Licensing Authority for the area where the applicant is ordinarily resident at the time they make their application.

- a) The applicant is aged 18 or over;
- b) The applicant is entitled to work in the United Kingdom;
- c) The applicant possesses a licensing qualification or is a person of a prescribed description;
- d) The applicant has not forfeited a personal licence in the five year period prior to their application being made;
- e) The applicant has not been convicted of any relevant offence or any foreign offence or required to pay an immigration penalty.

The Licensing Authority must reject an application if the applicant fails to meet one or more of the requirements set out in (a) to (d) above.

Where the applicant meets the requirement in (a) to (d) but does not meet the requirements of (e), the Licensing Authority must give the chief officer of police for its area a notice to this effect. Having received such a notice, if the chief officer of police is satisfied that the granting of the application would undermine the crime prevention objective, he must within 14 days give the Licensing Authority a notice to that effect.

Where the applicant fails to meet the requirements of (e) as a result of a conviction for an immigration offence or because they have been required to pay an immigration penalty, the Licensing Authority must give a notice to the Secretary of State for the Home Department to that effect. The Home Office may object to an application on the grounds that granting the personal licence would be prejudicial to the prevention of illegal working in licensed premises.

Where an objection to the grant of a personal licence is received from either the chief officer of police of the Home Office, the applicant is entitled to a hearing before the Licensing Authority. If no objections are received, the Licensing Authority must grant the application.

At a hearing to determine a personal licence application to which the chief officer of police or Home Office have objected, the Licensing Authority will have regard to all of the circumstances including the following:

- The need to assess each case on its merits;
- The duty to promote the crime prevention objective;
- The objection notice given by the Police or Home Office;
- The guidance issued by the Secretary of State under Section 182 of the Licensing Act 2003;
- The seriousness of the relevant offence;
- The sentence or penalty imposed on the applicant for the relevant offence;
- Any representations made by the applicant; and
- Any other evidence as to the previous character of the applicant.

If, having considered all of the circumstances, the Licensing Authority considers that it is appropriate for either the promotion of the crime prevention objective or for the prevention of illegal working in licensed premises to reject the application, it must do so. In all other cases the application must be granted.

If an application is refused, the applicant will be entitled to appeal against the decision they make. Similarly, if the application is granted despite a police objection notice or an objection from the Home Office, the chief officer of police or Home Office are entitled to appeal against the Licensing Authority's determination. The Licensing Authority will therefore record in full the reasons for any decision it makes.

### **13.0 Personal Licences – Suspension and Revocation**

Section 138 of the Policing and Crime Act 2017 amended the Licensing Act 2003 and gave the power to a Licensing Authority to suspend or revoke personal licence that it has issued with effect from 6 April 2017.

When a Licensing Authority has granted a personal licence and becomes aware that the licence holder has been convicted of a relevant offence or foreign offence or been required to pay an immigration penalty, a Licensing Authority may revoke the licence or suspend it for a period of up to six months. This applies to convictions received and civil immigration penalties which a person has been required to pay at any time before or after the licence was granted, as long as the conviction was received after 6 April 2017, or the requirement to pay the civil penalty arose after 6 April 2017. Only magistrates' courts can order the forfeiture or suspension of a personal licence for convictions received prior to 6 April 2017.

The process which must be undertaken by the Licensing Authority to suspend or revoke a personal licence is set out at section 132A of the 2003 Act. The decision to revoke or suspend a personal licence must be made by the licensing committee or sub-committee, but the actions required before making a final decision may be made by a licensing officer.

The Licensing Authority may not take action if the licence holder has appealed against the conviction or the sentence imposed in relation to the offence, until the appeal is disposed of.

Where an appeal is not lodged, the Licensing Authority may not take action until the time limit for making an appeal has expired.

If a Licensing Authority is considering revoking or suspending a personal licence, the authority must give notice to the licence holder. This notice must invite the holder to make representations about the conviction, any decision of a court in relation to the licence, or any decision by an appellate court if the licence holder has appealed such a decision. The licence holder may also decide to include any other information, for example, about their personal circumstances.

The licence holder must be given 28 days to make their representation, beginning on the day the notice was issued. The Licensing Authority does not need to hold a hearing to consider the representations. Before deciding whether to revoke or suspend the licence the Licensing Authority must consider any representations made by the licence holder, any decisions made by the court or appellate court in respect of the personal licence of which the Licensing Authority is aware, and any other information which the Licensing Authority considers relevant.

The Licensing Authority may not be aware of whether the court considered whether to revoke or suspend the licence, and there is no obligation on the Licensing Authority to find this out before making a decision themselves. Where the Court has considered the personal licence and decided not to take action, this does not prevent the Licensing Authority from deciding to take action itself. Licensing authorities have different aims to courts in that they must fulfil their statutory duty to promote the licensing objectives, and therefore it is appropriate for the Licensing Authority to come to its own decision about the licence.

If the Licensing Authority, having considered a suspension and revocation and subsequently considered all the information made available to it, proposed not to revoke the licence it must give notice to the chief officer of police in the Licensing Authority's area, and invite the chief officer to make representations about whether the licence should be suspended or revoked, having regard to the prevention of crime. The chief officer may make representations within the period of 14 days from the day they received the notice from the Licensing Authority.

Any representations made by the chief officer of police must be taken into account by the Licensing Authority in deciding whether to suspend or revoke the licence.

Convictions may come to light via police in another area, for example if the personal licence holder no longer lives in the area of the Licensing Authority which issued the licence, or if the offence took place in another police force area. In this instance it would be good practice for the police providing the information to notify the police force in the Licensing Authority area, because it is the local chief officer who must provide representations if the Licensing Authority proposes not to revoke the licence.

Where the licence holder is convicted of immigration offences or has been required to pay a civil penalty for immigration matters, the Licensing Authority should notify Home Office Immigration Enforcement and allow representations to be made in the same way.

In deciding whether to suspend or revoke a personal licence, the Licensing Authority will have regard to all of the circumstances including the following:

- The need to assess each case on its merits;
- The duty to promote the licensing objectives;
- The guidance issued by the Secretary of State under section 182 of the Licensing Act 2003;

- The seriousness of the relevant offence;
- The sentence or penalty imposed on the licence holder for the relevant offence;
- Any representations made by the Police or Home Office Immigration Enforcement;
- Any representations made by the holder of the licence; and
- Any evidence as to the previous character of the holder of the licence.

The Licensing Authority must notify the licence holder and the chief officer of police of the decision made (even if the police did not make representations). The licence holder may appeal the Licensing Authority's decision to revoke or suspend their personal licence. A decision to revoke or suspend the licence does not take effect until the end of the period allowed for appealing the decision (21 days); or if the decision is appealed against, until the appeal is disposed of.

If the personal licence holder is a DPS, the Licensing Authority may notify the premises licence holder once the decision to revoke or suspend the licence has been made if it becomes necessary to do so in order for the Licensing Authority to be able to carry out their functions.

The Licensing Authority may also notify any person who has declared an interest in the premises under section 178 of the 2003 Act if it becomes necessary to do so in order for the Licensing Authority to be able to carry out their functions.

## **14.0 Designated Premises Supervisor**

The designated premises supervisor (DPS) is an important role created by the Act and applies only when a premises licence authorises the sale and/or supply of alcohol. In order to be able sell or supply alcohol from the premises an individual holding a personal licence must be named on the premises licence as the DPS. This is because all sales of alcohol must be made or at least authorised by a personal licence holder and gives certainty to the responsible authorities that a personal licence holder will be at the premises.

There can only be one DPS named on the licence although more than one personal licence holder can work and authorise sales from the premises. The Licensing Authority recommend that all premises have more than one personal licence holder employed to ensure appropriate cover for annual leave and sickness.

The DPS is only required to hold a personal licence and consent to being named on the premises licence. The Act places no further obligation on the DPS to either be at the premises, to manage the premises or to authorise the sale of alcohol. It is permissible for the DPS to simply be a figurehead named on the licence and for another personal licence holder to be employed to authorise the sale of alcohol.

However, the intention of the role of the DPS, as expressed by the Governments guidance, is that the person in day to day control of the premises should be named on the licence as a contact point for all authorities and bears a level of individual responsibility for the activities carried out from the premises. Normally this will be the manager of the premises.

The expectation of the Licensing Authority is that the DPS will be a responsible person and will ensure that the provision of all licensable activities from the premises do not undermine the licensing objectives. The DPS should take the lead on training and authorising other members of staff in their duties under the Act and ensure that the terms and conditions of the premises licence and the Act are complied with.

The Licensing Authority expects that the DPS will take regular training and remain up to date with the Act and other applicable legislation affecting their role of responsibility. The Licensing Authority would be concerned, should its discretion be engaged, that a DPS has not continued with a course of regular training unless satisfied that the DPS has exceptional experience that makes such training unnecessary.

## **15.0 Immigration Act 2016 – Entitlement to Work**

Section 36 of and Schedule 4 to the Immigration Act 2016 made a number of amendments to the Licensing Act 2003 to introduce immigration safeguards in respect of licensing applications made in England and Wales on or after 6 April 2017. The intention of these changes is to prevent illegal working in premises licensed for the sale of alcohol or late night refreshment.

The statutory prevention of crime and disorder licensing objective in the Licensing Act 2003 includes the prevention of immigration crime and the prevention of illegal working in licensed premises. The Council will work with the Home Office (Immigration Enforcement) as well as the police, in respect of these matters.

Section 36 of and Schedule 4 to the Immigration Act 2016 (the 2016 Act) amended the 2003 Act to provide that in England and Wales:

- Premises licences to sell alcohol or provide late night refreshment and personal licences cannot be issued to an individual who does not have permission to be in the UK, or is not entitled to undertake work relating to the carrying on of a licensable activity;
- Licences issued to those with limited permission to be in the UK will lapse when their permission to be in the UK and work in a licensable activity comes to an end;
- Immigration offences, including civil penalties, are ‘relevant offences’ as defined by the 2003 Act;
- The Home Secretary (in practice Home Office (Immigration Enforcement)) was added to the list of responsible authorities in the licensing regime, which requires Home Office (Immigration Enforcement) to receive premises licence applications (except regulated entertainment only licences) and applications to transfer premises licences, and in some limited circumstances personal licence application, and permits Home Office (Immigration Enforcement) to make appropriate representations and objections to the grant of a licence; and
- Immigration officers are permitted to enter premises which they have reason to believe are being used to sell alcohol or provide late night refreshment, to investigate whether immigration offences are being committed in connection with the licensable activity.
- The Licensing Authority will have regard to any guidance issued by the Home Office in relation to the immigration related provisions now contained in the Licensing Act 2003.

The Licensing Authority will also work in partnership with the Home Office (Immigration Enforcement) and Leicestershire Police with a view to preventing illegal working in premises licensed for the sale of alcohol or late night refreshment.

## **16.0 Application Process**

Before applying for a licence or certificate it is recommended that potential applicants ensure that they are familiar with this Policy and discuss their application with the responsible authorities who are able to advise them on the measures that they would expect to see offered in their application.

References to a premises licence in this part of the Policy should also be taken as including club premises certificates as the process is largely the same.

The statutory process for applying for a premises licence can take some time and must be followed by applicants carefully. If the application is not made and advertised as prescribed by the regulations the application will be deemed invalid and the Licensing Authority will be unable to grant the licence.

Applicants are therefore advised to consider carefully the statutory process and seek their own independent legal advice.

### **The Application Form**

Applications must be on a prescribed form and be accompanied by the statutory fee. The application form, known as an operating schedule, must be accompanied by a plan of the premises (in the statutory prescribed form) and if the sale or supply of alcohol will be a licensable activity a form of consent from the proposed DPS must be submitted. Clubs applying for a CPC will not require a DPS consent form but will instead need to provide a copy of their club rules to prove that they are a qualifying club under the Act.

The Applicant must complete the relevant application form correctly. If the application form is not completed correctly the application may be rejected as invalid. Where there are very minor omissions or mistakes within an application form that in the opinion of the relevant Licensing Officer do not affect the consideration of the application by other responsible authorities or other persons, the Licensing Officer will allow the application to be amended.

For example, spelling mistakes, address errors and other inconsequential matters will be allowed to be corrected rather than resulting in rejection.

The Applicant is required to state the steps proposed to be taken to promote the licensing objectives. The failure to do this for a new premises licence application will result in the application being rejected. Where a variation application has been submitted the applicant may choose not to state any further steps and rely on those already conditioned to the licence – it is however recommended that the applicant makes this intention clear to avoid representations. Further details about promoting the objectives follow.

If the application includes the sale of alcohol a consent form signed by the proposed DPS must also be provided. If at the time of the application the proposed DPS does not hold a personal licence (for instance he or she is in the process of applying for it) the application will still be valid. However if the licence is granted no sale of alcohol will be able to be made until the DPS has been granted their personal licence.

The applicant must also provide a plan of the premises that he wishes to licence in accordance with the regulations. If a plan does not accord with the regulations the application will be invalid. The regulations vary from time to time but are available from the Council or the Government's website.

### **Service of Applications**

An applicant is required to serve his application on the statutory responsible authorities. All responsible authorities must be given a copy of the application on the same day that the Licensing Authority is served with the application. The 28 day representation period cannot begin until all responsible authorities have a copy of the application.



## **Representation Period**

Once an application has been made there will be a period of 28 days in which representations can be made either in support of or against an application. The application must be advertised by the applicant to start this period.

### **Advertising the Application**

The process of advertising the application is designed to bring the application to the attention of persons that may be affected by it, such as local residents and local businesses – known in the Act as “other persons”.

The Applicant is required to advertise his application in two ways. Firstly the applicant must display a blue notice on or near the premises in the prescribed form. Where the premises to be licensed are set back from the public highway, obscured or situated within private grounds, the applicant must place a blue notice on the nearest public highway.

The Applicant is also required to advertise the making of the application in a local newspaper that circulates in the area on one working day, within the first 10 working days of the application being given to the Licensing Authority.

It is expected that the Applicant will ensure that he makes every effort to bring an application to the attention of other persons by displaying the blue notice in an appropriate position.

### **Invalid Advertising**

If the Licensing Authority is not satisfied that the application has been advertised correctly in accordance with the regulations the application will be deemed invalid and rejected. In most cases, rather than return the application, the Licensing Authority will simply request that the applicant re-advertises the application in the correct manner and the 28 day representation period will begin again.

## **17.0 Operating Schedule**

The operating schedule is a mandatory requirement of a premises licence application and the prescribed form allows the applicant to detail this.

It will include details such as descriptive information about the premises, the proposed licensable activities, details of any risks associated with the location or size of the premises, and the times that the proposed licensable activities will occur. Importantly the Applicant must also state the steps that will be taken to promote the licensing objectives.

Stating the steps that will be taken to promote the licensing objectives is the Applicants opportunity to show the responsible authorities and other persons who may have concerns that they have considered carefully the provision of the proposed activities and their impact on the local area and can prevent the licensing objectives from being undermined. The measures offered in the operating schedule will be translated into conditions on the premises licence and will therefore be binding on the Applicant should the licence be granted.

An incomplete or inadequate operating schedule is likely to result in representations being made against the application and will either delay the grant of the licence or result in its refusal.



It is recommended that before submitting an application the Applicant considers very carefully what they propose to do and discuss their application with the responsible authorities prior to making it.

It is expected that Applicants will outline clear steps within their operating schedule as to the measures that they will take to promote the licensing objectives. Responsible Authorities will rightly have concerns where it appears to them that the Applicant wishes to be considered responsible enough to be licensed to provide licensable activities but cannot take the time to think carefully about the implications of them doing so.

## **18.0 Representations**

During the 28 day representation period responsible authorities and other persons may write to the Licensing Authority either objecting to or supporting the application. A valid representation must be made in writing and within the 28 day representation period and the representation must relate to the effect of the application on the licensing objectives.

Representations may suggest conditions or actions that may be taken to remedy the concern. Responsible authorities will have received a copy of the application and will be able to consider more carefully the application made. Persons other than the responsible authorities will not normally have seen the application just the blue notice displayed at the premises or the advert in the local newspaper. It is therefore recommended that before a representation is made the application is viewed either at the Council Offices, or, if available, on the Council's website.

Applicants should note that their application is a public document and may be shown to other members of the public and may be viewed on the Council website.

The Act permits the Council to ignore representations that are in its opinion vexatious or frivolous.

Persons who submit a representation against an application should be aware that the applicant has a right to see these representations under the Act as they are submitted against the grant of an application that the applicant is legally entitled to apply for and be granted. In rare instances a person submitting a request can express a wish to remain anonymous and the Council will consider this request in line with the Governments guidance. If the Council determines that it will not permit a person to be anonymous it will advise the individual and give them the opportunity to either confirm that they wish the objection to be treated as a relevant representation under the Act and provided to the applicant or to withdraw their representation.

Decisions on whether or not a representation is valid in accordance with the Licensing Act 2003 will be made by the appropriate Officer dealing with the application in consultation, where necessary, with the relevant advice from the Head of Law and Governance.

## **19.0 Determining and Granting Applications**

Where there has not been any representations made against an application the Act provides that the Licensing Authority must grant the application. The application will be granted on the terms applied for and subject to the mandatory licensing conditions prescribed by regulations and the measures offered in the applicants Operating Schedule.

Where relevant representations have been submitted and are not resolved between the applicant and the objector the Act requires the Licensing Authority to hold a hearing within statutory timescales.

If a representation is submitted by a responsible authority or other person outlining concerns about the application but suggests steps or conditions that can be taken by the Applicant to resolve those concerns the Licensing Authority will permit the Applicant to amend their operating schedule to incorporate the proposed suggestions or conditions. If the responsible authority or other person is content and withdraws their representation and both parties agree a hearing is not necessary the application will be determined by the Licensing Authority without a hearing.

It is considered that the above is the most sensible and efficient way to promote the licensing objectives and is the least inconvenient and cost effective method of giving action to Parliaments intention.

The Licensing Authority will not however allow an applicant to amend their Operating Schedule to place them in a better position than that which has been advertised or which is likely to affect other persons differently than that advertised.

The hearing process allows the Council to consider the application and representations that have been made and determine the application on its individual merits in order to promote the licensing objectives.

Hearings will normally be heard before a sub-committee of Councils Licensing and Regulatory Committee. The Council has published a Code of Practice for Licensing Hearings, which explains how hearings will be held and should be referred to for further details.

When making decisions at a hearing the sub-committee will do so as permitted by the Act and based on the individual merits of the application, having had regard to this policy and the Governments guidance and giving due consideration to the representations submitted.

Any person who has made a representation and the applicant are invited to the hearing and can, if they chose, be represented by any of their choosing whether legally qualified or not.

It is not mandatory for those who have applied for a licence or those who have submitted a representation in respect of one to attend a hearing. However, the Licensing Authority assume that those who have engaged the statutory process and who have been notified in writing of the date and time of the hearing within the statutory timescales have had sufficient opportunity to attend and the Council will in most cases decide to hold the hearing in their absence.

## **20.0 Conditions**

Conditions on premises licences are necessary to promote the licensing objectives and will be attached to premises licences and club premises certificates by one of the following methods:

- A mandatory condition imposed under the Act;
- A condition offered in the applicants operating schedule;
- Following a licensing sub-committee hearing; or
- Following a review hearing.

Applicants should be aware that the Licensing Authority is required to attach conditions to a licence that are consistent with the applicants operating schedule.

When the discretion of the Licensing Authority has been engaged by the making of a relevant representation or by the application to review a premises licence the relevant sub-committee determining the application may attach such conditions to the licence which it deems appropriate for the promotion of the licensing objectives.

The Licensing Authority will however ensure that all conditions placed on a licence once its discretion has been engaged are tailored to the individual characteristics of the premises to be licensed and based upon the merits of that application and the representations received in respect of that application.

The Act is not the primary mechanism for the general control of nuisance, crime and anti-social behaviour by individuals once they are beyond the direct control of the individual, club or business holding the licence. No condition will be attached to a licence requiring a licence holder to resolve issues beyond their control.

## **21.0 Mandatory Conditions**

The Licensing Act 2003 (Mandatory Conditions) Order 2014 sets out the mandatory licence conditions relating to irresponsible marketing of alcohol that apply to all licensed premises and those with a club premises certificate. These conditions include:

- Ban irresponsible promotions;
- Ban the dispensing of alcohol directly into the mouth;
- Selling or supplying alcohol in association with promotional posters or flyers;
- Provision of free or discounted alcohol as a prize to reward purchase of alcohol over 24-hour period;
- Ensure that customers have access to free tap water so that they can space out their drinks and not get intoxicated too quickly;
- Require an age verification policy to be in place to prevent underage sales; and
- Ensure that customers have the opportunity to choose small measures of beers, ciders, spirits and wine.

Substantially similar activities to those described are also prohibited.

In respect of on-trade premises, such as a pub, hotel or bar, or a member's club, all five conditions apply. In the case of off-trade premises, such as an off-licence or supermarket, only the conditions relating to age verification apply.

The legislation makes clear that an irresponsible promotion is one that is "carried on for the purpose of encouraging the sale or supply of alcohol for consumption on the premises in a manner which carries a significant risk of leading or contributing to crime and disorder, prejudice to public safety, public nuisance, or harm to children."

If there is any doubt as to whether the promotion planned falls foul of the mandatory conditions, operators are advised to discuss proposals with the Council or Police beforehand.

These conditions apply to all licence holders specified within the mandatory conditions. Where the Home Secretary makes changes to the mandatory conditions after the grant of a licence, it is for

the licence holder to ensure compliance with those conditions. Unless instructed by legislation to do so, the Licensing Authority are not obliged to inform licence holders of any changes to the mandatory conditions.

## **22.0 Alternative Mandatory Condition**

The 'alternative mandatory condition' applies only to a premises licence and permits a licence holder or applicant for a licence, in respect of a community premises to replace the mandatory requirement of the DPS with the alternative condition that the supply of alcohol will be made or authorised by a management committee instead. This can be applied for at the time of a new premises licence or by submitting a variation application.

## **23.0 Annual Fees**

All holders of a premises licence or CPC are required to pay a statutory prescribed fee each year on the anniversary of the issue date of their premises licence or CPC. The fee is based on the rateable value of the premises and is set by the Government through the regulations that are issued under the Act.

Under the regulations premises that have a high rateable value and that are primarily used for the supply of alcohol for consumption on the premises are required to pay either double or triple their prescribed annual fee.

The payment of the annual fee is a statutory requirement and an obligation on the licence holder. The Licensing Authority are not responsible for reminding licence holders of their statutory duty to pay their annual fee.

## **24.0 Suspension of Licences and Club Premises Certificates where Annual Fee is not Paid**

As a result of powers introduced under the Police Reform and Social Responsibility Act 2011, the Licensing Authority must suspend premises licences and club premises certificates if the holder of the relevant authorisation fails to pay their annual fee.

However, this does not apply immediately if the payment was not made before or at the time of the due date because of an administrative error, or because the holder disputed liability for the fee before or at the time of the due date. In either of these cases, there is a grace period of 21 days. This period will be used by the Licensing Authority to contact the licence or certificate holder in attempt to resolve the dispute or error. If the dispute or error is not resolved during this 21 day period, the licence or certificate will be suspended.

When suspending a licence or certificate a notice of suspension will be given in writing to the licence or certificate holder. The Police and any other relevant responsible authorities will also be notified of the suspension at the same time.

A premises licence or certificate that has been suspended does not have effect to authorise licensable activities. However, it can for example be subject to a hearing or, in the case of a premises licence, an application for transfer. The licence will nevertheless only be reinstated when the outstanding fee has been paid. Formally, the debt is owed by the holder who held the licence

at the time it was suspended; however, it may be more likely in practice that the new holder will actually make the payment.

Once payment has been received, a written acknowledgement will be given to the licence/certificate holder and the suspension will be lifted. The Police and any other relevant responsible authorities will be notified that the suspension has been lifted at the same time. Continuing to trade after a premises licence or CPC has been suspended is a criminal offence and will result in a prosecution. The holder of a licence or certificate who is prosecuted for carrying out activities whilst a licence is suspended may in addition, or as an alternative to prosecution, have their premises licence reviewed.

## **25.0 Other Applications**

There are a number of other applications that may be served in respect of premises licences (and CPC's).

### **Minor Variation**

The Minor variations procedure under Section 41A of the Act allows small changes to be made to a premises licence after it has been granted.

Minor variations may be suitable for small changes such as the alteration of plans where small refurbishment has taken place, the removal of conditions, addition of conditions, removal of licensable activities or the alteration of hours or addition of activities (in certain circumstances).

The Licensing Authority will not accept as a minor variation any application to remove conditions imposed by the Licensing Authority within the preceding two years unless satisfied that the reason(s) those conditions were imposed in the first place are no longer appropriate due to a change in style or management of the premises.

The Act prevents the Licensing Authority from accepting as a minor variation any application to extend the hours in which alcohol can be sold within, or to amend the hours that alcohol can be sold between the hours of 23:00 and 07:00.

The applicant must advertise a minor variation by placing a notice on their premises for 10 working days and the Licensing Authority must determine the application within 15 days. Upon receipt of a minor variation application the relevant Licensing Officer will determine whether the application is suitable for variation, and if so, will consult with any responsible authority they feel appropriate. If the Licensing Officer believes that the granting of the application could undermine the licensing objectives the application will be rejected.

### **Full Variations**

Any changes that are required to be made to a premises licence that are not minor or do not relate to the change of a DPS will be required to be submitted as a major variation. The process for this is the same as applying for a new premises licence or CPC.

### **Transfer of Premises Licence**

Premises licences may be transferred from the premises licence holder to another person upon the application of that person. The applicant will need to obtain the premises licence and the consent

of the existing premises licence holder in order to make the application and be in position to use the premises for licensable activities.

Where the consent of the premises licence holder cannot be obtained the Licensing Authority may exempt the applicant from the requirement if the applicant can satisfy the authority that he has taken all reasonable steps to do so.

The Police may object to an application in exceptional circumstances where they believe that the granting of the licence will undermine the licensing objectives of the prevention of crime and disorder.

#### **Variation of Designated Premises Supervisor**

Whilst on a number of occasions the DPS will be the same person as the premises licence holder on others the DPS will simply be an employee and may be changed regularly. The premises licence holder is therefore able to submit an application to replace the DPS named on the licence with another person providing that other person holds a personal licence and consents to being named as the DPS.

The Police may object to an application in exceptional circumstances where they believe that the granting of the licence will undermine the licensing objective prevention of crime and disorder.

## **26.0 Responsible Authorities and the Licensing Objectives**

The Licensing Authority is required to carry out its functions under the Act with a view to promoting the licensing objectives. The Licensing Authority also expects that holders of premises licences, personal licences, club premises certificates and those who have given Temporary Event Notices to actively promote the four licensing objectives.

Where the discretion of the Licensing Authority is engaged and it is considering whether to grant an application for a licence or certificate, to revoke a licence or certificate or to add conditions to a licence or a certificate the Licensing Authority will consider carefully the evidence before it.

#### **Licensing Objective - Prevention of crime and disorder**

The Licensing Authority expects that on issues of Crime and Disorder the Leicestershire Police will be the primary source of information and evidence that the objectives will be undermined.

#### **Licensing Objective - Public safety**

The Licensing Authority expects that on issues of public safety the primary responsible authorities will be the Leicestershire Fire and Rescue Service and the Councils Environmental Health team.

#### **Licensing Objective - Prevention of public nuisance**

It is expected that the primary responsible authority that will deal with public nuisance concerns is the Councils Environmental Health Team. However it is also acknowledged that the Councils Planning Team may also have concerns or evidence about the effect of licensed premises on the amenity of its local area.

## **Licensing Objective - Protection of Children from Harm**

The Leicestershire Police are also the responsible authority that take the lead on child protection issues within the Borough and will be the primary source of evidence for concerns in this regard . It is also noted that the Leicestershire Trading Standards Service are the primary authority for dealing with the sale and supply of alcohol to under age persons from Off Licences within the Borough.

Whilst the above sets out who the Licensing Authority expect and acknowledge as being the appropriate authority for responding to applications and providing evidence under the above four objectives it does not stop any other responsible authority or other person raising issues under any of the objectives and providing evidence to the Licensing Authority.

In the absence of any evidence the Licensing Authority will ordinarily assume that where the primary responsible authority for relevant objective above has not raised concerns there is on the balance of probabilities likely not to be any .

The Licensing Authority is also a responsible authority in its own right and able to object to applications and review premises licences and CPC's. The Licensing Authority will not however use these powers where they should rightly be exercised by one of the above responsible authorities unless it considers it appropriate to do so.

## **27.0 Steps to Promote the Licensing Objectives**

Licence applications should be accompanied by an Operating Schedule that includes the steps that the licensee proposes to take to promote the 4 licensing objectives.

The Licensing Authority strongly recommends that the process of developing the operating schedule includes a thorough risk assessment with regard to the licensing objectives, which will assist in identifying those steps.

Applicants for licences are urged to discuss their proposals with the responsible authorities prior to submitting an application. This will enable them to seek advice on the production of their operating schedule and may avoid the need for a hearing in response to representations made by the authorities.

Examples as to the steps that may be required by the above authorities to promote the licensing objectives and which may reduce objections to applications follow below.

It is for the applicant to decide which of these are appropriate for inclusion in their operating schedule for the premises, based on the exact circumstances involved. The Licensing Authority can only impose conditions that have been offered in the operating schedule of an application, or following a hearing in which the Authority has agreed with a representation. If the licensing application complies with all other legal requirements, and there are no relevant representations, then the Licensing Authority must grant the application.

Where their applications converge with other Council policies eg planning, street trading, cultural policies etc applicants should show they have an awareness of those policies by including details in their application.

## **The Prevention of Crime and Disorder**

### **Counter Terrorism Measures**

Applications that relate to staging of high-profile events should include details, in the operating schedule, of how the licence holders intend to deal with any possible terrorism threats. Counter terrorism advice from the relevant authorities may change over time and we expect our licence holders to keep up to date with current thinking, in this area.

### **Closed Circuit Television (CCTV)**

CCTV cameras can be an important means of deterring and detecting crime at, and immediately outside, licensed premises. The Licensing Authority will therefore support the provision of CCTV in town centre premises including take-aways or restaurants open late at night. The CCTV should be installed and maintained on the advice of the Leicestershire Police Crime Prevention Officer.

### **Glassware**

Although the original legislation which enabled the implementation of street drinking bans has been repealed (Designated Public Places Orders) and the Council has not yet found it necessary to replace them with Public Space Protection orders, the Licensing Authority still considers that it is still appropriate for town centre premises to adopt a policy of prohibiting open containers of alcohol being taken from the premises. This approach will also prevent the use of these containers as offensive weapons. In certain circumstances polycarbonate glasses may be sensible, such as where there are incidents of violence or events are held which make it dangerous to use glass.

### **Irresponsible Sales**

Mandatory conditions prevent the holding of irresponsible drink promotions from licensed premises. The Licensing Authority expect the management of licensed premises to be responsible and not to sell alcohol to those who are already drunk or to engage in promotions that will encourage excessive drinking.

Premises licensed to sell alcohol for consumption off the premises should ensure that their promotions do not fall below the mandatory condition specifying minimum prices and do not market their alcohol in a way that encourages bulk buying or purchases by children.

### **Drugs**

The Licensing Authority expects all premises licensed within the Borough to have a firm anti-drugs policy and to report all suspected drug related activity to the Police.

### **Door Staff**

The use of Security Industry Authority (SIA) registered door staff can assist licence holders in controlling entry into its premises, verifying the age of customers and controlling customers inside and outside. Door staff can also assist in making customers feel safe within premises.



## **Age Policy**

A mandatory conditions imposed on all licences that sell alcohol requires premises licence holders to have an age verification policy. The Licensing Authority encourages all licence holders and applicants to adopt a 'Challenge 25' policy in order to ensure that underage sales are prevented.

## **Pub Watch**

Licence holders running pubs and clubs are encouraged to participate in the Oadby and Wigston Pub Watch group where best practice and concerns within in the local area can be shared.

## **Public Safety**

The Health and Safety at Work Act and the Regulatory Reform (Fire Safety) Order 2005 are aimed at protecting public safety and the Licensing Authority does not intend to duplicate requirements of existing statutory provisions. However, premises will be expected to ensure a level of compliance that promotes public safety.

Licence holders should have documented risk assessments for their day to day business and carry out further risk assessments should they be intending to carry out events or functions that they do not normally hold.

Such steps may include the setting of a capacity limit for all, or separate parts, of the premises or the use of door staff or stewards to control admission and to control customers inside premises and at outdoor events.

## **The Prevention of Public Nuisance**

The Licensing Authority recommends that before an application is made, the applicant identifies the impact that their potential licence would have on its neighbourhood and identify controls to minimise that impact. Advice and assistance in undertaking this task should be sought from the Environmental Health team.

The primary sources of public nuisance occur from entertainment activities and the noise of customers. The later into the evening such activities occur the more likely it is to be considered a nuisance. A nuisance is also more likely to arise where the premises are situated within a residential area as opposed to a more commercial town centre.

To control such nuisance it may be appropriate for there to be a limitation on hours of operation or on the hours of certain activities. For instance, it may be appropriate to allow premises to open until midnight but for entertainment activities to cease at 23:00 p.m. Measures such as keeping windows and doors closed when entertainment occurs, positioning speakers away from neighbouring properties or the use of a noise limiter may be of consideration.

Steps to prevent noise, disturbance and anti-social behaviour arising from the external use of the premises such as people arriving at, or leaving the premises, the opening and closing of car doors or the use of smoking shelters and beer gardens also need to be considered.

Stricter controls offered by an applicant will be seen as appropriate in areas that are closer in proximity to residential accommodation.

## **The Protection of Children from Harm**

Licences may be sought for a wide variety of premises and it is not possible for a Policy to anticipate every situation where children may be at risk. The Licensing Authority will not seek to limit the access of children to licensed premises unless it is necessary to protect children from harm.

The Licensing Authority considers that it will be appropriate for the protection of children to restrict access of children to premises where:

- Entertainment or services of an adult or sexual nature are provided.
- There have been convictions or fixed penalty notices issued due serving alcohol to minors.
- There is a strong element of gambling on the premises in excess of that considered by the Licensing Authority to be ancillary to the general use of the premises.
- Where the supply of alcohol for consumption on the premises is the exclusive or primary purpose of the services provided at the premises.

Conditions will not be imposed on a license so as to require the admission of children as that is a matter for the discretion of the licensee.

### **Children and Films**

Licence holders for premises authorised to show films are expected to prevent children from viewing films outside of the British Board of Film Classification or other film classification board approved by the Licensing Authority.

### **Children and Entertainment Events**

Where a significant number of unaccompanied children will be present during an entertainment event, the Licensing Authority will expect that an adequate number of adult staff are present to control and ensure the safety of the children.

### **Proof of Age Cards**

The Licensing Authority expects all responsible licensed premises to have an adopted age verification policy evidenced in writing. The authority would suggest as best practice that premises that sell alcohol adopt the "Challenge 25" and only accept photographic ID as proof of age. The most reliable proof of age includes a passport, a photographic driving licence, or a proof of age card complying with the Proof of Age Standards Scheme (PASS).

### **Refusals Registers**

All licence holders of premises that authorise the sale of alcohol are expected to maintain and use written refusals registers. This requires the licence holder, DPS, or members of staff to record all occasions where a customer has sought to purchase alcohol and has been refused.

Some operators may go one step further and maintain a written challenge register and record all people challenged for appropriate ID and the outcome, whether acceptable ID was shown and the sale made or the sale refused.

## **28.0 Reviews of Premises Licences**

Once a licence has been granted the Act allows for the licence to be reviewed by one or more of the Responsible Authorities or any other person affected by its activities such as a resident or local business.

This ensures that those who hold a premises licence continue to operate in such a manner that does not undermine the licensing objectives.

If a review has been applied for a further hearing will be held before a sub-committee of the Licensing Authority to consider the evidence of the alleged activities or conduct undermining the licensing objectives.

Where a standard review of a premises licence has been applied for the Licensing Authority are responsible for advertising the review by placing a notice on the premises and on its website.

The Licensing Authority will check the notice displayed on the premises regularly but is aware that the licence holder may be tempted to remove the notice in order to frustrate the Licensing Authority in complying with the regulations and determining the review application.

The Council does not believe that it is in the interest of the licensing objectives and the residents of the borough to have a review delayed in such a manner so as to allow premises to continue to trade when concerns have been raised that it is undermining the licensing objectives.

In such instances the Council will use its best endeavours to ensure that it complies with the regulations but will not deem the review application to be invalidated when intentionally frustrated by the licence holder of the premises being reviewed.

Where there are more serious instances of crime and disorder occurring from a premises within the Borough, Leicestershire Police have powers to call for a Summary Review to enable the Licensing Authority to hold a hearing within 48 hours to put in place interim steps that must be followed by the licence holder until a full hearing can be heard, which must be within 28 days of the application for review having been made.

It is not mandatory for a premises licence holder who is having their premises licence reviewed to attend the hearing; however, the Licensing Authority assumes that those who intend to operate legally and responsibly will attend in order to work with the Licensing Authority and other responsible authorities. The Licensing Authority will therefore take into consideration the evidence before it as to the alleged incidents undermining the objectives, the risks to members of the public of such incidents being allowed to continue and the licence holders conduct and communication with the authorities leading up to the review. The Licensing Authority will either adjourn the hearing or continue with it in the applicant's absence where it is of the opinion that it is appropriate, necessary and proportionate to do so for the promotion of the licensing objectives.

## **29.0 Early Morning Restriction Orders**

The Police Reform and Social Responsibility Act 2011 inserted section 172A into the Act which enables the Licensing Authority to make an early morning restriction order (EMRO). An EMRO will be made by the Licensing Authority if it deems it appropriate for the promotion of the licensing objectives and if made will restrict the sale of alcohol during a specified period between midnight and 6am.

If an EMRO is in effect, it will prevent the sale or supply of alcohol during the times specified in that Order and will override the provisions of any premises licences, club premises certificates and temporary event notices that may have been granted.

The intention of such an Order is to reduce alcohol related issues in local areas and the problems caused by late night drinking.

Prior to making an Order the Licensing Authority is required to follow a statutory process that requires the proposed order to be advertised for a minimum of 42 days on its website, in a local newspaper and by sending notice of the Order to all affected licence holders.

During this 42 day period representations either for or against the proposed Order can be submitted in writing to the Licensing Authority. Representations will be considered at a hearing.

After a hearing the Licensing Authority will then determine whether or not to go ahead with making the Order and if it does so must ensure that it is advertised for at least further 28 days before it comes into effect.

EMROs do not apply to the following:

- Premises which are a hotel, guest house, lodging house or hostel where the supply of alcohol from midnight – 6am is made only to guests staying at the hotel who shall consume it in their room;
- Premises which are authorised to supply alcohol for consumption from midnight – 6am on New Year's Day, but are not authorised to supply alcohol at these times on any other day of the year; or
- To the sale and or supply of alcohol provided at time authorised by a licensing hours orders made by the Secretary of State under s172 of the Licensing Act 2003 for special occasions deemed to be of 'exceptional international, national or local significance' by the Secretary of State (unless the licensing hours order provides otherwise).

The making of an EMRO is a restriction that is contrary to the original intention of the Act by recreating arbitrary fixed trading hours and affects the rights of businesses in the area. The Licensing Authority will not make such an Order lightly and will require evidence to be placed before it that it is appropriate for the licensing objectives for such an Order to be made. The Licensing Authority will normally expect the Police to provide the majority of this evidence but will consider the evidence of any other authority or person on its own merits.

If the licensing objectives are being undermined within the Borough or in a part of the Borough that suggests an EMRO is necessary, the Licensing Authority will expect the Responsible Authorities to have at first worked with those premises in the Borough or part of the Borough that are causing the concerns to resolve the issues. The Licensing Authority shall be satisfied that sufficient efforts have been made to promote the licensing objectives without requiring an Order before such an Order is made.

## 30.0 Late Night Levy

The cost of policing the night-time economy can result in members of the public unfairly contributing to costs of public authorities resulting from the business activities of premises that profit from the provision of licensable activities late at night.

A late night levy (LNL) is a contribution from the holders of a premises licence or club premises certificates that hold 'late night authorisations' and operate during the hours of midnight and 6am to the policing of the late night economy.

In deciding whether to impose this levy, the Licensing Authority will consider;

- the costs of policing and any other such arrangements which would be required to address crime or disorder in relation to the supply of alcohol from midnight – 6am; and
- the desire to raise revenue for the local policing body for the purposes of reducing crime and public nuisance, promoting public safety and the cleaning of any relevant highways or land in the area.

A LNL would apply to the whole of the Borough. The amount payable by each premises is prescribed by regulations and will vary based on the rateable value of the premises.

The Licensing Authority is required to decide the date on which the LNL will come into force, the times of the 'late night supply period' and any permitted exemption/reduction categories and the amount of the net amount of LNL payments which is to be given to the local policing body.

Before introducing a LNL, the Licensing Authority is required to consult the Chief Officer of Leicestershire Police and those that hold a relevant premises licence or CPC will be required to pay the levy should it come to affect. The Licensing Authority will also advertise the proposed LNL on its website and in a local newspaper or other such circular/document.

The Regulations provide for the following categories of premises to be exempt from the requirement to pay a levy:

- Hotels, guest houses, lodging houses, hostels
- Theatres
- Cinemas
- Bingo halls
- Community Amateur Sports Clubs (CASCs)
- Community premises
- Country village pubs
- Business Improvement Districts (BIDs)
- Premises authorised to supply alcohol between midnight – 6am on New Year's Day but otherwise not authorised to do so on any other day of the year

The regulations also provide that reductions to the levy will be given to premises that are members of a relevant arrangement authorised by the Licensing Authority – such as a best practice scheme or premises that are in receipt of Small Business Rate Relief and have a rateable value of less than £12,000.

Presently the Licensing Authority are not satisfied that the costs of policing the night time economy in the Borough justify the imposition of a LNL.

## 31.0 Cumulative Impact

The Licensing Authority recognises that there can be confusion about the difference between “need” and “cumulative impact” of premises on the licensing objectives; for example, on crime and disorder. “Need” concerns the commercial demand for another pub, restaurant, etc. and is not a matter for a Licensing Authority in discharging the licensing functions or for this statement of licensing policy, but is a matter for planning committees and for the commercial market.

Cumulative impact is the potential impact on the promotion of the licensing objectives of a number of licensed premises concentrated in one area.

In some areas where the number, type or density of licensed premises, such as those selling alcohol or providing late night refreshment, is high or exceptional, serious problems of nuisance and disorder may arise outside or some distance from those premises. Such problems generally occur as a result of large numbers of drinkers being concentrated in an area; for example, when leaving premises at peak times or when queuing at fast food outlets or for public transport.

Queuing in itself may lead to conflict, disorder and anti-social behaviour. Moreover, large concentrations of people may also attract criminal activities such as drug dealing, pick pocketing and street robbery. Local services such as public transport, public lavatory provision and street cleaning may not be able to meet the demand posed by such concentrations of drinkers leading to issues such as street fouling, littering, traffic and public nuisance caused by concentrations of people who cannot be effectively dispersed quickly.

Variable licensing hours may facilitate a more gradual dispersal of customers from premises. However, in some cases the impact on surrounding areas of the behaviour of the customers of all premises taken together will be greater than the impact of customer of individual premises.

These conditions are more likely to arise in town and city centres, but may also arise in other urban centres and the suburbs; for example, on smaller high streets with high concentrations of licensed premises.

With effect from 6 April 2018, the Policing and Crime Act 2017 introduced the concept of cumulative impact assessments into the Licensing Act 2003 by inserting into the Act a new section: 5A.

A cumulative impact assessment (CIA) may be published by a Licensing Authority to help it to limit the number of types of licence applications granted in areas where there is evidence to show that the number or density of licensed premises in the area is having a cumulative impact and leading to problems which are undermining the licensing objectives. CIAs relate to applications for new premises licences and club premises certificates and applications to vary existing premises licences and club certificates in a specified area. At the current time the Licensing Authority has not published a CIA as there is not currently an evidential basis on which to base such a decision.

If the Licensing Authority were to consider the publication of a CIA in the future, it would do so in accordance with the requirements of section 5A of the Licensing Act 2003 and with regard to the guidance issued by the Secretary of State under section 182 of the Licensing Act 2003.

## **32.0 Other Regulatory Regimes**

### **Gambling Act 2005**

The Gambling Act 2005 provides a variety of exemptions and special provisions for premises that hold a premises licence or club premises certificate.

Further details on such provisions are available from the Council by viewing its Statement of Gambling Policy or from the Gambling Commission.

When providing activities under the Gambling Act from a licensed premises the designated premises supervisor (DPS) takes on a special role for compliance (known as the designated person) and is legally responsible for ensuring that those activities are carried out in accordance with the Gambling Act and the codes of practice issued under it.

The Licensing Authority are aware that whilst small scale gambling within bars and clubs can be an enjoyable pastime for many people there is the potential for alcohol to play a role in customers gambling more than they can afford. The Licensing Authority therefore expects premises that provide gambling related facilities to act responsibly.

The Licensing Authority believes that a failure to organise gambling related activities responsibly undermines the licensing objectives and if such conduct results in the review of a premises licence the Licensing Authority may revoke the premises licence or remove the designated premises supervisor from the licence.

### **Planning**

Licensing and planning are separate regulatory regimes with separate considerations. Premises conducting licensable activities will require the appropriate planning permission as well as a licence under the Act. The grant of one does not avoid the need for the other.

Planning considerations are not considerations for the Licensing Authority. However, where a representation is made by the Local Planning Authority suggesting that planning permission is not likely to be granted as it will have an effect on the local amenity (i.e. cause public nuisance) and undermine the licensing objectives the Licensing Authority will consider the evidence and expertise of the planning authority.

When making such a decision the Licensing Authority will consider whether or not it is appropriate for the promotion of the licensing objectives to grant a licence for premises in excess of the hours permitted under planning legislation for that premises. A key consideration will be the evidence of the planning authority as to the reasons why such consent will not be granted and how those reasons relate to the licensing objectives.

### **Building Control**

Building regulations are separate to the licensing regime and Building Control are not a responsible authority and unable to object to licence applications or review premises licences. However, building regulations are designed to ensure the safety of members of the public within premises and evidence of lack of compliance with, or failure to correctly carry out work required by Building Control could be used by the Fire and Rescue Service or Environmental Health as evidence of a public safety risk to review or object to a premises licence.



It is therefore imperative that applicants for licences and existing licence holders ensure that they comply with building regulations.

## **Fire Safety**

The Regulatory Reform (Fire Safety) Order 2005 requires business operators to carry out a thorough assessment of the risks of fire to members of the public on their premises.

It is not the place of the Leicestershire Fire and Rescue service or the Licensing Authority to carry out, or condition, these assessments, as it is a legal duty under the above Order.

Failure to do so by a licence holder will endanger members of the public and is a ground for the Licensing Authority to hear a review of a premises licence upon the application of a responsible authority.

## **Health and Safety**

Licensed premises, as an employer of staff and by inviting members of the public onto their premises, have a number of duties under health and safety legislation. This legislation relates to numerous areas such as the hours worked by staff, the risks of broken glass to staff members and customers, food safety and hygiene and many more areas. Applicants and licence holders should ensure that they are familiar with the appropriate and relevant legislation and are able to comply with it.

## **Duplication**

The Licensing Authority recognises that it is unnecessary and inappropriate to duplicate existing legislative requirements by placing similar conditions on a premise licence. However, in certain instances it may be appropriate for the promotion of the licensing objectives where it is clear to the Licensing Authority that the applicant or licence holder lacks the knowledge and awareness of the legislation and to not condition the premises licence would undermine the licensing objectives.

### **33.0 Live Music Act 2012 & Other Entertainment Licensing and Deregulation**

Amendments made to the Licensing Act 2003 made by the Live Music Act 2012 came into force on 1 October 2012 and is designed to encourage more performances of 'live' music. The Act removes the licensing requirements for:

- Amplified 'live' music between 8am and 11pm before audiences of no more than 200 people on premises authorised to sell alcohol for consumption on the premises;
- Amplified 'live' music between 8am and 11pm before audiences of no more than 200 people in workplaces not otherwise licensed under the 2003 Act (or licensed only for the provision of late night refreshment);
- Unamplified 'live' music between 8am and 11pm in all venues; and
- The provision of entertainment facilities.

Where licensable activities continue to take place on premises, any licence conditions relating to 'live' music will be suspended, but it will be possible to impose new or reinstate existing conditions following a review.



When considering whether an activity constitutes the provision of regulated entertainment each case will be treated on its own merits. There will inevitably be a degree of judgement as to whether a performance is live music or not, so organisers are encouraged to check with the Licensing Authority if in doubt.

There was a further deregulation of entertainment licensing when the Licensing Act 2003 (Descriptions of Entertainment) (Amendment) Order 2013 came into force on 27 June 2013. The effect of the order is that no authorisation is required for the following activities to the extent that they take place between 8am and 11pm on any day:

- A performance of a play in the presence of any audience of no more than 500 people;
- An indoor sporting event in the presence of any audience of no more than 1000 people; and
- A performance of dance in the presence of any audience of no more than 500 people.

Entertainment licensing requirements were further deregulated as a result of the Legislative Reform (Entertainment Licensing) Order 2014 which came into force on 6 April 2015. This Order deregulated entertainment licensing in the following ways:

- The provision of regulated entertainment by or on behalf of local authorities, health care providers, or schools on their own defined premises became exempt from entertainment licensing between 8am and 11pm on the same day, with no audience limit.
- The audience limit for a performance of live amplified music in relevant alcohol licensed premises or in a workplace between 8am and 11pm on the same day was raised from 200 to 500.
- Local authorities, health care providers, and schools are now exempt from entertainment licensing when making their own defined premises available to third parties for live and recorded music activities between 8am and 11pm on the same day for audiences of up to 500.
- Community premises not licensed to supply alcohol are now exempt from entertainment licensing requirements for live and recorded music between 8am and 11pm on the same day for audiences of up to 500.
- Travelling circuses are now exempt from entertainment licensing in respect of all description of entertainment, except an exhibition of a film or boxing or wrestling entertainment, where the entertainment or sport takes place between 8am and 11pm on the same day, with no audience limit.
- Greco-Roman and freestyle wrestling are now deregulated between 8am and 11pm for audiences of up to 1000 people.
- An exhibition of a film that is incidental to another activity (where that other activity is not itself a description of entertainment set out in paragraph 2 of Schedule 1 to the 2003 Act) is now exempt from licensing.

The exhibition of films in community premises has also been deregulated as a result of section 76 of the Deregulation Act 2015.

No licence is required for an exhibition of a film on community premises between 8am and 11pm on any day provided that:

- The film entertainment is not provided with a view to profit;
- The film entertainment is in the presence of an audience of no more than 500 people;
- The admission of children is subject to such restrictions as are necessary to comply with the recommendation issued by the BBFC or relevant Licensing Authority regarding the admission of children; and
- A person concerned in the organisation or management of the exhibition of the film has obtained prior written consent of the management committee of the premises, or if there is no management committee, a person who has control of the premises in connection with the carrying on by that person of a trade, business or other undertaking, or failing that a person with a relevant property interest in the premises.

The Council has adopted a policy in relation to sexual entertainment Venues.

### 34.0 Delegation of Functions

Matter to be dealt with	Full Committee	Sub Committee	Officers
Application for a personal licence		If the Police or Home Office give an Objection Notice	If no Objection Notice is given by the Police or Home Office
Decision whether to suspend or revoke a personal licence		All Cases	
Application for premises licence/club premises certificate		If relevant representations are made	If no relevant representations are made or all representations made are withdrawn
Application for provisional statement		If relevant representations are made	If no relevant representations are made or all representations made are withdrawn
Application to vary premises licence/club premises certificate		If relevant representations are made	If no relevant representations are made or all representations made are withdrawn
Application to vary designated personal licence holder		If the Police or Home Office give an Objection Notice	If no Objection Notice is given by the Police or Home Office
Application for the mandatory alcohol condition under the Licensing Act 2003 requiring a Designated Premises Supervisor in respect of a premises licence to be disapplied		If a Police representation is made	All other cases

Decision whether to consult other responsible authorities on minor variation application			All cases
Determination of minor variation application			All cases
Request to be removed as Designated Premises Supervisor			All cases
Application for transfer of premises licence		If the Police or Home Office give an Objection Notice	If no Objection Notice is given by the Police or Home Office
Application for interim authority		If the Police or Home Office give an Objection Notice	If no Objection Notice is given by the Police or Home Office
Application to review premises licence/club premises certificate		All cases	
Decision on whether a complaint or objection is irrelevant, frivolous, vexatious, etc.			All cases
Decision for Licensing Authority to act in their capacity as a responsible authority			All cases
Acknowledgement of receipt of a temporary events notice		All cases	
Determination of a Police or Environmental Health objection to a temporary events notice		All cases	
Decision to suspend a licence or certificate for non-payment of the annual fee			All cases

## 35.0 Enforcement

The Licensing Authority believes that legislative requirements and the need for certain activities to be licensed are undermined if not proactively enforced. The Licensing Authority also accepts that excessive enforcement can be burdensome to businesses within the Borough.

Enforcement activities will be targeted and risk assessed so that premises that promote the licensing objectives well and work with the Authority are not unduly troubled and more focus is placed on those businesses that undermine the objectives.

The Licensing Authority will ensure compliance with Council's Corporate Enforcement Policy as may be amended from time to time. The Licensing Authority aims to ensure that enforcement is open, fair, reasonable and proportionate.

Enforcement activities by the Licensing Team will be designed to ensure compliance with the conditions attached to licences and the requirements of the Licensing Act itself.

The Licensing Authority also acknowledges that the responsible authorities set out in the Act have a legislative duty to take the lead on issues within their remit. Where concerns are identified by the Licensing Team that relate to the role and duties of another responsible authority the Licensing Team will expect that authority to lead on the investigation and resolution of the issues .

The Authority recognises that other controls are available outside of the Act to promote the Licensing objectives and responsible authorities should not use the Act as a more convenient method to resolve issues that are better suited for resolution under other legislation which they have the power to enforce.

### **36.0 Duration and Review of this Policy**

The Act requires the Licensing Authority to keep this Policy under review and to formally review and adopt a new Policy at least every 5 years.

Before adopting a new Policy the Licensing Authority are required to at least consult with the Leicestershire Police, the Leicestershire Fire and Rescue Service, the Local Health Board, individuals or organisations representative of licence holders within the Borough and individuals or organisations representative of businesses and residents within the Borough.

Minor changes may be made to this Policy by the Licensing Authority without consultation where those changes are simply to keep this Policy updated with legislative amendments or to clarify and make clear a Policy intention already expressed in this document and having already been consulted on.