Council

To All Members of the Council on Friday, 16 February 2024
Date of meeting: **Monday, 26 February 2024**
Time: **18:30**
Venue: **Council Chamber**
Council Offices,Adam and Eve Street,Market Harborough.

Members of the public can access a live broadcast of the meeting from the Council website, and the meeting webpage. The meeting will also be open to the public.

Dear Councillor

A Meeting of the Harborough District Council, which you are invited to attend, is to be held as detailed above.

The business to be transacted is set out in the Agenda below.

Yours faithfully

JOHN RICHARDSON
CHIEF EXECUTIVE AND HEAD OF PAID SERVICE
HARBOROUGH DISTRICT COUNCIL

Agenda

1 Apologies for Absence

2 Chairman's Announcements

3 Declarations of Members' Interests

4 Minutes
To approve as a true record the Minutes of the previous Meeting.

Minutes of the Council 11.12.2023 **5 - 12**

Minutes of the continuation of the Adjourned Council - 18.12.2023 **13 - 18**

5	**Leader's Report** To Follow	
6	**Questions from the Public**	
7	**Petitions from the Public**	
	Mandate Public Display of Animal Activity License Star Ratings by Councils and Businesses	**19 - 20**
8	**Questions from Members**	**21 - 22**
9	**Report from Cabinet**	**23 - 34**
10	**Report on Committees**	**35 - 60**
11	**Report on Joint Arrangements**	**61 - 64**
	Consider the following reports:	
12	**Pay Policy Statement 2024/2025**	**65 - 80**
13	**Community Governance Review - Mowsley**	**81 - 144**
14	**Review of Polling Districts & Places 2023/2024**	**145 - 192**
15	**2024/25 Budget and Medium-Term Financial Strategy (2025/26 to 2028/29)**	**193 - 414**
16	**Consider the following Notices of Motion:**	
A	**Proportional Representation**	**415 - 416**
17	**Any Urgent Business** To be decided by the Chairman.	

Contact:
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Circulate to: **All Councillors**

HARBOROUGH DISTRICT COUNCIL

MINUTES OF MEETING OF COUNCIL on

Monday 11 December 2023 commencing at 6.30 p.m.

Held at **The Council Chamber, The Symington Building,** Adam & Eve Street, Market Harborough, LE16 7AG

Present:	Councillor Johnson (Chairman)
Councillors:	Anderson, Asher, Bannister, Bateman, Beadle, Bilbie, Birch, Burell, Dann, Elliott (Vice-Chairman), Finan, Forman, Gair, Galton, Grafton-Reed, Graves, Hallam, Hollick, James, King, Knight, Knowles, Mahal, Modha, Nunn, Mrs Page, Rickman, Taylor, Whelband, Whitmore, Woodiwiss, and Worrell.
Officers present:	J. Richardson, L. Elliot, C. Mason, J Young, V. Jessop, S. Hamilton, E. Newman

1. APOLOGIES FOR ABSENCE

Apologies were received from Councillor Sarfas.

2. CHAIRMAN'S ANNOUNCEMENTS

It was moved by Councillor Elliot that a minute's silence be held for the Chairman's husband David, who had sadly passed away on 19 November 2023.

Councillor Johnson welcomed new Chief Executive John Richardson and thanked Interim Liz Elliot Chief Executive and also Clive Mason for their work as Interim Chief Executive and Deputy Chief Executive respectively.

Councillor Johnson gave a summary of events she and others had attended since the last Council Meeting.

Council agreed that the order of the agenda would be changed in order that 16 would be moved to before item 12 and item 18 moved to before item 13.

The Chairman also announced that there was a confidential report, and a recess would be called to ensure Members were able to read and consider the confidential report.

3. DECLARATIONS OF MEMBERS' INTERESTS

Councillor Bannister declared a registerable interest in relation to Item12, Statement of Common Ground as a County Councillor for Leicestershire County Council and as well as with his work with Local Member of Parliament, Alberto Costa.

Councillor King declared a registerable interest in relation to the Motion on LLG Pension Scheme as he sits on that board and would not vote on that item.

Councillors Whelband declared a registerable interest in relation to Item 12 as a County Councillor for Leicestershire County Council and for his work with Local Member of Parliament, Neil O'Brien.

Councillor Page declared a registerable interest in relation to Item 12, Statement of Common Ground as a County Councillor for Leicestershire County, and in the Motion on the LLG Pension Scheme as she was the Chairman of the Pension Board and also on Item 16 as she had a paid membership for the Leisure Centre.

Councillor Galton declared a registerable interest in relation to Item 12, Statement of Common Ground as a County Councillor for Leicestershire County.

Councillor James declared a registerable interest in relation to the Motion on the LLG Pension Scheme as he was a recipient of that pension.

4. MINUTES

It was **RESOLVED** that the minutes of 6 November 2023 were an accurate and correct record of the meeting and signed by the Chairman.

5. REPORT OF THE LEADER

Councillor Knowles provided a written report to Members. Councillors asked questions on the report regarding:

- When the Member Development meeting would be.
- In relation to the Local Plan, had an email been sent to all 44 Parish Councils to ensure feedback by 1 December 2023? Also, would those responses be provided as supplementary information to ensure it was clear on what Parish Councillors thought of the Local Plan.

- What could further action could be taken in regards to the parking charges extras from the application that were discussed in your report.

Councillor Knowles announced that the next Member Development Advisory Panel was on the 4 January 2024.

Regarding the Parish Councils, the letters were sent out and he was more than happy to share any information received.

In terms of parking charges, Officers would investigate this further.

6. QUESTIONS AND PETITIONS SUBMITTED BY THE PUBLIC

To answer written questions or receive petitions submitted by the public

Ten questions were received, and 30 minutes were allotted for the questions to be asked and answers to be given.

All questions were contained in the supplementary agenda and would receive written responses in due course after the readjourned meeting on the 18 December 2023. The answers and any supplementary questions and answers would be published once available. Any new supplementary questions generated from answers received would need to address at the February Council meeting.

7. QUESTIONS SUBMITTED BY MEMBERS

There were several questions from Councillors. These were published in the agenda.

Answers to the questions were published in the additional meeting items.

The full answers were published in advance and contained under additional published items

Answers to supplementary questions are summarised as follows:

1. Councillor Mrs Page to Leader

Would the Leader agree that the reply to my question could be construed as discrimination against a local county councillor who has the best interests of Lutterworth at heart? The opposition Members cannot get replies from general questions anymore.

Answer:

No, I would not tolerate discrimination of any sort. As far as I am concerned the door is always open for Members to ask any question. County Councillors, with the information they have, are a vital tool to the authority.

2. Councillor Nunn to Leader

I am happy to see the environment grants have now been fully adopted by the coalition but how early in the new year will we see criteria and the launch for the scheme.

Answer:

Via Officers it was confirmed that the criteria has been written up by the Economic Development Officer and would be shared with the Leader. Therefore, it would be towards end of January or early February 2024 at the latest.

3. Councillor Whelband to Councillor Portfolio Holder for Environment and Climate Change

There is a large waiting list for allotments and a national campaign to provide more allotments. I have heard from a resident that she is currently on the waiting list and told it would be 3 years before she would be assigned an allotment. Therefore, could the Portfolio Holder do a review on the allotments and see if we are providing enough and/or if there was any way we could provide more.

Answer:

I believe we haven't taken on any new allotments in the last decade. But I will ask for more analysis of where the allotments are. I know that charities provide them to Parishes, but I will try to do a full audit on what and where they are and come back to you.

4. Councillor Worrell to the Leader

No supplementary.

Answer:

N/A

5. Councillor King to the Portfolio Holder for Planning

Given what you have said regarding the Council's response, are we able to view the consultation with those responses, in other words what the Council said to the government about the issues that we have, and will these be circulated to all Councillors before next Monday's meeting? I understand the first one came out in September 22 and then there was a refresh in July 23.

Answer:

I will take advice from Officers and from the directorate and make sure we get a written response to you. I would assume that you were aware of the September 22 response as you were Leader at that time. There was a short response in July 23 and the issues of any further consultations which haven't taken place yet. I don't see any reason why that can't be shared; however, I would take advice from the Officers and come back to you on that. What we do

know is that most of this bill has not yet been enacted. If it needs to be enacted through secondary legislation, there will be considerable need for further consultation. There will be further opportunities for this Council, in fact all Councils to commit going forward.

6. Councillor Mrs Page to the Portfolio Holder for Planning

The Leicestershire and Leicestershire managing growth and change study forms part of our consultation. However, that was what our last Local Plan was based upon. The last sentence in my reply sets that new evidence is currently underway focused on the opportune moment of the residual need to 2040. Does that mean that once this study is completed, it will be published and fed into the subsequent stage of preparing the new Local Plan and when agreed at the MAC, my residents will be enforced with this residual need?

Answer:

Councillor Page, and hopefully the whole Council know that the MAC does not have any Executive Decision-making powers and they only receive reports and then refer them to the democratic decision-making systems of each Council with recommendations arising from that report for Council. The residual need indicates that there is a further requirement that needs to be found and built into the local plan up to 2041 and it will go through this Council's democratic system process, and I will give my assurance that it will include consultation with all Members and of course parishes as well.

7. Councillor Rickman to the Portfolio Holder for Planning

It's regarding reviews. I have just had a consultation with a few accounts and at no point had it ever been made clear that when you do a review, a referendum may be required to update it. If that's so, why do we do reviews? They went over their Neighbourhood Plan, and it aligns immediately with the Local Plan. There were very few changes, and we were guided by one of the Officers of the Local Plan. He came and at no point in any meeting was it made clear that the review would not have any weight. My question is, has this been made clear to all Parish Councillors?

Answer :

I will ask for you to receive a supplementary response to your question. It's all about how significant those changes that are proposed to the Neighbourhood Plan are, whether it requires a referendum. However, we will ensure you get a written response on that.

8. REPORT FROM THE CABINET

Councillor Knowles introduced the report from Cabinet, detailing the Decisions taken by Cabinet from 27 November 2023, which was **NOTED**.

Councillor King asked if it could be made clear how motions and questions could be put to Cabinet. Officers would look into this and come back to Councillor King.

9. REPORTS FROM COMMITTEES

Councillor Knowles introduced the report summarising the activities of the following Committees since the last Council meeting in November:

- Communities Overview and Scrutiny Panel (16 November 2023)

The report was **NOTED.**

10. JOINT ARRANGEMENTS

Councillor Knowles introduced the report summarising the activities of organisations with which the Council has Joint Arrangements.

The Leicestershire Partnership Revenues and Benefits Joint Committee minutes of a meeting on 23 November 2023 were contained in Appendix A. The report was **NOTED.**

A discussion took place around whether the Partnership Revenues and Benefits Joint Committee could take place online and Liz Elliot explained that currently it was a constitutional requirement for the meeting to be in person. However, this could be investigated.

11. COUNCIL TAX BASE 2024/25

Councillor Graves introduced the report and explained that the Local Government Finance Act 1992, as amended, required the Council to fix the Council Tax base for 2024/25 between 1 December 2023 and 31 January 2024. This report set out the Council Tax base for the Council Tax in 2024/25 for both the Council and individual parish councils. The calculation also included the non-collection allowance (in percentage terms) to be made in 2024/25.

In association with fixing the Council Tax base, it was to recommend to Council the non-collection allowance (in percentage terms) to be made in 2024/25.

It was **RESOLVED** that:

(i) the calculation of the Council Tax base for the year 2024/25 be approved;

(ii) in accordance with the Local Authorities (Calculation of Council Tax Base) (England) Regulations 2012 SI 2012/2914, the amount calculated by Harborough District Council as its Council Tax base for the year 2024/25 shall be 38,921.90 and

(iii) the Council Tax base for individual Parishes for 2024/25 be calculated in accordance with the same principles as the Council's overall Council Tax Base as detailed in Appendix A.

The proposal was made by Councillor Graves and seconded by Councillor Woodiwiss and upon being put to the vote was **CARRIED.**

12. PROCUREMENT OF LEISURE CONTRACT

Councillor Knowles introduced the report and it was explained that Appendix A was exempt; therefore, if discussed the public and press would be excluded on the grounds that the matters yet to be discussed involved the likely disclosure of exempt information as defined in paragraphs 3 and 5 of Schedule 12A to the Local Government Act 1972".

Historically, in September 2021 Cabinet reviewed the outline business case to develop leisure facilities and agreed redevelopment of existing sites. The current contract for management of the leisure centres ends on 31st March 2024 and cannot be extended. In September 2022, Cabinet agreed the Leisure Procurement Strategy which set out the high-level strategic objectives for the future delivery of the leisure services and established a suitable balance between meeting the Council's requirements and ensuring an attractive opportunity to the market. The Council's Medium-Term Financial Strategy (MTSF) identifies a £zero cost to the Council for the next leisure contract. Capital funding of up to £9.75million has been set aside to support redevelopment of both leisure centres which will be repaid by the new incumbent operator. The new leisure contract would commence from 1st April 2024 for fifteen years, with the option to extend plus five years, plus five years. Totalling a twenty-five-year contract.

Comments were made around a disappointment in the lack of detail and information in the report. It was felt due to length of the contract a risk matrix with more details of the contract should be included. Councillor Knowles concluded that he was happy to have a conversation offline with those Councillors concerned; however, they felt it was necessary to get this to a vote and not delay the delivery of the Leisure contract.

It was **RESOLVED** that Council:

1. Approve the award of a contract for the Management of the Council's two Leisure Centres located in Lutterworth and Market Harborough commencing 1 April 2024 for a period of fifteen years, with the option to extend the contract by plus five years, and plus five years, totalling twenty-five years, to contractor 1 as detailed in appendix A (exempt).

2. Delegates to the Director of Finance Officer (Section 151), in consultation with the Portfolio Holders, Finance and Culture, Leisure and Tourism and the Head of Legal Services, authority to negotiate, finalise and extend the contract, including any minor variations to terms or costings which meet the strategic objectives and benefits to the Council.

   Councillor Knowles proposed the recommendations, and it was seconded by Councillor Woodiwiss and upon being put to the vote was **CARRIED.**

13. URGENT ITEMS (DECIDED BY CHAIRMAN)

Councillor Knowles proposed that the meeting should go into an exempt session to consider the urgent item, Legal Challenge to Secretary of State's Decision Letter relating to a new Cat B Prison: Land Adjacent to HMP Gartree, Welland Avenue, Gartree, Market Harborough, Leicestershire, LE167RP(DLUCC reference APP/F2415/W/22/3300227).

This was seconded by Councillor Galton and upon being put to the vote was **CARRIED**.

The public and press were then excluded from the remainder of the meeting on the grounds that the matters yet to be discussed involve the likely disclosure of exempt information as defined in paragraphs 3 and 5 of Schedule 12A to the Local Government Act 1972".

After consideration of the urgent item, the meeting recommenced in public session.

Councillor Knowles proposed that the outstanding agenda items be adjourned to the 18th December 2023, these being items 12, 13, 14 15 and 17. This was seconded by Councillor Galton and on being put to the vote was **CARRIED.**

The Meeting closed at 21:30

HARBOROUGH DISTRICT COUNCIL

MINUTES OF MEETING OF COUNCIL on

Monday 18 December 2023 commencing at 6.30 p.m (**adjourned from 11 December 2023**)

Held at **The Council Chamber, The Symington Building**, Adam & Eve Street, Market Harborough, LE16 7AG

Present: Councillor Barbara Johnson (Chairman)

Councillors: Asher, Bannister, Bateman, Beadle (until 21.57), Bilbie, Birch, Burrell, Dann, Elliott, Finan, Forman, Gair, Galton, Grafton – Reed, Graves, Hallam, Hollick (until 21.56), James, King, Knight, Knowles, Mahal, Modha, Nunn, Mrs Page, Rickman, Sarfas, Taylor, Whelband, Whitmore, Woodiwiss and Worrell.

Officers present: J. Richardson, Liz Elliot, Clive Mason, D. Atkinson, T. Nelson S. Hamilton, E. Newman

In attendance: D. Stebbings (Intelligent Plans and Examination Ltd)

APOLOGIES FOR ABSENCE

Apologies were received from Councillors Anderson and Mahal.

12. HARBOROUGH LOCAL PLAN – LEICESTER AND LEICESTERSHIRE OF COMMON GROUND RELATING TO HOUSING AND EMPLOYMENT LAND NEEDS

Councillor Galton introduced the report and David Atkinson, Director of Planning, provided a presentation that provided information to Members regarding the importance and reasons and possible alternatives to agree the Local Plan.

Members were allotted time to consider the new recommendations that were proposed and distributed. All Councillors were allowed to speak and ask questions on the item.

Councillors Galton, Knowles and Bateman, King, Bannister, Page, Graves, Sarfas, Whelband, Rickman and Asher, Taylor, James, Finan and Dann spoke on the item.

Various questions, concerns and comments were made. Councillor Galton and Officers provided answers and explanations. Many of the Councillors thanked Planning Officers for all their hard work.

Councillor Knowles further explained the importance of the requirement to agree the Local Plan.

A recorded voted was proposed by Councillor Bateman and seconded by Councillor Knowles and it was **CARRIED**.

That Council **AGREED** to sign the Statement of Common Ground subject to the following:

1. If as part of Leicester City Council's local plan examination government appointed inspectors conclude more homes can be delivered and their unmet housing need drops significantly, then we would expect Harborough District's apportionment to drop pro-rata.

2. If future Government changes to the National Planning Policy Framework (NPPF) mean Harborough District do not need to take any of Leicester City's unmet housing need to get our new Local Plan adopted, then we reserve the right to withdraw from this Statement of Common Ground.

3. If the impending release of the NPPF includes guarantees that the district will be protected from unwanted speculative development under the new planning system, whilst not increasing the current proposed housing target, then a further report will be brought back for Council's consideration.

The substantive motion with the further considerations was **CARRIED**. It was **RESOLVED** that the Council would sign the Statement of Common Ground.

A vote to **AGREE** the meeting could be extended to ensure all business was completed was **CARRIED**.

The recorded vote was 18 in favour and 14 against with no abstentions and as follows:

Councillors who voted in favour - Asher, Beadle, Birch, Burrell, Elliott, Finan, Forman, Gair, Galton, Graves, James, Johnson, Knight, Knowles, Sarfas, Taylor, Whitmore, and Woodiwiss.

Councillors who voted against - Bannister, Bateman, Bilbie, Dann, Grafton – Reed, Hallam, Hollick, King, Modha, Nunn, Mrs Page, Rickman, Whelband and Worrell.

13. LOCAL PLAN - ISSUES AND OPTIONS CONSULTATION

Councillor Galton introduced the report and explained the reasons and importance for the recommendations.

All Councillors were allowed to speak and ask questions on the item.

Councillors Page, Bannister, Nunn, Rickman, King, James, Graves, and Sarfas all spoke on the item.

Various questions, concerns and comments were made. Councillor Galton and Officers provided answers and explanations were required.

The Council **AGREED** the recommendations in the report and it was **RESOLVED** that:

1. Council approve the New Local Plan Issues and Options Consultation document (Appendix A) for public consultation.
2. The Authority to make any factual corrections and minor changes to finalise the consultation document and facilitate the requirements of setting up consultation material as well as to make any changes agreed at Council be delegated to the Director of Planning, in consultation with the Portfolio Holder with responsibility for Planning.

14. LOCAL DEVELOPMENT SCHEME UPDATE

Councillor Galton introduced the report and outlined the reasons and importance for the recommendations to be approved by Council. He also explained that by not agreeing the report key milestones and timeframes would not be met. There was also an addition safeguard that was shared to Councillors before the meeting.

All Councillors were allowed to speak and ask questions on the item.

Councillors Bannister, King, Sarfas, Graves, and Page spoke on the item.

Various questions, concerns and comments were made. Councillor Galton and Officers provided answers and explanations were required.

The Council **AGREED** to approve the revised Local Plan subject to the following:

If factors outside of our control result in the submission date being at risk, then representations will be made to the Department for Levelling up Housing and Communities (DLUHC) and ministers to seek an extension of time to the current deadline of 30th June 2025.

The substantive motion with the further considerations was **CARRIED.** The Council **AGREED** the recommendations in the report, and it was **RESOLVED** that:

1. Council approves the revised Local Development Scheme, set out at Appendix A.

2. Delegates to the Director of Planning, in consultation with the Head of Legal Services and the Portfolio Holder for Planning, authority to:
   (a) Commission, negotiate, award, enter into and vary such arrangements and legal agreements as may be necessary or appropriate to deliver the Local Development Scheme.
3. Delegate to the Director of Planning, in consultation with the Portfolio Holder for Planning, authority to:
   (a) Keep the Local Development Scheme under review as necessary and appropriate.

15. NEW LOCAL PLAN RESOURCES

Councillor Graves introduced the report and outlined the reasons and importance for the recommendations to be approved by Council.

All Councillors were allowed to speak and ask questions on the item.

Councillors King, Bateman, Hallam, Bannister, Sarfas, Rickman, James, and Modha spoke on the item.

After concern on scrutinising this matter was raised, Officers confirmed that the performance and monitoring of the plan resources could go through scrutiny.

Councillor Knowles reiterated the importance of the requirement for Council to agree this report.

The Council **AGREED** to approve the additional resources needed for Local Plan subject to the following:

Where opportunities present themselves to minimise the use of resources through the plan-making process such as deadlines being extended or joint work with other local authorities then these will be implemented.

The substantive motion with the further considerations was **CARRIED.** The Council **AGREED** the recommendations in the report, and it was **RESOLVED** that Council approves the additional resources needed for Local Plan preparation set out in Table 1 in paragraph 4.4 of this report in order to aim to submit the new local plan for examination by June 2025.

Councillor Beadle and Hallam left the meeting at 21:55.

17. CONSIDER THE FOLLOWING MOTIONS:

<u>A. Harborough District Council Divestment</u>

Councillor Woodiwiss proposed the following motion, which was seconded by Councillor Knight.

It stated that this Council commits to:

1. Harborough District Council, as a member of the Leicestershire Local Government Pension Scheme, will call for it to review its Investment Strategy, and review its Net Zero Climate strategy to rule out new investments in fossil fuel producing companies.

2. Harborough District Council, as a member of the Leicestershire Local Government Pension Scheme, will call for divestment from fossil fuels through the development and adoption of responsible investment policies which:
   a. Immediately freeze any new investment in the top 200 publicly-traded fossil fuel companies.[3]
   b. Divest from direct ownership, and any commingled Funds that include fossil fuel public equities and corporate bonds within 3 to 4 years.
   c. Actively seek to invest in companies that will reduce greenhouse gas emissions and minimise climate risk.

3. Recognising that fossil fuel investments should be considered as part of the council's "carbon footprint" and divesting by the pension Scheme is one of the most impactful steps we can take to reduce our impact on our community and the world.

Footnotes:
[1] *Energy Investing: Exploring Risk and Return in the Capital Markets*, Joint Report by the International Energy Agency and the Centre for Climate Finance & Investment, Paris. Available at: https://www.iea.org/reports/energy-investing-exploring-risk-and-return-in-the-capital-markets
[2] https://www.bbc.co.uk/news/business-50868717
[2] As determined by the most recent Carbon Underground 200 list published by Fossil Free Indexes: https://www.ffisolutions.com/research-analytics-index-solutions/research-screening/the-carbon-underground-200/

A recorded voted was proposed by Councillor Woodiwiss and seconded by Councillor Knight and it was **CARRIED**.

The motion was debated and put to the vote and was **CARRIED.**

The recorded vote was 22 in favour and 1 against with 7 abstentions and as follows:

Councillors who voted in favour - Asher, Bannister, Bilbie, Birch, Burrell, Elliott, Finan, Forman, Gair, Galton, Grafton – Reed, Graves, Johnson, Knight, Knowles, Modha, Nunn, Sarfas, Taylor, Whitmore, Woodiwiss and Worrell.

Councillors who voted against - Whelband

Councillors who abstained - Bateman, Dann, Hallam, James, King, Mrs Page, and Rickman.

B. Proportional Representation

Due to the apologies of the seconder of the motion, Councillor Anderson, the Chairman announced that consideration of this item would be deferred to the next Council meeting on 26 February 2024.

C. Local Plan Advisory Panel

Councillor Bannister proposed the following motion, which was seconded by Councillor Bateman.

It is proposed that a Resolution be passed by the Council that:-

1. The Council publish all Agendas and supporting papers in advance of every Local Plan Advisory Panel meeting for Members and the public may have access to them.

2. That the Local Plan Advisory Panel meetings may be accessed online as well as in person (a hybrid meeting).

3. That all future Local Plan Advisory Panel meetings are to be held in public.

The motion was debated and put to the vote and was **CARRIED.**

The meeting ended 22:14

Council 26th February 2024

Item 7 refers

Petitions submitted by the Public.

Mandate Public Display of Animal Activity License Star Ratings by Councils and Businesses
Submitted by Victoria Owen

On 20th July 2023, our beloved dog Bella was left at a doggy daycare & home boarding setting. Tragically, we never saw her again. We were told that the two safety barriers failed and Bella escaped the property. She was chased up the road where she was then hit by a car; the incident was fatal, she did not survive.

The investigating authority formally identified several matters which, as per current guidelines, constitute minor failings (which led to Bella's death). Consequently, they then reduced the business' Animal Activity rating to one star.

Despite being a DEFRA recommendation, crucial information about Animal Activity star ratings is often not publicly available on council websites, with the majority of councils directing the public to email them to request information. This seems to be an unnecessary hurdle and lacks transparency.

A licensing certificate shows the star rating yet more often than not, owners have no knowledge that the system exists. This is not the owners fault, this is because the criteria and results are not talked about enough!

I propose legislation that requires councils to display these ratings on public-facing platforms transparently. Furthermore, businesses should be mandated to visibly display their star rating on their doors ,just like with food hygiene ratings.

**** It's time to get the 'Paws on the Doors'**

If this change were to happen, it would have a direct and positive impact on licensed establishments which are:

a) selling animals as pets
b) providing or arranging for the provision of boarding for cats or dogs (including the provision of boarding for cats; kennels for dogs; home boarding for dogs; or day care for dogs)
c) hiring out horses

As a result of the proposed change, I believe that the quality of care which the animals receive will improve dramatically as businesses would be more stringent in ensuring both basic and higher standards are met. These changes would also support the public in making informed decisions about which service to trust with their beloved pets.

Dogs and other animals are more than just pets; they bring joy, companionship, and positive impacts to our lives. They deserve better treatment and protection under the law. Unfortunately, my story is not unique - countless pet owners have faced difficult situations, often due to lack of transparency about animal welfare standards in businesses.

In 2019 alone, there were over 1 million registered complaints about animal welfare in England and Wales (RSPCA). Yet many owners remain unaware of the licensing star ratings awarded to businesses they trust with their pets' care. Every pet deserves safe care in licensed establishments with transparent ratings.

This incident has broken our hearts in a way we did not believe was possible. The least we can do is to try to bring about positive change from such tragic circumstances.

Please sign this petition if you believe in transparency in animal welfare standards across all councils and businesses- because our pets are our family too and deserve nothing but the best.

https://www.change.org/p/mandate-public-display-of-animal-activity-license-star-ratings-by-councils-and-businesses

Council 26th February 2024

Item 8 refers

Questions submitted by Members.

Question to the Leader

Submitted by Councillor James

Question:

The Management of Public Open Space

Several members will recall that in November 2019 I put forward a case for the review of the Councils open spaces strategic plan whereas newly developed open spaces should be handed over a private management company. The review was supported at the time by my fellow ward member Councilor McHugo.

The review was duly undertaken and no change to the strategic plan was recommended.

We are now some 4 years on from that review and serious problems still exist.

The Overstone House development still has no residents company in place.

The major Kettering Road development has several concerns around public engagement, cycle routes and on-site community provisions let alone the future maintenance requirements for the open spaces.

The Hearsely Park development in Great Bowden has run up against the very same open space problems at Overstone House did some 4 years ago. The council has made no progress to satisfy residents caught up in this situation.

My question to the Council Leader is:

Given the lack of progress regarding the Councils open spaces strategy and the dissatisfaction of many residents will the leader commission the Scrutiny Communities Committee look at this matter again.

Answer:

To Follow

Harborough District Council

Report to Council

Meeting of 26 February 2024

Title:	Report from the Cabinet
Status:	Public
Report Author:	Interim Senior Democratic Officer - Sarah Hamilton s.hamilton@harborough.gov.uk
Lead Councillor:	Leader of the Cabinet – Councillor Knowles
Appendices:	A - Decisions taken by Cabinet at the 15 January 2024 meeting B – Decisions taken by Cabinet at the 12 February 2024 meeting

Summary

i. This report provides information to the Council on issues considered by the Cabinet at its meetings since the last meeting of full Council.

Recommendations

1. That Council receive the report.

Reasons for Recommendations

ii. Producing a formal report of the decisions taken by Cabinet since the last meeting of full Council affords all Members of the Council a further opportunity to ask questions of the Cabinet as to the activity undertaken.

1. Purpose of Report

1.1 This report provides Council with a summary of the matters considered by Cabinet since the last meeting of the Council. It allows Members to ask questions of Cabinet Members about that business.

2. Background

2.1 The Council operates a Leader and Cabinet model of governance, which means that the majority of functions are delegated to the Leader and his Cabinet. It is therefore important that Council is formally appraised of decisions which the Cabinet has taken.

3. Details

3.1 Since the last meeting of Council on 11 December 2023, the Cabinet has held two meetings on 15 January 2024 and 12 February 2024, at which the decisions set out at Appendix A and B were taken.

3.2 No urgent decisions have been made by the Leader since the last meeting of Council.

3.3 No executive decisions have been taken by individual portfolio holders.

4. Implications of Decisions

Corporate Priorities

4.1. The Council is committed to delivering its corporate priorities as set out in its corporate plan. Providing the information contained within this report gives assurance that the Council continues to work to deliver these priorities.

Consultation

4.2. The report provides information to Council only - no consultation is required.

Financial

4.3. This report does not have any financial consequences upon the budget set by the Council.

Legal

4.4. This report ensures that the Council is meeting its legal obligations to ensure that members are aware of Cabinet activity.

Environment Implications

4.5. This update report does not impact upon the Council's commitment to achieving net zero carbon.

Risk Management

4.6. The contents of this report do not pose any risk implications for the Council as it is an update report.

Equalities Impact

4.7. This report, providing an update only, does not engage the public sector equality duty.

Data Protection

4.8. This report contains no private information.

5. Recommendation

5.1. Council is invited to receive the report.

6. Background papers

6.1. None.

	Decision	Summary of Reasons
Draft Budget 2024-25 & the Medium Term Financial Strategy (2025-26 to 2028-29)	Cabinet agreed to : **1. Approve :** A. the following to be included in the Draft "Revenue" 2024/25 Budget and MTFS (2025/26 to 2028/29) : - various service-related budget changes noted in paragraphs: 3.5 to 3.12 - various non-service funding budget changes noted in paragraphs: 3.13 to 3.18 - Council Tax, Business Rates and Collection Fund related budget changes noted in paragraphs 3.19 to 3.23 *This includes an increase in Council Tax for 2023/24 of 2.99% and a notional increase of 2.99% for each year of the MTFS (2024/25 to 2027/28).* B. Draft Budget 2024/25 and MTFS (2025/26 to 2028/29) summarised at Table 4. The detailed service budgets are shown at Appendix 1 and 2. 3.25 to 3.25. C. Reserves allocations summarised at Table 5, Appendix 4. 3.26 to 3.30. D. Capital Programme for 2024/25 and for the MTFS (2025/26 to 2028/29) as shown at Appendix 5. 3.31 to 3.36.	To provide the opportunity for consultation on the emerging budget position for 2024/25 and the MTFS, with a focus on the revenue budget, reserve allocations and proposals for the capital programme.

	E. Delegation of authority to the Director, Resources, following consultation with the Portfolio Holder for Finance & Assets, in respect of capital projects that are impacted by inflation. The detailed wording of the delegation is shown at paragraph 3.36. 2. **Endorse** the continuation of the transformation programme and continuous improvement, thereby ensuring that the Council remains "Committed to Financial Sustainability & Resilience to enable Community Investment".	
EXEMPT – The Symington Building Options Report	i. Cabinet noted the Asset Options report by Fisher German dated 6 December 2023 as detailed in Appendix 1. ii. Cabinet delegated authority to the Director of Resources (S.151) to commission a further report including the business case to explore the options for future use of The Symington Building.	To facilitate preparation of a full Business Case in respect of Options A, B and C detailed in the Fisher German Report and Option D.

Note: this decision list is for guidance only. The text of the minutes, which may be different is definitive.

	Decision	Summary of Reasons
Final Budget 2024/25 & the Medium-Term Financial Strategy (2025/26 to 2028/29)	Cabinet agreed to : **A.** recommend to Council the approval of: • The Fees & Charges Schedule (**Appendix 2**, Annex D); including the delegation to the S.151 officer to vary Fees & Charges throughout the year in consultation with the Portfolio Holder for Finance, with retrospective reporting to Council • The Consolidated Final Budget 2024/25 and Medium-Term Financial Strategy (2025/26 to 2028/29) at **Appendix 2**. • In respect of the 2024/25 Final Budget, this includes a ○ Budget Requirement of £17.9m ○ Council Tax Requirement of £6.9m ○ Freeze Council Tax (0%) giving a Band D charge of £177.97 (2023/24; £177.97) ○ Capital Programme of £30m.	To present to Cabinet the Final Budget and MTFS prior to presentation to Full Council, along with the results of the consultation with stakeholders and the equalities analysis.

	• In respect of the Medium-Term Financial Strategy, by 2028/29 a
	  ○ Budget Requirement of £15m
	  ○ Council Tax Requirement of £8.1m
	  ○ "Notional" increase in Council Tax of 2.99% (and notionally for each year of the MTFS).
	
	B. note the comments of the Director of Resources (& S.151 Officer) in respect of the "Robustness of the 2024/25 Budget and Medium-Term Financial Strategy 2025/26 to 2028/29".
	
	C. comment on the Equalities Analysis (Appendix 3) in respect of implications of the Final Budget 2024/25 and MTFS (2025/26 to 2028/29)	

Approval of 5 Contracts over £50,000 to enable preparation of the new Harborough Local Plan and Granting Extended Delegated Authority to the Director of Planning, in consultation with the	It was RESOLVED that :- 1. the award of the contracts set out in Appendix A to the report be approved.	To minimise delays in procuring key evidence studies and specialist technical support required to prepare the new local Plan in accordance with the programme set out in the approved Local Development Scheme. Approving the five contracts recommended in this report and delegating authority to the

Planning Portfolio Holder, to award future such contracts	2. Authority be delegated to the Director of Planning, in consultation with the Portfolio Holder, Planning, to approve the award of Local Plan preparation related contracts up to the value of £100,000 for a temporary period up to the end of June 2026, unless there is a timely Cabinet meeting available to approve those contracts. 3. Authority be delegated to the Director of Planning, in consultation with the Portfolio Holder, Planning and the Head of Legal Services, authority to negotiate and finalise the contracts, including minor variations.	Director of Planning in consultation with the Planning Portfolio Holder to approve similar contracts with a value of up to £100,000, unless there is a timely cabinet meeting available to approve them, will ensure delays to plan making are minimised.
Supply and Installation of a Solar PV System for Harborough Innovation Centre	It was RESOLVED that :- 1. The award of a contract be approved for the supply and installation of solar panels at Harborough Innovation Centre to contractor 1 as detailed in Appendix A to the report. 2. Authority be delegated to the Director of Resources (& s.151), in consultation with the Portfolio Holder, Economic Development and the Head of Legal Services, to negotiate and finalise the contract, including minor variations.	i. To ensure that the Council appoints a suitable contractor to undertake the supply and install works as described. ii. The evaluation panel agreed that Contractor 1 should be offered preferred provider status based on the tenders submitted. iii. Awarding a contract based on the tender submitted by Contractor 1 offers the best option and value for money for this project.

Note: this decision list is for guidance only. The text of the minutes, which may be different is definitive.

Harborough District Council

Report to Council

Meeting of 26 February 2023

Title:	Update from the following Committees and Panels since the last Council meeting on 11 December 2023: Member Development Advisory Panel (4 January 2024) Planning Committee (16 January 2024) Local Plan Advisory Panel (18 January 2024) Joint Budget Overview & Scrutiny Panel (25 January 2024) Scrutiny Commission (5 February 2024) Regulatory Committee (13 February 2024)
Status:	Public
Report Author:	Ella Newman, Democratic Services Officer
Lead Councillor:	Leader of the Council, Councillor Phil Knowles
Appendices:	Appendix 1 – Draft Minutes of the Member Development Advisory Panel (4 January 2024) Appendix 2 – Draft Minutes of the Planning Committee (16 January Appendix 3 – Planning Decision List (16 January 2024) 2024) Appendix 4 – Draft Minutes of the Local Plan Advisory Panel (18 January 2024) Appendix 5 – Draft Minutes of the Joint Budget Overview & Scrutiny Panel (25 January 2024)

Summary

i. This report summarises the activities of the various Committees and Panels that have met since the last meeting of Council on 11 December 2023.

Recommendations

1. That Council note the report.

Reasons for Recommendations
ii. The Council Procedure Rules provide that Council will, at an ordinary meeting of the Council, receive a report from each committee and receive questions and answers on that report.

1. Purpose of Report

1.1. This report provides an update for Council on the activities of committees and panels which have met since the last meeting of Council.

2. Background

2.1. The Council's constitution provides at Council Procedure Rule 2 that ordinary meetings of Council will "*receive reports from the Council's Committees and receive questions and answers on those reports*". It is likely that the rationale behind this requirement is as a result of there sometimes being long periods of time between meetings of committees, which means that minutes are not approved and published for councillors who were not in attendance to review and ask questions about. By providing an update report and allowing Councillors to ask questions of the Committee and Panel Chairs in full Council, the Council ensures that there is timely oversight of the valuable democratic activity taking place within the Council.

3. Details

Executive Functions

3.1. The Member Development Advisory Panel met on 4 January 2024 and considered the Terms of Reference for the panel, future meeting of the panel, as well as the work plan. The minutes of this Panel are contained in Appendix 1 of this report.

3.2. The Local Plan Advisory Panel met on 18 January 2024 and received presentations on the Issues & Options document, the consultation arrangements and evidence update. The minutes of the Panel are included in Appendix 4 of this report.

Non-Executive Functions

3.3. The Planning Committee met on 16 January 2024 and considered five planning applications. They also received updates via reports on Planning Appeals, Enforcement and Lutterworth East. The minutes of the meeting are contained in Appendix 2 of this report. The list of decisions made by the committee at this meeting is included in Appendix 3.

3.4. The Regulatory Committee met on 13 February 2024 and considered the Review of Taxi & Private Hire Driver and Vehicle Policy.

Overview and Scrutiny Functions

3.5. The Joint Budget Overview and Scrutiny Panel met on 25 January 2024 and considered the Draft 2024/25 Budget and MTFS (2025/26 to 2028/29). The minutes of this Panel are contained in Appendix 5 of this report.

3.6. The Scrutiny Commission met on 5 February 2024 and considered a verbal update on the future of Scrutiny Panels and the workplan.

4. Implications of Decisions

Corporate Priorities

4.1. The Council is committed to delivering its corporate priorities as set out in its corporate plan. Providing the information contained within this report gives assurance that the Council continues to work to deliver these priorities.

Consultation

4.2. This report reflects the activity of the committees, which all members were entitled to attend. No further consultation is required.

Financial

4.3. This report provides an update on the work of the committees and has no financial consequences for the budget set by the Council.

Legal

4.4. This report provides an update on the work of the committees and ensures the committees comply with the requirement to report their activity to Council as set out in the Council Procedure Rules.

Environment Implications

4.5. This update report does not impact upon the Council's commitment to achieving net zero carbon.

Risk Management

4.6. The contents of this report do not pose any risk implications for the Council as it provides an update on the work of a committee.

Equalities Impact

4.7. The Council has a statutory duty to consider and demonstrate equalities impact in all its activities. However, the report does not directly impact upon the public sector equality duty given it reports the activities of a committee.

Data Protection

4.8. This report contains no private information.

5. Recommendation

5.1. Council is invited to note the democratic activity since the last meeting of Council as set out in this report.

6. Background papers

6.1. None

Minutes of the Member Development Advisory Panel

Location: Council Chamber, The Symington Building, Adam and Eve Street, Market Harborough, LE16 7AG

Date: **4th January 2024** commencing at 6.30pm

Present:

Councillors: P. Beadle (Chair), A. Burrell, P. Dann, P. Elliott, M. Graves.

Officers: L. Elliott – Deputy Chief Executive

E. Newman – Democratic Services Officer

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1. Introductions

The Portfolio Holder for Corporate Services welcomed everyone to the meeting.

2. Investiture of Chairman

As per the Terms of Reference for the Member Development Advisory Panel, the members confirmed that the Chair of the Panel would be the Portfolio Holder for Corporate Services, Cllr Beadle.

3. Apologies for Absence

There were no apologies for absence.

4. Declarations of Members' Interests

There were no declarations of interest.

5. Terms of Reference (TOR)

The Terms of Reference of the Panel, which were agreed by the Cabinet on 27th November 2023, were provided to the members of the panel.

The Chair opened the discussion up to the panel for any comments or questions.

It was raised that the second half of the Membership section should be moved to 'The Role' section, to ensure that the Terms of Reference is as clear as possible. It was asked that officers take this away to ensure accuracy.

It was clarified by the officers, that this panel was a replacement of the Member Development Working Group from the previous administrative term. The Panel encouraged that they wanted to see the work completed by the previous working group. It was suggested that the Member Induction Programme rolled out after the most recent election, along with any other training provided to the councillors, be brought to the panel to be reviewed as a starting point for the future work of the panel.

The Terms of Reference's focus on the 'paper lite' approach and transferral to electronic despatch of agendas and other council documents was identified as an area that would like to be reviewed by the Panel.

It was confirmed that **Item 6** Future Meeting Dates be moved to **Item 7**, and **Item 7** Work Plan, be discussed after **Item 5**.

6. Work Plan

The Deputy Chief Executive gave a verbal report on the Work Plan to the panel.

She identified that position statements on the current processes relating to Member Development should be provided to the panel. It was confirmed that officers would go away to do analysis on current member training. It was advised that records of current Member Training be brought back to the panel to review, however this data was only held in regard to internal training. It was highlighted that asking members the best ways to deliver/ access training (e.g. Learning Matters, external training, hybrid internal training) would be important in the work of the panel. It was suggested that specific role profiles be developed (e.g Chair, Portfolio Holder) to create tailored training profiles. Free training through external

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agencies was emphasized as an important resource that is already available. The panel would need to decide how funding for specific need training, where a special role/skill had been identified, would be allocated. The case was made for a training/approval criterion to be developed for members.

The Panel asked whether there was a record kept of training undertaken by Councillors. It was confirmed that there is a record of councillors who have and have not completed mandatory, and induction training, as well as attendance at member briefings given throughout the year. Reminders to complete mandatory training are provided to councillors via email.

Attention was brought to the importance of promoting training and encouraging members to attend. It was vital to ensure the training is easily accessible, and the importance of the training in the development of themselves in the role of Councillor was promoted.

The importance of committee specific training – e.g. The Planning Committee having training on the new NPPF. However, it was also noted that training should be extended out to all councillors. Training on the use of Microsoft Teams was identified as an important session to be provided.

Looking at councillors' skills and abilities developed over professional life outside of the council would be used to understand what is needed further. It may also be important to ask what the Councillors would like to develop personally. It was suggested that a skills audit of members could be undertaken. It was also noted that peer to peer knowledge sharing between newly elected councillors and longer serving councillors should be best practice.

Throughout the formation of the work plan for the Panel, it was important to remember and understand that members work full time outside of their role as a Councillor.

It was identified that newly elected councillors may require specific training sessions to ensure that basic detail is being provided. It was suggested that a refresher course of training be provided throughout the current term.

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Actions for next meeting

- Officers would pull together the current training offer for induction and ongoing training.
- Officers would look at current member training attendance and completion records of trainings.
- There would be an investigation on how a skills audit and training needs analysis could be put together. It would also consider how members can input into the process. This would be brought back alongside some suggested ways forward.
- Details of the current member training budgets in place would be brought back.

7. Future Meeting Dates

The members discussed potential future meeting dates for the Panel, and it was agreed that meetings of the panel would happen quarterly. The Democratic Services Team would review suitable dates, and these would be shared with the Panel.

The Panel were given the choice to either meet in person or hold the meetings online, which would both be streamed to the public. It was agreed that official meetings would be held in person, to facilitate better debate. Any informal meetings to be held in between each quarterly meeting would happen online. The Corporate Management Team would also provide any updates to the panel via email.

It was decided that the next meeting would be held in April.

8. Any other business

The Chair then asked the Panel if there was any other business regarding Member development that they would like to discuss.

It was asked that responses provided by the Council to both Parish and District Councillors are provided within the mandatory 5 working days. Unfortunately, it

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could not be guaranteed that emails would be responded to by officers in this time frame, and currently responses were being provided by 8-10 working days.

9. To consider any urgent items.

There were no urgent items identified.

The meeting ended at 19.17

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HARBOROUGH DISTRICT COUNCIL

MINUTES OF THE MEETING OF THE PLANNING COMMITTEE

Held at The Council Chamber,

The Symington Building, Adam & Eve Street,

Market Harborough, LE16 7AG

On 16 January 2024

commencing at 6.30pm

Present:

Councillors: Asher, Burrell (Chair), Elliott, Gair, James, Mahal, Modha, Whelband and Worrell.

Officers present: A. Eastwood – Head of Development Management, M. Patterson – Strategic Growth Manager, N. Parry – Development Management Team Leader, J.Felton – Locum Solicitor (remote), C. Zacharia –Planning Enforcement Team Leader, C. Elsasser – Democratic Services Officer

1. Introductions

The Chairman welcomed everyone to the meeting and highlighted the procedures to ensure an effective, efficient, and transparent meeting.

2. Apologies for Absence and Notification of Substitutions

There were no apologies received.

3. Declarations of Members Interests

There were no declarations of interest.

4. Minutes

RESOLVED that the minutes of the Planning Committee meeting held on the 5 December 2023 be approved and signed by the Chairman as a true record.

5. Questions and Petitions Received by the public

There were no questions and petitions by the public received.

6. Referrals up to Council by the Planning Committee

There were no referrals.

7. Applications for Determination

A change of order was requested and accepted; what was originally item 3 was heard first:

1. The Head of Development Manager introduced the report in respect of application 23/01646/FUL, Land Adj Glebe Farm, Coventry Road, Lutterworth.

Use of Unit 6 Magna Park South permitted under planning permission 21/01039/REM for a Class B8 storage and distribution use and a Use Class E(g) and F1 Centre of Excellence (mixed use (Research and Development and Educational)), alterations to the approved elevations to create an entrance to the Centre of Excellence, alterations to the HGV/parking layout, extension to warehouse, installation of a sprinkler tank, test PV panels, and associated equipment and other works.

Support for the application was heard from the agent Dino Ustic. The Committee were then given the opportunity to question the speaker, and the officers.

It was **RESOLVED** that;

It would be delegated to the Head of Service Development Management to **APPROVE** for the reasons set out in the report and subject to:

- The recommended conditions set out in Section 8 of the report.
- The Head of Service being satisfied the comments made in representation by Leicestershire Highways have been addressed.

2. The Development Management Team Leader introduced the report in respect of 22/00814/FUL (NPA) 4 Station Street, Kibworth Beauchamp, Leicestershire. Demolition of existing house and outbuildings, alteration to existing access and erection of 10 units (6 x 1 bed flats and 4 x 2 bed bungalows).

   Support for the application was heard from the applicant Ronan Donohoe.
   The Committee were then given the opportunity to question the speaker, and the officers.

   It was **RESOLVED** that;

   Planning permission was **APPROVED** for the reasons set out in the report and subject to:

   - The Planning Conditions details in Appendix A;
   - And the Applicant entering into a legal agreement under Section 106 of the Town and Country Planning Act 1990 to provide for the highway obligations set out (With delegation to the Development Planning Manager to agree the final wording and trigger points of the obligations).

3. The Development Management Team Leader introduced the next report in respect of application 23/01290/FUL, Land at Hog Lane, Hallaton. Proposed demolition of existing Parish store, erection of two dwellings (Alms housing) and associated external works.

   Support for the application was heard from the applicant Alistair Brook.

The Committee were then given the opportunity to question the speaker, and the officers.

It was **RESOLVED** that;

Planning Permission was **APPROVED**, subject to the conditions outlined in Appendix A.

4. The Head of Development Manager introduced the report in respect of application 23/01190/FUL, The Hollies, Fleckney Road, Kibworth Beauchamp. Erection of a self-build dwelling for retirement living with associated parking and landscaping.

   Support for the application was heard from the agent, Isabella Ingram.

   The Committee were then given the opportunity to question the speaker and officers.

   It was **RESOLVED** that;

   Planning Permission was **APPROVED**, for the reasons set out in the report, subject to the conditions at Appendix A.

5. The Development Management Team Leader introduced the report in respect of application 23/01539/NMA 23/01538/PCD & 23/01614/PCD 23/01594/NMA (NPA).

   <u>Land at Airfield Farm23/01539/NMA</u>

   - Non-material amendment to Condition 38 of 11/00112/OUT to adjust the timing of the opening of the link road, Land at Airfield Farm, MH23/01538/PCD

   - Discharge of Condition 2 (Site Wide Phasing Programme) of 11/00112/OUT

   <u>Land at Manor Farm (Land to the West of Leicester Road, Market Harborough)</u>

   - 23/01614/PCD - Discharge of Condition 2 (Site Wide Phasing Programme) of

   - 13/01483/OUT 23/01594/NMA - Non-material amendment to Condition 33 of

   - 13/01483/OUT to extend the number of occupations allowed prior to the Link Road being made available for public use.

   The Committee heard from Parish Councillor, Diana Cook, who was not in favour of the application and Richard Henderson spoke on behalf of the

applicant. The Committee then had the opportunity to question the speakers and the officers.

It was **RESOLVED** that;

The Non-Material Amendment applications and of Condition of Discharge applications were **APPROVED** for reasons set out in the report.

8. Planning Appeals Update

The Head of Development Management introduced the report. There were a total of 28 Planning appeal decisions made in the period. Of those, 8 appeals have been allowed (28.6%). It was explained that the opinions of the inspectors often varied and that lessons were learned from the process. The Committee thanked planning officers for all their dedication and hard work.

It was **RESOLVED** that;

The Committee **NOTED** and **CONSIDERED** the planning appeal outcomes set out at Appendix 1.

9. Enforcement Update

The Planning Enforcement Team Leader introduced the report. The report provided a summary on the performance of the planning enforcement service, over a six-month period between 1 June to 30 November 2023. It was explained that the decrease in performance was down to a loss of an experienced officer from the team. Members thanked the enforcement team for their dedication and hard work.

It was **RESOLVED** that;

The Planning Committee **NOTED** and **CONSIDERED** the planning enforcement related information contained in the report.

10. Lutterworth East Update

This was an exempt report. The public and press are excluded from the meeting under section 100A of the Local Government Act 1972 for consideration of the item(s) below on the grounds that it involves the likely disclosure of exempt information as defined by paragraph 1 of Part 1 of Schedule 12A to the Act, and that the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

This is due to the following reasons:

1. Information which is likely to reveal the identity of an individual

2. Information relating to the financial or business affairs of any particular person (including the authority holding that information).

3. Information which reveals that the authority proposes

a. to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or

b. to make an order or direction under any enactment.

11. Any Urgent Business

There was no urgent business.

Meeting closed at 20:38

Application	Parish / Ward / Councillor	Description/Location	Speaker	Type	Time (mins)	Decision
22/00814/FUL (NPA) **Page: 12** Presenting Officer: Nicola Parry	Parish: Kibworth Beauchamp Ward: Kibworths Ward Councillor(s): Robin Hollick Phillip King Simon Whelband	Demolition of existing house and outbuildings, alteration to existing access and erection of 10 units (6 x 1 bed flats and 4 x 2 bed bungalows). 4 Station Street, Kibworth Beauchamp, Leicestershire	Ronan Donohoe	A	3	**APPROVED** for the reasons set out in the report and subject to: • The Planning Conditions details in Appendix A; • And the Applicant entering into a legal agreement under Section 106 of the Town and Country Planning Act 1990 to provide for the highway obligations set out (With delegation to the Development Planning Manager to agree the final wording and trigger points of the obligations)

Key to Speaker Type: O = Objector, S = Supporter, PC = Parish Council A = Applicant/on behalf of applicant, AG = Agent,
STC = subject to confirmation (requiring the consent of the Chairman and the agreement of a majority of the Commttee), WM = Ward Member

23/01290/FUL **Page: 58** Presenting Officer: Nicola Parry	Parish: Hallaton Ward: Nevill Ward Councillor: Michael Rickman	Proposed demolition of existing Parish store, erection of two dwellings (Alms housing) and associated external works. Land At Hog Lane, Hallaton	Alistair Brook	A	3	**APPROVE** subject to the conditions outlined in Appendix A
23/01646/FUL **Page: 76** Presenting Officer: Mark Patterson	Parish: Magna Park South Ward: Lutterworth Ward Councillor(s): Paul Beadle David Gair Jim Knight Martin Sarfas	Use of Unit 6 Magna Park South permitted under planning permission 21/01039/REM for a Class B8 storage and distribution use and a Use Class E(g) and F1 Centre of Excellence (mixed use (Research and Development and Educational)), alterations to the approved elevations to create an entrance to the Centre of Excellence, alterations to the HGV/parking layout, extension to warehouse, installation of a sprinkler tank, test PV panels, and associated equipment and other works. Land Adj Glebe Farm, Coventry Road, Lutterworth	Dino Ustic	AG	3	Delegated to the Head of Service Development Management to **APPROVE** for the reasons set out in the report and subject to: the recommended conditions set out in **Section 8** of the report. The Head of Service being satisfied the comments made in representation by Leicestershire Highways have been addressed.

Key to Speaker Type: O = Objector, S = Supporter, PC = Parish Council A = Applicant/on behalf of applicant, AG = Agent,
STC = subject to confirmation (requiring the consent of the Chairman and the agreement of a majority of the Commttee), WM = Ward Member

23/01190/FUL **Page: 107** Presenting Officer: Mark Patterson	Parish: Kibworth Beauchamp Ward: Kibworths Ward Councillor(s): Robin Hollick Phillip King Simon Whelband	Erection of a self-build dwelling for retirement living with associated parking and landscaping. The Hollies, Fleckney Road, Kibworth Beauchamp	Isabella Ingram	AG	3	**APPROVED** for the reasons set out in the report, subject to the conditions at Appendix A.

23/01539/NMA 23/01538/PCD & 23/01614/PCD 23/01594/NMA (NPA) **Page: 124** Presenting Officer: Nicola Parry	Parish: Lubenham Ward: Lubenham Ward Councillor: Jo Asher	<u>Land at Airfield Farm</u> • 23/01539/NMA - Non-material amendment to Condition 38 of 11/00112/OUT to adjust the timing of the opening of the link road, Land at Airfield Farm, MH • 23/01538/PCD - Discharge of Condition 2 (Site Wide Phasing Programme) of 11/00112/OUT • <u>Land at Manor Farm (Land to the West of Leicester Road, Market Harborough)</u> • 23/01614/PCD - Discharge of Condition 2 (Site Wide Phasing Programme) of 13/01483/OUT • 23/01594/NMA - Non-material amendment to Condition 33 of 13/01483/OUT to extend the number of occupations allowed prior to the Link Road being made available for public use	Diana Cook Richard Henderson	PC A (OBO)		The Non-Material Amendment applications and of Condition of Discharge applications **APPROVED** for reasons set out in the report.

HARBOROUGH DISTRICT COUNCIL

Minutes of the Meeting of The Local Plan Advisory Panel

Held at Council Chamber

Council Offices, Adam and Eve Street,Market Harborough.

On Thursday, 18 January 2024

Commencing at 18:30

Present:

Councillors Bannister, Elliot, Galton, and Graves,

Officers: D Atkinson (Director of Planning), J Christopher (Senior Planning Policy Officer), J Ellershaw (Senior Planning Policy Officer), C Elsasser (Democratic Services Officer), T Nelson (Head of Strategic Planning), J White (Local Plan Project Officer)

Apologies: Councillors Modha, Woodiwiss and Burell (substitute - Councillor Elliot)

1. Introductions

Members and Officers were asked to introduce themselves.

2. Apologies for Absence

Apologies for absence were received from Councillors Modha, Burell and Woodiwiss. Councillor Elliot substituted for Councillor Burrell.

3. Actions Arising From Previous Meeting

There were no actions arising from the previous meeting.

4. Receive declarations of Member's Interests

There were no declarations of interest.

Consider the following PowerPoint Presentations:

A presentation was shared and Officers spoke to the presentation and answered Members' questions.

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5. Issues & Options Consultation Document

Members thanked Officers for the All Member Briefing the previous evening.

Jo White provided a brief summary of the planning policy consultations and explained the online format and demonstrated how to use the website.

On 16th January 2024 the following consultations were launched:

- Issues and Options consultation
- Call for Sites
- Great Easton Conservation Area Appraisal
- Latest additions to the Local List of Heritage Assets

The following questions and answers were provided:

Question: During the periodicals that were mentioned in advertising and community engagement - has cross counties radio been considered?

Answer: No - but we can find out what would be involved to include cross county radio.

Question: Is there anything on the notice boards?

Answer: Yes, Parishes have been sent PDFs and all Members were asked to collect and distribute leaflets within their wards. In Council reception area, there are static notice boards and further information and assistance could be provided on request.

6. Consultation Arrangements

Discussed above.

7. Evidence Updates

Officers presented the information to the Panel which included the following:

- Sustainability Appraisal
- Habitat Regulations Appraisal
- Duty to Cooperate Statement
- Settlement Hierarchy
- Site Selection Methodology
- Equality Impact Assessment

DRAFT

A summary of the sustainability appraisal were provided and it was explained that it was a legal requirement that would be used to produce a robust plan.

It was also explained that this was a guide to help make choices rather than a decision-making tool.

There was a requirement for balance, and these were fundamental within the plan preparation.

Members would be kept up to date on this process and new information would be brought to panel.

Question: How long would these take and what is the target date for completion?

Answer: There was a detailed budget plan, and many were ongoing. Examination starts immediately and the plan was submitted to the planning inspector. Officers would take through project plans if required outside of the meeting.

At future Local Plan Advisory Panels going forward, a summary of the latest evidence to inform the discussion would be provided.

Members asked various questions on site section methodology and Officers explained the multiple key stages involved in the process.

8. Next Steps

Officers presented the information to the Panel and explained the following:

- Further evidence on:
  Landscape
  Flooding
  Water cycle
  Town centres
  Infrastructure
  Viability

- Commission of the evidence briefing and getting analysis of consultation responses, to inform assessment of the options in the issues and options assessment of individual sites. Once supported, from 27 February the responses would be reviewed, and the summary of those key issues will be brought back.
- The next stage of plan preparation and various stages would be brought back to the panel as required.

Action Point: The team would investigate the link to the consultation not currently being the Council homepage.

9. Any Other Business

There was no other business.
Next meeting date to be determined – likely in mid-April.

The meeting ended at 21:30

DRAFT

HARBOROUGH DISTRICT COUNCIL

Minutes Of the Meeting of the Joint Budget Overview & Scrutiny Panel Committee

Held at Council Chamber

Council Offices, Adam and Eve Street, Market Harborough.

On Thursday, 25 January 2024

Commencing at 18:30

Present:

Councillors Asher, Birch, Burrell, Dann, Elliott, Graves, James, Johnson, King, Nunn, Rickman, Whelband, and Gair

In attendance: Councillors Bateman, Hallam, Mahal and Mrs Page

Officers: D. Atkison (Director of Planning), C. Bland (Head of Financial Services), Liz Elliot (Deputy Chief Executive), S. Hamilton (Senior Democratic Services Officer), C. Mason (Director of Resources & s.151 Officer), J. Richardson (Chief Executive),

Apologies: Councillor Bannister, Sarfas, and Taylor.

DRAFT

1. **Election of Chairman for 2023/24**

Councillor Elliot was nominated as Chairman. It was **CARRIED** that Councillor Elliot was now the Chairman of the Joint Budget Overview & Scrutiny Panel.

2. **Apologies for Absence**

Apologies of absence were received from Councillor Sarfas, Taylor and Bannister. Councillor Gair substituted for Councillor Sarfas.

3. **Declarations of Members' Interests**

Councillor King declared a pecuniary interest in Item 4 as he is a Member of the Leicestershire Pension Scheme Committee.

4. **Draft 2024.25 Budget and MTFS (2025.26 to 2028.29)**

Councillor Graves, Cabinet Member for Finance provided a brief introduction to the report and explained some of the highlights of the draft budget. Clive

Mason, Director of Resources (& s.151 officer) went through the executive summary and the highlights of both the Draft Budget and MTFS. He further explained that the purpose of the report was to scrutinise the Draft Budget 2024/25 & Medium-Term Financial Strategy (2025/26 to 2028/29) (Annex 1) and report its findings to Cabinet. Cabinet would then consider any comments from the Panel at its meeting on 12 February 2024. It was anticipated that Cabinet would recommend that Council determine the budget on 26 February 2024.
Members asked various questions around revenue, costs savings on BC25, garden waste, parking charges and Leisure Contract capital costs These questions were answered and any points were clarified.

Action Point: It was confirmed there would be a Member Briefing around UKSP Rural England Grant Fund organised shortly and therefore some of the queries asked would be clarified there.

Action Point: Clive Mason would clarify the revenue costs of 5% on FCC contract to Councillor King.

Further questions were asked around increases of police and county council percentages, outstanding monies owed by a housing provider, explanation of risks in relation to the smoothing reserve, considerations of future funding in relation to spending reserves, Lutterworth funding and allocations, solar farm development in the capital program, provision for street furniture, new home and business rates formulas, list of capital fund allocation removals from the budget as an appendix to the budget, maintenance of the Roman Way properties, robustness of strategies, delegation to capital projects limits/thresholds, Council tax 3% referendum, Quarterly Monitoring reports scrutiny, apprenticeships, Parish Liaison Officer and Community Engagement and Strategy Operational Plan.

Clive Mason, Councillor Graves, David Atkinson and John Richardson provided answers and explanations to the aforementioned queries.

Action Point: Clive Mason to provide an appendix containing a list of the capital fund allocation removals from the budget.

Action Point: Clive Mason to look into if the Quarterly Monitoring reports would report back to Scrutiny.

Thanks were given to everyone who attended and participated in the meeting.

5. Any Urgent Business

There were no urgent business matters.

The meeting ended at 21:04

Harborough District Council

Report to Council

Meeting of 26 February 2024

Title:	Report on the activity of organisations with which the Council has Joint Arrangements
Status:	Public
Report Author:	Interim Senior Democratic Officer, Sarah Hamilton s.hamilton@harborough.gov.uk
Lead Councillors:	Councillor Beadle and Councillor Knowles

Summary

i. Article 11 of the Council's constitution provides that either Council or Cabinet can enter into joint arrangements to promote the economic, social or environmental well-being of its area.

ii. This report updates Council on the joint arrangements currently in place within the district in compliance with the provisions of Council Procedure Rule 2.11

Recommendations

1. That the Council note the joint arrangements activity since the last meeting.

Reasons for Recommendations

iii. It is appropriate that the Council is aware of activities carried out by or on its behalf.

1. Purpose of Report

1.1. This report updates Council on the activities of bodies, since the last Council meeting, with which the Council has entered into joint arrangements.

2. Background

2.1. The Council has established a joint committee for the purpose of administering it's revenues and benefits functions. The joint committee includes North West Leicestershire District Council and Hinckley and Bosworth Borough Council, as well as Harborough

District Council. It meets 4 times a year and the Council has nominated Councillor Graves and Councillor Beadle as its representatives. The Joint Committee is also attended by the Head of Financial Services, Carolyn Bland.

3. Details

3.1. The Leicestershire Partnership Revenues and Benefits Joint Committee met on the 18th January 2024 but to date no minutes for the meeting are available.

4. Implications of Decisions

Corporate Priorities

4.1. The Council is committed to delivering its corporate priorities as set out in its corporate plan. Providing the information contained within this report gives assurance that the Council continues to work to deliver these priorities.

Consultation

4.2. The identification of individuals within this report reflects the nominations provided by the relevant group leaders. No further consultation is required.

Financial

4.3. The financial consequences set out within this report are within the budget set by the Council.

Legal

4.4. This report therefore ensures that the Council is meeting its legal obligations in this regard.

Environment Implications

4.5. Nothing within this report is anticipated to impact upon the Council's commitment to achieving net zero carbon.

Risk Management

4.6. The contents of this report do not pose any risk implications for the Council – the potential risk would arise from failing to report the contents of this report.

Equalities Impact

4.7. The Council has a statutory duty to consider and demonstrate equalities impact in all of its activities. However, the report does not impact upon the public sector equality duty.

Data Protection

4.8. This report contains no private information.

5. Recommendation

5.1. Council is invited to receive the report.

6. Background papers

6.1. None

Harborough District Council

Report to Council Meeting
26th February 2024

Title:	**Pay Policy Statement 2024/25**
Status:	Public
Key Decision:	N/A
Report Author:	Rebecca Jenner, Head of HR
Portfolio Holder:	Strategy – Councillor Phil Knowles
Appendices:	A - Pay Policy Statement 2024/25 B – Current Pay Scales with effect from 1st April 2023

Executive Summary

i. The Localism Act 2011 requires all local authorities to produce a Pay Policy Statement in relation to transparency which is to be published on the Council website annually.

ii. The Pay Policy Statement must articulate the Council's approach to a range of issues relating to the pay of its workforce.

iii. The policy is essentially a collection of statements reflecting Harborough District Council's practices on pay for Chief Officers as defined in the Localism Act 2011 and under Section 2(6) of the Local Government and Housing Act 1989.

iv. It is a legal requirement to produce and publish a Pay Policy Statement under the Localism Act 2011, therefore there are no alternative options to consider.

Recommendations

That Council:

1. **Note and adopt the Pay Policy Statement for 2024/25 as attached at Appendix A.**

Reasons for Recommendations

i. This Pay Policy Statement is a statement of fact and is a legal requirement to produce and publish a Pay Policy Statement which is published on the Council website annually.

ii. The Pay Policy Statement reflects the factual position in respect of payments to those employed by the council.

Purpose of Report

1. For Council to adopt the 2024/25 Annual Pay Policy Statement which is required to meet the requirement of the Localism Act 2011.

2. To provide transparency on the salaries of Chief Officers of Harborough District Council.

Background

1. Under Section 38 of the Localism Act 2011, the Council is required to produce a Pay Policy Statement for each financial year, which must be approved by the Council before the beginning of the financial year to which it relates.
2. The Statement must set out the Council's policies in relation to:
    a. Senior Officers;
    b. Its lowest paid employees; and
    c. The relationship between the pay of Senior Officers and the pay of other employees.

Details

3. The Pay Policy Statement, (a statement of a council's pay practices for Chief Officers as defined in the Localism Act 2011 and under Section 2(6) of the Local Government and Housing Act 1989), creates transparency for staff and the public about the pay of the Council's most senior staff. It also raises awareness of pay differences between lower paid members of staff and those at the very top of the organisation.
4. In accordance with the requirements of the Localism Act 2011, the Pay Policy Statement details the Council's pay multiple, which is the relationship between the median average pay of the Council's workforce compared to the salary of the most Senior Officer (the Chief Executive).
5. The following have happened since the last Pay Policy Statement was published:
    a. The Joint Negotiating Committees (JNC) for Chief Executives reached an agreement with a pay award of 3.50%, this was effective from 1st April 2023.
    b. Application of the centrally negotiated pay award for staff on National Joint Council (NJC) terms and conditions. Effective from April 2023, this was agreed in November 2023 at a fixed annual rate of £1925 for grades up to 10, 3.88% for grades 11 to 14. In the 2022/23 budget, this was budgeted for at 4% across all grades.
    c. The appointment of a permanent Chief Executive (Head of Paid Service), although this post is not new to the establishment.

6. Pay negotiations in relation to the 2023/2024 pay awards for JNC and NJC have not yet commenced.

7. Implications of Decisions

Corporate Priorities

8. The council is required to publish a Pay Policy Statement to comply with its legal obligations. Publishing this information also helps the council to be transparent about pay with the public, communities and staff. It therefore underpins all of the council's corporate priorities.

Financial

9. As detailed above, for 2023/24, the pay-award was a flat £1,925 for grades 1 to 10, 3.88% for grades 11 to 14 and 3.50% for the Chief Executive. In respect of next year it was recommended to Cabinet on 15th January 2024 and is being recommended to Council on the 26th February 2024 that for 2024/25 an increase of 3.5% is applied in respect of pay inflation giving an annual cost of £349k (see para 3.9, link here, to the Draft 2024/25 Budget & the MTFS (2025/26 to 2028/29) that was reported to Cabinet in January 2024)

10. As required by accounts and audit regulations, the Council discloses senior officer pay in its statutory accounts. The 2021/22 statement of accounts are the latest published and were approved by the Audit & Standards Committee on the 26 July 2023. This:

- link is to the covering report,
- link is to the external auditors audit completion report, where in the Executive Summary the auditors state that they anticipate issuing an unqualified opinion, and this
- link to the statement of accounts 2021-22 where at Note 33 (page 66) officers' remuneration is disclosed.

Legal

11. All authorities are required to produce and publish a Pay Policy Statement to meet the statutory requirements as required by the Localism Act 2011.

12. In determining the pay and remuneration of council employees, the council complies with all relevant employment legislation. This includes the Equality Act 2010, Part-Time Workers (Prevention of Less Favourable Treatment) Regulations 2000, the Agency Workers Regulations 2010 and where relevant, the Transfer of Undertakings (Protection of Employment) Regulations 2006. With regard to the Equal Pay requirements contained within the Equality Act, the council ensures that all pay arrangements can be objectively justified through the use of Job Evaluation methods.

Policy

13. This pay policy statement will be reviewed annually and presented to full Council for consideration in order to ensure that a policy is in place for the council for the beginning of each financial year.

14. The Council will publish the Pay Policy Statement on its website as soon as is reasonably practicable after it has been approved by Council. Any subsequent amendments to the statement made during the financial year to which it relates will also be similarly published.

Environmental Implications including contributions to achieving a net zero carbon Council by 2030

15. None as far as this report is concerned.

Risk Management

16. None as far as this report is concerned.

Equalities Impact

17. The council has undertaken an equalities impact screening assessment and is satisfied that no adverse impacts on those with protected characteristics have been identified as a consequence of the proposed pay policy.

Data Protection

18. None as far as this report is concerned – the duty to publish salary bandings which may hold only one employee is provided for in primary legislation.

Summary of Consultation and Outcome

19. Unison has been consulted regarding this policy and will be consulted again with any subsequent amendments.

Alternative Options Considered

20. None as failing to publish the annual Pay Policy Statement would result in the council not complying with its statutory obligations.

Background papers

21. Discretion Pension Policy 2009 & Pensions Discretions Addendum June 2019;
22. Other HR policies and procedures - HDC intranet (harborough.gov.uk)

APPENDIX A

PAY POLICY STATEMENT

February 2024

To be revised in 2025

APPENDIX A

Pay Policy Statement 2024/25

1. Scope of Policy

1.1 The Pay Policy Statement sets out the Council's approach to pay and remuneration in accordance with the requirements of Section 38 to 43 of the Localism Act.

1.2 The Pay Policy must be formally approved by full Council by the end of March each year and can be amended in year. Once approved by full Council, this policy statement will come into immediate effect and will be subject to further review on an annual basis.

1.3 The scope of the policy articulates the Council's approach on a range of issues relating to the remuneration of Chief Officers and ensures the policies on pay and reward of the most senior staff are set clearly within the context of the pay of the wider workforce.

1.4 The definition of Chief Officers (as defined under the Act and Section 2 (6) of the Local Government and Housing Act 1989) for the purpose of this pay policy covers:

- Head of Paid Service (Chief Executive)
- Deputy Chief Executive, Transformation
- Statutory Officers
- Directors
- Heads of Service

1.5 A key requirement of the Localism Act is to set senior pay in the context of pay of the wider workforce and specifically the lowest paid staff.

2. The Aims of the Policy

2.1 The Policy aims to:

a) Provide clarity on the level and elements of remuneration of Chief Officers
b) Provide definition of its lowest paid staff and compare the pay relationship between the lowest and highest pay.
c) Provide clarity on other specific aspects of Chief Officers remuneration.

3. Remuneration

3.1 In 2009/2010 the Council undertook a pay and grading review of all posts using the Korn Ferry Hay Scheme. National Joint Council (NJC) and Joint Negotiating Committees (NJC) spinal points were used and continue to be used however the pay structure and grading is locally agreed.

3.2 The Councils lowest grade is Grade two. Grades two and three have three incremental points in each grade. From grades four up to and including grade 14 (Deputy Chief Executive) there are four incremental points in each grade. The Head of Paid Service (Chief Executive) pay model currently has five incremental

points, the fifth one being an additional discretionary increment related to performance.

4. Remuneration of the Wider Workforce

4.1 HDC staff are subject to the "National Agreement on Pay and Conditions of Service of the National Joint Council (NJC) for Local Government Services" (known as the "Green Book"), the national agreed pay spine ends at SCP 43. SCP's 44-66 are locally agreed.

4.2 In determining the pay and remuneration of the council's staff, the council will comply with all relevant employment legislation and ensure that all pay arrangements can be objectively justified using Job Evaluation methods.

4.3 The grade of a post is determined through the Council's job evaluation scheme and Job Evaluation Policy which directly establishes the relative levels of posts according to know-how, accountabilities, and problem-solving requirements of the roles. The evaluated score will determine the banding level paid within a locally agreed banding structure. The Council presently use Korn Ferry Hay Job Evaluation to evaluate all posts.

4.4 The Council remains aligned to national pay negotiations led by the National Employers in consultation with national trade unions (Unison, Unite and GMB).

4.5 The pay award from April 2023 was agreed in November 2023 at a fixed annual rate of £1,925 for grades up to 10, 3.88% for grades 11 to 14, and 3.50% for the Chief Executive Grade. See Appendix B for the current pay scales.

4.6 Negotiations for the 2024/25 pay award are yet to begin.

4.7 All other pay-related enhancements and payable allowances/expenses are the subject of either nationally or locally negotiated and/or determined rates.

5. Remuneration of Chief Officers

5.1 Chief Executive/Head of Paid Service

5.2 The terms and conditions of employment applicable to the Head of Paid Service, whose role is carried out by the Chief Executive, are as determined by the Joint Negotiating Committee (JNC) for Chief Executives of Local Authorities as amended/supplemented or superseded by decisions on conditions of service made by the Council from time to time.

5.3 There are five incremental points in the grade and progression through the first four increments is annually normally on 1st April each year, progression to the fifth point is discretionary and performance based.

5.4 In November 2023, the pay award for Chief Executives was agreed, and 3.50% was awarded, effective from 1st April 2023.

5.5 See Appendix B for the current Chief Executive pay scales for 23/24.

5.6 The negotiations for the 2024/25 pay award pay award are yet to begin.

5.7 Directors and Deputy Chief Executive

5.8 All remaining chief officers are under NJC terms and conditions.

5.9 A Deputy Chief Executive (grade 14) and four Directors (grade 13) all of whom report directly to the Chief Executive. There are four incremental points in their respective grades.

5.10 Heads of Service and other Officers Who Fall Within the Scope of this Statement

There are a total of five Heads of Service who report directly to the Director of Resources (Section 151 Officer). The remaining eight Heads of Service report directly to the Director of Planning, the Director of Communities & Wellbeing, or the Deputy Chief Executive. The post of Director of Law & Governance is currently vacant.

5.11 Statutory Officers

5.12 The Chief Executive is the Returning Officer. The fees in respect of Returning Officer duties at Local Government elections are not included in the Chief Executive's salary. The fees are set externally by legislation and based on a formula linked to the number of electors.

5.13 The role of Monitoring Officer is currently being undertaken by The Head of Legal Services. The role of Section 151 Officer is undertaken by the Director of Resources.

5.14 The role of Deputy Monitoring Officer is currently being undertaken by the Interim Senior Democratic Officer & Team Leader. The role of Deputy Section 151 Officer is undertaken by the Head of Financial Services.

5.15 Allowances are paid for officers undertaking a statutory role:

a) S.151 and Monitoring Officer receive £1,500pa
b) Deputy s.151 and Deputy Monitoring Officer receive £1,000pa

6. Relationship of Senior Pay to the Pay of the Wider Workforce

6.1 The Localism Act requires Councils to calculate the pay multiples between the highest and lowest earners.

6.2 For the purposes of this policy, the Council defines its lowest paid staff, who are not undergoing an apprenticeship, as those on the lowest salary grade (Grade 2). Based on the April 2023 pay scales, this is £23,114pa (£11.98 per hour) to £23,893pa (£12.38 per hour).

6.3 The lowest paid staff (grade 2) are paid an annual salary of £23,893pa and the highest paid £117,068 pa. This equates to a multiple of 4.89:1, in 2023/24 Pay Policy Statement the multiple was 5.14:1. This falls well within the limits of a multiple of 20:1 as commented on in the Review of Fair Pay in the Public Sector report (Will Hutton 2011).

6.4 The median average pay of the Council's non chief officer staff (excluding overtime payments) is £33,024 which, when compared to the salary of the highest paid senior officer at £117,068 pa, produces a pay multiple of 3.54:1, in the 2023/24 Pay Policy Statement this was 3.7:1

7. General Principles

7.1 New appointments will normally be made at the minimum of the relevant pay scale for the grade, although recruiting managers, in consultation with Human Resources have discretion to offer a higher scale point to secure the best candidate and based on relevant skills and experience. Access to the Councils Resettlement Scheme may also be granted in certain cases.

7.2 Progression within each band will normally be by annual increment on 1st April each year subject to:

a) Satisfactory performance
b) The top of the band not being exceeded

7.3 The Council does not apply performance-related pay or bonuses.

7.4 Other elements which make up remuneration include:

a) Stand by and/or call out payments
b) Additional hours and Overtime payments
c) Public and Extra Statutory Days
d) Annual Leave
e) Public Holidays
f) Car User Allowances
g) Additional Responsibility payments (honoraria)
h) Payment of Professional Fees
i) Language Skills payment
j) Designated First Aider payment
k) Market related pay

7.5 These payments apply to posts or to any individuals across the Council and are not limited to Chief Officers. Details of the policies that apply to the above-mentioned elements are in the Council's Pay and Conditions of Service dated January 2023.

7.6 In accordance with the Travel User Policy, essential and casual car user allowances are paid in appropriate circumstances and form part of an officer's terms and conditions of employment.

8. Termination Payments

8.1 In relation to the termination of employment, the Council will have due regard to the making of any appropriate payments where it is in the Council's best interests. Any such payments will be in accordance with contractual or statutory requirements and consider the potential risk and liabilities to the Council, including any legal costs, disruption to services, impact on staff relations and management time.

8.2 The Council will have specific regard to the legal requirements which apply to the termination of employment of statutory officer posts, Head of Paid Service, S.151 Officer, and the Monitoring Officer.

8.3 All Council staff have the option to join the Local Government Pension Scheme. The Scheme is a statutory scheme with contributions from staff and from employers.

8.4 The Council has a single redundancy scheme which applies to all staff. Redundancy payments are based on age, length of continuous local government service and salary calculated on an actual weekly pay. Redundancy payments are in accordance with the Council's Organisational Change Policy and Procedure and relevant employment legislation. The Council does not provide any further payment to staff leaving the Council's employment other than in respect of accrued annual leave.

8.5 The National Local Government Pension Scheme Regulations (Scheme) provide those staff aged over 55 years of age, an automatic payment of their pension if they are made redundant by the Council, there can then be an associated pension Capital cost payable by the Council.

8.6 Pension discretions are provided by the Local Government Pensions Service and are contained within the Council's Discretionary Pension Policy 2009 (June 2019 addendum) as previously approved by Council.

8.7 Neither the Scheme nor the Council adopt different policies regarding benefits for any category of staff and the same terms apply to all staff. The Council policies relating to pension discretions have previously been determined by Council.

9. Implementing the Policy and Procedure

9.1 This should be read in association with the HDC Pay and Conditions of Service (January 2023) and the Pensions and Retirement Discretionary Powers.

9.2 The policy will be complied with when the council sets the terms and conditions for any Chief Officer.

9.3 The JNC conditions of service are incorporated in the Chief Executives' employment contract. During employment with the Authority unless agreed locally, nationally agreed pay awards, any other payments, standard hours of work, entitlement to holidays, holiday pay, sick leave and sick pay and certain other

conditions of service will be in accordance with the JNC for Chief Executives of Local Authorities Scheme of Conditions of Service as adopted by the Authority from time to time and as supplemented and applied by the Authority's terms, conditions, policies and procedures.

9.4 For all other staff, NJC conditions of service are incorporated into employment contracts. During employment unless agreed locally, the rate of pay, including nationally agreed pay awards, overtime and other payments, standard hours of work, entitlement to holidays, holiday pay, sick leave and sick pay and certain other conditions of service will be in accordance with the Scheme of Conditions of Service of the National Joint Council for Local Government Services (Green Book) as adopted by the Council from time to time and as supplemented, applied and amended by the Council's terms, conditions, policies and procedures.

10. Disclosure of Chief Officer Pay

10.1 The threshold level for disclosure of senior pay for future years will be from grade 10, SCP 42.

10.2 The Council acknowledges that pay is not the only means of rewarding staff across the whole workforce for their work and will look to provide other non-financial incentives to support recruitment, retention, and the attraction of high-quality people. This includes good working conditions, flexible and hybrid working, mental and physical health and wellbeing initiatives, generous annual leave and learning and development opportunities.

11. Policy for Future Years

11.1 This pay policy statement will be reviewed each year and will be presented to the Council each year for consideration to ensure that a policy is in place for the Authority for each financial year.

12. Publication

12.1 The Council will publish this pay policy statement on its website as soon as is reasonably practicable after it has been approved by Council. Any subsequent amendments to this pay policy statement made during the financial year to which it relates will also be similarly published.

SCP	£ per annum from 01/04/23	Grade	Incremental Point	Hay Job Evaluation Score
1	£22,183	Apprentice Grade	1	54-97
2	£22,366		2	
3	£22,737		3	
4	£23,114	Grade 2	1	98-134
5	£23,500		2	
6	£23,893		3	
7	£24,294	Grade 3	1	135-160
8	£24,702		2	
9	£25,119		3	
10				
11	£25,979	Grade 4	1	161-191
12	£26,421		2	
13				
14	£27,334		3	
15	£27,803		4	
16				
17	£28,770	Grade 5	1	192-227
18				
19	£29,777		2	
20	£30,296		3	
21				
22	£31,364		4	
23	£32,076	Grade 6	1	228-268
24	£33,024		2	
25	£33,945		3	
26	£34,834		4	
27	£35,745	Grade 7	1	269-313
28	£36,648		2	
29	£37,336		3	
30	£38,223		4	
31	£39,186	Grade 8	1	314-370
32	£40,221		2	
33	£41,418		3	
34	£42,403		4	
35	£43,421	Grade 9	1	371-438
36	£44,428		2	
37	£45,441		3	
38	£46,464		4	
39				
40	£48,474	Grade 10	1	439-518
41	£49,498		2	
42	£50,512		3	
43	£51,515		4	
44	£55,596	Grade 11	1	519-613
45	£56,667		2	
46	£57,760		3	

47	£58,874		4	
48	£63,562	Grade 12	1	614-734
49	£64,797		2	
50	£66,050		3	
51	£67,332		4	
52	£78,023	Grade 13	1	Directors
53	£79,544		2	Directors
54	£81,095		3	Directors
55	£82,676		4	Directors
56				
57	£86,558	Grade 14	1	Dep Chief Exec
58	£88,286		2	Dep Chief Exec
59	£90,046		3	Dep Chief Exec
60	£91,843		4	Dep Chief Exec
61				
62	£114,810	HDC Chief Executive	1	Chief Executive
63	£117,068	HDC Chief Executive	2	Chief Executive
64	£119,369	HDC Chief Executive	3	Chief Executive
65	£121,716	HDC Chief Executive	4	Chief Executive
66	£122,900	HDC Chief Executive	5	Chief Executive

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Harborough District Council

Report to Council
Meeting of 26 February 2024

Title:	**Community Governance Review – Mowsley**
Status:	Public
Key Decision:	N/A
Report Author:	Electoral Services Manager Sheena Mortimer
Portfolio Holder:	Corporate Portfolio Holder – Councillor Paul Beadle
Appendices:	Appendix A Terms of Reference Appendix B: Map of parish area Appendix C: Guidance on Community Governance Reviews (The Local Government Boundary Commission for England)

Executive Summary
Council is asked to approve the undertaking of a Community Governance Review under Section 100 of the Local Government and Public Involvement and Health Act 2007 to consult on the creation of a parish council for Mowsley.
Recommendations
That the Council agree to carry out a community governance review to establish a parish council for the parish of Mowsley.
Reasons for Recommendations
A request has been received under The Local Government and Public Involvement in Health Act 2007 chapter 3 part 4 that a Community Governance Review is undertaken with a view to establish a parish council for Mowsley.

1. Purpose of Report

To seek approval of Council to carry out a Community Governance Review to establish a parish council for Mowsley.

2. Background

At its meeting on 4th October 2023 Mowsley Parish Meeting agreed to request that Harborough District Council undertake a Community Governance Review to create a parish council for Mowsley. Mowsley Parish is situated within the Harborough Parliamentary Constituency, Fleckney District Ward and Bruntingthorpe Division of Leicestershire County Council. The Parish has 193 registered electors as at 1st February 2024 and is an active Parish meeting.

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3. Details

A Community Governance Review (CGR) provides the opportunity for the Council to review and make changes to the existing governance arrangements within the district to ensure that parish governance is robust, representative and able to meet new challenges. A CGR can consider a number of issues, in this case whether to create a new parish within Mowsley. When considering this criteria the Council should consider a number of factors including

1. The impact of community governance arrangements within the area under review
2. The size, population and boundaries of a local community or parish
3. Legislation specifies the process to be followed including two consultation stages as set out in the timetable below

The Council must determine the terms of reference under which the CGR is to be undertaken. The terms of reference must specify the area under review and legislation requires that a CGR must be completed within 12 months of publication of the terms of reference. Before making any recommendations of publishing final proposals the council will take account of the views of local people and other stakeholders.
Once the review has been completed any changes to the governance arrangements will be implemented in combination with the Leicestershire County Council Elections on 1st May 2025.

Stage	Action	Timescale
Commencement	Publish terms of reference	3 March 2024
Consultation stage 1	Initial submissions invited	3 March 2024 to 26 May 2024
Stage 2	Consideration of submissions received and draft recommendations prepared	27 May to 22 June 2024
Consultation Stage 3	Draft recommendations published and consulted on	23 June to 17 August 2024
Stage 4	Consideration of submissions received final recommendations prepared	18 August to 2 September 2024
Final stage	Recommendations submitted to full council for approval	Autumn 2024

4. Implications of Decisions

4.1 Corporate Priorities

Community leadership to create a sense of pride and belonging.

4.2 Financial

The Local Government and Public Involvement in Health Act 2007 devolved the power to take decisions on the creation of parishes through a Community Governance Review. The CGR will be undertaken within existing resources and budgets; it is estimated that the process of consultation will take about 10 months; which will equate to circa 10 days of officer time; as this is a statutory role of the District Council this work is not rechargeable. A decision to create a parish council for Mowsley would entail the running of an election to put the newly created council in place. The cost for this election would be recharged to the parish council.

4.3 Legal

The Council has responsibility for conducting community governance reviews under the Local Government and Public Involvement in Health Act 2007. The legislation and

government guidance sets out how such reviews should be conducted and will be taken into account when conducting any review.

4.4 Policy

None identified.

4.5 Environmental Implications including contributions to achieving a net zero carbon Council by 2030

None identified

4.6 Risk Management

If Council agrees to carry out a Community Governance Review it must be completed with 12 months of the date the notice of the review is published. Resources will have to be in place to ensure that this timetable can be met (see 4.2).

4.7 Equalities Impact

The Council has a statutory duty to consider and demonstrate equalities impact in all of its activities. The review is aimed at ensuring that parish governance arrangements best meet the needs of the local area.

4.8 Data Protection

None identified.

5. Summary of Consultation and Outcome

The Council will comply with the consultative requirements by

1. Consulting local government electors and residents within the area
2. Consulting any other persons or bodies which appear to the council to have an interest in the review
3. Notify and consult with Leicestershire County Council
4. Take into account any representation received in connection with the CGR

6. Alternative Options Considered

Taking no action – this would not reflect the wishes of the parish meeting

7. Background papers

Guidance on Community Governance Reviews (LGBCE)

Correspondence from Mowsley Parish Meeting

Harborough District Council Community Governance Review 2024

Local Government and Public Involvement in Health Act 2007

Terms of Reference

Introduction

Harborough District Council has resolved to undertake a Community Governance Review (CGR) of the Parish Meeting of Mowsley.

At the Mowsley Parish Meeting on 4th October 2023 it was agreed that a request be made to Harborough District Council to undertake a (CGR), to establish a council for Mowsley Parish. A full CGR of the district was carried out in 2019/2020 therefore there is no requirement to carry out a review of parish arrangements across the district at this time. The review will be carried out under the Local Government and Public Involvement in Health Act 2007 and guidance on CGRs issued by The Local Government Boundary Commission for England and the Department of Communities and Local Government. Harborough District Council last carried out a CGR in 2019 and has a duty to keep parish arrangements under review. Due to the recent review a district wide review is not required at this time.

Section 81 of the 2007 Act requires the Council to publish its Terms of Reference for the review which clearly sets out the focus of the review. This document will fulfil this requirement.

The Council is required to have regard to guidance issued by the Government and the publication 'Guidance on Community Governance Reviews' issued by the Department of Communities and Local Government and The Local Government Boundary Commission for England published in March 2010 has ben used in drawing up the Terms of Reference for the review.

What is a Community Governance Review?

A CGR is a legal process whereby principal authorities (Harborough District Council in this instance) can consider the following:

- Creating, merging, altering or abolishing parishes,
- The naming of parishes and the style of any new parishes,
- The electoral arrangements for parishes i.e. the ordinary year of election, council size (the number of parish councillors) and parish warding,
- Grouping of parishes under a common parish council or de-grouping of parishes.

A CGR must reflect the identities and interests of communities and should take account the impact of community governance arrangements on community cohesion and the size, population and boundaries of a local community or parish.

Why is Harborough District Council undertaking this review?

A CGR can be undertaken due to the length of time since the last review. A request for a review can also be made by the community due to recent developments, as well as size of the parish electorate. In this case the Parish Meeting has requested that a review is undertaken to create a parish council within the Mowsley parish boundaries.

Who will undertake the Review?

As the relevant principal authority Harborough District Council is responsible for conducting any Community Governance Review in its electoral area. The Council will oversee the review and produce draft and final recommendations. Council will approve the recommendations before a Community Governance order is made.

The Primary contact for the review is –

Sheena Mortimer, Electoral Services Manager

Consultation

These terms of reference provide the aims of the review, the legislation that guides the process and the areas that the council will consider as part of the review process. The council will consult widely on the review, including but not limited to –

- Local Government electors/residents of the parish and surrounding area
- Parish Councils/Meetings within the relevant area
- District Councillors covering the ward the parish is within
- County Councillors covering the ward the parish is within
- Member of Parliament covering the relevant Constituency the parish is within
- Leicestershire and Rutland Association of Local Councils

Before making any recommendations or publishing final proposals the Council will take full account of the views and suggestions put forward by local people and organisations and will comply with the statutory consultation requirements by –

- Consulting local government electors and other persons and bodies which appear to the council have an interest in the review (see above),
- Taking into account any representation received in connection with the review,
- Notifying consultees of the outcome of the review
- Publishing the decision taken and the reason for such decision

Information about each stage of the review will be published on the Council's website and available for inspection at The Symington Building, Adam & Eve Street, Market Harborough, Leicestershire LE16 7AG. Press releases, social media and other publicity will be issued where appropriate.

The present structure within the parish area and their electoral arrangements

In addition electoral information regarding the following has been included –

- Type of governance, for example parish/town council, joint council or parish meeting
- District ward and County division details
- Current parliamentary constituency

Consequential matters

When the required consultation has been undertaken and the review completed, the council may make an Order to bring into effect any decision that it may make. If the council decides to take no action the it will not be necessary to make an order. If an order is made it may be necessary to cover certain consequential matters in that order. These may include –

- The transfer of management or custody of any property
- The setting of a precept (council tax levy) for the new parish council
- Provision with respect to the transfer of any functions, property, rights and liabilities and provision pensions and other staffing matters.

The council will also take into account the requirements of the Local Government Finance (New Parishes) Regulations 2008 when calculating the budget requirements of any new parish councils when setting the council tax levy to be charged.

Electoral Forecasts

- Electorate in Mowsley Parish currently 193 – information from local plan confirms one extra residential property expected to be built.
- Mowsley is currently a parish meeting – Parishes with 150 or fewer local government electors cannot have a council and can only be a meeting. Parishes between 150 and 999 local government electors, a review can recommend the parish should have a parish council.
- Ward - Fleckney
- Division – Bruntingthorpe
- Parliamentary constituency (Current) Harborough

Council Size

Council size (number of councillors)
The minimum number of parish councillors that a council can have is five. A quorum for a parish council is three or a third, whichever is the greater number.
National research guidance suggests the following levels of representation for parish councils:

Electorate	Councillor Allocation
Less than 500	5 – 8
501 – 2,500	6 - 12
2,501 – 10,000	9 - 16
10,001 – 20,000	13 - 27
Greater than 20,000	13 - 31

The February 2024 register was used to produce parish area electorate figures. When the council considers electoral arrangements for the parish area, it is required to consider any change in the number of distribution of electors which is likely to occur in the period of five years beginning the date the review starts. Information on electorate forecasts is taken from the local plan.

Timetable for the Community Governance Review

Publication of the terms of reference begins the review, to be completed within 12 months of that date. The timetable is below –

Stage	Action	Timescale
Commencement	Publish terms of reference	3 March 2024
Consultation stage 1	Initial submissions invited	3 March to 26 May 2024
Stage 2	Consideration of submissions received and draft recommendations prepared	27 May to 22 June 2024
Consultation Stage 3	Draft recommendations published and consulted on	23 June to 17 August 2024
Stage 4	Consideration of submissions received final recommendations prepared	18 August to 2 September 2024
Final stage	Recommendations submitted to full council for approval	Autumn 2024

Representations

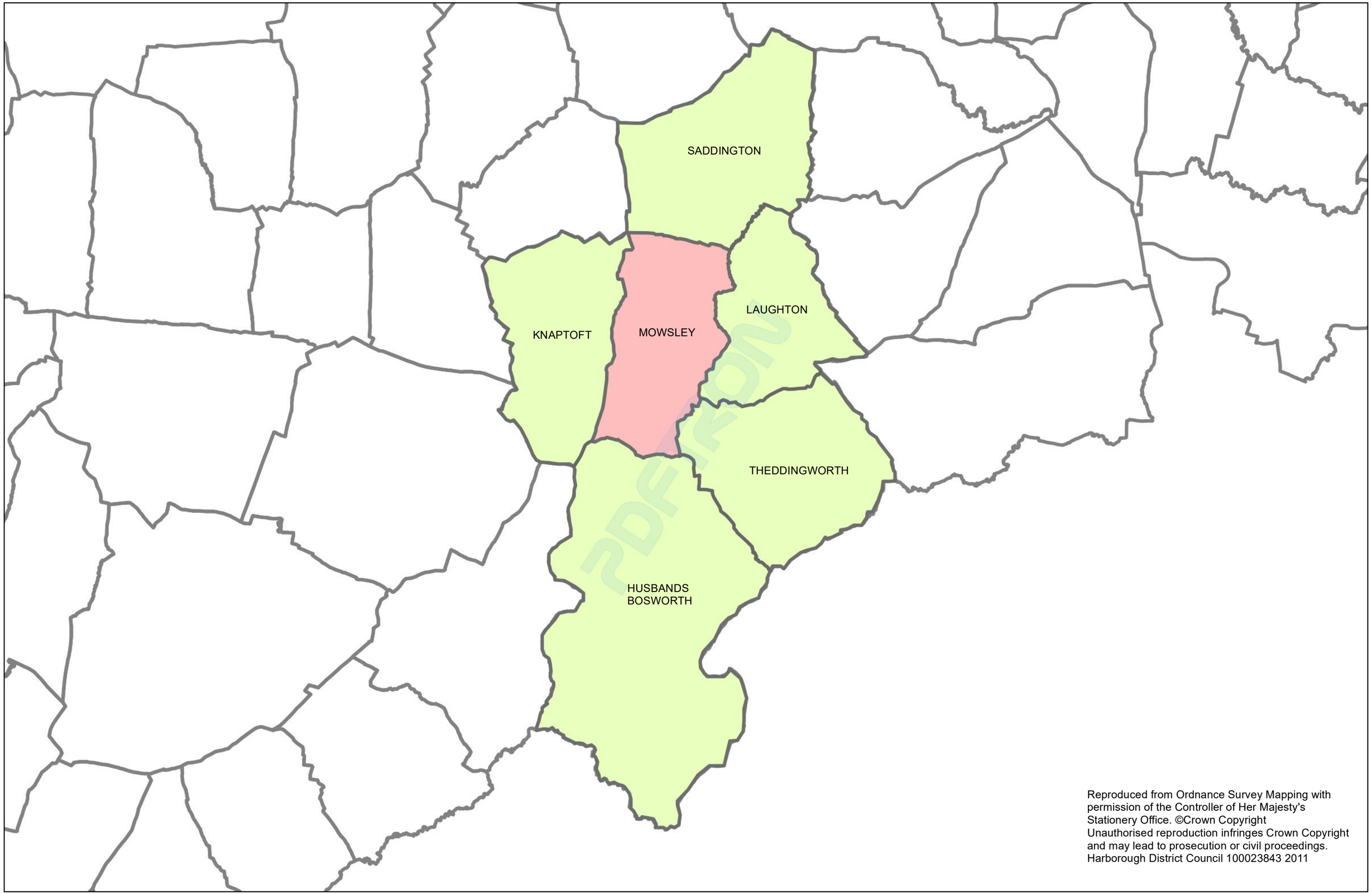
Harborough District Council welcome representations during the consultation stages set out in the timetable from any persons or body who may wish to comment or make proposals on aspects of the matters included within the review. Representations may be made in the following ways –

Online: www.harborough.gov.uk – visit our consultation page

Email: e.services@harborough.gov.uk

Telephone: 01858 821372

Post: Electoral Services
The Symington Building
Adam & Eve Street
Market Harborough
Leicestershire
LE16 7AG



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Communities and Local Government

The Local Government Boundary Commission for England

Guidance on community governance reviews

www.communities.gov.uk

Guidance on community governance reviews

March 2010
Department for Communities and Local Government
Local Government Boundary Commission for England

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Communities and Local Government Publications
Online via the Communities and Local Government website: www.communities.gov.uk

March 2010

ISBN: 978 1 4098 2421 3

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Foreword

This document comprises guidance issued by the Secretary of State and the Local Government Boundary Commission for England under section 100 of the Local Government and Public Involvement and Health Act 2007 (the 2007 Act) on undertaking, and giving effect to recommendations made in, community governance reviews and on making recommendations about electoral arrangements respectively.

The Implementation Plan for the Local Government white paper, *Strong and Prosperous Communities*[1] (the 2006 white paper), sets out Communities and Local Government's future approach to guidance. It proposes that guidance must be short, clear and practical, and that an open and inclusive approach to its preparation should be followed, involving the range of stakeholders who will be affected by or have an interest in it.

This guidance follows that approach. It is an updated version of guidance originally published in 2008 prepared by a partnership of Communities and Local Government and the Electoral Commission with stakeholders including DEFRA, the Local Government Association, County Councils Network, London Councils, the National Association of Local Councils, and the Society of Local Council Clerks. It aims to be clear and practical but also to encourage innovative and flexible local action. The main change to the guidance has been to reflect the establishment of the Local Government Boundary Commission for England, which is responsible for the boundary-related functions previously exercised by the Electoral Commission and the Boundary Committee for England.

A model community governance reorganisation order is available on the Department's website.[2]

[1] *Strong and Prosperous Communities*, the Local Government white paper, The Stationery Office, October 2006(Cm 6969).

[2] http://www.communities.gov.uk/publications/localgovernment/modelreorganisationorder

Section 1: Introduction

The Local Government and Public Involvement in Health Act 2007 and community governance reviews

1. Chapter 3 of Part 4 of the 2007 Act devolves the power to take decisions about matters such as the creation of parishes and their electoral arrangements to local government and local communities in England.

2. The Secretary of State therefore has no involvement in the taking of decisions about recommendations made in community governance reviews and the Local Government Boundary Commission for England's (LGBCE) involvement is limited to giving effect to consequential recommendations for related alterations to the electoral areas of principal councils.

3. From 13 February 2008, district councils, unitary county councils and London borough councils (‘principal councils’) have had responsibility for undertaking community governance reviews and have been able to decide whether to give effect to recommendations made in those reviews. In making that decision, they will need to take account of the views of local people.

4. Principal councils are required, by section 100(4) of the 2007 Act, to have regard to this guidance which is issued by the Secretary of State, under section 100(1) and (3), and the LGBCE under section 100(2).

5. This guidance is not an authoritative interpretation of the law (as that is ultimately a matter for the courts) and it remains the responsibility of principal councils to ensure that any actions taken by them comply with the relevant legislation. They should seek their own legal advice where appropriate.

Aim of this guidance

6. This guidance is intended to provide assistance to principal councils on:

a) undertaking community governance reviews

b) the making of recommendations for electoral arrangements for parish councils and the making of consequential recommendations to the LGBCE for related alterations to the boundaries of electoral areas of principal councils; and

c) giving effect to recommendations made in community governance reviews

Issues covered in this guidance

7. The guidance supports and helps to implement key aspects of the 2006 white paper. The 2007 Act requires that local people are consulted during a community governance review, that representations received in connection with the review are taken into account and that steps are taken to notify them of the outcomes of such reviews including any decisions.

8. The matters covered by the guidance include:

a) duties and procedures in undertaking community governance reviews (Chapter 2), including on community governance petitions; the document gives guidance on a valid petition, and for the requirement for petitions to meet specific numerical or percentage thresholds signed by local electors

b) making and implementing decisions on community governance (Chapter 3): the 2007 Act places a duty on principal authorities to have regard to the need to secure that any community governance for the area under review reflects the identities and interests of the local community in that area, and that it is effective and convenient; relevant considerations which influence judgements against these two principal criteria include the impact on community cohesion, and the size, population and boundaries of the proposed area

c) other forms of community governance not involving parishes (Chapter 4) for example, residents' associations, community forums, tenant management organisations, area committees

d) considerations on whether parish meetings and parish councils would be most appropriate, and electoral arrangements (Chapter 5)

e) consequential recommendations for related alterations to ward and division boundaries (Chapter 6)

Statutory provisions

9. In addition to the 2007 Act, legislation relating to parishes can also be found in the Local Government Act 1972 (in particular, provision about parish meetings and councils, the constitution of a parish meeting, the constitution and powers of parish councils and about parish councillors) and the Local Democracy, Economic Development and Construction Act 2009 (reviews of, and recommendations about,

electoral areas by the LGBCE), as well as in other enactments.

Structure of guidance

10. This document is published jointly and is divided into two parts. Chapters 2 to 4 deal with those matters which the Secretary of State may issue guidance on and the issues raised in Chapters 5 and 6 are those on which the LGBCE may issue guidance. Having conducted a community governance review, unless in certain circumstances there are no implications for electoral arrangements, principal councils will need to consider both parts of this guidance together.

Further information

11. Further information about electoral arrangements for parishes and any related alterations to district or London borough wards, or county divisions should be sought from the LGBCE's website www.lgbce.org.uk

Section 2: Undertaking community governance reviews

Why undertake a community governance review?

12. Community governance reviews provide the opportunity for principal councils to review and make changes to community governance within their areas. It can be helpful to undertake community governance reviews in circumstances such as where there have been changes in population, or in reaction to specific or local new issues. The Government has made clear in the 2006 white paper and in the 2007 Act its commitment to parish councils. It recognises the role such councils can play in terms of community empowerment at the local level. The 2007 Act provisions are intended to improve the development and coordination of support for citizens and community groups so that they can make the best use of empowerment opportunities.

13. The 2007 Act is intended to streamline the process of taking decisions about giving effect to recommendations made in a community governance review, such as recommendations for the creation of new parishes and the establishment of parish councils, and about other matters such as making changes to parish boundaries and electoral arrangements. By devolving the powers to take these decisions from central government to local government, the 2007 Act is intended to simplify the decision-making process and make it more local.

14. Parish and town councils are the most local tier of government in England. There are currently about 10,000 parishes in England – around 8,900 of which have councils served by approximately 70,000 councillors. There is a large variation in size of parishes in England from those with a handful of electors to those with over 40,000 electors.

15. In many cases making changes to the boundaries of existing parishes, rather than creating an entirely new parish, will be sufficient to ensure that community governance arrangements to continue to reflect local identities and facilitate effective and convenient local government. For example, over time communities may expand with new housing developments. This can often lead to existing parish boundaries becoming anomalous as new houses are built across the boundaries resulting in people being in different parishes from their neighbours. In such circumstances, the council should consider undertaking a community governance review, the terms of reference

of which should include consideration of the boundaries of existing parishes.

16. A community governance review offers an opportunity to put in place strong, clearly defined boundaries, tied to firm ground features, and remove the many anomalous parish boundaries that exist in England. Reviews also offer the chance to principal councils to consider the future of what may have become redundant or moribund parishes, often the result of an insufficient number of local electors within the area who are willing to serve on a parish council. Some of these issues are considered elsewhere in this guidance (see Chapter 3 about parish councils and parish meetings and Chapter 4 regarding grouping parishes and dissolving parish councils and abolishing parishes).

17. Since new boundaries may be used to provide the building blocks for district and London borough ward and/or county division boundaries in future electoral reviews of district, London borough, unitary and county councils, it is important that principal councils seek to address parish boundary anomalies when they arise. Principal councils should therefore consider carefully changes to parish boundaries as these can have consequential effects on the boundaries for other tiers of local government.

18. Community governance reviews may also be triggered by local people presenting public petitions to the principal council. This is explained in more detail in paragraphs 39 to 43 on public petitions to trigger community governance reviews.

Terms of reference for community governance reviews

19. The 2007 Act allows principal councils to determine the terms of reference under which a community governance review is to be undertaken. It requires the terms of reference to specify the area under review and the principal council to publish the terms of reference. If any modifications are made to the terms of reference, these must also be published.

20. Terms of reference will need to be drawn up or modified where a valid community governance petition has been received by the principal council. Local people will be able to influence the terms of reference when petitioning (see paragraphs 24 and 39 to 43 for more information).

21. As the 2007 Act devolves power from central to local government and to local communities, it is inappropriate to prescribe a “one size fits

all" approach to terms of reference for community governance reviews applied by principal councils. However, the Government expects terms of reference to set out clearly the matters on which a community governance review is to focus. The local knowledge and experience of communities in their area which principal councils possess will help to frame suitable terms of reference. The terms should be appropriate to local people and their circumstances and reflect the specific needs of their communities.

22. In areas for which there is both a district council and a county council, district councils are required under section 79 of the 2007 Act to notify the county council of their intention to undertake a review and of their terms of reference. County councils play a strategic role in the provision of local services, and they can offer an additional dimension to any proposal to conduct a review, particularly as the terms of reference are being formulated. The bodies which the principal council must consult under section 93 of the 2007 Act include other local authorities which have an interest in the review. Such local authorities would include any county council for the area concerned. In such circumstances the district council should seek the views of the county council at an early stage.

23. Local people may have already expressed views about what form of community governance they would like for their area, and principal councils should tailor their terms of reference to reflect those views on a range of local issues. Ultimately, the recommendations made in a community governance review ought to bring about improved community engagement, better local democracy and result in more effective and convenient delivery of local services.

Timing of community governance reviews

24. A principal council is under a duty to carry out a community governance review if it receives a valid community governance petition for the whole or part of the council's area. However, the duty to conduct a review does not apply if:

a) the principal council has concluded a community governance review within the last two years which in its opinion covered the whole or a significant part of the area of the petition or

b) the council is currently conducting a review of the whole, or a significant part of the area to which the petition relates

25. Where a review has been conducted within the last two years the principal council still has the power to undertake another review if it so wishes. Where a review is ongoing, the council can choose to

modify the terms of reference of the ongoing review to include the matters within the petition, or to conduct a second review.

26. Otherwise, the 2007 Act provides for a principal council to conduct a community governance review at any time. Principal councils will want to keep their community governance arrangements under review, and they should ensure that they consider on a regular basis whether a review is needed. A review may need to be carried out, for example, following a major change in the population of a community or as noted earlier in this chapter (see paragraph 15) to re-draw boundaries which have become anomalous, for example following new housing developments being built across existing boundaries. Principal councils should exercise their discretion, but it would be good practice for a principal council to consider conducting a review every 10-15 years – except in the case of areas with very low populations when less frequent reviews may be adequate.

27. In the interests of effective governance, the principal council should consider the benefits of undertaking a review of the whole of its area in one go, rather than carrying out small scale reviews in a piecemeal fashion of two or three areas. However, it is recognised that a full-scale review will not always be warranted, particularly where a review of the whole area or a significant part of the principal council's area has been carried out within the last few years. Occasionally, it may be appropriate to carry out a smaller review, for example, to adjust minor parish boundary anomalies.

28. Principal councils should use their knowledge and awareness of local issues when deciding whether to undertake a review. However, principal councils should avoid starting a community governance review if a review of district, London borough or county council electoral arrangements is being, or is about to be, undertaken. Ideally, community governance reviews should be undertaken well in advance of such electoral reviews, so that the LGBCE in its review of local authority electoral arrangements can take into account any parish boundary changes that are made. The LGBCE can provide advice on its programme of electoral reviews.

29. Where the LGBCE bases its new district or London borough ward boundaries on parish boundaries the Parliamentary Boundary Commission will then use these boundaries to determine parliamentary constituency boundaries (parliamentary constituencies use district and London borough wards as their building blocks). This illustrates the importance of keeping parish boundaries under review and ensuring they accurately reflect local communities.

30. Reorganisation of community governance orders (explained further in

this chapter under implementation) creating new parishes, abolishing parishes or altering their area can be made at any time following a review. However for administrative and financial purposes (such as setting up the parish council and arranging its first precept), the order should take effect on the 1 April following the date on which it is made. Electoral arrangements for a new or existing parish council will come into force at the first elections to the parish council following the reorganisation order. However, orders should be made sufficiently far in advance to allow preparations for the conduct of those elections to be made. In relation to a new parish council, the principal council may wish to consider whether, during the period between 1 April and the first elections to the parish council, it should make interim arrangements for the parish to be represented by councillors who sit on the principal council.

31. Parish council elections should normally take place every four years at the same time as the elections for the district or London borough ward or, in areas outside of London which have no district council, the county division in which a parish, or part of a parish, is situated. However, where a new parish is to be created, it may be necessary to alter the date of the next parish election, particularly if the next elections to the ward or division are not scheduled to take place for some time. To achieve this, section 98 of the 2007 Act allows principal councils to modify or exclude the application of sections 16(3) and 90 of the Local Government Act 1972, so that the first election to the new parish council is held in an earlier year. This results in councillors serving either a shortened or lengthened first term to allow the parish council's electoral cycle to return to that of the unitary, district or London borough ward at the next election.

Undertaking community governance reviews

32. Section 93 of the 2007 Act allows principal councils to decide how to undertake a community governance review, provided that they comply with the duties in that Act which apply to councils undertaking reviews.

33. Principal councils will need to consult local people and take account of any representations received in connection with the review. When undertaking the review they must have regard to the need to secure that community governance reflects the identities and interests of the community in the area under review, and the need to secure that community governance in that area is effective and convenient. Further information on making recommendations is in Chapter 3.

34. Under the 2007 Act principal councils are required to consult both

those local government electors in the area under review, and others (including a local authority such as a county council) which appears to the principal council to have an interest in the review. In the case of a community governance review where a parish council already exists, as a local authority, it too should be consulted. Other bodies might include local businesses, local public and voluntary organisations - such as schools or health bodies. The principal council must take into account any representations it receives as part of a community governance review.

35. Principal councils must consider the wider picture of community governance in carrying out their reviews. In some areas there may be well established forms of community governance such as local residents' associations, or community forums which local people have set up and which help make a distinct contribution to the community. Some principal councils may also have set up area committees which perform a specific role in the local community.

36. In undertaking a review, section 93(5) requires principal councils to take these bodies into account. Potentially, as representatives of their community, these bodies may be considered as foundations for or stages towards the creation of democratically elected parishes (further information about other non-parish forms of community governance can be found in Chapter 4).

37. Principal councils are required to complete the review, including consequential recommendations to the LGBCE for related alterations to the boundaries of principal area wards and/or divisions, within 12 months of the start of the community governance review. The review begins when the council publishes terms of reference of the review and concludes when the council publishes the recommendations made in the review[3]. The Government stated in the 2006 white paper that they wanted the process for undertaking community governance (formerly parish reviews) to be simplified and speeded up. Given that there is no longer the need to make recommendations to Central Government prior to implementing any review recommendations, the 2007 Act makes it easier for principal councils to reach decisions on community governance reviews. Whilst a community governance review will depend on a number of factors, such as the number of boundary changes, the Government believes it should be feasible to accomplish reviews within 12 months from the start.

38. Principal councils will need to build into their planning process for

[3] See section 102(3) of the 2007 Act for the interpretation of 'begin' and 'conclude' in relation to a review.

reviews reasonable periods for consultation with local electors and other stakeholders, for the consideration of evidence presented to them in representations, as well as for decision-making (see Chapter 3 on making and implementing recommendations made in community governance reviews). Implementation of reviews by Order and the requirement for the principal council to publicise the outcome of a community governance review are covered in paragraphs 98 to 103.

Public petitions to trigger community governance reviews

39. In recent years, the Government has been keen to encourage more community engagement. The 2006 white paper confirmed this development further stressing the intention to build on the existing parish structure improving capacity to deliver better services, and to represent the community's interests.

40. Under the 2007 Act, local electors throughout England can petition their principal council for a community governance review to be undertaken. The petition must set out at least one recommendation that the petitioners want the review to consider making. These recommendations can be about a variety of matters including:

- the creation of a parish
- the name of a parish
- the establishment of a separate parish council for an existing parish
- the alteration of boundaries of existing parishes
- the abolition of a parish
- the dissolution of a parish council
- changes to the electoral arrangements of a parish council
- whether a parish should be grouped under a common parish council or de-grouped

- a strong, inclusive community and voluntary sector
- a sense of civic values, responsibility and pride; and
- a sense of place – a place with a 'positive' feeling for people and local distinctiveness

- reflective of the identities and interests of the community in that area and
- effective and convenient
- the impact of community governance arrangements on community cohesion; and

- the size, population and boundaries of a local community or parish
- people from different backgrounds having similar life opportunities
- people knowing their rights and responsibilities

41. For a petition to be valid it must meet certain conditions. The first of these conditions is that a petition must be signed by the requisite number of local electors. It is recommended that petitioners aim to collect the requisite number of signatures based on the most recently published electoral register. It should be against this register that the petition thresholds (set out below) will be assessed. The three thresholds are:

a) for an area with less than 500 local electors, the petition must be signed by at least 50% of them
b) for an area with between 500 and 2,500 local electors, the petition must be signed by at least 250 of them
c) for an area with more than 2,500 local electors, the petition must be signed by at least 10% of them

42. These thresholds have been chosen to ensure that the minimum number of signatures to be obtained is neither so high that it will be impossible in most cases to collect that number nor so low as to allow a very small minority of electors to trigger a review. So, in areas with higher populations the threshold is not so high as to prevent a genuine desire for a review not being realised. Equally, in areas with smaller numbers of electors, this means that a handful of electors cannot initiate a review against the wishes of the majority of their fellow electors. The thresholds therefore help to ensure that the local democratic process is properly maintained.

43. The petition should define the area to which the review relates, whether on a map or otherwise, and refer to identifiable fixed boundaries. Where a proposed boundary is near an individual property, the petition must make clear on which side of the boundary the property lies. The petition must specify one or more proposed recommendations for review.

44. Where a petition recommends the establishment of a town or parish council or parish meeting (see paragraph 88) in an area which does not currently exist as a parish, the petition is to be treated as including a recommendation for a parish to be created even if it does not expressly make such a recommendation[4]

[4] See Section 80 (8) of the 2007 Act

Section 3: Making and implementing recommendations made in community governance reviews

45. As stated in the 2006 white paper parish councils are an established and valued form of neighbourhood democracy and management. They are not only important in rural areas but increasingly have a role to play in urban areas. We propose to build on the existing parish structure, so as to improve its capacity to deliver better services and represent the community's interests.

Context of parishes in the wider community

46. Communities and Local Government is working to help people and local agencies create cohesive, attractive and economically vibrant local communities, building on the Government's Sustainable Communities' strategy.

47. An important aspect to approaching sustainable communities is allowing local people a say in the way their neighbourhoods are managed. One of the characteristics of a sustainable community is the desire for a community to be well run with effective and inclusive participation, representation and leadership. This means:

a) representative, accountable governance systems which both facilitate strategic, visionary leadership and enable inclusive, active and effective participation by individuals and organisations; and

b) effective engagement with the community at neighbourhood level including capacity building to develop the community's skills, knowledge and confidence

48. Central to the concept of sustainable communities is community cohesion. The impact of community governance on cohesion is an issue to be taken into account when taking decisions about community governance arrangements, and this is discussed further below.

Defining a parish

49. Parish and town councils vary enormously in size, activities and circumstances, representing populations ranging from less than 100 (small rural hamlets) to up to 70,000 (large shire towns – Weston-Super-Mare Town Council being the largest). The majority of them are small; around 80% represent populations of less than 2,500. Small parishes with no parish council can be grouped with

neighbouring parishes under a common parish council (see paragraphs 112 to 115).

50. Parish councils continue to have two main roles: community representation and local administration. For both purposes it is desirable that a parish should reflect a distinctive and recognisable community of place, with its own sense of identity. The views of local communities and inhabitants are of central importance.

51. The identification of a community is not a precise or rigid matter. The pattern of daily life in each of the existing communities, the local centres for education and child care, shopping, community activities, worship, leisure pursuits, transport facilities and means of communication generally will have an influence. However, the focus of people's day-to-day activities may not be reflected in their feeling of community identity. For instance, historic loyalty may be to a town but the local community of interest and social focus may lie within a part of the town with its own separate identity.

Criteria for undertaking a community governance review

52. Section 93 of the 2007 Act requires principal councils to ensure that community governance within the area under review will be:

- reflective of the identities and interests of the community in that area and
- effective and convenient

53. When considering the criteria identified in the 2007 Act, principal councils should take into account a number of influential factors, including:

- the impact of community governance arrangements on community cohesion and
- the size, population and boundaries of a local community or parish

54. In considering this guidance, the impact on community cohesion is linked specifically to the identities and interests of local communities. Size, population and boundaries are linked to both but perhaps more specifically to community governance being effective and convenient.

The identities and interests of local communities

55. Parish councils have an important role to play in the development of their local communities. Local communities range in size, as well as in a variety of other ways. Communities and Local Government is

working to help people and local agencies create cohesive, attractive and economically vibrant local communities. The aim for communities across the country is for them to be capable of fulfilling their own potential and overcoming their own difficulties, including community conflict, extremism, deprivation and disadvantage. Communities need to be empowered to respond to challenging economic, social, and cultural trends, and to demographic change.

56. Parish councils can contribute to the creation of successful communities by influencing the quality of planning and design of public spaces and the built environment, as well as improving the management and maintenance of such amenities. Neighbourhood renewal is an important factor to improve the quality of life for those living in the most disadvantaged areas. Parish councils can be well placed to judge what is needed to build cohesion. Other factors such as social exclusion and deprivation may be specific issues in certain areas, and respect is fundamental to the functioning of all places and communities. The Government remains committed to civil renewal, and empowering citizens to work with public bodies, including parish councils, to influence public decisions.

57. ‘Place’ matters in considering community governance and is a factor in deciding whether or not to set up a parish. Communities and Local Government’s vision is of prosperous and cohesive communities which offer a safe, healthy and sustainable environment. One aspect of that is strong and accountable local government and leadership. Parish councils can perform a central role in community leadership. Depending on the issue, sometimes they will want to take the lead locally, while at other times they may act as an important stakeholder or in partnership with others. In either case, parish councils will want to work effectively with partners to undertake the role of ‘place-shaping’, and be responsive to the challenges and opportunities of their area in a co-ordinated way.

58. It is clear that how people perceive where they live - their neighbourhoods - is significant in considering the identities and interests of local communities and depends on a range of circumstances, often best defined by local residents. Some of the factors which help define neighbourhoods are: the geography of an area, the make-up of the local community, sense of identity, and whether people live in a rural, suburban, or urban area.

59. Parishes in many cases may be able to meet the concept of neighbourhoods in an area. Parishes should reflect distinctive and recognisable communities of interest, with their own sense of identity. Like neighbourhoods, the feeling of local community and the wishes

of local inhabitants are the primary considerations.

60. Today, there may well be a variety of different communities of interest within a parish; for example, representing age, gender, ethnicity, faith or life-style groups. There are other communities with say specific interests in schools, hospitals or in leisure pursuits. Any number of communities of interest may flourish in a parish but they do not necessarily centre on a specific area or help to define it.

61. Building a sense of local identity may make an important contribution to cohesion where a local area is facing challenges arising from rapid demographic change. In considering the criteria, community governance reviews need to home in on communities as offering a sense of place and of local identity for all residents.

Effective and convenient local government

62. The Government believes that the effectiveness and convenience of local government is best understood in the context of a local authority's ability to deliver quality services economically and efficiently, and give users of services a democratic voice in the decisions that affect them.

63. Local communities should have access to good quality local services, ideally in one place. A parish council may be well placed to do this. With local parish and town councils in mind, effective and convenient local government essentially means that such councils should be viable in terms of providing at least some local services, and if they are to be convenient they need to be easy to reach and accessible to local people.

64. In responding to the requirement for effective and convenient local government, some parish councils are keen, and have the capacity to take on more in the provision of services. However, it is recognised that not all are in position to do so. The 2007 Act provides a power of well-being to those parish councils who want to take on more, giving them additional powers to enable them to promote the social, economic and environmental well being of their areas. Nevertheless, certain conditions must be met by individual parish councils before this power is extended to them.

65. Wider initiatives such as the Quality Parish Scheme and charters agreed between parish councils and principal councils also help to give a greater understanding of securing effective and convenient local government. In such cases, parish and town councils which are well managed and good at representing local views will be in a better

position to work closely with partner authorities to take more responsibility for shaping their area's development and running its services.

Factors for consideration

66. When reviewing community governance arrangements, principal councils may wish to take into account a number of factors, to help inform their judgement against the statutory criteria.

The impact on community cohesion of community governance arrangements

67. Setting up parishes and parish councils clearly offers the opportunity to strengthen community engagement and participation, and generate a positive impact on community cohesion. In conducting community governance reviews (whether initiated by itself or triggered by a valid petition), the principal council should consider the impact on community cohesion when deciding whether or not to set up a parish council.

68. Britain is a more diverse society – ethnically, religiously and culturally – than ever before. Today's challenge is how best to draw on the benefits that migration and diversity bring while addressing the potential problems and risks to cohesion. Community cohesion is about recognising the impact of change and responding to it. This is a fundamental part of the place-shaping agenda and puts local authorities at the heart of community building.

69. In its response to the recommendations of the Commission on Integration and Cohesion the Government has defined community cohesion as what must happen in all communities to enable different groups of people to get on well together. A key contributor to community cohesion is integration which is what must happen to enable new residents and existing residents to adjust to one another.

70. The Government's vision of an integrated and cohesive community is based on three foundations:

- people trusting one another and trusting local institutions to act fairly

71. And three key ways of living together:

- a shared future vision and sense of belonging
- a focus on what new and existing communities have in common, alongside a recognition of the value of diversity
- strong and positive relationships between people from different backgrounds

72. The Commission on Integration and Cohesion's report, *Our Shared Future*, is clear that communities have expert knowledge about their own circumstances and that actions at the local level contribute to achieving integration and cohesion, with local authorities well placed to identify any pressures. The Commission reports that policy makers and practitioners see civic participation as a key way of building integration and cohesion – from ensuring people have a stake in the community, to facilitating mixing and engendering a common sense of purpose through shared activities. The 2006 white paper's proposals for stronger local leadership, greater resident participation in decisions and an enhanced role for community groups contribute to promoting cohesion.

73. Community cohesion is about local communities where people should feel they have a stake in the society, and in the local area where they live by having the opportunity to influence decisions affecting their lives. This may include what type of community governance arrangements they want in their local area.

74. The 2007 Act requires principal councils to have regard to the need to secure that community governance reflects the identity and interests of local communities; the impact on community cohesion is linked strongly to it. Cohesion issues are connected to the way people perceive how their local community is composed and what it represents, and the creation of parishes and parish councils may contribute to improving community cohesion. Community governance arrangements should reflect, and be sufficiently representative of, people living across the whole community and not just a discrete cross-section or small part of it. It would be difficult to think of a situation in which a principal council could make a decision to create a parish and a parish council which reflects community identities and interests in the area and at the same time threatens community cohesion. Principal councils should be able to decline to set up such community governance arrangements where they judged that to do so would not be in the interests of either the local community or surrounding communities, and where the effect would be likely to damage community cohesion.

75. As part of a community governance review a principal council should consider whether a recommendation made by petitioners will undermine community cohesion in any part of its area.

76. Challenges to community cohesion are often very local in nature and because of their knowledge of local communities, local authorities are in a good position to assess these challenges. As for the other considerations set out in this guidance, principal councils will wish to

reach a balanced judgement in taking community cohesion into account in community governance arrangements.

Size, population and boundaries of a local community or parish

77. Size, population and boundaries of a local community or parish are linked to aspects of both principal criteria as identified in the 2007 Act, but perhaps more specifically to community governance being effective and convenient. Often it is factors such as the size, population and boundaries which influence whether or not it is going to be viable to create a parish council. Parishes must fall within the boundaries of a single principal council's area.

78. The Local Government Commission for England in its 1993 Report *Renewing Local Government in the English Shires* makes the point that there is a long history of attempts to identify ideal minimum and maximum sizes for local authorities. Instead its preference was for authorities to be based on natural communities and reflecting people's expressed choices. This is even truer today, particularly at the most local level of government. Nevertheless, the size of communities and parishes remains difficult to define.

79. Parish councils in England currently vary greatly in size from those with a handful of electors with some representing hamlets of around 50 people to those in towns with well over 40,000 electors. Geography and natural boundaries; population size; and to an extent 'council size' (the term used by the LGBCE to describe the number of councillors who are elected to a local authority) may influence how small or large a parish council can be.

80. The general rule should be that the parish is based on an area which reflects community identity and interest and which is of a size which is viable as an administrative unit of local government. This is generally because of the representative nature of parish councils and the need for them to reflect closely the identity of their communities. It is desirable that any recommendations should be for parishes or groups of parishes with a population of a sufficient size to adequately represent their communities and to justify the establishment of a parish council in each. Nevertheless as previously noted, it is recognised that there are enormous variations in the size of parishes, although most parishes are below 12,000 in population.

81. A parish council should be in a position to provide some basic services and many larger parishes will be able to offer much more to their local communities. However, it would not be practical or desirable to set a rigid limit for the size of a parish whether it is in a

rural or urban area, although higher population figures are generally more likely to occur in urban areas. Equally, a parish could be based on a small but discrete housing estate rather than on the town within which the estate lies.

82. There may be cases where larger parishes would best suit the needs of the area. These might include places where the division of a cohesive area, such as a Charter Trustee town (see paragraphs 133 to 134), would not reflect the sense of community that needs to lie behind all parishes; or places where there were no recognisable smaller communities.

83. As far as boundaries between parishes are concerned, these should reflect the "no-man's land" between communities represented by areas of low population or barriers such as rivers, roads or railways. They need to be, and be likely to remain, easily identifiable. For instance, factors to consider include parks and recreation grounds which sometimes provide natural breaks between communities but they can equally act as focal points. A single community would be unlikely to straddle a river where there are no crossing points, or a large area of moor land or marshland. Another example might be where a community appeared to be divided by a motorway (unless connected by walkways at each end). Whatever boundaries are selected they need to be, and be likely to remain, easily identifiable.

84. In many cases a boundary change between existing parishes, or parishes and unparished areas, rather than the creation of an entirely new parish, will be sufficient to ensure that parish arrangements reflect local identities and facilitate effective and convenient local government. For example, over time, communities may expand with new housing developments. This can often lead to existing parish boundaries becoming anomalous as new houses are built across them resulting in people being in different parishes from their neighbours.

85. A review of parish boundaries is an opportunity to put in place strong boundaries, tied to firm ground detail, and remove anomalous parish boundaries. Since the new boundaries are likely to be used to provide the building blocks for district ward, London borough ward, county division and parliamentary constituency boundaries in future reviews for such councils, it is important that principal councils seek to address parish boundary issues at regular intervals.

Parish meetings and parish councils

86. Under the Local Government Act 1972 all parishes, whether or not they have a parish council, must have a parish meeting. In many parishes the requirement to have a parish meeting takes the form of at least one annual meeting, or more often several meetings during each year, organised (where one exists) by the parish council or if not by the parish meeting itself. The parish meeting of a parish consists of the local government electors for the parish, and as such local electors are invited to attend these meetings. Parish meetings have a number of functions, powers and rights of notification and consultation. The trustees of a parish meeting hold property and act on its behalf. Depending on the number of local government electors in the parish, there are different rules about whether or not a parish council must be created for the parish, or whether it is discretionary.

87. Where principal councils are creating new parishes, the 2007 Act requires them to make recommendations about whether or not a new parish should be constituted in their area. New parishes can be constituted in a number of different ways, including by creating a parish in an area that is not currently parished, amalgamating two or more parishes and separating part of a parish, with or without aggregating it with parts of other parishes.

88. Section 94 of the 2007 Act applies in relation to these recommendations. It places principal councils under a duty to recommend that a parish should have a council in parishes which have 1000 electors or more. In parishes with 151 to 999 electors the principal council may recommend the creation of either a parish council or a parish meeting. In parishes with 150 or fewer electors principal councils are unable to recommend that a parish council should be created and therefore only a parish meeting can be created. The aim of these thresholds is to extend the more direct participatory form of governance provided by parish meetings to a larger numbers of electors. Equally, the thresholds help to ensure that both the population of a new parish for which a council is to be established is of sufficient size to justify its establishment and also that local people are adequately represented.

89. One of the reasons for these differing thresholds is that the Government recognises the difficulty which sometimes exists in small parishes, in particular, in managing to get sufficient numbers to stand for election to the parish council. However, the thresholds identified above do not apply to existing parish councils. If the community governance review concludes that the existence of the parish council reflects community identities and provides effective and convenient

local government, despite the small number of electors, then it can recommend that the parish council should continue in existence. So, where an existing parish of 150 or less electors already has a parish council with the minimum number of five parish councillors it can continue to have a parish council.

90. If a principal council chooses to establish a parish council, or if an existing parish whose boundaries are being changed has a parish council, the principal authority must consult on, and put in place the necessary electoral arrangements for that parish. (See Chapter 5 Electoral Arrangements.)

Recommendations and decisions on the outcome of community governance reviews

91. Community governance reviews will make recommendations on those matters they have considered, as defined by the terms of reference set at the start of the review.

92. A principal council must make recommendations as to:

a) whether a new parish or any new parishes should be constituted

b) whether existing parishes should or should not be abolished or whether the area of existing parishes should be altered or

c) what the electoral arrangements for new or existing parishes, which are to have parish councils, should be

93. It may also make recommendations about:

a) the grouping or degrouping of parishes

b) adding parishes to an existing group of parishes or

c) making related alterations to the boundaries of a principal councils' electoral areas

94. In deciding what recommendations to make the principal council must have regard to the need to secure that community governance reflects the identities and interests of the community in that area and is effective and convenient. The 2007 Act provides that it must also take into account any other arrangements (apart from those relating to parishes and their institutions) that have already been made, or that could be made, for the purposes of community representation or community engagement.

95. The recommendations must take account of any representations received and should be supported by evidence which demonstrates

that the recommended community governance arrangements would meet the criteria set out in the 2007 Act. Where a principal council has conducted a review following the receipt of a petition, it will remain open to the council to make a recommendation which is different to the recommendation the petitioners wished the review to make. This will particularly be the case where the recommendation is not in the interests of the wider local community, such as where giving effect to it would be likely to damage community relations by dividing communities along ethnic, religious or cultural lines.

96. In making its recommendations, the review should consider the information it has received in the form of expressions of local opinion on the matters considered by the review, representations made by local people and other interested persons, and also use its own knowledge of the local area. It may be that much of this information can be gained through the consultation which the council will have held with local people and also the council's wider engagement with local people on other matters. In taking this evidence into account and judging the criteria in the 2007 Act against it, a principal council may reasonably conclude that a recommendation set out in a petition should not be made. For example, a recommendation to abolish or establish a parish council, may negatively impact on community cohesion, either within the proposed parish area, or in the wider community within which it would be located, and therefore should not be made.

97. The aim of the 2007 Act is to open up a wider choice of governance to communities at the most local level. However, the Government considers that there is sufficient flexibility for principal councils not to feel 'forced' to recommend that the matters included in every petition must be implemented.

98. Under the 2007 Act the principal council must both publish its recommendations and ensure that those who may have an interest are informed of them. In taking a decision as to whether or not to give effect to a recommendation, the principal council must have regard to the statutory criteria (see paragraph 51). After taking a decision on the extent to which the council will give effect to the recommendations made in a community governance review, the council must publish its decision and its reasons for taking that decision. It must also take sufficient steps to ensure that persons who may be interested in the review are informed of the decision and the reasons for it. Who should be informed will depend on local circumstances. Publicising the outcome of reviews is dealt with in the next section on implementation.

Implementation of community governance reviews by order

99. There are a number of steps that a principal council must take to publicise the outcome of any review it has conducted, and to provide information about that outcome to the bodies it must notify following any reorganisation order it makes to implement the review. Community governance reviews should be conducted transparently so that local people and other local stakeholders who may have an interest are made aware of the outcome of the decisions taken on them and the reasons behind these decisions.

100. If the council implements the recommendations made in its review, there are other steps it is required to undertake. These include depositing copies of the reorganisation order[5] which the principal council will need to draw up to give effect to its decisions. Besides depositing at its main office a copy of the reorganisation order, it should also deposit a map showing the effects of the order in detail which should be available for inspection by the public at all reasonable times (i.e. during normal working hours). The 2007 Act also requires the council to make available a document setting out the reasons for the decisions it has taken (including where it has decided to make no change following a community governance review) and to publicise these reasons.

101. The principal council must publicise how the council has given effect to the review, and that the order and map are available for public inspection as set above. Other means of publicity it may wish to consider are through publication on the council's website, in local newspapers, on notice boards in public places, and in local libraries, town halls or other local offices. In addition, after a principal council has made a reorganisation order, as soon as practicable, it must inform the following organisations that the order has been made:

a) the Secretary of State for Communities and Local Government

b) the LGBCE

c) the Office of National Statistics

d) the Director General of the Ordnance Survey

e) any other principal council (e.g. a county council) whose area the order relates to

[5] A copy of a model reorganisation order with different examples of recommendations can be viewed on the Communities and Local Government website. It may help principal councils to draw up reorganisation orders which could be adapted to their own needs and circumstances. Principal councils are not obliged to follow this example. It is offered on an advisory basis and principal councils will want to seek their own legal advice that any orders they produce meet the necessary legal requirements.

102. The Audit Commission has statutory responsibility for appointing external auditors to all local councils in England. For the purposes of its audit appointment functions the Commission needs to be aware of changes emerging from community governance reviews. Therefore, principal councils should inform the Audit Commission of any reorganisation orders made to implement the recommendations of community governance reviews.

103. Section 97 of the 2007 Act provides for regulations to make incidental, consequential, transitional or supplementary provision for the purposes of, or in consequence of, reorganisation orders. Two sets of regulations have been made under the 2007 Act, which apply to reorganisation orders - both came into force on 8 April 2008. The first of these, the Local Government (Parishes and Parish Councils) (England) Regulations 2008 No.625 make provisions in relation to matters such as the distribution of property and the rights and liabilities of parish councils affected by a reorganisation order. The second set, the Local Government Finance (New Parishes) Regulations 2008 No.626 deal with the setting of precepts for new parishes.

104. Section 99 of the 2007 Act provides for public bodies affected by reorganisation following a community governance review to make agreements about incidental matters and what those agreements may provide for. So as to ensure that a reorganisation order has effect subject to the terms of any such agreement, principal councils should make provision for this in the reorganisation order. An example provision has been included in the model reorganisation order which can be found on the Communities and Local Government website (see footnote 2).

Maps of parish changes and mapping conventions

105. To assist those who will have an interest in any recommendations made by the principal council when conducting a community governance review and to accompany the reorganisation order, clear high quality maps should be produced to a standard equivalent to using Ordnance Survey large scale data as a base. Maps can be graphically presented at a reduced scale for convenience but preferably no smaller than 1:10,000 scale. Each recommendation and order should be depicted on a map or maps. The mapping should clearly show the existing parish ward, parish, district or London borough boundaries and all proposed parish ward and parish boundaries in the area(s) affected, or given effect to in a reorganisation order.

106. It can be useful to include some positional information to identify the location of the area(s) in relation to the complete area of the principal council. A colour key can be included to clearly identify each boundary type. Where there are only proposed changes to an existing parish boundary alignment it can be helpful to show in translucent colour any areas to be transferred from one parish to another. This indicates clearly the extent of the proposed change. It can also be beneficial to add unique references to all areas of transfer to create a cross reference to the re-organisation order document. Applying a reference to each order map should also be considered so that a link is created with the re-organisation order.

Section 4: Other aspects of community governance reviews

Parish names and alternative styles for parishes

107. Prior to the 2007 Act, a parish could be given the status of a town under section 245 of the Local Government Act 1972. "Town" status continues to be available to a parish. In addition, the 2007 Act inserted sections 12A and 12B into the 1972 Act to offer a further choice of alternative styles for a parish: community, neighbourhood and village. However, for as long as the parish has an alternative style, it will not also be able to have the status of a town and vice versa.

108. The 'name' of a parish refers to the geographical name of the area concerned and can be changed independent of a review by a principal council at the request of a parish council or parish meeting (where there is no parish council)[6]. A change in the status or 'style' of a parish allows for that area to be known as a town, community, neighbourhood or village, rather than as a parish. The status or style of the parish will be reflected in the name of any council of the parish, the parish meeting, any parish trustees, and the chairman or vice-chairman of the parish meeting or of any parish council. So, for example, the council of a parish which uses the style 'village' will be known as the 'village council' and its councillors as the 'village councillors', etc.

109. References in legislation to a 'parish' should be taken to include a parish which has an alternative style, as is the case in relation to a parish which has the status of a town. The same applies in relation to references in legislation to a 'parish meeting', 'parish council', 'parish councillor', 'parish trustees', etc in connection with a parish which has an alternative style.

110. The Government recognises that in long established parishes, particularly in rural areas, local people may wish to retain the name of their parish and the existing style of their parish councils, - although others may prefer "village" or another style. Following a community governance review, in areas previously unparished where a new parish is being created, people living there may wish for the style of their parish council to reflect the local community in a different way and may prefer one of the alternative styles. This may well be the case for those living in urban areas. Local authorities will wish to take

[6] Section 75 Local Government Act 1972

account of these preferences in deciding the name of the parish and the chosen style.

111. Where the review relates to a new parish, it is for the principal council, in the first instance, to make recommendations as to the geographical name of the new parish, and as to whether or not it should have one of the alternative styles. So far as existing parishes under review by principal councils are concerned, the review must make recommendations as to whether the geographical name of the parish should be changed, but it may not make any recommendations for the parish about alternative style. It will be for the parish council or parish meeting to resolve whether the parish should have one of the alternative styles.

112. In relation to a group of parishes, provision about alternative styles for the group may be made by the principal council in a reorganisation order that forms that group, adds a parish to an existing group or de-groups a parish or group. A grouping containing a mixture of styles is not permitted under section 11A(4) of the Local Government Act 1972. Where an individual parish is removed from a group through a de-grouping order the parish must retain the style it had when it was part of the group until such time as the parish council or meeting resolves to adopt an alternative style. Provision about alternative styles in relation to groups will normally be made independently of a community governance review.

Grouping or degrouping parishes

113. Section 91 of the 2007 Act provides for a community governance review to recommend the grouping or degrouping of parishes by principal councils. As mentioned in chapter 3, (paragraph 87) unless they already exist as functioning parish councils smaller new parishes of less than 150 electors will be unable to establish their own parish council under the 2007 Act.

114. In some cases, it may be preferable to group together parishes so as to allow a common parish council to be formed. Degrouping may offer the reverse possibilities perhaps where local communities have expanded. Such proposals are worth considering and may avoid the need for substantive changes to parish boundaries, the creation of new parishes or the abolition of very small parishes where, despite their size, they still reflect community identity. Grouping or degrouping needs to be compatible with the retention of community interests. It would be inappropriate for it to be used to build artificially large units under single parish councils.

115. Section 91 also requires a review to consider the electoral arrangements

of a grouped parish council or of a parish council established after a parish is de-grouped. Each parish in a group must return at least one councillor.

116. When making a recommendation to group or de-group parishes, the principal council may make a request to the LGBCE to make a related alteration to the boundaries of district or London borough wards or county divisions. For example, if a principal council decided to add an additional parish to a group, because of their shared community identities, it may wish to recommend that all of the parishes in the group be included in the same district ward (see Chapter 6 for more details).

Abolishing parishes, and dissolving parish councils

117. While the Government expects to see a trend in the creation, rather than the abolition, of parishes, there are circumstances where the principal council may conclude that the provision of effective and convenient local government and/or the reflection of community identity and interests may be best met, for example, by the abolition of a number of small parishes and the creation of a larger parish covering the same area. If, following a review, a principal council believes that this would provide the most appropriate community governance arrangements, then it will wish to make this recommendation; the same procedures apply to any recommendation to abolish a parish and/or parish council as to other recommendations (see paragraphs 90 -97). Regulations[7] provide for the transfer of property, rights and liabilities of a parish council to the new successor parish council, or where none is proposed to the principal council itself.

118. Section 88 of the 2007 Act provides for a community governance review to recommend the alteration of the area of, or the abolition of, an existing parish as a result of a review. The area of abolished parishes does not have to be redistributed to other parishes, an area can become unparished. However, it is the Government's view that it would be undesirable to see existing parishes abolished with the area becoming unparished with no community governance arrangements in place.

119. The abolition of parishes should not be undertaken unless clearly justified. Any decision a principal council may make on whether to abolish a parish should not be taken lightly. Under the previous parish review legislation, the Local Government and Rating Act 1997 , the

[7] The Local Government (Parishes and Parish Councils) (England) Regulations 2008 No.625.

Secretary of State considered very carefully recommendations made by principal councils for the abolition of any parish (without replacement) given that to abolish parish areas removes a tier of local government. Between 1997 and 2008, the Government rarely received proposals to abolish parish councils, it received only four cases seeking abolition and of these only one was approved for abolition by the Secretary of State.

120. Exceptionally, there may be circumstances where abolition may be the most appropriate way forward. Under the 2007 Act provisions, the principal council would need to consider local opinion, including that of parish councillors and local electors. It would need to find evidence that the abolition of a parish council was justified, and that there was clear and sustained local support for such action. A factor taken into account by the Government in deciding abolition cases, was that local support for abolition needed to have been demonstrated over at least a period equivalent to two terms of office of the parish councillors (i.e. eight years), and that such support was sufficiently informed. This means a properly constituted parish council should have had an opportunity to exercise its functions so that local people can judge its ability to contribute to local quality of life.

121. Where a community governance review is considering abolishing a parish council we would expect the review to consider what arrangements will be in place to engage with the communities in those areas once the parish is abolished. These arrangements might be an alternative forum run by or for the local community, or perhaps a residents' association. It is doubtful however, that abolition of a parish and its council could ever be justified as the most appropriate action in response to a particular contentious issue in the area or decision of the parish council.

122. In future, principal councils will wish to consider the sort of principles identified above in arriving at their decisions on whether or not to abolish a parish council. In doing so, they will be aware that decisions about community governance arrangements, including decisions for the abolition of a parish council, may attract a challenge by way of judicial review.

123. The 2006 white paper underlined the Government's commitment to parish councils as an established and valued form of neighbourhood democracy with an important role to play in both rural, and increasingly urban, areas.

124. Section 10 of the Local Government Act 1972 makes provision for the dissolution of parish councils in parishes with very low populations,

but not for the de-parishing of the area. Recommendations for the dissolution of a parish council which is not in this position are undesirable, unless associated either with boundary changes which amalgamate parishes or divide a parish or with plans for a parish to be grouped with others under a common parish council (see paragraphs 112 to 115). Recommendations for changing a parish area (or part of a parish area) into an unparished area are also undesirable unless that area is amalgamated with an existing unparished urban area.

Rural areas

125. About 90% of the geographical area of England is covered by a parish, and this is mostly in rural or semi-rural areas. So, most populated rural areas already have a structure of local government that includes parishes and many of these have been in existence for hundreds of years. It is desirable that any changes do not upset historic traditions but do reflect changes that have happened over time, such as population shift or additional development, which may have led to a different community identity.

126. The focus of community feeling will differ from place to place and between different types of settlement. A scatter of hamlets may have a feeling of community within each hamlet, meriting a separate parish for each one, or amongst a number of hamlets, for which one parish covering all may be appropriate. Where a number of hamlets surround a village a parish could be based on the village and its environs, provided that the sense of individual identity is not lost.

127. In rural areas, the Government wants to encourage the involvement of local people in developing their community and having a part to play in shaping the decisions that affect them. A parish can be a useful and democratic means of achieving this.

London

128. The London Government Act 1963 abolished parishes existing at the time within London. When the boundaries for Greater London were established, they were adjusted to allow the surrounding shire counties to keep parishes that were in the fringe areas. Since then, London has been the only part of England not to have parishes or parish councils.

129. The Government's view is that Londoners should have the same rights as the rest of the country. The 2007 Act corrects this anomaly to allow London boroughs the possibility to exercise the same community governance powers as other principal councils including

being able to set up parishes and parish councils. Similarly, local electors in London boroughs are, as elsewhere in England, able to petition for a community governance review.

130. In London, there is the same possibility to choose a style for a parish perhaps to reflect better the local urban area like “community” or “neighbourhood”. Whilst some parts of London are populated by people who may be more transient or mobile than elsewhere, there are equally areas of the capital where there are stable populations who may wish to see the creation of a parish council for their local area.

Other urban areas

131. There are parts of rural or semi-rural England which are unparished, but the opportunities for establishing new parishes are increasingly to be found in urban and suburban areas. It is possible that identifying the community upon which a parish might be based may be more difficult to discern in some urban areas. A “community” perhaps already represented by a voluntary organisation or a community endeavour, such as a Neighbourhood Watch area or a residents’ association, may indicate a suitable area on which to base proposals for a new or altered parish, (see paragraphs 135 -145).

132. Much of the information described in Chapter 3 on the identities and interests of local communities is applicable to urban areas. There are parishes in parts of some large cities or unitary authorities, as well as a number of parishes in the metropolitan boroughs of the larger conurbations. Some of these parishes have been created under the Local Government and Rating Act 1997 Act, but in most metropolitan boroughs these are on the more sparsely populated peripheries (the originals having been transferred, as part of former rural districts, to the metropolitan counties in 1974).

133. The lower population limits and grouping mentioned above are more relevant to rural areas than to urban areas, although both are applicable in law. The general rule is that the parish is based on an area which reflects community identity and interest and which is viable as an administrative unit. In urban areas this may mean, for example, that a parish should be based on a housing estate rather than on the town within which the estate lies. The larger the town, the greater will be the scope for identification of distinct communities within it.

Charter trustee areas

134. Charter trustees were established following the local government reorganisations in the early 1970s and 1990s to preserve the historic identity of former boroughs or cities, most with relatively large populations. To this end, charter trustees have the power to carry out ceremonial functions. They were not intended to act as administrative units. Proposals to create a parish or parish council covering all or part of a charter trustee area need to be judged in particular against the following considerations:

a) the effect on the historic cohesiveness of the area

b) what are the other community interests in the area? Is there a demonstrable sense of community identity encompassing the charter trustee area? Are there smaller areas within it which have a demonstrable community identity and which would be viable as administrative units?

135. These issues need to be taken into account in those areas with certain cities or boroughs which will be affected by any consequent reorganisation from the structural and boundary changes in the 2007 Act.

Other (non-parish) forms of community governance

136. In conducting a community governance review, principal councils must consider other forms of community governance as alternatives or stages towards establishing parish councils. Section 93(5) of the 2007 Act states that *"In deciding what recommendations to make [in the community governance review] the principal council must take into account any other arrangements… that have already been made or that could be made for the purposes of community representation or community engagement in respect of the area under review*". The following paragraphs consider other types of viable community representation which may be more appropriate to some areas than parish councils, or may provide stages building towards the creation of a parish council. There is sometimes evidence locally of an existing community governance infrastructure and of good practice which are successfully creating opportunities for engagement, empowerment and co-ordination in local communities.

137. However, what sets parish councils apart from other kinds of governance is the fact they are a democratically elected tier of local government, independent of other council tiers and budgets, and possess specific powers. This is an important distinction to make. Parish councils are the foundation stones for other levels of local government in England. Their directly elected parish councillors

represent local communities in a way that other bodies, however worthy, cannot since such organisations do not have representatives directly elected to those bodies.

138. The 2006 white paper recommended that local communities should be able to take more responsibilities for local issues affecting their area. Key to this approach is community empowerment, and the ability of various existing organisations themselves to see through specific projects to tackle local issues. Structures such as local residents' associations, community or neighbourhood forums and area committees have an important role to play in local community governance.

139. At the neighbourhood level, there are various initiatives in existence, which through being representative and accountable can effectively empower local people. They have varying degrees of power and influence, and commensurate levels of transparency and accountability.

Area committees

140. Area committees are part of the structure of some principal councils (e.g. district, unitary and London borough), where they choose to have them. Area committees are a key initiative for enabling local government to fulfil community governance roles and also to deliver government policy on issues affecting social inclusion in local communities. Principal councils also provide resources for area committees, and their councillors are commonly integral to their constitution. Area committees can cover large areas and exist to advise or make decisions on specific responsibilities that can include parks, off-street parking, public toilets, street cleaning, abandoned vehicles and planning applications amongst others. Also, more widely, they contribute to shaping council services and improving local service provision.

Neighbourhood management

141. Neighbourhood management programmes are similarly set up by principal councils and may be led by one of a number of bodies. The expansion of neighbourhood management was promoted in the 2006 White Paper as a tool to enable local authorities to deliver more responsive services through their empowerment of citizens and communities. Their purpose is to create the opportunity for residents to work with local agencies, usually facilitated by a neighbourhood manager, to improve services at the neighbourhood level.

142. Neighbourhood management arrangements aim to improve ‘quality of life’ through implementation of (rather than advising or making decisions on) better management of local environment, increasing community safety, improving housing stock, working with young people, and encouraging employment opportunities, supported strategically by relevant stakeholders and Local Strategic Partnerships. They tend to cover smaller populations than area committees. The 2006 white paper recommends that take up of neighbourhood management should be encouraged and that Government should work with local authorities pioneering the approach, to raise the profile of achievements and promote adoption elsewhere.

Tenant management organisations

143. The 2006 white paper makes a series of proposals that facilitate the empowerment of residents through tenant management organisations (TMOs). Tenant management organisations are established by the local housing authority; they usually function on urban housing estates and can take responsibility for housing services (such as collecting rents and service charges and organising repairs and maintenance) from the local housing authority under the Housing (Right to Manage) (England) Regulations 2008. The 2006 white paper promoted the role of TMOs and recommended simplifying and extending their scope; enabling them to take on additional services and undertake further representation of residents within neighbourhoods. A TMO is an independent legal body and usually elects a tenant-led management committee to the organisation; they can also enter into a legal management agreement with landlords.

Area/community forums

144. Area or community forums (including civic forums) can be set up by the principal council, or created by local residents to act as a mechanism to give communities a say on principal council matters or local issues. Sometimes forums are set up to comment on a specific project or initiative that will impact upon the local area, and so may be time-limited. They increase participation and consultation, aiming to influence decision making, rather than having powers to implement services. They vary in size, purpose and impact, but membership usually consists of people working or living in a specific area. Some forums also include ward councillors, and representatives from the council and relevant stakeholders can attend meetings.

Residents' and tenants' associations

145. Residents' and tenants' associations enable local people to participate in local issues affecting their neighbourhood or housing estate, including the upkeep of the local environment, crime, sometimes dealing with anti-social behaviour matters, or on some estates, housing management. They can be set up by any group of people living in the same area and can choose who members will be; how they will be represented and what they want to achieve. In the case of tenants' and residents' associations on estates, they may be established with direct support from the principal council, as a mechanism for communicating with the tenants and residents on its estates. To engage effectively with other organisations, residents' and tenants' associations must be able to show that they are accountable and represent the views of the whole community, rather than narrow self interests of just a few local people.

Community associations

146. Community associations offer a particular and widespread democratic model for local residents and local community-based organisations in a defined neighbourhood to work together for the benefit of that neighbourhood. They can use a model constitution registered with the Charity Commission. The principal council may also be represented on the association's committee. They usually manage a community centre as a base for their activities. Membership is open to everyone resident in the area.

Section 5: Electoral arrangements

Introduction

147. The purpose of a review undertaken by a principal council, or a petition from the electorate, is likely primarily to concern the administrative boundaries of a new or existing parish. As discussed earlier (Chapter 2), this might be in the light of growth from within an existing parish or a locally identified need for a new form of community governance. However, in addition to these primary concerns, principal authorities will also need to consider the governance of new or altered parishes. The principal council must have regard to the need for community governance within the area under review to reflect the identities and interests of the community in that area, and to ensure that the governance is effective and convenient. Further information on electoral arrangements is available from the LGBCE's website www.LGBCE.org.uk

What are electoral arrangements?

148. Electoral arrangements in relation to an existing or proposed parish council are defined in the 2007 Act and are explained in detail below:

a) ordinary year of election – the year in which ordinary elections of parish councillors are to be held

b) council size – the number of councillors to be elected to the council, or (in the case of a common council) the number of councillors to be elected to the council by local electors in each parish

c) parish warding – whether the parish should be divided into wards for the purpose of electing councillors. This includes considering the number and boundaries of any such wards, the number of councillors to be elected for any such ward and the name of any such ward

Ordinary year of election

149. Ordinary parish elections are held once every four years with all councillors being elected at the same time. The standard parish electoral cycle is for elections in 2011, 2015 and every four years after 2015, but parish elections may be held in other years so that they can coincide with elections in associated district or London borough wards or county divisions and share costs. For example, all London borough ward elections take place in 2010, 2014 and so on. We would therefore expect parish elections in London to take place in these years.

150. New or revised parish electoral arrangements come into force at ordinary parish elections, rather than parish by-elections, so they usually have to wait until the next scheduled parish elections. They can come into force sooner only if the terms of office of sitting parish councillors are cut so that earlier parish elections may be held for terms of office which depend on whether the parish is to return to its normal year of election.

151. For example, a parish that had elections in 2007 could wait until its next scheduled elections in 2011 for new parish wards to come into force. Alternatively, the new parish wards could have come into force at elections in 2009 if the terms of office of the councillors elected in 2007 were cut to two years. If the elections in 2009 were for two-year terms of office then the parish council could return to its normal electoral cycle in 2011.

152. Alternatively, if new or revised parish electoral arrangements are to be implemented in the third year of sitting councillors' term of office, provision can be made to cut short the term of office of existing councillors to three years. Elections could then take place with all councillors serving a five-year term of office, enabling the parish to return to its normal year of election.

Council size

153. Council size is the term used to describe the number of councillors to be elected to the whole council. The 1972 Act, as amended, specifies that each parish council must have at least five councillors; there is no maximum number. There are no rules relating to the allocation of those councillors between parish wards but each parish ward, and each parish grouped under a common parish council, must have at least one parish councillor.

154. In practice, there is a wide variation of council size between parish councils. That variation appears to be influenced by population. Research by the Aston Business School Parish and Town Councils in England (HMSO, 1992), found that the typical parish council representing less than 500 people had between five and eight councillors; those between 501 and 2,500 had six to 12 councillors; and those between 2,501 and 10,000 had nine to 16 councillors. Most parish councils with a population of between 10,001 and 20,000 had between 13 and 27 councillors, while almost all councils representing a population of over 20,000 had between 13 and 31 councillors.

155. The LGBCE has no reason to believe that this pattern of council size to population has altered significantly since the research was

conducted. Although not an exact match, it broadly reflects the council size range set out in the National Association of Local Councils Circular 1126; the Circular suggested that the minimum number of councillors for any parish should be seven and the maximum 25.

156. In considering the issue of council size, the LGBCE is of the view that each area should be considered on its own merits, having regard to its population, geography and the pattern of communities. Nevertheless, having regard to the current powers of parish councils, it should consider the broad pattern of existing council sizes. This pattern appears to have stood the test of time and, in the absence of evidence to the contrary, to have provided for effective and convenient local government.

157. Principal councils should also bear in mind that the conduct of parish council business does not usually require a large body of councillors. In addition, historically many parish councils, particularly smaller ones, have found difficulty in attracting sufficient candidates to stand for election. This has led to uncontested elections and/or a need to co-opt members in order to fill vacancies. However, a parish council's budget and planned or actual level of service provision may also be important factors in reaching conclusions on council size.

Parish warding

158. Parish warding should be considered as part of a community governance review. Parish warding is the division of a parish into wards for the purpose of electing councillors. This includes the number and boundaries of any wards, the number of councillors to be elected for any ward and the names of wards.

159. In considering whether or not a parish should be divided into wards, the 2007 Act requires that consideration be given to whether:

a) the number, or distribution of the local government electors for the parish would make a single election of councillors impracticable or inconvenient; and

b) it is desirable that any area or areas of the parish should be separately represented

160. Accordingly, principal councils should consider not only the size of the electorate in the area but also the distribution of communities within it. The warding of parishes in largely rural areas that are based predominantly on a single centrally-located village may not be justified. Conversely, warding may be appropriate where the parish

encompasses a number of villages with separate identities, a village with a large rural hinterland or where, on the edges of towns, there has been some urban overspill into the parish. However, each case should be considered on its merits, and on the basis of the information and evidence provided during the course of the review.

161. There is likely to be a stronger case for the warding of urban parishes, unless they have particularly low electorates or are based on a particular locality. In urban areas community identity tends to focus on a locality, whether this be a housing estate, a shopping centre or community facilities. Each locality is likely to have its own sense of identity. Again, principal councils should consider each case on its merits having regard to information and evidence generated during the review. (See also under Chapter 3, paragraphs 54 to 60).

The number and boundaries of parish wards

162. In reaching conclusions on the boundaries between parish wards the principal council should take account of community identity and interests in the area, and consider whether any particular ties or linkages might be broken by the drawing of particular ward boundaries. Principal councils should seek views on such matters during the course of a review. They will, however, be mindful that proposals which are intended to reflect community identity and local linkages should be justified in terms of sound and demonstrable evidence of those identities and linkages.

163. The principal council should also consider the desirability of parish warding in circumstances where the parish is divided by district or London borough ward and/or county division boundaries. It should be mindful of the provisions of Schedule 2 (electoral change in England: considerations on review) to the Local Democracy, Economic Development and Construction Act 2009 in relation to reviews of district or London borough and county council electoral arrangements. These provide that when the LGBCE is making changes to principal council electoral arrangements, no unwarded parish should be divided by a district or London borough ward or county division boundary, and that no parish ward should be split by such a boundary. While these provisions do not apply to reviews of parish electoral arrangements, the LGBCE believes that, in the interests of effective and convenient local government, they are relevant considerations for principal councils to take into account when undertaking community governance reviews. For example, if a principal council chooses to establish a new parish in an area which is covered by two or more district or London borough wards or county division boundaries it may also wish to consider the merit of putting

parish warding in place to reflect that ward and/or division.

164. When considering parish ward boundaries principal councils should ensure they consider the desirability of fixing boundaries which are, and will remain, easily identifiable, as well as taking into account any local ties which will be broken by the fixing of any particular boundaries.

The number of councillors to be elected for parish wards

165. If a principal council decides that a parish should be warded, it should give consideration to the levels of representation between each ward. That is to say, the number of councillors to be elected from each ward and the number of electors they represent.

166. It is an important democratic principle that each person's vote should be of equal weight so far as possible, having regard to other legitimate competing factors, when it comes to the election of councillors. There is no provision in legislation that each parish councillor should represent, as nearly as may be, the same number of electors. However, the LGBCE believes it is not in the interests of effective and convenient local government, either for voters or councillors, to have significant differences in levels of representation between different parish wards. Such variations could make it difficult, in workload terms, for councillors to adequately represent the interests of residents. There is also a risk that where one or more wards of a parish are over-represented by councillors, the residents of those wards (and their councillors) could be perceived as having more influence than others on the council.

167. The LGBCE offers no specific guidelines for what might constitute significant differences in levels of representation; each case will need to be considered on its merits. Principal councils should be mindful that, for the most part, parish wards are likely to be significantly smaller than district or London borough wards. As a consequence, imbalances expressed in percentage terms may be misleading, disguising the fact that high variations between the number of electors per councillor could be caused by only a few dozen electors.

168. Where a community governance review recommends that two or more parishes should be grouped under a common parish council, then the principal council must take into account the same considerations when considering the number of councillors to be elected by each parish within the group.

Names of parish wards

169. In considering the names of parish wards, the principal council should give some thought to existing local or historic places so that, where appropriate, these are reflected and there should be a presumption in favour of ward names proposed by local interested parties.

Electorate forecasts

170. When considering the electoral arrangements for a parish, whether it is warded or not, the principal council must also consider any change in the number or distribution of the electors which is likely to occur in the period of five years beginning with the day when the review starts. The most recent electoral register should be used to gain an accurate figure for the existing electorate. Planning assumptions and likely growth within the area, based on planning permissions granted, local plans or, where they are in place, local development frameworks should be used to project an accurate five year electorate forecast. This ensures that the review does not simply reflect a single moment but takes account of expected population movements in the short- to medium-term.

171. Electorate forecasts should be made available to all interested parties as early as possible in the review process, ideally before the formal commencement of the review so that they are available to all who may wish to make representations.

Consent/protected electoral arrangements

172. If, as part of a community governance review, a principal council wishes to alter the electoral arrangements for a parish whose existing electoral arrangements were put in place within the previous five years by an order made either by the Secretary of State, the Electoral Commission, or the LGBCE, the consent of the LGBCE is required. This includes proposals to change the names of parish wards.

173. The principal council must write to the LGBCE detailing its proposal and requesting consent. The LGBCE will consider the request and will seek to ensure that the proposals do not conflict with the original recommendations of the electoral review, and that they are fair and reasonable.

174. Where a request for consent is made to the LGBCE, it will expect to receive evidence that the principal council has consulted with electors in the relevant parish(es) as part of the community governance review and will wish to receive details of the outcome of that review.

175. For changes to the number or boundaries of parish wards, the

principal council will also need to provide the LGBCE with an existing and five-year forecast of electors in the parish(es) affected. Five-year forecasts should be accurate from the day that the review began. Both existing and forecast figures should be provided for the existing parish (and parish wards where relevant) and the proposed parish (and parish wards where relevant).

176. If the LGBCE consents to the changes it will inform the principal council which can then implement the proposed changes by local order. No LGBCE order is required. Conversely, if the LGBCE declines to give consent, no local order may be made by the local authority until the five-year period has expired.

Section 6: Consequential recommendations for related alterations to the boundaries of principal council's wards and/or divisions

177. As part of a community governance review, principal councils may wish to consider whether to request the LGBCE to make changes to the boundaries of district or London borough wards or county divisions to reflect the changes made at parish level.

178. There are three instances when a principal council may wish to consider related alterations to the boundaries of wards or divisions following:

- the creation, alteration or abolition of a parish
- the establishment of new or altered parish ward boundaries
- a grouping or de-grouping of parishes

179. In the interests of maintaining coterminosity between the boundaries of principal authority electoral areas and the boundaries of parishes and parish wards, principal councils may wish to consider as part of a community governance review whether to make consequential recommendations to the LGBCE for related alterations to the boundaries of any affected district or London borough wards and/or county divisions. The Commission may agree to make related alterations to ensure coterminosity between the new parish boundary and the related ward and/or division boundary. If so, the Commission will make an order to implement the related alterations. The Commission will not normally look to move ward or division boundaries onto new parish ward boundaries. However, it will consider each proposal on its merits.

180. In addition, when making a recommendation to group or de-group parishes, (see paragraph 108 to 111 for more details) the principal council may make a request to the LGBCE to make a related alteration of district or London borough ward or county division boundaries. For example, if a principal council decided to add an additional parish to a group it may wish to recommend that all of the parishes be included in the same district or London borough ward and/or county division. Recommendations for related alterations should be directly consequential upon changes made as part of a community governance review.

181. It will be for the LGBCE to decide, following the receipt of proposals, if

a related alteration should be made and when it should be implemented. Only the LGBCE can make an order implementing any alterations to the district or London borough ward or county division boundary. No order will be made to implement related alterations until the order changing the boundary of the relevant parish(es) or parish ward(s), or the order grouping or de-grouping parishes, has been made. Rather than make related alterations that would create detached wards or divisions or that would have a disproportionate impact on ward or division electoral equality, the LGBCE may decide to programme an electoral review of the principal council area.

182. If, in liaison with the district or London borough council and/or the county council, the LGBCE decides to make related alterations to ward and/or division boundaries at a different time, it will consider whether there would be any adverse effects for local people in the holding of elections while the boundaries are not coterminous. However, changes to wards and divisions come into force at district or London borough and county ordinary elections in the electoral areas on either side of the electoral boundary change, so a period of non-coterminosity until the scheduled parish, district or London borough and county elections have taken place may be preferable to unscheduled elections. Unscheduled elections will be necessary to bring into force changes between adjacent parishes or wards whose scheduled elections never normally coincide.

183. In two-tier areas, district councils are advised to seek the views of the county council in relation to related alterations to division boundaries.

184. A principal council may decide that it does not wish to propose related alterations to ward or division boundaries. Where this results in boundaries no longer being coterminous, principal councils will need to be satisfied that the identities and interests of local communities are still reflected and that effective and convenient local government will be secured. Principal councils will also wish to consider the practical consequences, for example for polling district reviews, of having electors voting in parish council elections with one community but with a different community for district or London borough and/or county elections.

185. Where proposals for related alterations are submitted to the LGBCE, it will expect to receive evidence that the principal council has consulted on them as part of a community governance review and the details of the outcome of that review. Principal councils may wish to undertake this consultation at the same time as they consult on proposals to alter the boundaries of parishes or establish new parishes. They must complete the community governance review,

including making any consequential recommendations to the LGBCE for related alterations, within a period of one year. Sufficient time should be given to the LGBCE to consider the proposals in advance of the election year in which the principal council proposes they be implemented.

186. The principal council will need to take into account the number of registered electors in any district or London borough ward or county division affected when the review starts, and a forecast of the number of electors expected to be in the areas within five years, and provide this information to the LGBCE. This information should be used to establish a total electorate figure for each district or London borough ward and/or county division affected by the recommendations, both for the current electorate and for expected electorate five years after the start of the review. These totals should also be provided to the LGBCE.

187. When submitting proposals to the LGBCE the principal council should illustrate the proposed changes on maps of a suitable scale, using different coloured lines and suitable keys to illustrate the required changes.

188. If the LGBCE decides not to implement the proposed related alterations, then the existing ward and/or division boundaries will remain in force. The LGBCE has no power to modify any recommendations submitted to it; it may only implement or reject the recommendations.

189. In most cases, related alterations to district or London borough ward and/or county division boundaries tend to be fairly minor in nature and simply tie the ward and/or division boundary to the affected parish boundary. However, if an authority has altered several parish and/or parish ward boundaries and proposes several related alterations to district or London borough ward and/or county division boundaries, the cumulative effect of these could affect electoral equality at district or London borough and/or county level. This could be particularly acute if a number of parishes were transferred between district or London borough wards or county divisions to reflect grouped parishes. In such circumstances, the LGBCE will wish to consider conducting an electoral review of the principal council area or an electoral review of a specified area within it. The timing of such reviews would be dependent on the LGBCE's review programme commitments.

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ISBN: 978 1 4098 2421 3

Harborough District Council

Report to Council
Meeting of 26th February 2024

Title:	**Review of Polling Districts & Places 2023/2024**
Status:	Public
Key Decision:	N/A
Report Author:	Electoral Services Manager Sheena Mortimer
Portfolio Holder:	Corporate Portfolio Holder – Councillor Paul Beadle
Appendices:	Appendix A Guidance on Review of polling districts, polling places and polling stations Appendix B Polling station review comments correspondence received 2023-2024 Appendix C Returning Officer Recommendations 2024

Executive Summary

The Electoral Administration Act 2006 as amended introduced a duty on all local authorities in Great Britain to review their polling districts and polling places at least once every five years. Under section 18C of the Representation of the People Act 1983, the next compulsory review must be undertaken within a 16-month window by 31st January 2025. More information regarding polling station reviews can be found in Appendix A.

In addition, the Boundary Commission for England has undertaken a review of parliamentary constituency boundaries, and orders for the new parliamentary constituency boundaries were made in November 2023. These new boundaries will be used for the next general election.

Recommendations

To recommend changes to a number of existing polling place arrangements to ensure that the facilities for voting are reasonable for all electors and are accessible to all voters including those with disabilities.

That Council approves the Returning Officer's recommendations –

- St Cuthberts Community Hall Great Glen is designated as the polling station for Glen Ward
- MH Church of St Nicholas extension is ratified as a designated polling station for Little Bowden Ward
- MH Congregational Hall is designated the polling station for voters within the airfield farm area of Lubenham Ward until a suitable building is available within the area
- Community Hub in Scraptoft is designated as a polling station for the Thurnby & Houghton Ward
- Tur Langton Village hall is ratified as a designated polling station for the Kibworths Ward

More detailed information regarding the recommendations can be found in Appendix C

Reasons for Recommendations
That the Council complies with the legislation to carry out a review of polling districts and places and ensure that polling places within the area are convenient and accessible to all users.

1. Purpose of Report

To recommend changes to a number of existing polling place arrangements to ensure facilities used for voting are reasonable and accessible for all electors.

2. Background

The Electoral Administration Act 2006 places a statutory duty on councils to review their polling stations once every five years. We are now in the process of completing this review which will be in place for any future General Election. Polling places should be facilities which are accessible to voters and be situated within the relevant polling district. Further information, regarding polling districts and places can be found in Appendix A.

3. Details

As part of the review of polling districts and places a two-part consultation exercise was carried out from November 2023 to February 2024 regarding the existing arrangements. Information regarding the polling station review and the existing polling places were placed on the Council's website for public consultation, relevant persons and bodies were notified of the review and where the information could be found regarding the review. The responses received in relation to this consultation can be found in Appendix B.

Consideration was given to comments and proposals received from the consultation exercise, and information gained from polling station staff at the district elections in May 2023 in order that the Returning Officer could ensure that the polling places within the district were both practical and accessible to as many voters as possible. The following recommendations from this review are –

- St Cuthberts Community Hall Great Glen is designated as the polling station for Glen Ward
- MH Church of St Nicholas extension is ratified as a designated polling station for Little Bowden Ward
- MH Congregational Hall is designated the polling station for voters within the airfield farm area of Lubenham Ward until a suitable building is available within the area
- Community Hub in Scraptoft is designated as a polling station for the Thurnby & Houghton Ward
- Tur Langton Village hall is ratified as a designated polling station for the Kibworths Ward

Further details of these recommendations can be found in Appendix C.

4. Implications of Decisions

All polling stations should be in building that are both accessible and convenient to all electors including those with disabilities who choose to vote in person. It is the duty of the Council to continually review these facilities, in order that voters are not discouraged or prevented from voting and can also increase participation in the democratic process. The recommendations to Council to approve the above changes will assist in ensuring that we meet our duty in using the most suitable facilities for this purpose.

4.1 Corporate Priorities

Community leadership to create a sense of pride and belonging.

4.2 Financial

The review of polling districts and places has been undertaken within existing resources. The cost for the use of polling stations within the district is met through the Department of Levelling Up Housing and Communities for all national elections, by Leicestershire County Council for County elections, by the relevant parish for Parish elections. The Council pay the cost for polling stations at District Ward elections only, which is financed through annual contributions to an earmarked reserve.

4.3 Legal

The Electoral Administration Act 2006 places a requirement for Councils to undertake a periodic full review of all polling districts and places throughout their area.

To ensure that the Council fulfil its duty under section 18C of the Representation of the People Act 1983 as amended, the next compulsory review must be undertaken within a 16-month window by 31st January 2025.

4.4 Policy

No direct policy implications.

4.5 Environmental Implications including contributions to achieving a net zero carbon Council by 2030

No impact on the Council's commitment.

4.6 Risk Management

Potential risk of disenfranchisement of voters if Council does not act on the recommendations within the report.

4.7 Equalities Impact

The Equality Act 2010 places a duty on Local Authorities to promote equal opportunities. These considerations sit alongside the statutory obligations set out in the Electoral Administration Act in relation to improving the engagement in the electoral process by ensuring polling stations are accessible to all.

Council has a duty to ensure adequate facilities are provided with consideration given to the provision of the Disability Discrimination Act 1995. Failure to do so may result in electors being disenfranchised.

4.8 Data Protection

The report contains no private information.

5. Summary of Consultation and Outcome

The consultation exercise carried out from November 2023 to February 2024 aimed to gauge views on the existing arrangements in place. Information regarding the review were available on the consultation area of the Council's website, newsletters as well as sent directly to specific groups. Consideration was given to the comments and proposals received in order that the Returning Officer could ensure the most practical and accessible arrangements were in place for voters. Several changes to polling places are recommended as well as ratification of temporary arrangements. Further details of the recommendations can be found in Appendix C of this report. The following recommendations that Council are asked to approve are –

- St Cuthberts Community Hall Great Glen is designated as the polling station for Glen Ward
- MH Church of St Nicholas extension is ratified as a designated polling station for Little Bowden Ward

- MH Congregational Hall is designated the polling station for voters within the airfield farm area of Lubenham Ward until a suitable building is available within the area
- Community Hub in Scraptoft is designated as a polling station for the Thurnby & Houghton Ward
- Tur Langton Village hall is ratified as a designated polling station for the Kibworths Ward

6. Alternative Options Considered

The alternative would be to continue with the arrangements in place at this time which may lead to issues with access for voters.

7. Background papers

- Guidance on Review of polling districts, polling places and polling stations
- Polling station review comments correspondence received 2023-2024
- Returning Officer Recommendations 2024

Reviews of polling districts, polling places and polling stations

Local authorities are required to review their polling districts and polling places for UK parliamentary constituencies at least once every five years. In addition to compulsory reviews, local authorities may also conduct additional reviews at other points, depending on local circumstances. Additional local reviews do not affect the timetable for compulsory reviews.

This guidance provides a staged approach to conducting a review of polling districts, polling places and polling stations according to the relevant legislative requirements. It has been informed by feedback from local authorities on their experiences of carrying out their previous reviews.

It includes specific guidance for managing the next compulsory review period which starts in October 2023.

It also incorporates learning from the Commission's experience of administering the appeals process.

We have produced a polling place review project plan checklist and a guide to assessing polling place suitability to assist you with the delivery of a review, both in terms of carrying out the compulsory review, as well as any interim locally determined reviews.

The roles and responsibilities of those involved in a polling place review

The local authority

The statutory responsibility for reviewing UK Parliamentary polling districts and places rests with each relevant local authority in Great Britain for so much of any constituency as is situated in its area. A relevant local authority is, in:

- England, the council of a district or London borough
- Scotland, a local authority
- Wales, the council of a county or county borough

Depending on the structure of the local authority, it may not be the full council which makes the decisions on any changes to polling districts or polling places. Some local authorities may have delegated that function, in which case the decision on polling districts and polling places becomes the responsibility of a committee or sub-committee. This will be set out in the council's constitution.

The Electoral Registration Officer (ERO)

Where a local authority makes any alterations to the polling districts within its area, the ERO must amend the register of electors accordingly – either on a notice of alteration or by publishing a revised register.

The changes to the register take effect on the date that the ERO publishes a separate notice stating that the alterations have been made, which should be done to coincide with the publication of a notice of alteration/publication of a revised register.

The (Acting) Returning Officer

The (Acting) Returning Officer ((A)RO) must comment during any review of UK Parliamentary polling districts and polling places on both existing polling stations and the polling stations that would likely be used if any new proposal for polling places were accepted.

The election rules require the (A)RO to decide how many polling stations are required for each polling place and they must allocate electors to the polling stations in such manner as they think most convenient.

The Electoral Commission

While legislation provides no role for the Commission in the review process, it does provide for a role after the conclusion of the review.

Once the local authority has published the results of its review, specified interested parties may make representations to the Commission to reconsider any polling districts and polling places. We may direct the authority to make any alterations to the polling places that we think necessary and, if the alterations are not made within two months, we may make the alterations ourselves.

Last updated: 12 July 2023

Terms used in a polling place review

Term	Definition
UK Parliamentary constituencies	The Parliamentary Constituencies Act 1986 states: 'There shall for the purpose of parliamentary elections be the county and borough constituencies (or in Scotland the county and burgh constituencies), each returning a single member, which are described in Orders in Council made under this Act. […] In this Act and, except where the context otherwise requires, in any Act passed after the Representation of the People Act 1948, "constituency" means an area having separate representation in the House of Commons. [1] '

Term	Definition
	UK Parliamentary constituency boundaries cannot be changed by the review.
Polling district	A polling district is a geographical area created by the sub-division of a UK Parliamentary constituency for the purposes of a UK Parliamentary election. In England, each parish is to be a separate polling district and, in Wales, each community should be a separate polling district unless there are special circumstances. This means that a parish or community must not be in a polling district which has a part of either a different parish or community within it, or any un-parished part of the local authority area within it, unless special circumstances apply. Those special circumstances could arise if, for example, the parish/community has only a small number of electors and it is not practicable for the parish to be its own polling district. In Scotland, each electoral ward must be divided into two or more polling districts unless there are special circumstances. Given the size of wards in Scotland, it is difficult to envisage what those special circumstances might be in practice. When a parish or community is not a separate polling district or a Scottish electoral ward is not split into two or more polling districts, the special circumstances and the recommendation resulting from these should be clearly set in the review document for the council or relevant committee to consider.
Polling place	A polling place is the building or area in which polling stations will be selected by the (A)RO. A polling place within a polling district must be designated so that polling stations are within easy reach of all electors from across the polling district. We are aware that some authorities designate the entire polling district as the polling place. However the legislation states that 'the polling place must be small

Term	Definition
	enough to indicate to electors in different parts of the district how they will be able to reach the polling station'. [2] We therefore consider that polling places should always be defined more specifically than simply the polling district - for example, by designating the name of the polling place (normally a particular building or area and its environs).
Polling station	A polling station is the room or area within the polling place where voting takes place. Unlike polling districts and polling places which are fixed by the local authority, polling stations are chosen by the relevant RO for the election.

1. Section1 The Parliamentary Constituencies Act 1986
2. Section 18B(4)(e) The Representation of the People Act 1983

Last updated: 12 July 2023

Scope of compulsory polling place reviews

Polling districts and polling places for other elections are not automatically part of the compulsory review.

However, as polling districts and polling places for other elections are based on UK Parliamentary polling arrangements, the requirements of any other elections that are held within the local authority area should be taken into consideration as part of the review. This means that although it is the (A)RO who is the primary RO for the purposes of the review and has a statutory role to participate in it, all ROs within the constituency (if they are not also the (A)RO) should be involved in the review process.

Last updated: 12 July 2023

The legislative requirements of a polling place review

Local authorities must comply with the following legislative requirements regarding the designation of polling districts and polling places [1] :

- each parish in England and community in Wales is to be a separate polling district, unless special circumstances apply
- in Scotland, each electoral ward must be divided into two or more separate polling districts, unless special circumstances apply
- the council must designate a polling place for each polling district, unless the size or other circumstances of a polling district are such that the situation of the polling stations does not materially affect the convenience of the electors
- the polling place must be an area in the district, unless special circumstances make it desirable to designate an area wholly or partly outside the district (for example, if no accessible polling place can be identified in the district)
- the polling place must be small enough to indicate to electors in different parts of the district how they will be able to reach the polling station

Local authorities must also comply with accessibility requirements, which you can find in our guidance on the accessibility requirements of a polling place review.

1. The Representation of the People Act s18A

Last updated: 12 July 2023

The accessibility requirements of a polling place review

Every person should be able to vote without facing barriers. By identifying and understanding the physical, psychological and information barriers disabled people may face when voting, ROs will be better able to make appropriate arrangements to help support them.

You can find more information in our guidance:
Understanding the barriers to voting for disabled people.

As part of the compulsory review, local authorities must consider the accessibility of potential polling stations when considering designating or reviewing a polling place. In doing so they must

seek to ensure that:

- all electors in a constituency in the local authority area have such reasonable facilities for voting as are practicable in the circumstances
- so far as is reasonable and practicable every polling place for which it is responsible is accessible to electors who are disabled

Engaging with accessibility experts

As part of the review the local authority must seek representations from those who have a particular expertise in relation to access to premises or facilities for persons who have different forms of disability, as well as engaging any disability access groups and/or disability officer.

Your duty to consider the accessibility issues

Local authorities have a duty to review the accessibility of all polling places to disabled voters and ensure that every polling place, and prospective polling place, for which it is responsible is accessible to disabled voters 'so far as is reasonable and practicable'.

According to the Equalities and Human Rights Commission the duty to make reasonable adjustments comprises three requirements.

For service providers and those exercising public functions, these requirements are:

- Where a provision, criterion or practice puts disabled people at a substantial disadvantage compared with those who are not disabled, to take reasonable steps to avoid that disadvantage.
- Where a physical feature puts disabled people at a substantial disadvantage compared with people who are not disabled to avoid that disadvantage or adopt a reasonable alternative method of providing the service or exercising the function.
- Where not providing an auxiliary aid, for example a ramp for wheelchair user [1] , puts disabled people at a substantial disadvantage compared with people who are not disabled, to provide that auxiliary aid.

Access to the polling station is still a barrier to some disabled people who want to cast their vote in person. Some of the main physical access issues which should be considered as part of a review are:

- polling places and stations with steps into the entrance, or otherwise inaccessible
- narrow doorways and corridors
- lack of space within the polling place that did not enable motorised wheelchair manoeuvrability
- lack of space and secrecy for the elector and their companion to discuss the elector's choice of vote
- lack of low level polling booths or booths/tables that didn't provide disabled voters with confidence that they could cast their vote in secrecy as they were positioned close to the polling station staff
- a lack of chairs to enable people to rest
- a lack of a clear display of guidance or aids (such as tactile voting devices) to enable people to feel confident about the process
- inadequate lighting

The Elections Act 2022 provides a duty for ROs to provide each polling station with such equipment as it is reasonable to provide for the purposes of enabling, or making it easier for, relevant persons to vote independently and in secret [2] . The review should therefore include consideration of whether the building can accommodate the equipment you will provide to support disabled voters.

We have produced an accessibility checklist that can be used to assess the suitability of each polling place and polling station which covers these, as well as other issues.

1. In the context of a polling station, an auxiliary aid could, for example, be a ramp for wheelchair users.
2. Rule 29(3A)(b) Schedule 1 The Representation of the People Act 1983 (as amended by s.9 Elections Act 2022).

Last updated: 12 July 2023

Timing and length of compulsory polling place review

The timing of compulsory reviews of UK Parliamentary polling districts and polling places is set by legislation. [1] Compulsory reviews must be started and completed within the period of 16 months that starts on 1 October of every fifth year after 1 October 2013.

Schedule of forthcoming compulsory reviews:

Start On	Complete By
1 October 2023	31 January 2025

Start On	Complete By
1 October 2028	31 January 2030
1 October 2033	31 January 2035

A review is all the steps set out in Schedule A1 to the Representation of the People Act 1983 (RPA 1983). The review process, from the publication of the notice of the review until the publication of the documents at the end, must take place within the specified period.

How long should the review process be?

The length of the review process is not prescribed, provided all the steps required by the legislation can be undertaken within it. However, the time allowed for consultation should be sufficient to enable interested persons and groups to read and understand the proposals, gather comments and respond with any alternative arrangements that they may wish to submit. The local authority may wish to have regard to any council guidelines on public consultation when carrying out the review.

1. Section 17 Electoral Registration and Administration Act 2013 (ERA 2013) amended the Representation of the People Act 1983 (RPA 1983) s.18C

Last updated: 12 July 2023

Considerations for the 2023 - 2025 compulsory review period

The next compulsory review period is the 16 months between 1 October 2023 and 31 January 2025.

This will be a demanding period due to a high level of competing priorities that will need to be delivered alongside the compulsory review process. You will need to decide when to conduct your review based on an assessment of several factors, including:

- your overarching 'business as usual' workplan
- the impact of new UK Parliamentary constituency boundaries, which are expected to come into effect at the next UK Parliamentary general election
- the delivery of the next UK Parliamentary general election which must take place before 28 January 2025, and which could be called at relatively short notice following the repeal of the Fixed Term Parliament Act. (A)ROs will need to ensure that the UK Parliamentary election is conducted on the new boundaries and that the polling districts and polling places reflect these revised boundaries.
- the implementation of the significant legislative changes which form part of the next phase of the Election Act 2022 provisions.

You will need to ensure that you have the time and resources to carry out the review alongside your day-to-day delivery of electoral services. Our second key considerations document provides more information on the scale and timing of the legislative changes to be delivered, and the implications for your workplan:

Given the volume of anticipated changes and the impact of boundary changes for UK Parliamentary constituencies, we would advise that you undertake and complete the review as early in the compulsory period as possible.

The recommendations for changes to the UK Parliamentary constituency boundaries have been published by the Boundary Commissions for England, Scotland, Wales and Northern Ireland. It is expected that they will made by the end of October, with UK Parliamentary general elections held after this date to be run on the new boundaries.

Conducting your review early in the compulsory period will ensure that you will be able to deliver the next UK Parliamentary general election on the correct boundaries, if it is called at short notice. More information can be found in our guidance
Impact of new boundaries on the compulsory review process. As usual, the Commission will provide guidance and support to manage the impact of a UK Parliamentary general election called at short notice on the management of other electoral services activity, depending on when it is called (for example, during the annual canvass or in the run up to scheduled polls).

Although the new UK Parliamentary constituency boundaries will come into effect at the next UK Parliamentary general election, if a UK Parliamentary by-election is held before this date, this will still use the existing boundaries. Returning Officers will therefore need to make plans to run elections on both sets of Parliamentary constituency boundaries.

If you plan to change your polling district arrangements to support the new UK Parliamentary constituency boundaries, you will need to ensure that the electoral register reflects these new arrangements. As such, you may be required to publish your register twice: on 1 December following the conclusion of the annual canvass (unless you delay publication due to a by-election), and again, following the review, if it is not completed by 1 December.

When considering the implications of the timing for publishing the revised register following the review, you will need to consider:

- how you will ensure that candidates and agents have the information they need to support their participation in the run up to scheduled elections, particularly if this is carried out before the May 2024 elections. For example to ensure that they have the correct electoral register data to support their campaigns.
- any impact on poll card production, to ensure that you can supply data to your printers in time to meet your usual poll card deadlines.

If you plan to publish your revised register post compulsory review after 1 December, following the annual canvass, you will also need to give notice of your intention to republish. More information about the steps you will need to take is set out in our guidance for EROs in England, Scotland and Wales.

Preparing for the review

Whilst you cannot formally begin your review until the start of the next compulsory review period, there are steps you can take in advance to support this work:

- familiarise yourself with the proposed changes to the UK Parliamentary constituencies in your area
- contact ROs in neighbouring authorities, if new cross boundary arrangements will be created under the proposed changes
- contact your EMS suppliers about structuring the register to reflect planned boundary changes
- contact your print supplier to understand the deadlines for providing data to them in advance of any scheduled elections in May 2024
- liaise with other teams in your authority who may be able to support the review process
- early communication with interested groups in preparation for the review to make them aware of your plans and when and how the formal consultation stage will take place and how they can get involved
- prepare data in anticipation of the start of the compulsory review period in October

Last updated: 12 July 2023

Impact of new boundaries on the compulsory review process

Polling district reviews are undertaken in respect of, and polling places are allocated based on, UK Parliamentary constituencies. Planned boundary changes to existing constituencies will impact on your planning for the review.

Polling districts will form the building blocks of your review and the identification of the current polling district structure for the existing UK Parliamentary boundaries will be a useful basis for the review.

When planning and carrying out the compulsory review, local authorities will need to be mindful of what impact the new boundaries being laid will have on their polling districts, and how the scale of any required changes may impact on the timing of the review.

To support the review, local authorities should think about:

- identifying where polling districts affected by the new boundaries may need to be altered
- identifying potential polling places where polling districts may change, and carrying out an initial assessment on suitable buildings within the area
- identifying the polling districts where a change of polling place is likely to be required
- identifying where polling districts are not affected by the new boundaries (in whole or in part)

This information will give you an idea of the scope of any changes needed when the new boundaries come into force. Polling districts and places that do not have enforced changes as a result of boundary changes will still be subject to the full review process.

Further guidance relating to local government boundary changes coming into effect in the same period is set out in Local government boundary changes.

Last updated: 12 July 2023

Local government boundary changes

In addition to the forthcoming UK Parliamentary constituency boundary changes, you may also have local government boundary changes coming into force. As a result, if significant changes are proposed for your area, the time and resources required to conduct the review may increase.

If your local authority has their local electoral boundaries reviewed during the statutory review period, you will need to consider how the electoral boundary review will fit with the polling districts/polling places review and whether it would be possible and desirable to align the two reviews. Although it is not required, EROs may find it beneficial to combine them.

You should think about any changes to your local government boundaries that are likely to impact on your polling districts and incorporate those changes into your review planning. For example, if the new UK Parliamentary constituency boundaries were based on your old ward boundaries, you may need to create additional polling districts to support the new boundaries.

An example is set out below, which illustrates how amendments can be made to polling districts to reflect ward boundary changes, and to enable you to produce registers on both the new and the old structures.

Example

Anytown District Council has undergone a local government boundary review which has changed the pattern of wards. The existing wards are split between two Parliamentary constituencies ‘Anytown’ and ‘Newtown’. The parliamentary boundaries for these constituencies have not changed.

The existing ‘Central’ ward, currently made up of two polling districts ‘North Midway’ and ‘South Midway’, is to be abolished and absorbed into the ‘Bunhill’ and ‘Ansell’ wards. The new ward boundary will cut across the ‘North Midway’ polling district with half becoming part of the ‘Bunhill’ ward, and half part of the ‘Ansell’ ward. As such, the ‘North Midway’ polling district needs to be split into two polling districts, such as North Midway A and B, with ‘A’ to become part of the ‘Bunhill’ ward and ‘B’ to become part of the ‘Ansell’ ward.

In this example, the new polling district North Midway B, created to reflect the new ward boundaries, will need to be allocated to the correct Parliamentary constituency.

Current Structure

Parliamentary Constituency	Ward	Polling District
Anytown	Bunhill	A - Upper Bunhill B - Lower Bunhill
Newtown	Central	C - North Midway D - South Midway
Newtown	Ansell	E - Ansell East F - Ansell West

New Stucture

Parliamentary Constituency	Ward	Polling District
Anytown	Bunhill	A - Upper Bunhill B- Lower Bunhill
Newtown	Bunhill	C1 - North Midway A

Parliamentary Constituency	Ward	Polling District
Newtown	Ansell	C2 - North Midway B
		D - South Midway
		E - Ansell East
		F - Ansell West

Last updated: 12 July 2023

Planning a compulsory polling place review

Local authorities will need to decide when they are going to conduct the compulsory review within the timescales provided by the legislation.

Even though a compulsory review cannot start before the statutory review period, local authorities can start planning for the review before then and should also carry out a preliminary polling place review.

There are some preparatory steps, detailed below, which can be taken outside the formal legal requirements of the review.

For example, local authorities may start compiling statistics and information which may assist them during the review. These may include:

- Electorate figures, broken down to street level within wards and existing polling districts
- Any local authority or national statistics that estimate population change within the area
- In England and Wales, a report from the authority's planning section detailing any proposed areas of new development and the approximate number of dwellings and expected population numbers for those areas
- In Scotland, this information can be obtained from the Housing Land Audit
- Detailed up-to-date maps of a scale that will assist in the designation of polling district boundaries
- Details of current polling places and an indication as to their overall suitability for purpose (including, for example, any surveys, diagrams or photographs completed with the assistance of Presiding Officers or polling station inspectors or as part of a previous review or post-election evaluation)
- Any comments or complaints regarding the current arrangements from the public, elected members or other bodies
- Up-to-date information gained from the existing and possible future polling station venue managers as to continued availability (highlighting, for example, planned renovation work or other future plans)
- Details of potential alternative buildings (public, private or temporary type constructions) that might appear suitable
- Advice and guidance from local disability groups and disability organisations (such as, for example, SCOPE, Mencap or Capability Scotland), and any expert help from officers within the council who are responsible for equality schemes
- Terms of reference and the criteria for assessing the suitability of the current/proposed arrangements

The documents required to be published or communicated during the review, such as the notice of review and the letters to (A)ROs and those with expertise in disabled access, could also be prepared. However, the notice cannot be published nor the letters sent before the start of the compulsory review period.

Timetable

Local authorities could also set the timetable for conducting the review.

It is important to factor into the review timetable the most likely scheduled date of the council or committee meeting where the detailed review proposals would be formally considered and approved.

The review officers should work closely with the lead officer in charge of these meetings to ensure that the date of the meeting and related deadlines can be factored into the review timetable.

Staff / project group / project lead

When planning for the review, the local authority will also need to identify who will lead and support the review, drawing staff not only from electoral services but also from other parts of the authority who may have expertise to assist and contribute.

Last updated: 12 July 2023

Conducting a preliminary polling place review

The local authority should undertake a preliminary review of the current polling districts and polling places with a view to establishing their suitability, and identify any potential alternatives where required. This may be done before the start of the specified review period.

There is no requirement to change any of the polling districts and polling places if they are suitable, but any 'no change' decision must be fully justified as part of the overall proposals.

The review process should be structured and must be conducted formally with supporting documentation. This will ensure that there is a complete audit trail for all decisions taken and will contribute to the transparency of the process.

Close liaison with other departments of the council, such as communications, those providing services to disabled residents, and planning will help to increase the efficiency of the overall review process.

The local authority planning and property services departments, for example, will be able to provide guidance on the availability of locations and premises and details of any residential developments that might have an impact on future electorate figures.

Modelling possible options where changes are deemed necessary can be undertaken by using mapping and planning tools available within the local authority, particularly as most authorities will now have access to GIS mapping services which can pull data from a variety of sources.

Local authorities should determine the most appropriate method of involving relevant local authority staff and other interested groups as appropriate.

Assessing the current arrangements and proposals for change

The legislation suggests an approach starting with polling districts, followed by choosing polling places and then considering polling stations. In practice, however, it is important that good quality polling places are identified first, which can then be used as part of the process of defining suitable polling district arrangements that comply with the requirements set out in the legislation.

We have produced a checklist to assist with the evaluation of your current and proposed polling places and polling stations.

Last updated: 12 July 2023

Considerations for a preliminary polling place review

As part of the preliminary review certain factors should be taken into account when considering the suitability of the current polling districts and polling places and in identifying potential new ones.

Polling districts

The following should be considered as part of the assessment of the suitability of polling district boundaries:

- Are the boundaries well-defined? For example, do they follow the natural boundaries of the area? If not, is it clear which properties belong in the polling district?
- Are there suitable transport links within the polling district, and how do they relate to the areas of the polling district that are most highly populated?
- Are there any obstacles to voters crossing the current polling district and reaching the polling place e.g., steep hills, major roads, railway lines, rivers?

Polling places

There are a number of factors that will need to be considered when reviewing existing polling places or when assessing new polling places, including:

Factor	Consideration
Location	Is it reasonably accessible within the polling district? Does it avoid barriers for the voter such as steep hills, major roads, rivers, etc.? Are there any convenient transport links?
Size	Can it accommodate more than one polling station if required? If multiple polling stations are required, is the polling place capable of accommodating all voters and staff required to provide a good service to voters? Is the size sufficient to provide necessary private areas or privacy screens for photographic identification checks? Is the size big enough to ensure the flow of voters and reduce the risk of congestion and queues even where there is a high turnout?

Factor	Consideration
Availability	Is the building readily available in the event of any unscheduled elections? Is there any possibility that the building may be demolished as part of a new development?
Accessibility	Is the building accessible to all those entitled to attend the polling place? Can the building accommodate any equipment provided to support disabled voters?

Ideally, there would be the choice of a range of fully accessible buildings, conveniently located for electors in the area within which to establish polling stations.

In practice, however, the choice of polling places will often be a balance between the quality of a building (access, facilities, etc.) and the proximity of the building to the electors. When making a decision, all factors will need to be considered and the authority will need to be able to demonstrate their reasoning behind the decision.

Where, because of local circumstances, a polling place has been selected that is not fully accessible, then reasonable adjustments must be undertaken to provide access for all electors. Alternatively, the local authority should consider whether it would be appropriate to designate a polling place that falls outside the polling district.

Part of the decision-making process involves assessing if the polling place is capable of accommodating more than one polling station together with the necessary staff and equipment, particularly in circumstances where the number of electors allocated to a polling place is high.

The number of electors allocated to a particular polling station should not exceed 2,250.

In instances where there may be a higher turnout, such as at a UK Parliamentary election, (A)RO may wish to set up multiple polling stations within the polling place. Consideration will need to be given to whether the size and layout of the area or building can accommodate such arrangements.

Polling stations

When assessing the suitability of a room or area for use as a polling station, the (A)RO should consider how the size and layout would allow for the most effective throughput of voters taking into consideration the length of time it may take to check voters' photographic ID whilst ensuring the flow of voters and reducing the risk of congestion and queues. Those instances where there is a

high number of electors in the polling station at any one time on polling day should also be considered.

Each polling station should be designed to provide suitable conditions:

- for the elector to show their photographic identification in private if requested as well as vote in private
- for staff to conduct elections in an efficient and effective manner and
- for those entitled to observe the voting process to do so without compromising the secrecy of the ballot

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Use of schools

It should be noted that for the purpose of taking the poll in England and Wales, the (A)RO is entitled to use, free of charge, schools maintained or assisted by a local authority as well as those schools that receive grants made out of moneys provided by Parliament.

This includes academies and free schools.

In Scotland, the rooms in schools that can be used free of charge for the taking of the poll are those in schools that are not independent schools within the meaning of the Education (Scotland) Act 1980.

Last updated: 12 July 2023

The polling place review process

When carrying out the review, local authorities must:

- publish a notice of the holding of a review
- consult the (A)RO for every parliamentary constituency which is wholly or partly in its area
- publish all representations made by an (A)RO within 30 days of receipt by posting a copy of them at the local authority's office and in at least one conspicuous place in their area and by placing a copy on the authority's website
- seek representations from such persons as it thinks have particular expertise in relation to access to premises or facilities for persons who have different forms of disability. Such persons must have an opportunity to make representations and to comment on the representations made by the (A)RO(s)

On completion of a review, the local authority must give reasons for its decisions and publish:

- all correspondence sent to an (A)RO in connection with the review
- all correspondence sent to any person whom the authority thinks has particular expertise in relation to access to premises or facilities for persons who have different forms of disability
- all representations made by any person in connection with the review
- the minutes of any meeting held by the council to consider any revision to the designation of polling districts or polling places within its area as a result of the review
- details of the designation of polling districts and polling places within the local authority area as a result of the review
- details of the places where the results of the review have been published

Last updated: 12 July 2023

Stage 1 – notification of the review

The formal commencement of the review requires the local authority to give notice of the holding of a review.

The notice must:

- be displayed at the local authority's office and in at least one conspicuous place within the authority
- be published on the local authority website

Additionally, the authority could display copies in other public buildings and, in particular, those buildings frequented by disabled residents. The authority's disability officer should be able to give guidance on the most suitable places for reaching disabled residents.

The content of the notice

The content of the notice is not prescribed, but should state:

- that the local authority is conducting a review of polling districts and polling places
- that the (A)RO will make a comment on proposed polling stations, and an indication of when and where the (A)RO's representations will be made available
- that electors within the authority or within a UK Parliamentary constituency which has any part in the authority may make a representation
- that the authority would welcome the views of all residents, particularly disabled residents, on the authority's proposals, the (A)RO's representation or any other matters
- that the authority would welcome any person or body with expertise in access for persons with any type of disability to comment on the authority's proposals, the (A)RO's representation or any other matters
- that persons or bodies making representations should, if possible, give alternative places that may be used as polling places
- the postal address, e-mail address and website address at which documents can be inspected and representations made
- an indication of the timetable of the review and a deadline for representations

The authority should also send a copy of the notice to interested parties such as elected representatives, political parties, disability groups and other stakeholders.

Additionally, the authority could issue a press release and use social media feeds to draw attention to the review and the process.

Last updated: 12 July 2023

Stage 2 – consulting on the review

The consultation stage is for representations and comments to be made on the existing and proposed arrangements for polling districts and polling places. There are two aspects of this stage:

- A compulsory submission from the (A)RO of the UK Parliamentary constituency or constituencies, which must then be published by the local authority
- Submissions from electors and other interested persons and bodies, including elected representatives and those with expertise in relation to access to premises or facilities for disabled people

The submission from the (A)RO

The (A)RO's submission must:

- comment on both the existing polling stations and the polling stations that would likely be used based on any proposed polling places
- contain information as to the location of polling stations within polling places

The local authority must publish the (A)RO's comments within 30 calendar days of receipt. The comments should be published at the local authority offices and in at least one conspicuous place

within each UK Parliamentary constituency contained wholly or partly in the local authority area.

The (A)RO's response could be copied and made available for residents to view. They should also be published on the local authority's website.

The submissions from the consultees

The authority should consult widely on the review and should seek out the views of interested groups or bodies, including:

- electors
- candidates and agents
- political parties
- members of the council
- other elected representatives

It will be particularly important to consult with those who have specific experience of assessing access for persons with different disabilities. These could include:

- disability sections
- occupational health departments within the council
- local and national disability groups

The authority should give consideration to the different types of disability which may make voting in person more difficult, and should also consider the council's own policy on disabled access. Consultees should be asked for comment both in general and, if appropriate, about particular buildings or areas within the authority.

Any persons involved in the consultation have the right to comment on the recommendations proposed by the (A)RO.

Any elector for a UK Parliamentary constituency either wholly within or partly within the local authority area may comment on any of the recommendations within the whole local authority area.

Any person or body that makes a comment should be invited to suggest alternative polling districts/polling places and should be encouraged to give a reason for the alternative proposal so that it may be given appropriate consideration.

The notice published by the local authority should provide a deadline for the submission of comments.

Last updated: 12 July 2023

Stage 3 – concluding the review

After considering all of the representations, the local authority must decide on the most appropriate polling districts and polling places, which must be approved by the council.

If the review results in the alteration of one or more polling districts, the ERO must make the necessary alterations to the electoral register. Depending on the timing of the review and the extent of the changes, the ERO has three options to ensure the register reflects the new polling districts:

- update the register on publication of the revised register following the conclusion of the annual canvass
- re-publish a revised register at another point in the year
- publish a notice of alteration

Where the ERO has decided to revise their register by republishing it to incorporate the changes, the law requires that they publish a notice 14 calendar days before the publication of the revised version of the register in a local newspaper, at their office and at some other conspicuous place or places in the area.

The legislation does not allow for a part publication of the register – a revised register can only be published for the whole of the local authority area.

Any alteration is effective on the date on which the ERO publishes a notice stating that the alterations have been made, which should be published at the same time as the register is revised or a notice of alteration published, as appropriate.

Last updated: 12 July 2023

Stage 4 – publishing the conclusion of the review

Once the council has agreed the proposals, details of the new polling districts and polling places must be made available to the public.

These should be made available at the local authority offices, in at least one conspicuous place in the constituency (or constituencies), and on the local authority's website. The reasons for choosing each particular polling district and polling place must be given.

Along with the reasons for the final decision of the review, the following must also be published:

- all correspondence sent to the (A)RO in connection with the review
- all correspondence sent to any person whom the authority contacted because they had particular expertise in relation to access to premises or facilities for disabled people
- all representations made by any person in connection with the review
- the minutes of any meeting held by the council to consider any revision to the designation of polling districts or polling places within its area as a result of the review
- details of the designation of polling districts and polling places within its area as a result of the review
- details of the places where the results of the review have been published

It is important that electors are made aware of any changes made to the place they must attend to vote. For example, the poll card for the next election they are entitled to vote at could indicate if

their station has changed.

Last updated: 12 July 2023

Implementing the review before the new boundaries come into force

Where the polling districts/polling places review is carried out before the new electoral boundaries are fully in force, it will need to reflect both the current electoral boundaries and also the new boundaries that will come into effect at the next UK Parliamentary general election.

To avoid having to review the polling districts and polling places again once the new boundaries are fully in force, any parts of existing electoral areas that will be split when the new boundaries come into effect could be made into separate polling districts as part of the review.

Additionally, until the new boundaries are fully in force, the electoral register will need to be constructed in such a way that is capable of reflecting both the current and the new boundaries. Again, this can be achieved by making any parts of existing electoral areas that will be split when the new boundaries come into effect into separate polling districts. Your EMS software supplier will be able to advise how this can be implemented in practice.

For the same reasons, where, as a result of a review of one set of electoral boundaries, the boundaries for different elections are no longer co-terminous, (i.e. they no longer share the same boundaries) those areas that are no longer co-terminous could be also be made into separate polling districts.

The example below sets out how registers could be split, to ensure that registers can be produced on both new existing and new structures.

Example

Anyfield City Council has 20 wards split between two Parliamentary constituencies, Anyfield and Newtown. All the polling districts are numbered according to constituency (A or N) then ward number (1-20) [numbers used for illustrative purposes for this example only].

The Anyfield City Council ward boundaries matched the old UK Parliamentary constituency boundaries, with wards 1-10 being in the Anyfield constituency and 11-20 being in the Newtown constituency. However under the new constituency boundaries, ward 11 is split between the two constituencies.

Therefore, the four polling districts (N11A-N11D) in ward 11 were reviewed to separate out the streets in the Anyfield constituency, creating a new polling district, A11E:

- N11A
- N11B
- N11C
- N11D
- A11E

Although in some cases polling districts like A11E may only have a few streets, creating a separate polling district will ensure that the electoral register reflects the new boundaries.

If required, you can produce registers on the old or new UK Parliamentary boundaries in case of requests from prospective candidates/parties based on the required polling districts for the constituency.

Last updated: 12 July 2023

The polling place review appeals process

Following the conclusion of the local authority's review, certain persons have a right to make representations to the Electoral Commission. If, on receipt of such representations, we find that a local authority's review did not:

- meet the reasonable requirements of the electors in the constituency, or a body of them, or
- take sufficient account of the accessibility for disabled persons of a polling station/ polling stations within a designated polling place

We may then direct the authority to make any alterations to the polling places that we think necessary and, if the alterations are not made within two months, we may make the alterations ourselves.

Last updated: 12 July 2023

Who is eligible to make an appeal?

We can only consider an appeal made by a person who we are satisfied is eligible to appeal. [1] The eligible persons and the evidence that we may request in order to be satisfied of their eligibility, are set out in the below table.

Eligible Persons	Evidence
An interested authority. In England, an 'interested authority' is the council of a parish, or where there is no such council, the parish meeting of a parish, which is wholly or partly situated within the constituency. In Wales, an 'interested authority' is the council of a community which is wholly or partly situated within the constituency.	Minutes of the parish or community council (or, if applicable, parish meeting) showing that the council (or, if applicable, parish meeting) wishes to bring the appeal. The appeal itself should be set out in a letter from the clerk of the council.
Not less than 30 electors in the UK parliamentary constituency, in which the polling district and / or polling place that is the subject of the appeal is situated.	Name, address and signature of each elector together with a statement confirming that: • they are a registered elector in the constituency in which the polling district and / or polling place that is the subject of the appeal is situated, and • the appeal is being sent on their behalf. If the signatures run to more than one page, it must be clear on each page that the electors are confirming that they are registered electors in the relevant constituency and that the appeal is being sent on their behalf
A person (other than the Returning Officer) who has made representations to the authority / Chief Electoral Officer for Northern Ireland (CEONI) during the review under Schedule A1 to the RPA 1983.	Copy of the written representations made to the authority / CEONI during the review. For example, a letter or an email containing representations. If the representations were made orally, the Commission will contact the authority / CEONI to obtain confirmation.

Eligible Persons	Evidence
A person who is not an elector in a constituency in the authority's area (in respect of Northern Ireland, this is the whole of Northern Ireland) but who the Commission think has sufficient interest in the accessibility of disabled persons to polling places in the area or has particular expertise in relation to the access to premises or facilities of disabled persons.	Information from the appellant explaining why they have an interest or expertise in disabled access. Examples of those who may fall into this category include charities that represent the interests of disabled persons and individuals who are disabled.

Information from the appellant explaining why they have an interest or expertise in disabled access. Examples of those who may fall into this category include charities that represent the interests of disabled persons and individuals who are disabled.

1. Section 18D(1) Representation of the People Act 1983

Last updated: 12 July 2023

Grounds of appeal

An appeal can only be brought on the grounds that the review of UK Parliamentary polling districts or polling places was not conducted so as to [1] :

- meet the reasonable requirements of the electors in the constituency or any body of those electors, or
- take sufficient account of the accessibility to disabled persons of polling stations within a designated polling place.

An appeal may be brought on either or both of the above two grounds.

These grounds include both the way in which the review was carried out, i.e. the review process, and the outcome of the review, i.e. the polling district and/or place that was designated.

For example a review may not have been not conducted so as to meet the reasonable requirements of the electors in the constituency in respect of either or both of the procedural steps that were taken by the authority / CEONI during the review or the authority’s / CEONI’s decision at the end of the process to designate a particular polling district or place.

An appeal can only be made in respect of a completed review of UK Parliamentary polling districts or polling places. An appeal cannot be made where, for example:

- the review has not been completed - an appeal can only be made after the authority / CEONI has made a decision at the end of the review to designate polling districts and polling places.
- the authority / CEONI has failed to carry out a review, as required by legislation [2] , and where the appellant seeks to challenge that failure. Any person seeking to challenge any such failure should seek their own legal advice. A failure to carry out a review includes a failure to publish notice of a review or a failure to make a decision as to new polling districts and polling places.
- a UK Parliamentary polling district or polling place has been changed outside of a review - any person seeking to challenge any such change should seek their own legal advice.

There is no right of appeal in respect of a Returning Officer's decision as to the location of polling stations at any election.

1. Section 18D(2) Representation of the People Act 1983 (RPA 1983)
2. S.18C RPA 1983

Last updated: 12 July 2023

Making an appeal

An appeal should, as a minimum, include the following information:

- The name of the polling district and / or polling place that is the subject of the appeal, and in Great Britain the name of the local authority that carried out the review
- If possible, the date of the review, including the date of the notice of holding the review and the date of the decision
- A statement as to which of the four above categories of eligible person applies to the appellant, together with the relevant evidence
- Full details of the grounds of appeal, together with any evidence that is relied on
- The appellant's contact details so that the Commission can provide the appellant with its decision and also in case the Commission has any queries. In the case of an appeal brought by not less than 30 electors in the constituency, the appeal should indicate the person who is acting on behalf of the electors and to whom correspondence should be directed

How to submit an appeal

An appeal can be submitted to the Commission by post addressed to:

Legal Team
Electoral Commission

3 Bunhill Row
London, EC1Y 8YZ

Appeals can also be emailed to appeals@electoralcommission.org.uk.

If possible, an appeal should be made in writing. If this presents any difficulties please call us on 0333 103 1928 to discuss.

Upon receipt of an appeal, the Commission will assess whether the appeal is valid and acknowledge receipt.

Last updated: 12 July 2023

Deadlines for bringing an appeal

There is no deadline for bringing an appeal to a polling place review.

It can be brought at any time after the completion of a review. However, the Commission will not (other than in exceptional circumstances) make any decision on an appeal affecting an election between the notice of publication of that election and polling day.

It also ought to be noted that the time taken to complete a review varies, but can take several months, so there can be no guarantee that bringing an appeal at any particular point prior to this will result in a decision affecting a forthcoming election.

The Commission publishes details of previous appeals and Commission decisions, on our website. It also publishes the appeal documents.

Last updated: 12 July 2023

The Commission's process for considering an appeal

To reach a decision on an appeal, the Commission will consider all of the points that have been raised by the appellant that fall within the grounds of making an appeal. [1]

The Commission will write to the authority / CEONI to ask for the information that relates to the review that is the subject of the appeal and for their response to the appeal.

The Commission will also ask the Returning Officer for the relevant UK Parliamentary constituency to provide their observations on the appeal.

The Commission will seek other information and consult with others as necessary on a case by case basis. For example, the Commission may:

- send a member of its staff to visit the polling district and polling place to consider the issues raised in the appeal on the ground
- if disability access issues have been raised in the appeal, instruct a specialist in disabled access to visit the polling place and / or provide advice
- invite input from relevant stakeholder groups

1. Section 18D(2) Representation of the People Act 1983

Last updated: 12 July 2023

Matters the Commission will take into account when considering an appeal

The Commission will base their decision-making process on a number of factors when considering an appeal.

The main factors are:

- whether the polling place meets the reasonable requirements of electors
- whether accessibility needs and disabled access have been considered

Further information regarding these considerations is detailed on the following webpages.

Last updated: 12 July 2023

The reasonable requirements of a polling place

Appeals will often raise issues relating to whether the polling place that has been designated meets the 'reasonable requirements' of electors in the constituency, or a particular group of those electors, for example electors residing in a particular part of the constituency. In deciding whether electors' 'reasonable requirements' have been met in the designation of a polling place, the Commission will not seek to identify the best polling place in the polling district.

Instead, the Commission will look at whether the designated polling place meets electors' reasonable requirements in respect of the issues that have been raised in the appeal, for example relating to the:

- location of the polling place
- size of the polling place
- availability of the polling place
- accessibility of the polling place

Electors' reasonable requirements will depend on local circumstances, for example they may be different in a predominantly urban polling district, compared with a polling district that is mainly rural.

Last updated: 12 July 2023

Disabled access to a polling place

Appeals that raise issues of disabled access may make points relating to the review process, for example, whether there was sufficient consultation and consideration of accessibility during the review, and also points relating to the outcome of the review, for example whether the designated polling place is sufficiently accessible. The Commission will consider how both of these types of issues were addressed in the polling place review.

On the review process, the Commission would expect the authority / CEONI to have carried out the steps set out in its guidance on
conducting a review of polling districts, polling places and polling stations.

We have produced an accessibility check list which sets out key considerations we would expect to be made in assessing the suitability of each polling place and polling station.

In addition to writing to those groups or individuals the local authority has identified as having expertise in access issues, the authority should also have engaged any internal disability access group and/or disability officer as part of the review. If no such group or officer is available, an external disability expert should have been used.

On the outcome of the review, the Commission would expect that so far as is reasonable and practicable the polling place that is designated is accessible to electors who are disabled as required by legislation. [1] This will depend on local circumstances, including, for example, the availability of buildings in the area that could be used as a polling place. If a polling place has been selected that is not fully accessible, then reasonable adjustments must be undertaken to provide access for all electors.

Alternatively, the authority / CEONI has the power to consider as part of the review whether it would be appropriate to designate a polling place that falls outside the polling district.

1. Section 18B(4)(b) Representation of the People Act 1983

Last updated: 12 July 2023

The substance of the appeal

The Commission will consider any points that are made by the appellant(s) that fall within the two grounds of which an appeal can be made based on the circumstances as they existed during the review, not at the time of the appeal.

This is because any change in circumstances since the review is not relevant to our decision as to whether the review met reasonable requirements and / or took sufficient account of disability access. However, we will consider any change in circumstances when deciding whether it is necessary to direct a change to polling places.

Last updated: 12 July 2023

When will the Commission make a decision?

The Commission will reach a decision as soon as possible. The length of time taken to reach a decision will vary in each case.

For example, it will depend on:

- whether there are any delays in obtaining information from third parties
- the complexity and number of issues raised in the appeal
- the number of appeals that have been submitted within the same period

Depending on when the appeal is received and the issues it raises, it may not be possible for the Commission to issue a decision in time for it to be implemented by the authority at an upcoming election.

The appeal decision will be set out in a letter addressed to the appellant, the authority and the Returning Officer. The letter will include the following details:

- Summary of decision
- Relevant legislation and guidance
- The review
- The appeal
- Decision
- Direction(s) (if any)

The ‘decision’ section will set out the Commission’s conclusion on whether the authority conducted the review so as to:

- meet the reasonable requirements of the electors in the constituency or any body of those electors, or
- take sufficient account of the accessibility to disabled persons of polling stations within a designated polling place.

Last updated: 12 July 2023

What happens upon the conclusion of a successful appeal?

Directing alterations

The Commission may direct the authority / CEONI to make any alterations to the polling places designated by the review which the Commission thinks necessary in the circumstances. [1]

If the authority fails to make those alterations before the end of two months starting on the day the direction is given, the legislation provides that the Commission may make the alterations themselves. [2]

The Commission has no power to direct changes to be made to the designated polling districts. The Commission also has no power to direct the authority / CEONI to carry out another review. However, if the Commission considers it appropriate it will recommend that the authority makes a change to its polling districts or recommend that the authority / CEONI carry out another review.

1. Section 18D(4)(a) Representation of the People Act (RPA) 1983
2. S.18D(4)(b) RPA 1983

Last updated: 12 July 2023

Current appeals

We have received a polling place review appeal under the Representation of the People Act 1983. This appeal is against the decision of West Suffolk Council to move the polling place in Westley (the Westley Club) in the constituency of West Suffolk so that Westbury Community Centre in the constituency of Bury St Edmunds becomes the new polling place for Westley electors.

Last updated: 12 July 2023

Past appeal decisions

Authority	Decision date	Decision documents
Derbyshire Dales District Council	29 March 2021	Our decision letter to Derbyshire Dales District Council
South Norfolk District Council	7 August 2020	Our decision letter to Saxlingham Nethergate Parish Council
Elmbridge Borough Council	22 June 2016	Our decision letter to Elmbridge Borough Council
Woking Borough Council	16 November 2016	Our decision letter to Woking Borough Council (1 of 2) Our decision letter to Woking Borough Council (2 of 2) Summary of appeal (1 of 2) Summary of appeal (2 of 2)

Many of our appeals have been archived. Please contact us if you can't find what you're looking for.

Last updated: 12 July 2023

Amending polling places outside of the compulsory review period

If a polling station becomes unavailable, the (A)RO should consider whether another polling station could be designated within the polling place. Changing the polling station within the polling place would not require a review.

If a building becomes unavailable before an election, the polling place can be changed by the local authority in accordance with their decision making arrangements. If delegation procedures are in place, for example to a committee of the council, these should be followed as set out in the council's constitution and the person or persons who are entitled to make changes to polling places should be contacted.

Between compulsory reviews, all polling places and polling stations used should be kept under consideration, and an evaluation of their suitability carried out after each election. If any changes are identified as being desirable, the same steps should be followed as for conducting the compulsory review.

The local authority can carry out an interim review and change some of their polling districts and polling places before the end of the 5-year cycle, but the same processes should be undertaken for the affected areas as for the compulsory review. Without going through these processes, the local authority will have difficulty evidencing their decision making and explaining how they took into consideration the views of disabled persons and the reasonable requirements of electors

Last updated: 12 July 2023

POLLING STATION REVIEW CONSULTATION
RESPONSES 2023/2024

Polling Place	Ward	response received?	COMMENTS
Burton Overy Village Hall	**Glen**	**YES**	**No Comments**
Kibworth Beauchamp Grammer School - Lounge	Kibworths	YES	No Comments
Church Langton Community Hall	Kibworths	YES	If we get a Blizzard, the Car Park drifts so bad, no one can get in. Other than that, all is fine.
Fleckney Village Hall	Fleckney	YES	Toilet recently refurbished
Robert Monk Hall Foxton	Lubenham	NO	
Great Glen St Cuthberts Primary	Glen	YES	No Comments
Gumley Village Hall	Lubenham	YES	No Comments
Husbands Bosworth Turville Memorial Hall	Bosworth	NO	
Kibworth Beauchamp Grammar School - Main Hall	Kibworths	YES	No Comments
Mowsley Village Hall	Fleckney	YES	Hall has been used regularly as a Polling Station with no problems reported back to us
Lubenham Village Hall- Onyx room	Lubenham	YES	Fully insured and Fire regulated - all equipment tested "upto date"
North Kilworth Belgrave Village Hall	Bosworth	YES	No Comments
Church of St Helens Saddington	Fleckney	YES	No Comments
Tur Langton Village Hall	Kibworths	YES	No Comments
Smeeton Westerby Village Hall	Kibworths	YES	No Comments
South Kilworth Village Hall	Bosworth	YES	No Comments

Theddingworth Village Hall	Lubenham	YES	Access levels - Small step to back door 4 steps main hall front door
Newton Harcourt Village Hall	Glen	YES	Defib machine on outside of building
Broughton Astley Village Hall - Main Hall (A)	BA South & Leire	YES	On-site coffee shop staff can use for hot lunches if req
Broughton Astley Village Hall - Talbot Room (C)	BA Primethorpe & Sutton	YES	No Comments
Broughton Astley Village Hall - Main Hall (B)	BA South & Leire	YES	No Comments
Broughton Astley Village Hall - Astley Room (E)	BA Primethorpe & Sutton	YES	No Comments
Broughton Astley Village Hall - The Cottage (D)	BA Primethorpe & Sutton	YES	No Comments
Arnesby Village Hall	Dunton	YES	No Comments
Ashby Magna Village Hall	Dunton	YES	No Comments
Ashby Parva Village Hall	Ullesthorpe	YES	No Comments
Bitteswell Village Hall	Ullesthorpe	YES	No Comments
Bruntingthorpe Village Hall	Dunton	YES	No Comments
Catthorpe Manor Farm	Misterton	YES	No Comments
Claybrooke Magna Village Hall	Ullesthorpe	YES	No Comments
Cotesbach Village Hall	Misterton	YES	No Comments
Dunton Bassett Village Hall	Dunton	NO	
Frolesworth Village Hall	Ullesthorpe	YES	No Comments
Gilmorton Village Hall	Misterton	YES	No Comments
Walton Village Hall	Bosworth	NO	
Leire Village Hall	BA South & Leire	YES	Hall has been used for many years - perfectly adequate and more

The Pavillion, Coventry Road, Lutterworth	Lutterworth West	YES	Will undergo full refurbishment in future. Dates to TBC
Wycliffe Primary School - Main Hall	Lutterworth West	YES	Headteacher does not want HDC to use the school as a polling station.
Football Ground Pavilion - Lutterworth	Lutterworth East	YES	No Comments
Wycliffe Rooms Masonic Hall - Lutterworth	Lutterworth East	YES	On-site coffee shop staff can use for hot lunches if req
Walcote Memorial Hall	Misterton	YES	No Comments
Peatling Magna Village Hall	Dunton	YES	No Comments
Peatling Parva Village Hall	Dunton	YES	No Comments
Shawell Village Hall	Misterton	YES	No Comments
Shearsby Village Hall	Fleckney	YES	No Comments
Swinford Village Hall	Misterton	YES	No Comments
Ullesthorpe Memorial Hall	Ullesthorpe	YES	No Comments
Willoughby Waterleys Village Hall	Dunton	YES	No Comments
The Green Room, Stenning Hall - Hallaton	Nevill	YES	No Comments
Billesdon Coplow Centre	Billesdon & Tilton	NO	
Great Easton Village Hall	Nevill	YES	No Comments
Glooston Village Hall	Nevill	YES	No Comments
Illston on the Hill Village Hall	Glen	YES	No Comments
Houghton on the Hill Village Hall	Thurnby & Houghton	YES	No Comments
Hungarton Village Hall	Billesdon & Tilton	NO	
Hungarton Village Hall	Thurnby & Houghton	NO	

Keyham Village Hall	Thurnby & Houghton	YES	No Comments
Tilton on the Hill Village Hall	Billesdon & Tilton	YES	No Comments
The Dean Room - Tugby Village Hall	Billesdon & Tilton	YES	No Comments
Medbourne Village Hall	Nevill	YES	No Comments
Owston Village Hall	Billesdon & Tilton	YES	No Comments
Scraptoft Village Hall	Thurnby & Houghton	YES	Scraptoft Parish Council concerned that the current village hall is not disabled accessible and has no parking. They suggest that the Community Hub on Malsbury Avenue LE17 9FQ would be more suitable. Also suggest there could be a more central polling station possibly Fernvale School on Somerby Road.
Slawston Village Hall	Nevill	YES	No Comments
Stoughton Village Hall	Thurnby & Houghton	YES	No Comments
Thurnby Memorial Hall - A	Thurnby & Houghton	NO	
Thurnby Memorial Hall - B	Thurnby & Houghton	NO	
MH - Congregational Church Hall - A	MH Logan	YES	No Comments
MH - Congregational Church Hall - A	Lubenham	YES	No Comments
MH - Congregational Church Hall - B	MH Logan	YES	No Comments
Great Bowden Village Hall	MH Gt Bowden & Arden	YES	No Comments
MH - Meadowdale Primary School A	MH Little Bowden	NO	
MH - Meadowdale Primary School B	MH Little Bowden	NO	
MH - Church of Saint Nicholas Extension	MH Little Bowden	NO	

The Symington Building, Ground Floor Meeting Room	MH Gt Bowden & Arden	NO	
MH - Ridgeway Academy	MH Gt Bowden & Arden	YES	We have been told the school is too noisy and disruptive to voters/staff. As you are aware, everytime the building is used for voting, we are put through huge disruption to the school day. Our hall is used for breakfast club from 7.15, morning assembly and PE, afternoon PE, lunchtime 11.45 - 1.15 and AfterSchool Club til 5.45, plus evening lettings (6 - 9pm on Thursdays). All these activities have to be rescheduled or cancelled on polling day. The site has to be reconfigured to ensure segragation of votes & Pupils. Polling day is a strain on our limited resources and also results in financial loss.
MH - Harborough Community Church A - Main Hall	MH Welland	YES	No Comments
MH - Harborough Community Church B - Main Hall	MH Welland	YES	No Comments
MH -Harborough Community Church C - Main Hall	MH Welland	YES	No Comments
MH - Harborough Community Church - Room 1	MH Welland	YES	No Comments
Airfield Farm Area	Lubenham	YES	Can we ensure that residents in this area have access to a polling station within the area when a suitable building is available.

Polling Station Review 2023/2024

DESIGNATED STATION	WARD	POLLING DISTRICT	RETURNING OFFICER RECOMMENDATION
Arnesby Village Hall	DUNTON	BAL	No alternative recommendations
Ashby Magna Village Hall	DUNTON	BAM	No alternative recommendations
Ashby Parva Village Hall	ULLESTHORPE	BAN	No alternative recommendations
Billesdon Coplow Centre	BILLESDON & TILTON	RHB, RHI	No alternative recommendations
Bitteswell Village Hall	ULLESTHORPE	BAP	No alternative recommendations
Broughton Astley Village Hall - Astley Room E	BROUGHTON ASTLEY – PRIMETHORPE & SUTTON	BAD	No alternative recommendations
Broughton Astley Village Hall - Main Hall A & B	BROUGHTON ASTLEY SOUTH & LEIRE	BAA, BAC	No alternative recommendations
Broughton Astley Village Hall - Talbot Room C	BROUGHTON ASTLEY – PRIMETHORPE & SUTTON	BAB	No alternative recommendations
Broughton Astley Village Hall - The Cottage	BROUGHTON ASTLEY – PRIMETHORPE & SUTTON	BAE	No alternative recommendations
Bruntingthorpe Village Hall	DUNTON	BAU	No alternative recommendations
Burton Overy Village Hall	GLEN	AB	No alternative recommendations
Catthorpe Manor Farm	MISTERTON	BAV	No alternative recommendations
Church Langton Community Hall	KIBWORTHS	AD, AW, AY	No alternative recommendations
Church of St Helens Saddington	FLECKNEY	AR	No alternative recommendations
Claybrooke Magna Village Hall	ULLESTHORPE	BAW, BAX	No alternative recommendations
Cotesbach Village Hall	MISTERTON	BAY	No alternative recommendations
Dunton Bassett Village Hall	DUNTON	BAZ	No alternative recommendations
Fleckney Village Hall	FLECKNEY	AE	No alternative recommendations
Football Ground Pavilion - Lutterworth	LUTTERWORTH EAST	BBG	No alternative recommendations
Frolesworth Village Hall	ULLESTHORPE	BBA	No alternative recommendations
Gilmorton Village Hall	MISTERTON	BBB	No alternative recommendations
Glooston Village Hall	NEVILL	RHF, RHK, RHL, RIA, RIH, RIO	No alternative recommendations
Great Bowden Village Hall	MH – GREAT BOWDEN & ARDEN	W	No alternative recommendations
Great Easton Village Hall	NEVILL	RHD, RHG, RHM, RIG	No alternative recommendations
Great Glen - St Cuthberts Primary School	GLEN	AG, AN	Great Glen Village hall has been the designated polling station for this area. Last year the hall was closed and is not available for the foreseeable future. The Community hall within St Cuthberts Primary School

			was used for the District elections 2023 and proved to be satisfactory for this purpose. The recommendation is to ratify the facility as the polling place for the polling district. Should Great Glen Village Hall become available at a later date a decision can be made whether this should be reviewed.
Gumley Village Hall	**LUBENHAM**	**AH, AM**	**No alternative recommendations**
Houghton on the Hill Village Hall	**THURNBY & HOUGHTON**	**RHP**	**No alternative recommendations**
Hungarton Village Hall	**THURNBY & HOUGHTON**	**RHE, RHW, RHQ**	**No alternative recommendations**
Husbands Bosworth Turville Memorial Hall	**BOSWORTH**	**AI**	**No alternative recommendations**
Illston on the Hill Village Hall	**GLEN**	**RHJ, RHR, RHT**	**No alternative recommendations**
Keyham Village Hall	**THURNBY & HOUGHTON**	**RHS**	**No alternative recommendations**
Kibworth Beauchamp Grammer School - Lounge	**KIBWORTHS**	**AC, EK**	**No alternative recommendations**
Kibworth Beauchamp Grammer School - Main Hall	**KIBWORTHS**	**AJ**	**No alternative recommendations**
Leire Village Hall	**BROUGHTON ASTLEY SOUTH & LEIRE**	**BBD**	**No alternative recommendations**
Lubenham Village Hall- Onyx room	**LUBENHAM**	**AO**	**No alternative recommendations**
Medbourne Village Hall	**NEVILL**	**RHY, RHZ**	**No alternative recommendations**
MH - Church of Saint Nicholas extension	**MH- LITTLE BOWDEN**	**XX, XXX**	The building was used in the District elections in 2023 due to issues with the designated building MH CE Academy and proved to be satisfactory for this purpose. The recommendation is to ratify the facility as the polling place for the polling district.
MH - Congregational Church Hall A	**LUBENHAM**	**V,VV**	This polling district has been created due to the recent development within Market Harborough in the area known as Airfield Farm. At this stage the only alternative for voters would be to vote at Lubenham Village Hall which is quite a distance from most of the properties. At this time there is no facility available at the development but both a scout hut and school are anticipated to be built in the future. For the District Election 2023 the Congregational Hall on Bowden Lane was used address and proved to be satisfactory for this purpose. The recommendation is to ratify the facility as the polling place for the polling district until a suitable facility is built within the polling district.
MH - Congregational Church Hall	**MH – LOGAN**	**ZZ**	**No alternative recommendations**

MH - Harborough Community Church - Room 1	**MH – WELLAND**	**Z**	**No alternative recommendations**
MH - Harborough Community Church - Room 2/3	**MH – WELLAND**	**Z**	**No alternative recommendations**
MH -Harborough Community Church - Room 4	**MH – WELLAND**	**Z**	**No alternative recommendations**
MH - Meadowdale Primary School Main Hall	**MH- LITTLE BOWDEN**	**X**	**No alternative recommendations**
MH - Ridgeway Academy	**MH – GREAT BOWDEN & ARDEN**	**YY**	Despite correspondence received regarding noise and disruption for voters we have not received any complaints with regard to this facility. We are aware that the use of schools for polling stations can be disruptive on the day. External fencing is erected to separate voters from the school. Access for voters is by a separate door directly into the hall ensuring no access to pupils. We have looked at alternative venues but at this time there is not a suitable alternative facility, therefore the school will remain the designated polling place for this polling district
Mowsley Village Hall	**FLECKNEY**	**AL,AP**	**No alternative recommendations**
Newton Harcourt Village Hall	**GLEN**	**AZ**	**No alternative recommendations**
North Kilworth Belgrave Village Hall	**BOSWORTH**	**AQ**	**No alternative recommendations**
Owston Village Hall	**BILLESDON & TILTON**	**RIB, RIP**	**No alternative recommendations**
Peatling Magna Village Hall	**DUNTON**	**BBJ**	**No alternative recommendations**
Peatling Parva Village Hall	**DUNTON**	**BBK**	**No alternative recommendations**
Robert Monk Hall Foxton	**LUBENHAM**	**AF**	**No alternative recommendations**
Pavilion on the Recreation Ground	**LUTTERWORTH WEST**	**BBE**	**No alternative recommendations**
Scraptoft Village Hall	**THURNBY & HOUGHTON**	**RID**	Scraptoft Village Hall is the designated polling station for this area. There is limited disabled access to the building and no parking, leading to staff and electors parking on roads outside. A visit by Officers was carried out on the Community Hub in Malsbury Avenue on the advice of Scraptoft Parish Council. The building is easy to reach, has vehicular and pedestrian access. Parking for a number of vehicles and disabled access. The Lounge is a perfect size for use as a polling station and it has been confirmed that it would be made available to the Returning Officer for future elections. **As Scraptoft Village Hall has been booked for the PCC election on 2nd May it is recommended that the**

			Community Hub is designated as the Polling Place for all future elections after 2nd May 2024.
Shawell Village Hall	**MISTERTON**	**BBL**	**No alternative recommendations**
Shearsby Village Hall	**FLECKNEY**	**BBM**	**No alternative recommendations**
Slawston Village Hall	**NEVILL**	**RIF**	**No alternative recommendations**
Smeeton Westerby Village Hall	**KIBWORTHS**	**AT**	**No alternative recommendations**
South Kilworth Village Hall	**BOSWORTH**	**AU**	**No alternative recommendations**
Stoughton Village Hall	**THURNBY & HOUGHTON**	**RII**	**No alternative recommendations**
Swinford Village Hall	**MISTERTON**	**BBN, BBP**	**No alternative recommendations**
Tur Langton Village Hall	**KIBWORTHS**	**AS,AX**	The public house The Crown was used as a temporary polling station whilst the village hall was rebuilt. The new Village Hall building is now in use and was used as the polling place for the District elections in 2023. This proved to be suitable, the recommendation is to ratify the facility as the polling place for this polling district.
The Dean Room - Tugby Village Hall	**BILLESDON & TILTON**	**RHV, RIC, RIE, RIN**	**No alternative recommendations**
The Green Room, Stenning Hall - Hallaton	**NEVILL**	**RHA, RHC, RHH, RHN, RHO**	**No alternative recommendations**
The Symington Building, Ground Floor Meeting Room	**MH – GREAT BOWDEN & ARDEN**	**Y**	**No alternative recommendations**
Theddingworth Village Hall	**LUBENHAM**	**AV**	**No alternative recommendations**
Thurnby Memorial Hall	**THURNBY & HOUGHTON**	**RIJ, RIK**	**No alternative recommendations**
Tilton on the Hill Village Hall	**BILLESDON & TILTON**	**RHU, RHX, RIL**	**No alternative recommendations**
Ullesthorpe Memorial Hall	**ULLESTHORPE**	**BBO**	**No alternative recommendations**
Walcote Memorial Hall	**MISTERTON**	**BBI**	**No alternative recommendations**
Walton Village Hall	**BOSWORTH**	**BBC**	**No alternative recommendations**
Willoughby Waterleys Village Hall	**DUNTONFLECKNEY**	**BBQ**	**No alternative recommendations**
Wycliffe Primary School - Main Hall	**LUTTERWORTH WEST**	**BBF**	We are aware that the school would rather we use an alternative venue there are no suitable building within this polling area. We have looked at the College as a venue but there were issues due to timing of elections, normally in May during exam period. At this time there is not a suitable alternative facility, therefore the school will remain the designated polling place for this polling district
Wycliffe Rooms Masonic Hall - Lutterworth	**LUTTERWORTH EAST**	**BBH**	**No alternative recommendations**

Harborough District Council

Report to Council
Meeting of 26 February 2024

Title:	2024/25 Budget and Medium-Term Financial Strategy (2025/26 to 2028/29)
Status:	Public
Report Author:	Clive Mason, Director of Resources and Section 151 Officer / Chief Finance Officer c.mason@harborough.gov.uk
Portfolio Holder:	Cllr Mark Graves (Finance)
Appendices:	1. Medium-Term Financial Strategy 2. Changes between the Draft 2024/25 Budget & MTFS (2025/26 to 2028/29) to the Final 2024/25 Budget & MTFS (2025/26 to 2028/29) now presented to Council. 3. Summary of Budget Principles Applied in respect of Services and Government Funding 4. Schedule of Fees & Charges 2024/25 5. 2024/25 Special Expenses 6. Reserves Strategy 7. Capital Strategy 8. Treasury Management Strategy and related documents 9. Council Tax Resolution 10. Response to Budget Consultation from Joint Budget Overview & Scrutiny Plan on the 25 January 2024 11. Response to Budget Consultation from the general public 12. Glossary of Terms 13. Equalities

Executive Summary

i. The Council is responsible for the prudent and lawful management of its financial resources. It achieves this by producing and implementing a balanced revenue budget on an annual basis, adopting a Medium-Term Financial Strategy (MTFS), and identifying a fully funded capital programme.

ii. This report reflects that in comparison to 2023/24, the council's 2024/25 budget has seen:

a) A £2.9m (22.9%) increase in the net revenue budget to £15.3m.

b) A £1m (6%) increase in the budget requirement to £17.9m.

c) A £184k (6.8%) increase in government grant to £2.9m.

d) A £711k (9.7%) increase in growth in business rates receipts and the collection fund surplus.

e) The freezing of council tax at £177.97 (0%).

iii. Whilst resources receivable from government grant and Council Tax have increased, the Council is not immune from the pay, price and demand pressures being experienced throughout the country. This means that the Council will need to deliver £5.9m of savings across the period of its MTFS to maintain a balanced budget position. However, the MTFS has recognised an updated estimate of the impact of Fair Funding and the Business Rates Reset from 2026/27. Over the MTFS the current estimate is a negative impact of £2.3m, an increase of £1.6m over that shown in the Draft Budget.

iv. This budget report sets out the financial framework and strategy for aiding the delivery of the Council's Corporate Plan. Many of the proposals for the revenue budget and capital investment, including those over the medium-term, will enable the delivery of the Council's vision and outcomes.

Recommendations

Council is to determine the following recommendations "en-bloc" and:

1. **APPROVE:**

General Fund

- For 2024/25, the Council's net revenue budget requirement of £15.3m [paragraph 3.7, Table 1], including the budget allocations to portfolios as set out at Appendix 1 (Annex 1).

- The 6.7% increase in Fees and Charges for 2024/25 [paragraph 3.15 of the report], as set out at Appendix 4

- The planned net contribution to the General Fund (Unallocated) Reserve of £4m, and from Earmarked Reserves of £1.5m to finance the budget requirement in 2024/25 [paragraph 3.7 of the report, Table 1]

- The Medium-Term Financial Strategy (2025/26 to 2028/29) [paragraph 3.7 of the report, Table 1] as set out at Appendix 1 (Annex 1), which includes forecasts on matters such as inflation and wage increases.

Capital Programme and Capital Strategy

- The Capital Programme 2024/25 to 2028/29 and its method of funding [Paragraph 3.26 and 3.27 of the report, Table 6]

- The Capital Strategy 2024/25 as set out at Appendix 7 [Paragraph 3.28 of the report and Appendix 7].

Reserves

- The Reserves Statement, including 2024/25 General Fund (Unallocated) Reserves of £3.1m [Paragraph 3.19 of the report, Table 5]

Council Tax, including resolution

- That the Council Tax Requirement for Harborough District Council's own purposes for 2024/25 (excluding Parish precepts) is £6,926,931. [Appendix 9]

- The following amounts be calculated by the Council for the year 2024/25 in accordance with Sections 30 to 36 of the Local Government Finance Act 1992 as amended (the Act):
  a. £36,318,633 - being the aggregate of the amounts which the Council estimates for the items set out in Section 31A (2) of the Act taking account of all precepts issued to it by Parish Councils;

  b. £26,859,829 - being the aggregate of the amounts which the Council estimates for the items set out in Section 31A (3) of the Act;

  c. £9,458,804 - being the amount by which the aggregate at (a) above exceeds the aggregate at (b), calculated by the Council, in accordance with Section 31A (4) of the Act, as its Council Tax requirement for the year including special expenses items and Parish precepts [Item R in the formula in Section 32B of the Act]

  d. £243.02 - being the amount at c above [Item R] divided by the amount of 38,921.9 [Band D equivalent, Appendix 9 1 (a) Item T above] in accordance with Section 31B of the Act, as the basic amount of its Council Tax for the year [Average Band D Council Tax including special expense items and Parish precepts];

e. £3,189,591 - being the aggregate amount of all special items (special expense items of the Council and Parish precepts) referred to in Section 34(1) of the Act

f. £161.07 being the amount at (d) above less the result given by dividing the amount at (e) above by Item T (38,921.90), calculated by the Council, in accordance with Section 34(2) of the Act, as the basic amount of its Council Tax for the year for dwellings in those parts of its areas to which no special item relates. [Band D Council Tax for general expenses only excludes special expenses items and Parish precepts]

g. Harborough District Council's element of Council Tax 2024/25 as set out at Appendix 9; being the amounts given by adding to the amount at (e) above the amounts of the special item or items relating to dwellings in those parts of the Council's area mentioned above divided in each case by the amount at Appendix 9, 1(b), calculated by the Council, in accordance with Section 34(3) of the Act, as the basic amounts of its Council Tax for the year for dwellings in those parts of its area to which one or more special items relate.

- That the Harborough District Council's council tax level for a Band D equivalent of £177.97 [Paragraph 3.5 of the report] and each property band for 2024/25 be approved as set out in Appendix 9.

Special Expenses

- The Special Expenses for 2024/25 as set out at Paragraph 3.16 (Table 4) of the report and Appendix 5.

Treasury Management Strategy

- The Treasury Management Strategy as set out at Paragraph 3.29, Appendix 8;

2. **DELEGATE** to the Director of Resources, as the council's Chief Finance Officer, in consultation with the Leader of the Council and the Portfolio Holder for Finance & Assets, authority to:

- incorporate all outstanding precepts and levies once received from the relevant authorities.
- set aside sufficient sums in Earmarked Reserves as are considered prudent for both adequacy and purpose.

3. **NOTE:**

- The budget consultation process followed, and the feedback received set out at Appendices 10 and 11.
- The statement of the Director of Resources, as the council's Chief Finance Officer, that the Budget proposals for 2024/25 are robust and that the proposed level of reserves is adequate, as set out at in Appendix 1, Annex 3 to this report.

- The Council Tax base for 2024/25 adopted by Council on 11 December 2022:
  - of £38,921.9, [Item T in the formula in Section 31B of the Local Government Finance Act 1992, as amended for the whole district];
  - for dwellings in those parts of its district to which one or more special items relates as listed at Appendix 5 and 9.

Reasons for Recommendation

The proposed recommendations address the Council's statutory obligations in respect of the management of public finances in furtherance of the vision and aim of the Council's corporate plan and are in accordance with the provisions of its Constitution.

Purpose of Report

1.1 This report presents to Council important financial information to allow it to agree:

1.1.1 Council's 2024/25 budget (general fund revenue budget and capital programme);

1.1.2 Medium-Term Financial Strategy (2025/26 to 2028/29); and

1.1.3 Related documents intrinsically linked to the financial governance of the council.

1.2 The report provides technical financial information and assumptions, the evolution of which has been carefully considered by Cabinet on 27 November 2023, 15 January 2024, and 12 February 2024, and by the Joint Budget Overview & Scrutiny Panel on the 25 January 2024, as well as Council on the 11 December 2023.

Background

2.1 The current financial climate for local government continues to be challenging. This report has been prepared against a background of uncertainty about medium-term government spending plans due to the potential of a general election in the near future, as well as the wider economic volatility in respect of rising demand, pay and prices. The council continues to work hard to protect the delivery of services in a way which is sustainable. Since the council set its 2023/24 budget the national economy has continued within a higher inflation environment which is now having an impact across all services, along with some services still seeing post-pandemic impacts. However, the council is forecasting a revenue underspend of £410k at Quarter 2, 2023/24.

2.2 The local government finance settlement included an expected New Homes Bonus (NHB) payment of £1.2m, but no indication of future NHB, along with other grants totalling £1.6m. In mid-January the government increased its settlement allocation with an additional £119k, 4.4%. In late-January 2024 it was confirmed that the council would receive additional business rate income because of the combined impact of the 2023 national non-domestic rates (NDR) revaluation as well as new hereditaments at Magna Park. In respect of:

- business rates, the additional compared to 2023/24 is £839k, this would have been £1.4m if it had not been for a one-off, government set, supplementary growth tariff of £520k.
- The collection fund surplus, this is a slight reduction compared to 2023/24 of £128k.

2.3 The forecast position for the financial period to March 2025, as referenced in this report, recognises the requirement to make the council's budget more financially resilient and sustainable whilst providing increased resources to support demand led services within the council.

2.4 This report is structured as follows:

Section 1: 2024/25 Local Government Finance Settlement

Section 2: The General Fund Revenue Budget (including the Medium-Term Financial Strategy).

Section 3: The Proposed Capital Programme.

Section 4: Treasury Management

Section 5: Statement by the council's statutory officer for finance (the Director of Resources) that the Budget proposals for 2024/25 are robust and that the proposed level of reserves is adequate, as set out at Appendix 1, Annex 3 to this report.

2.5 The report is supported by the following Appendices:

Appendix 1: Medium-Term Financial Strategy (MTFS)

A detailed commentary on the entire MTFS period, which currently shows a surplus in years one and two and a deficit in years three, four and five.

Appendix 2: Changes between the Draft 2024/25 Budget & MTFS (2025/26 to 2028/29) considered by Cabinet to the Final 2024/25 Budget & MTFS (2025/26 to 2028/29) now presented to Council.

This is presented in a table to make it easier to identify changes.

Appendix 3: Summary of Budget Principles Applied in respect of Services and Government Funding

Appendix 4: Schedule of Fees & Charges 2024/25

This reflects statutory and discretionary fees.

Appendix 5: 2024/25 Special Expenses

The contribution sought from residents where the Council provides services provided by parish councils in other areas of the district.

Appendix 6: Reserves Strategy

The governance of the councils reserves.

Appendix 7: Capital Strategy

Capital expenditure is strictly defined and controlled - this appendix sets out how the Council will invest in capital projects.

Appendix 8: Treasury Management Strategy

Including relevant supporting documents:

8.1 Treasury Management Strategy and Prudential Indicators

8.2 Criteria for Investment of Surplus Funds

8.3 Interest Rates Forecasts

8.4 Economic Background

8.5 External Debt Analysis (Long Term Borrowing)

8.6 Counterparty List

8.7 Temporary Investment Report

8.8 Prudential Code Definitions

8.9 Flexible Use of Capital Receipts Strategy 2024/25

Appendix 9: Council Tax Resolution

9.1 Harborough District Council's Element of Council Tax 2024/25

9.2 Total Council Tax by Area and Valuation Band

Appendix 10: Response to Budget Consultation from the Joint Budget Overview & Scrutiny Plan on the 18 January 2024

Appendix 11: Response to Budget Consultation from the general public

Appendix 12: Glossary of Terms

Appendix 13: Equalities

Details

Section 1: 2024/25 Local Government Finance Settlement

3.1 The council's core funding allocations for the forthcoming financial year are announced annually by Government in the provisional local government finance settlement, usually in December. During January, the government made a further announcement to the provision settlement. Following consultation, allocations were confirmed in the final settlement on 5 February 2024.

3.2 The settlement issued by the government is again a one-year settlement; effectively a roll-over budget reflecting the government's intention of ensuring stability until the next spending review which will happen after the general election later this year (LGA Finance Conference, January 2024).

3.3 In national terms the Local Government Finance Settlement for 2024/25 announced a 7.5% increase in Core Spending Power, a decrease on the Core Spending Power increase of 9.4% that occurred when the final settlement was announced for 2023/24. Core Spending Power is the overall level of resources government estimates is available for funding local authority services. The Core Spending Power increase for Harborough District is 5.8% (2.6% more than in 2023/24), compared to the County:

3.3.1 the highest District was 6.1% (1 Council), lowest 5.6% (1 Council).

3.3.2 county was 10.6%, and for the

3.3.3 two unitaries, an average of 7.9%.

- Explanatory note on core spending power: final local government finance settlement 2024/ to 2025
- Core spending power table: final local government finance settlement 2024 to 2025

3.4 The key aspects of the settlement relevant to the council is discussed in **Appendix 1** and summarised below:

3.4.1 The **NHB** grant is a one-year allocation for 2024/25 of £1.2m. The government did consult on a replacement for NHB during 2021 but its replacement is not yet known. Considering that there is likely to be a general election in 2024 it is considered unlikely that this funding will be nil for 2025/26 so a reduced estimate has been included.

3.4.2 Following the mid-January additional funding announcement, the **Rural Services Delivery Grant** is now £182k.

3.4.3 The **Services Grant** is a one-year allocation of £11k in 2024/25 and no estimate has been included for future years.

3.4.4 Following the mid-January additional funding announcement, the **Funding Guarantee** is now 4%. The aim of this funding is to guarantee all councils a minimum increase in funding before Council Tax. For 2024/25 this is £1.5m, and a provision of £959k included for 2025/26.

3.4.5 Shire District Councils can increase Band D Council Tax demands by the higher of 2.99% or £5.

3.4.6 The **Business Rate multiplier** has been split between a lower and standard amount for 2024/25, and over the MTFS only marginal increases have been included (1% per annum).

3.5 It is important to note that the government assumes in its Core Spending Power figures that the Council Tax base and Council Tax itself will increase; the latter by the maximum. In respect of:

3.5.1 **Council Tax**: Cabinet has proposed a 0% increase in its 2024/25 Council Tax Band D which will be equivalent to that of 2023/24; thereby holding Council Tax at the same rate since 2022/23 (£177.97).

3.5.2 **Council Tax Base**: at Decembers Council meeting, Council approved a 1.75% increase in the Council Tax Base to 38,921.9 for 2024/25. This is a moderate increase and continues to reflect the growth that has occurred over the past year. For the MTFS, an annual increase is proposed based on the 5-Year Housing Supply.

3.5.3 the statutory **Council Tax Resolution** is attached at **Appendix 9**.

Section 2: The General Fund Revenue Budget (including the Medium-Term Financial Strategy).

2023/24 forecast outturn

3.6 The latest reported position on the General Fund revenue budget as at quarter 2 is an underspend of £410k; this was discussed at the 27 November 2023 Cabinet meeting (Report / Financial Appendix)

Proposed 2024/25 Revenue Budget and Medium-Term Financial Strategy (2025/26 to 2028/29)

3.7 Detailed commentary on the 2024/25 revenue budget is given in **Appendix 1** and is summarised in Table 1 below.

Summary Consolidated Final Budget 2024/25 & MTFS (2025/26 to 2028/29)						Table 1
	2023/24 Original Budget £000	2024/25 £000	2025/26 £000	2026/27 £000	2027/28 £000	2028/29 £000
Net Cost of Services	**12,053**	**14,771**	**15,021**	**15,513**	**16,064**	**16,431**
Capital Financing	424	560	779	882	920	971
Net Expenditure	**12,477**	**15,331**	**15,800**	**16,395**	**16,984**	**17,402**
Reserves Contributions to/from Support Services	5,212	4,042	958	(1,667)	(2,079)	(2,130)
Other Net Reserves Contributions	(790)	(1,460)	(345)	(301)	(280)	(226)
Reserve Contributions	**4,422**	**2,582**	**613**	**(1,968)**	**(2,359)**	**(2,356)**
Budget Requirement	**16,899**	**17,913**	**16,413**	**14,427**	**14,625**	**15,046**
Total Grant	(10,092)	(10,987)	(9,197)	(6,911)	(6,789)	(6,883)
Council Tax Requirement	**6,807**	**6,926**	**7,216**	**7,516**	**7,836**	**8,163**

3.8 The key information in respect of the 2024/25 Budget and MTFS is shown below:

2024/25 Budget

3.8.1 **Net Expenditure: £15.3m,** which represents an additional £2.9m (22.9%) when compared to 2023/24.

3.8.2 **Net Reserves Contribution**: a contribution to reserves of £4m, with a contribution from earmarked reserves of £1.5m

3.8.3 **Budget Requirement: £**17.9m, which represents a £1m (6%) increase when compared to 2023/24.

3.8.4 **Council Tax Requirement:** £6.9m, a net increase of £119k when compared to 2023/24.

MTFS (2028/29)

3.8.5 **Net Expenditure**: £17.4m, which represents a £2m (13.5%) increase when compared to 2024/25.

3.8.6 **Reserves Contribution:** a contribution from reserves of £2.4m; £2.1m to meet the in-year forecast deficit and £226k to mitigate service costs. The first year within the MTFS where a deficit occurs is 2026/27 which requires a contribution from reserves of £2m; £1.7m to meet the in-year deficit and £301k to mitigate services costs.

3.8.7 **Budget Requirement**: £15m, which represents a £2.9m (16%) reduction when compared to 2024/25.

3.8.8 **Council Tax Requirement**: £8.2m net increase of £1.2m (17.9%) when compared to 2024/25. The MTFS has been modelled on a “notional” increase of 2.99% per Band D equivalent per annum.

3.9 With regard to service expenditure, the 2024/25 Budget and MTFS has been developed reflecting the three approaches which are summarised below. This has been discussed extensively at Cabinet and Scrutiny in January and February with detailed commentary shown in **Appendix 1 and 3**, with the significant changes and summarised below:

3.9.1 **General Service Income & Savings**: this primarily involves increases in fees and charges and corporate income related to investment. There have been increases in statutory fees for Development Management (£242k) and investment income (£691k) due to the increase in bank base interest rates. The

savings attributable to the target operating model and reviews of enforcement and human resources terms and conditions (£384k) have been deferred for one-year.

3.9.2 **Employment Related Costs**: pay inflation has been modelled at 3.5%, an increase of £183k and no changes in inflation rates for both employers national insurance and oncosts.

3.9.3 **Service Inflation and Growth:** this is primarily due to:

3.9.3.1 **Inflation,** with significant increases in utility costs (£83k) for council administrative buildings, FCC inflation of 5.6% (£300k)

3.9.3.2 **Contract costs/savings**, potential income from the new leisure contract (£81k). It should be noted that for the waste and environment contract over the medium-term the council is recognising additional contract costs of £400k per annum (non-cumulative) and procurement costs of £300k (although the latter currently planned to be met from 2023/24 in-year savings).

3.9.3.3 **Final Budget Priorities**, the administration has identified further priorities totalling £285k, these are shown in **Appendix 2**.

3.9.3.4 **Other Service Growth**, Cabinet approved significant service changes when they considered the Draft Budget in January 2024 (Appendix 3 to Draft Budget report).

3.10 The proposed gross expenditure budget for 2024/25 is £33.2m including housing benefits (£7.1m). The pie charts below show how the gross expenditure budget will be spent and funded (detailed analysis in **Appendix 1**, Annex 1).

Chart 1 showing the General Fund Gross Expenditure Budget of £33.2m

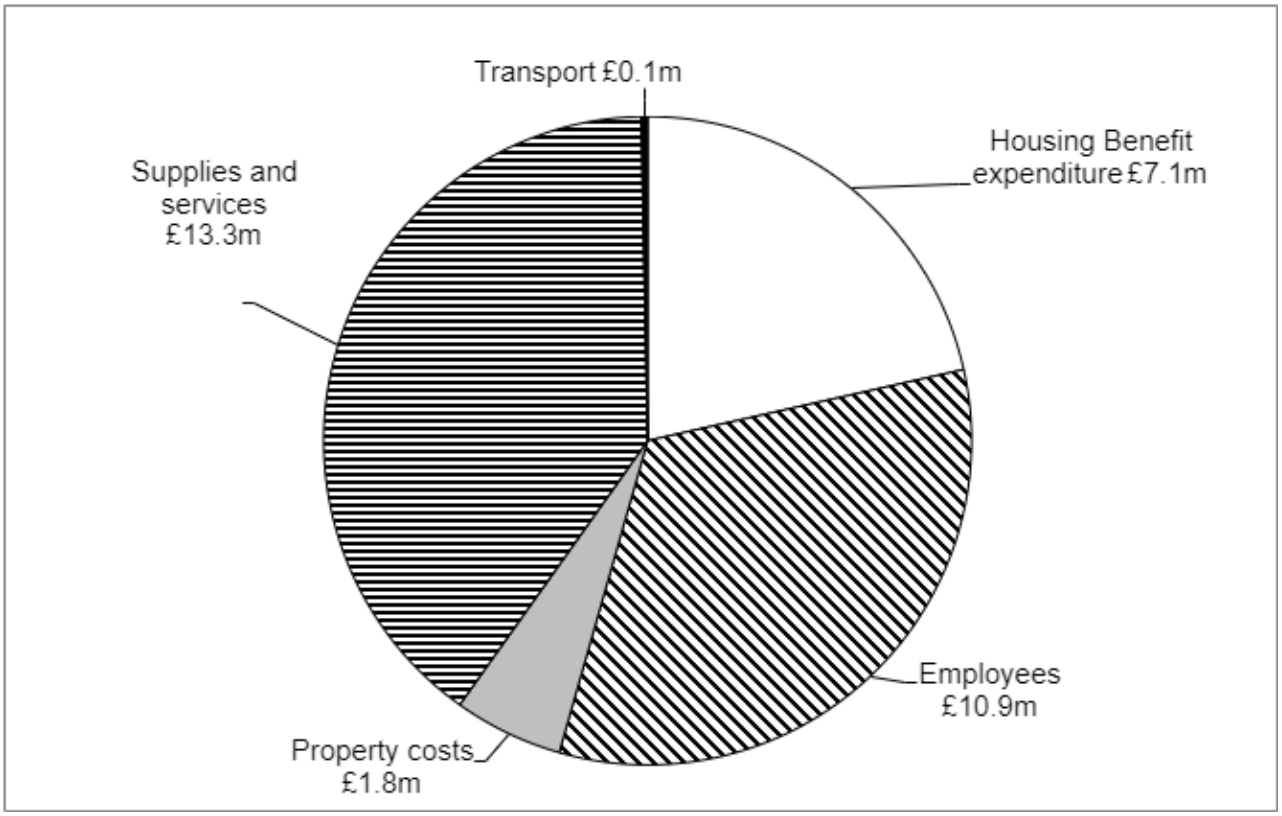
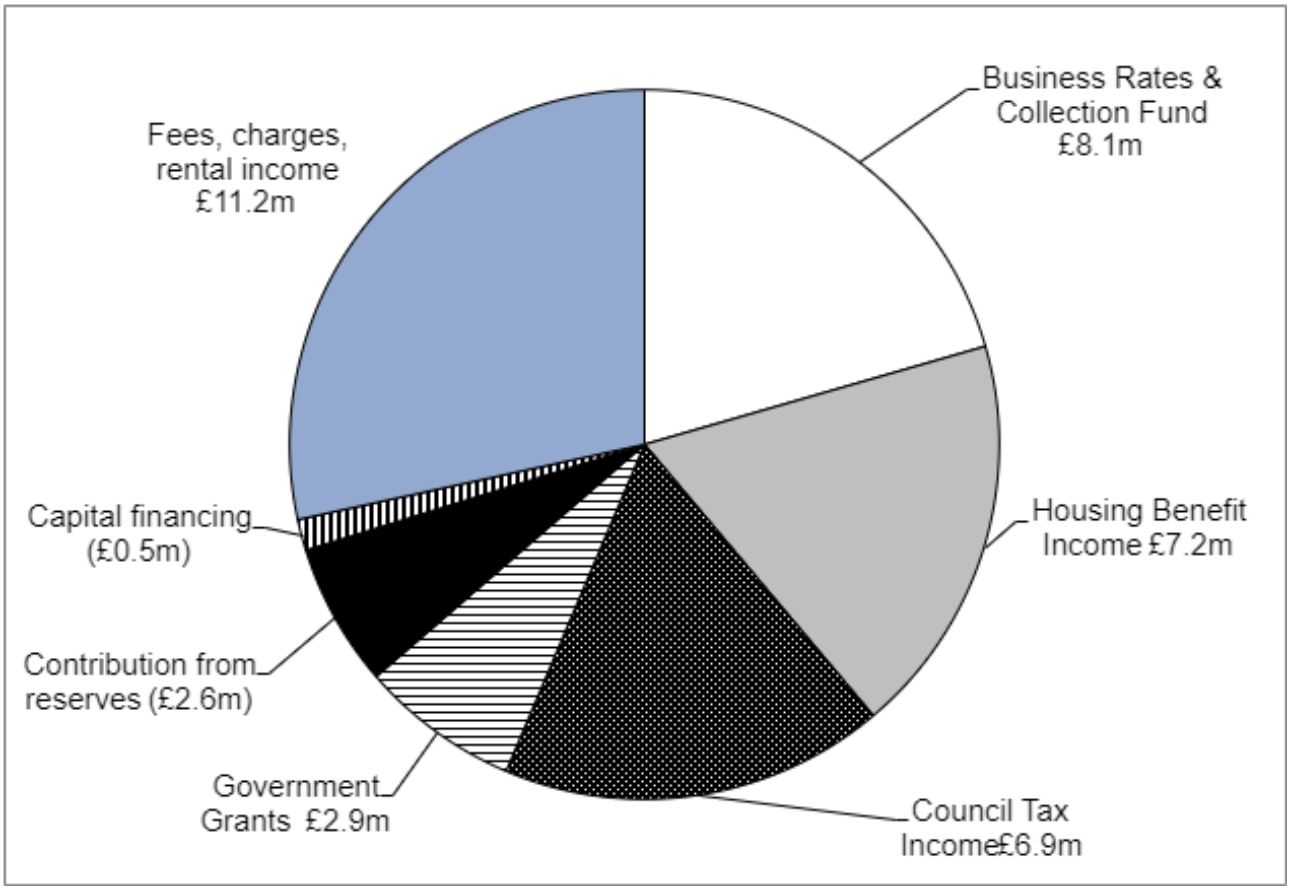


Chart 2 showing how the Gross Expenditure Budget is financed



* Business Rates: NDR of £6.7m and Collection Fund Surplus of £1.4m

3.11 In November, Cabinet approved its Budget Principles – the base assumptions on how the budget would be constructed. **Appendix 3** shows how these have been applied to the budget and their impact along with the government funding announced in the financial settlement.

Changes between Original Budget 2023/24 and Final Budget 2024/25

3.12 It is important that members understand how the council's budget has changed; both between the original budget of the preceding year (2023/24) to the draft budget (2024/25) which was presented to Cabinet in January and then how it has transitioned to the final budget that was considered by Cabinet earlier this month and is now presented to Council.

3.13 In respect of the changes between the approved 2023/24 Budget and the Final Budget for 2024/25, these have been reported in detail to Cabinet in January and February and reviewed by Scrutiny in January. A summary of the changes is shown in **Table 2** below.

Table 2

Reconciliation of Budget Changes
1) 2023/24 Approved Budget to 2024/25 Base Budget
2) 2024/25 Base Budget to 2024/25 Final Budget

	Services £000	Capital Financing £000	Net Expenditure £000	
1) 2023/24 Approved Budget to 2024/25 Base Budget				
2023/24 Budget Approved February 2023	12,053	424	12,477	
Previously Approved Growth/Savings	260	0	260	
Service Requested Budget Changes	158	0	158	
2024/25 Base Budget	**12,471**	**424**	**12,895**	
2) 2024/25 Base Budget to 2024/25 Final Budget				
2024/25 Base Budget	**12,471**	**424**	**12,895**	(a)
Budget Changes: Draft Budget (*)				
- Pay Increases	183	0	183	
- Service Income	(100)	0	(100)	
- Service Changes	341	0	341	
- Political Priority: Services	65	0	65	
- Political Priority: Acc Local Plan	1,140	0	1,140	
- One Year Funding of Corporate Savings	385	0	385	
- Capital Financing	0	136	136	
	2,015	136	2,151	(b)
Draft Budget	**14,486**	**560**	**15,046**	
Budget Changes: Final Budget (**)				
- Service Growth	286	0	286	
2024/25 Final Expenditure Budget (**)	14,772	560	**15,332**	(1)
Reserves				
2024/25 Draft Budget (*)			**717**	(c)
Budget Changes: Final Budget (**)			1,866	
2024/25 Final Budget (**)			**2,583**	(2)
Government Funding				
2024/25 Draft Budget (*)			(8,629)	(d)
Budget Changes: Final Budget (**)				
- Business Rates (NDR)		(805)		
- Other General Fund Grants		(25)		
- Funding Guarantee		(95)		
- Collection Fund		(1,433)	(2,358)	
2024/25 Final Budget (**)			**(10,987)**	(3)
Council Tax				
- Council Tax Requirement @ 2.99%: Draft Budget (*)			7,134	a+b+c+d
- Council Tax Requirement @ 0%: Final Budget (**)			6,927	1+2+3
Change in Council Tax			**207**	

NB * Draft Budget approved by Cabinet 15 January 2024; reviewed by Joint Budget Overview & Scrutiny Panel 25 January 2024

** Final Budget approved by Cabinet 12 February 2024

3.14 Budgets are, by their very nature evolving financial management plans and as ever with such plans, changes routinely occur. The 2024/25 changes between the draft budget and the budget now presented to Council have resulted in a net reduction in Council Tax of £207k, along with additional contributions to reserves of £1.8m. This is summarised in Table 3 below and a detailed analysis is shown in **Appendix 2**.

Changes between Draft 2024/25 Budget & MTFS (2025/26 to 2028/29) and Final 2024/25 Budget & MTFS (2025/26 to 2028/29)							Table 3
		Budget	Medium-Term Financial Strategy				
		2024/25 £000	2025/26 £000	2026/27 £000	2027/28 £000	2028/29 £000	Total
Changes in Service Costs and Income	a	285	293	160	167	175	**1,080**
Changes in Capital Financing		0	76	76	77	76	**305**
Changes in Reserves	b	1,865	863	444	369	507	**4,048**
Change in Grant (incl. NDR, NHB etc)	c	(2,357)	(1,448)	(906)	(846)	(1,004)	**(6,561)**
Net Changes in Council Tax		**(207)**	**(216)**	**(226)**	**(233)**	**(246)**	**(1,128)**

Fees and Charges

3.15 Each year the council is required to approve a schedule for Fees & Charges. This represents a 6.7% increase for non-statutory fees and charges. The schedule for 2024/25 is attached at **Appendix 4**. It should be noted that there are some income streams that have been increased by other amounts or not at all, by way of example:

3.15.1 **car parking charges** have not been increased due to the current strategic review of the service,

3.15.2 **green waste charges** have not been increased and remain at £61. As the break-even principle, a pure break-even fee would have been £61.42 (potential underachievement of £8k, 0.7%).

3.15.3 **lease rentals** at the Harborough Innovation Centre/Grow-On Centre which are subject to market determined prices.

Special Expenses

3.16 The overall Council Tax bill (excluding precepts) will separately show the Harborough District Council Element (charged to all residents in the district) and Special Expenses which relate to specific localities where the Council is providing services which are provided by Parish Councils elsewhere. **Appendix 5** gives the proposed charges for Special Expenses for 2024/25 and Table 4 below provides a summary of how Special Expenses equates in the Council Tax bill.

Special Expenses - Redistribution by Parish Area							Table 4
Area within the District	Basic amount of HDC council tax before special expense redistribution	Redistribution of Special Expense			Parish element	Basic amount of Council Tax by Parish (1)	Reconciliation of HDC council tax after special expense amount
		Total special expense amount in HDC budget to be redistributed	Redistributed special expense by parish area	Net special expenses adjustment			
	a	b	c	d (b+c)	e	f (a+d+e)	a-b
	£	£	£	£	£	£	£
Blaston	177.97	(16.90)	9.76	(7.14)	0.00	170.83	161.07
Foxton	177.97	(16.90)	9.73	(7.17)	47.96	216.76	161.07
Great Bowden	177.97	(16.90)	7.45	(9.45)	60.77	229.29	161.07
Great Easton	177.97	(16.90)	15.15	(1.75)	37.96	214.18	161.07
Lutterworth	177.97	(16.90)	13.15	(3.75)	122.39	296.61	161.07
Market Harborough	177.97	(16.90)	54.21	37.31	0.00	215.28	161.07
Saddington	177.97	(16.90)	28.59	11.69	22.83	212.49	161.07
Thurnby & Bushby	177.97	(16.90)	25.04	8.14	55.45	241.56	161.07
Broughton Astley	177.97	(16.90)	4.87	(12.03)	115.46	281.40	161.07
Fleckney	177.97	(16.90)	0.40	(16.50)	103.94	265.41	161.07
Great Glen	177.97	(16.90)	1.70	(15.20)	132.46	295.23	161.07
Scraptoft	177.97	(16.90)	6.17	(10.73)	108.24	275.48	161.07
NB.							
(1) agrees to Appendix 9: Council Tax Resolution.							
(2) Total Special Expenses 2024/25		657,718					
Council Tax Base, whole district		38,921.9					
Special Expense		16.90					
(3) HDC 2024/25 Band D Council Tax after Special Expense				161.07			
HDC 2023/24 Band D Council Tax after Special Expense				161.37			
Decrease *(due to proportionate increase in respective Council Tax Bases)*				-0.30	-0.19%		

3.17 Special expenses are applied when Harborough District Council provides a service in a parish (or unparished area) which is provided in other parishes by a town or parish council. Special Expenses are paid to the council for; cemetery provision, allotment provision, Harborough in Bloom, Harborough Town Centre Support (including specified events), parks and recreation grounds, memorial gardens, bus shelters and space considered to be in the public realm.

Reserves

3.18 In December 2023, Cabinet approved an updated Reserves Strategy. The strategy confirms the council's approach to the governance of reserves and was updated to reflect a minimum level of General Fund (Unallocated) Reserves of 20% of Net Expenditure.

3.19 Forecast balances at the end of each year of the MTFS are shown in Table 5 below. Reserves are also discussed at **Appendix 1**. This reflects the establishment of three new earmarked reserves; namely:

3.19.1 **Financial Sustainability**; the aim of this reserve is to smooth the expected budget gaps in the future years of the MTFS.

3.19.2 **Collection Fund**; the aim of this reserve is to mitigate future volatility in the collection of Council Tax and Business Rates.

3.19.3 **Corporate Plan & Strategy**; the aim of this reserve is to hold funds that will be released over the MTFS to implement projects/initiatives that are highlighted within the Corporate Plan.

Summary Reserves Statement for the Consolidated Final Budget 2024/25 & MTFS (2025/29 to 2028/29)				Table 5		
All numbers as at 31 March of each year	2023/24 Updated Budget £000	2024/25 £000	2025/26 £000	2026/27 £000	2027/28 £000	2028/29 £000
General Fund (Unallocated) Reserve	2,495	3,066	3,160	3,279	3,397	3,481
- Reserves at 20% of Net Expenditure	Yes	Yes	Yes	Yes	Yes	Yes
Earmarked Reserves						
Budget Surplus	0	0	0	0	0	0
Projects, Risk & Smoothing	2,183	1,873	1,985	2,116	2,247	2,378
Capital & Contract	2,901	2,103	2,473	2,398	2,344	2,344
Transformation	1,000	900	900	900	900	900
Financial Sustainability	2,956	5,703	5,790	4,271	2,213	0
Collection Fund	1,000	1,000	1,000	1,000	1,000	1,000
Corporate Plan & Strategy	723	2,470	2,776	2,509	2,370	2,370
Community, Economic & Infrastructure	1,000	960	960	960	960	960
Commercial Investment Reserve	1,229	1,229	1,229	1,229	1,229	1,229
Total Reserve Balances	**15,487**	**19,304**	**20,273**	**18,662**	**16,660**	**14,662**

3.20 It is a statutory requirement for the council to set a balanced budget and it achieves this for 2024/25; as shown in Table 1 it makes a contribution to reserves of £4.0m (before contributions from earmarked reserves).

3.21 However, in respect of the 5-years of the MTFS and the:

3.21.1 "**unplanned" use of reserves.** The council has a surplus budget for 2024/25 and 2025/26 and its contribution to reserves is £5m. The intention is to apply such surpluses to meet future year deficits and to earmark funding to meet future capital and revenue priorities including:

- **2024/25**
  - Grants to Parishes (£1m)
  - Ward Area Improvement Fund (£170k)
  - Leisure Strategy Action Fund (£100k)
  - Young Persons Initiative Fund (£100k)
  - District Place Narrative/Vision & Masterplanning (£100k)
  - Net-Zero2030 Initiatives Fund (£400k)
- **2025/26**
  - Asset Facilitation Fund (£500k)
  - Waste Vehicles (£470k)

In respect of future year deficits, these occur between 2026/27 and 2028/29 and the council estimates to contribute £5.9m from reserves. The average annual reserves needed to finance these deficits over the MTFS is £878k. When the council set the 2022/23 budget, the average annual reserves needed to finance the MTFS was £842k.

3.21.2 **Use of earmarked reserves**, over the MTFS, the council plans to commit £2.6m from earmarked reserves (an average of £522k per annum) to meet

ongoing obligations in respect of costs relating to the local plan, elections, and project management resources.

3.22 The Chief Financial Officer's view on the robustness of the reserves position is given in section 5 of this report.

Section 3: The Proposed Capital Programme

Definition of capital expenditure

3.23 Capital expenditure is strictly defined as expenditure on the creation or enhancement of assets.

3.24 Unless expenditure qualifies as capital it will normally be charged to the revenue budget in the period that the expenditure is incurred. If the expenditure meets the definition of capital, there may be opportunities available to finance the outlay from capital receipts (income from selling assets), capital grants, section 106 money, or by spreading the cost over future years' revenue budgets by borrowing (capital financing / minimum revenue provision).

2023/24 revised budget

3.25 Council approved a capital programme in February 2023 of £30.1m for 2023/24. In July 2023, Cabinet approved capital carry forwards from 2022/23 into the current financial year of a further £7.2m.

2024/25 to 2028/29 Capital Programme and Capital Ambition

3.26 The proposed capital programme for 2024/25 to 2028/29 is summarised in Table 6 and shown in **Appendix 1**; it has also been reported to Cabinet and Scrutiny in January and Cabinet again in February. The capital programme totals £30m over the MTFS period.

Summary of Capital Programme 2024/25 to 2028/29								Table 6
Service Area	**Asset Category**	**2024/25**	**2025/26**	**2026/27**	**2027/28**	**2028/29**	**Total**	
		£000	**£000**	**£000**	**£000**	**£000**	**£000**	**£000**
Assets	Infrastructure	8,010	2,500	0	0	0	10,510	
	Cemeteries & Burials	1,056	15	40	0	0	1,111	**12,584**
	Civic Buildings	783	0	0	180	0	963	
Customers	Housing	1,043	0	0	0	0	1,043	
	Service Transformatio	20	20	20	20	20	100	
	Leisure Centres	6,098	41	41	41	41	6,262	**8,232**
	CCTV	37	10	10	10	10	77	
	s.106 Schemes	250	250	250	0	0	750	
Economic Development: Business Centr	Business & Enterprise	92	60	0	140	0	292	**292**
Economic Development: Market Hall & Events	Market Hall	252	144	0	0	0	396	**396**
Environmental Services	Waste Collection	920	0	0	0	0	920	**920**
Parks & Open Spaces	Parks etc	320	160	100	20	20	620	**620**
Projects	Environmental Projects	40	0	0	0	0	40	**683**
	Corporate	381	172	38	52	0	643	
Regulatory	Environmental Projects	2,468	197	163	0	0	2,828	
	Grants	420	420	420	420	420	2,100	**5,156**
	Car Parking	228	0	0	0	0	228	
Total Capital Programme		**22,418**	**3,989**	**1,082**	**883**	**511**	**28,883**	
5% Contingency		800	199	54	44	26	1,123	
Total Capital Programme		**23,218**	**4,188**	**1,136**	**927**	**537**	**30,006**	

3.27 For the entire capital programme, the sources of finance include:

• Capital Receipts:	£ 3.742m
• Revenue Earmarked Reserves:	£ 1.308m
• Direct Revenue Financing:	£ 0.135m
• External Grant Schemes:	£ 5.677m
• Contractor Contributions:	£ 2.454m
• Internal Borrowing-Capital Financing:	£16.690m
Total:	**£30.006m**

The sources of finance noted above are indicative at the time of approving the budget. The council currently is effectively "debt-free" but in time there might be a need to replace internal borrowing with external borrowing, which brings with it associated capital financing costs. However, with prevailing higher rates of external borrowing, the council may need to consider the most cost-effective means of financing its capital expenditure and this might entail:

- wholly borrowing internally,
- wholly borrowing externally (either short or long-term), or a
- combination of both internal and external financing.

However, such decisions will be determined based on:

- prevailing treasury conditions at that time,
- the Councils approved Treasury Management Strategy, and the
- most cost-effective means of financing over the medium-term.

Capital Strategy

3.28 Council approved the Capital Strategy in February 2020, much of this document remains applicable to the 2024/25 Budget and MTFS (2025/26 to 2028/29) and only requires minor updating. The updated strategy is attached at **Appendix 7**.

Section 4: Treasury Management

3.29 Treasury Management is an intrinsic part of the budget; especially relevant to the financing of capital expenditure and budgets relating to interest and investment income; further explanation is shown at **Appendix 8**. As recommended by the Councils' treasury advisors, Link, a new list of countries with sovereign ratings of AA- or higher is now to be included as part of the Councils assessment of acceptable investment.

Section 5: Statement by the Council's Chief Finance Officer (the Director of Resources) that the Budget proposals for 2024/25 are robust and that the proposed level of reserves is adequate, as set out at Appendix 1, Annex 3 to this report.

3.30 Section 25 of the Local Government Act 2003 places specific responsibilities on the Chief Financial Officer (CFO) (also known as the s151 Officer / the statutory officer for finance / Responsible Finance Officer) to report on the robustness of the budget and the

adequacy of proposed financial reserves when the Council is considering its budget requirement. The Council is required to have regard to this statement when it sets the budget.

3.31 In addition, the Chartered Institute of Public Finance and Accountancy (CIPFA) recommends that the CFO refers to:

- Treasury related items, including the range of prudential and capital indicators (**Appendices 8 to 8.9**).
- financial resilience, primarily CIPFA's resilience index (addressed at **Appendix 1**, Annex 3).
- Capital strategy and the associated prudential code and the deliverability, affordability, & the risks. (**Appendix 7 and 8**).

Detailed Commentary and Conclusion on the robustness of reserves.

3.32 A detailed commentary on the "robustness of reserves" is shown in **Appendix 1**, Annex 3. In summary, following extensive sensitivity analysis of potential risks and estimated uses of reserves it is fair to conclude that in respect of:

3.32.1 the use of the General Fund (Unallocated) Reserve, the Budget Surplus and some of the Earmarked Reserves, the Council should be able to absorb considerable additional financial risk. It should be noted however:

- it is unlikely that all these risks would occur all at the same time.
- where in future years drawdowns from reserves are considered; the Council needs to be cognisant that this will reduce the available funds to meet potential financing stresses towards the end of the MTFS. However, the Council needs to take a balance approach between investing in its community and securing longer term financial security.

3.32.2 the Council is not self-sufficient over the medium-term in respect of "income = expenditure" as there is an "unplanned" use of reserves in the last two years of the MTFS. However, it is fair to say that in respect of its total resource availability, other than in an extreme scenario, the Council can meet its medium-term financial commitments.

Conclusions

2024/25 Budget

3.33 Considering all the factors noted within the "Robustness" statement in respect of 2024/25, the CFO considers that the combination of the:

- Councils' commitment to continue to find service efficiencies,
- the direction of travel in relation to governance,
- it's clear intention to invest in services, and
- it's prudent position relating to income recognition (including raising Council Tax),

the budget proposed for 2024/25 should not give Councillors any significant concerns over the Council's financial position.

Medium Term Financial Strategy (2025/26 to 2028/29)

3.34 Regarding the period covered by the MTFS; at this point in time the Council does face some significant future funding risks:

- An expected reduction in NHB;
- the implications of Fair Funding and
- the ongoing issues pertaining to the localisation of Business Rates as well as a Business Rates reset, and if,
- current levels of service are maintained, the Council is likely to continue to face a challenging financial future.

3.35 The Council has taken proactive action to address its budgetary concerns by undertaking two significant budget review processes as well as several other transformational and cost control initiatives. However, the current programme of change must continue and for the Council to achieve full financial sustainability and resilience and be able to continue to invest in its local community, the Council will have to ensure that "continuous improvement" remains at the centre of its future service delivery model.

Implications

Corporate Priorities

4.1 This report promotes the corporate priority of being innovative, proactive, and efficient by delivering financial sustainability for the future. The budget and MTFS shows the available financial resources to deliver the council's corporate priorities as well as the statutory services it is required to deliver. This year, the council has established a dedicated earmarked reserve to provide funding to meet specific corporate plan priorities.

Consultation

4.2 In preparing this report, statutory consultation requirements have been complied with, these have included:

4.2.1 formal consultation via the council's website with the public (**Appendix 11**).

4.2.2 continuous development discussions with Cabinet through the preparation of both a draft (15 January 2024) and final (12 February 2024) budget & MTFS prior to consideration by Council.

4.2.3 consultation with the Joint Overview & Scrutiny Panel (25 January 2024) on the draft budget. This meeting was open to all members so they could participate in the review process.

4.2.4 consultation with Unison (23 January 2024).

4.2.5 ongoing consultation with services and respective portfolio holders as the budget was developed since August 2023.

Financial

4.3 During the budget development process, Financial Services has constructively challenged budget propositions with services to ensure that, as far as is possible, the proposed service estimates award the council value for money. During the year, finance business partners work closely with services and continue the approach of constructive challenge to ensure that the council makes every effort to meet its primary budget principles of:

"*Committed to Financial Sustainability & Resilience to enable Community Investment".*

4.4 Throughout this report there is a detailed commentary on the changes from the 2023/24 budget through to the 2024/25 budget, as well as a 4-year projection to complete the MTFS. As part of the review of financial governance last year there was a commitment to develop a Long-Term Financial Strategy (LTFS). However, with the recent inflationary increases and differing expert advice on how long the current macro environment will continue such a strategy, at this time, could be detrimental to the effective delivery of both immediate and medium-term priorities. An LTFS will be developed further during 2024/25 as market expectations crystalise.

4.5 Regarding:

4.5.1 **Revenue,** the council is planning for a surplus budget for 2024/25 and 2025/26, with a surplus of £5m. This surplus has been generated due to a combination of strong financial control, leadership and management, continuous service improvement and transformation and the benefits of residential and business rate growth throughout the district. Such an approach is now bearing fruit as the surplus now permits members to have choices in the delivery of its corporate plan along with ensuring medium-term financial resilience. For 2024/25, the council has agreed to freeze Council Tax, but as shown in the MTFS, it has included a nominal increase in Council Tax for each year thereafter. It cannot be said that the council is financially sustainable because on a year-by-year basis its income does not equal expenditure. But by setting-aside surplus funds to meet future year deficits, which themselves include prudent budgetary estimates, has enabled the council to effectively manage budgetary risk and therefore awards it financial resilience.

4.5.2 **Capital**, the council has an ambitious capital programme totalling £30m. There is a broad mix of capital propositions including essential works to enhance the value of its estate, ICT development, investments in leisure, the community and environmental / climate priorities and housing to meet both long and short pressures.

4.5.3 **Reserves,** the council has a pragmatic approach to reserves that is embedded within its reserve's strategy. By the end of 2024/25 it is estimated to hold reserves of £19.3m, with a slight increase in 2025/26 and then a general reduction to £14.6m by 2028/29. The council can maintain the General Fund (Unallocated) Reserve at the minimum 20% for the entire MTFS period.

4.6 The Budget and Policy Framework Procedure Rules are set out within the Constitution at part 4, section 3 and the Financial Procedure Rules for Officers at part 4, section 6 of the Constitution. The process followed in the development of this budget and MTFS

and its subsequent approval and monitoring throughout the year, is in line with the framework.

4.7 All members should consider the reflections of the s.151 officer in respect of the s.25 report in respect of "robustness of reserves". This is a statutory report, and it models various financial and budgetary risks to determine the financial stress that the council would be under and whether it could finance such scenarios.

Legal

4.8 Legal Services have been consulted in relation to the proposals contained within this report from the outset.

4.9 In the case of R (Buck) v Doncaster MBC [2012] the High Court confirmed that Council's role in budget setting is limited to the allocation of resources to meet the authority's potential expenditure for the next financial year, which enables it to set an appropriate level of council tax.

4.10 The Head of Legal Services, as Interim Monitoring Officer, considers that the proposals set out within this report comply with the provisions of the above case. Further, the proposals meet the below statutory requirements to determine the amount of Council Tax for the forthcoming year and set a balanced budget:

4.10.1 S30 (6) Local Government Finance Act 1992 (the 1992 Act)

This section requires that Council Tax must be set before 11 March, in the financial year preceding that for which it is set. Failure to set a budget by this date does not of itself render the Council Tax invalid.

4.10.2 S31A the 1992 Act

This section sets out the calculations to be made in determining the council tax requirement, including contingencies and financial reserves. Failure to undertake the required calculations renders any Council Tax void and unenforceable.

4.10.3 S31B the 1992 Act

This section sets out the detail of the calculations required to meet the Council's obligations as at S31A.

4.10.4 S25 (1) Local Government Act 2003 (the 2003 Act)

The Chief Finance Officer must report to Council on:

4.10.4.1 the robustness of the estimates made for the purposes of the calculations; and

4.10.4.2 the adequacy of the proposed financial reserves.

4.10.5 S25 (2) the 2003 Act

When the Council is considering calculations under S31A, it must have regard to a report of the Chief Finance Officer concerning the robustness of the estimates made for the purposes of the calculations and the adequacy of the proposed financial reserves.

4.10.6 The Local Authorities (Functions & Responsibilities) (England) Regulations 2000 (as amended)

These Regulations set out what are to be the respective functions of Council and of the Executive. With regard to the setting of the budget and Council Tax for the

forthcoming year, Regulations provide that the Leader formulates the plan or strategy (in relation to the control of the Council's borrowing or capital expenditure) and the preparation of estimates of the amounts to be aggregated in making the calculations under S31A of the 1992 Act. The approval of such plan or strategy/calculations is the responsibility of full Council.

4.11 This report supports the Council's adopted budget and policy framework as set out in the Constitution at Part 4, Section 3.

Environmental Implications

4.12 The Council has declared a climate emergency. This report addresses climate issues by including capital projects that will help to provide mitigate the impacts of climate change. It should be noted that the council does not have any dedicated resource to deliver climate change mitigation, although it does have an officer whose role is to monitor the districts climate impact and performance.

Risk Management

4.13 The s.151 officers' independent assessment of the "robustness of reserves", the s.25 report, considers several risks and whether the council has enough reserves to meet these potential liabilities – the conclusion is that it does for 2024/25 and over the medium-term some of the scenarios do put the council into financial stress. However, it must be recognised that the assessment does anticipate a worst-case scenario because it is unlikely that all these risks would occur at the same time.

4.14 In respect of mitigation, the council will monitor and report its financial performance quarterly to Cabinet and then provide Performance Scrutiny with a highlight report. The financial controls within the council are robust and subject to unfettered review by internal audit and managers are duly skilled and experienced to ensure compliance with agreed financial controls.

Equalities Impact

4.15 An equalities impact screening assessment has been undertaken which has disclosed that there are no equality impacts because of this report. The assessment is an iterative process, one that starts when services review their budgets through to when the consolidated final budget and MTFS is considered by Cabinet and Council – see further **Appendix 13**.

Data Protection

4.16 The seven data principles set out in the Data Protection Act 2018 have been complied with in the preparation of this report.

Alternative Options

5.1 As set out in the detailed main body of the report, the requirement to set a balanced budget is a statutory obligation. It is for Councillors to determine whether to approve the proposed final budget.

Recommendation

6.1 For the reasons set out within this report, it is recommended that the Council consider the recommendations set out at the start of this report.

Background Papers

7.1 Cabinet papers for Draft and Final Budget;

7.2 Scrutiny papers for Draft Budget.

7.3 Various background service budget review documents.

7.4 Published government papers relating to the provisional and final settlements.

Appendix 1

Budget for 2024/25

Medium Term Financial Strategy

2025/26 – 2028/29

Foreword from Portfolio Holder for Finance

Over recent years all local authorities have faced significant challenges, there were the many years of austerity following the financial crash of 2008, then the Coronavirus Pandemic of 2020 and now the cost-of-living, high-inflation environment primarily caused by the Ukraine conflict.

The council has continued to provide high quality services to its residents and businesses through these testing times, and this year is no exception. The Council has put in place a series of different initiatives that support its broad residential and business community. It also has proposals to ensure that the wealth generated across the district is shared with the district.

The Council has for this and next year a surplus budget totalling £5m, before allocations of earmarked reserves - and it will use these funds wisely. This surplus has been generated from a combination of strong financial leadership that ensures its services are run with value for money and continuous improvement at their core, but also from the benefits of growth due to both new residents and businesses seeing Harborough as a destination of choice.

Firstly, it wishes to share this success with residents and will be freezing Council Tax next year. Secondly, this surplus has awarded the council the opportunity to share its wealth across the district by delivering much needed support close to communities via a town & parish grant scheme, and various funding initiatives to support key ambitions and priorities including support for young people, leisure, planning and growth. Further, there will be a mix of long-term capital investment such as community development, investments in waste, developing climate change mitigations along, with some revenue funding that will support the delivery of key priority areas, including strategic planning, strategic development and economic regeneration.

As mentioned earlier, the council has in place strong financial leadership during a time of high inflation. It has been able to recognise the future financial risk from a possible government change in funding and through prudent financial management is delivering a balanced budget for the entire period through to 2028/29; although it will be using some of the surplus to meet current future years forecast deficits. The Council has an excellent record of transforming its services to increase efficiency and we are working across the Council to continue to achieve this. We have “continuous improvement” at the core of how we deliver our services and we will continue to invest in ICT and our assets to enable the delivery of services closer to our customers.

The Medium-Term financial Strategy provides the framework by which we will meet our targets and ensure that the Council continues to deliver vital services to those people that live and work in the district.

Councillor Mark Graves

Portfolio Holder for Finance

1. Executive Summary

1.1 The Council aims to deliver cost-effective and sustainable services over the medium-term in line with its corporate priorities. The current national and local economic environment has been challenged in recent years by the legacy of the Coronavirus Pandemic and now with the implications of the current cost-of-living crisis and high inflationary environment. However local government has itself faced significant financial challenge since the financial crisis of 2008 to 2010. The Council has met these challenges well; it has embraced continuous improvement that continues to deliver transformational change; the aim of which is ensure that the council can deliver its essential services within an environment that has embedded financial resilience and sustainability at its core. Further, the Medium-Term Financial Strategy (MTFS) has achieved a balanced budget. The MTFS provides the resourcing roadmap to help the Council deliver its priorities and has achieved a balanced budget for each year of the MTFS, although with the use of Earmarked Reserves over the last three years.

1.2 However, the Councils significant savings programme is embedded into the MTFS, therefore the Council must deliver these savings to achieve its ambitions. And with the budget gap emerging in 2026/27, further service transformation and collaboration will be needed to ensure that the Council can continue to deliver cost-effective and sustainable services to its community for many years to come.

2. Purpose of the Medium-Term Financial Strategy

2.1 The aim of Harborough District Council's MTFS is to support longer term planning with the aim of delivering a stable and sustainable financial environment to support the achievement of its vision and strategic objectives. The MTFS is a key element of the Council's corporate governance arrangements and an integral element of the Council's corporate planning process.

2.2 The MTFS provides a framework that will assist the Council in effectively applying its limited financial resources in a manner which achieves the strategic priorities set out in the Corporate Delivery Plan. By striving to ensure the costs of delivering its service objectives over the term of the strategy are commensurate with the overall forecast financial resources available, the Council can seek to maintain the financial health of the authority in a manner which does not place an unreasonable burden on local taxpayers.

2.3 The financial strategy also recognises the requirement to maintain a balance between the desire to continue to deliver services but to also deliver services in a way that is both affordable and sustainable. It acknowledges the need to manage any reliance on balances and reserves and their use to bring about the introduction of service transformation. It will provide a framework for the detailed financial plans over the period 2024/25 to 2028/29. The MTFS should not be a static "once and for all" document; it is meant to provide a roadmap to deliver efficient and effective services over the medium-term

3. Background

3.1 The Council set the 2023/24 budget expecting to contribute a £5.2m into reserves (before allocations from earmarked reserves) to support the delivery of services.

3.2 During 2023/24 the Council has continued to support its local community in dealing with the cost-of-living and high inflationary environment. Further, sources of income from pre-pandemic activity, such as car parking, have not recovered to pre-pandemic levels. However, the council has benefited from better investment income returns from the higher interest rate environment. As at Quarter 2, the Council is anticipating a forecast underspend of £410k, as reported to Cabinet in November 2023 (Report / Financial Appendix).

- **National Issues**

3.3 **Cost-of-Living/High Inflationary Environment**; the most significant increase in cost is in respect of pay. When the council set its 2023/24 budget it allowed for an annual pay increase of 4%. The national employer settled on a flat rate increase of £1,925 for all NJC pay points 2 to 43 inclusive and an increase of 3.88% for pay points above 44 but below Chief Executive, for Chief Executives the increase was 3.5%. The net impact of this is an exceed of budget by £75k.

- **Government Funding**

3.4 When the Council set its 2023/24 budget, it was anticipating to receive £1.3m in General Grant for 2024/25. Following the issue of the final settlement in February, the Council is now expecting to receive funding totalling £2.9m; these include:

i. **New Homes Bonus**; (NHB) a one-year allocation of £1.2m. The Council is anticipating an allocation for 2025/26 as it is considered unlikely that this source of funding will not occur the year following a general election (which is expected towards the end of 2024/25). For 2025/26 the council has recognised a lower receipt of 65% of the 2024/25 allocation.

ii. **Other Grants**, the Council also receives £182k in grants to support ongoing rural delivery. It is recognised at this level for each year of the MTFS.

iii. **Services Grant**; this is a grant provided to all tiers of local government in recognition of the vital services delivered at every level of local government. The Councils 2024/25 allocation is £11k; reducing to nil in 2025/26.

iv. **4% Funding Guarantee**; at the provisional settlement in December, this was a 3% Funding Guarantee. In January the government increased this to a 4% Funding Guarantee and the Council will receive £1.5m. For 2025/26 the council has recognised a lower receipt of 65% of the 2024/25 allocation.

4. The Councils Vision and Priorities

4.1 **Vision:** Working with our communities, we will build a future for the people of Harborough district that gives them the best life chances and opportunities through:

- Community leadership to create a sense of pride in our place
- Promoting health and wellbeing and encouraging healthy life choices
- Creating a sustainable environment to protect future generations
- Supporting businesses and residents to deliver a prosperous local economy

4.2 **Priorities:** The outcomes that are expected to be delivered will be across four principal areas:

i **Place and community** – ensuring there is housing to meet local needs of all ages, that growth provides employment and is designed well, recognising the rural nature of the district and that communities are involved in how that growth is shaped.

ii **Healthy Lives** – giving the guidance and support to all our residents to make healthy life choices, to live longer healthier independent lives, not only physically but in good mental health too.

iii **Environment and sustainability** – enhancing and protecting out natural environment with improved access to open and green spaces, addressing climate issues proactively looking to future sustainable options and reducing environmental crime to further protect the environment.

iv **Economy** – that local employment options are available to allow residents to prosper in our district, developing and retaining the skills our employers need and supporting businesses to be successful, promoting the area to both employees, employers, and visitors to ensure a stable future economy.

4.3 The corporate plan will help to direct how front line and support services will deliver priorities, and it is now aligned with the budget setting process. This MTFS provides the resources roadmap to deliver the corporate outcomes.

5. The Medium-Term Financial Strategy

5.1 The MTFS is the council's financial roadmap that reflects the Councils priorities over the medium-term. A summarised Consolidated Final Budget for 2024/25 and MTFS (2025/26 to 2028/29) is shown in **Table 1** below. A detailed Consolidated Budget and MTFS, along with summary portfolio budgets is shown at **Annex 1**.

Summary Consolidated Final Budget 2024/25 & MTFS (2025/26 to 2028/29)				Table 1		
	2023/24 Original Budget £000	2024/25 £000	2025/26 £000	2026/27 £000	2027/28 £000	2028/29 £000
Net Cost of Services	**12,053**	**14,771**	**15,021**	**15,513**	**16,064**	**16,431**
Capital Financing	424	560	779	882	920	971
Net Expenditure	**12,477**	**15,331**	**15,800**	**16,395**	**16,984**	**17,402**
Reserves Contributions to/from Support Services	5,212	4,042	958	(1,667)	(2,079)	(2,130)
Other Net Reserves Contributions	(790)	(1,460)	(345)	(301)	(280)	(226)
Reserve Contributions	**4,422**	**2,582**	**613**	**(1,968)**	**(2,359)**	**(2,356)**
Budget Requirement	**16,899**	**17,913**	**16,413**	**14,427**	**14,625**	**15,046**
Total Grant	(10,092)	(10,987)	(9,197)	(6,911)	(6,789)	(6,883)
Council Tax Requirement	**6,807**	**6,926**	**7,216**	**7,516**	**7,836**	**8,163**

5.2 In summary,

i. the council has benefited from both short and medium-term benefits due to additional business rates. When the council set its 2023/24 budget, it was anticipating that for 2024/25 its business rates and collection fund surplus would be £5.9m and a deficit of £213k respectively. For the actual 2024/25 budget, the:

- council is expecting to receive £6.7m in business rates, an increase of £805k. This increase is due to the government revaluation that was introduced from April 2023 and growth primarily at Magna Park. However, the amount of receipt is reduced by a government addition to the NDR tariff of £520k (if the tariff hadn't been in place the additional business rate would have been £1.3m).
- collection fund surplus is now £1.4m, this is primarily due to further anticipated growth at Magna Park.
- In respect of both business rates and the collection fund, the respective calculations are shown in Annex A and B of Appendix 2 of the Final Budget 2024/25 & MTFS reported to Cabinet on the 12 February.

ii. by allocating the surplus budget to Earmarked Reserves and then releasing it over the MTFS period the council has been able to meet the forecast annual budget deficit from 2025/26 onwards, the higher costs of delivery as a consequence of higher inflation, the anticipated high impacts of Fair Funding and the Business Rates Reset and to finance the cost of commitments to meet corporate plan priorities.

iii. In last year's MTFS, the council was forecasting to commit £2.5m to meet the forecast budget deficits for 2025/26 through to 2027/28; for the same period in this year's MTFS the forecast budget deficit has increased to £2.8m (an increase of £273k, 10.9%).

iv. The Council is expected to freeze Council Tax at the same rate as in 2023/24, £177.97 for a Band D equivalent property (this will be third year that Council Tax will have been held at this level).

5.3 As noted earlier, the Council is in this financial position because of its position as a destination of choice for both domestic and business development, but also ever-increasing demand, expected reductions in government grant and the cost-of-living/high inflationary environment. Although the council does accrue a net benefit in the first years of the MTFS, by 2025/26 the Council is back into a deficit position. The council must ensure that it remains financial resilient and sustainable and therefore it needs to continue to ensure that it maintains strong financial leadership and it has done this by ensuring that it is continually reviewing its service offer and thus its costs base. It has achieved this by undertaking a fundamental budget review of all services and introducing other transformational change.

6. Service Efficiency

6.1 The Council has a good track record of addressing service pressures. However, as noted earlier, the Council is currently facing two significant draws on its resources:

6.2 Firstly, **cost-of-living/high inflationary environment**; the council has recognised several issues in this regard including:

i. Pay, the council has increased its pay estimate to 3.5% for 2024/25.
ii. Waste Management, the cost of procuring a new waste contract, extending the current contract by two-years and the ongoing cost of the new contract.
iii. Utility costs, the council has increased its estimated costs relating to gas and electricity.

These issues are highlighted in further detail in the draft budget that was considered by Cabinet in January 2024 (Report / Appendix 3)

6.3 Secondly, **increasing demand and government reductions in grant**. Each year the council, through its budget preparation process effectively undertake a budget challenge-lite process. As a consequence of the pressures facing services, it has been necessary to include some growth. These items are discussed both in Appendix 3 to the Draft Budget report presented to Cabinet in January and also in in Appendix 1 to the Final Budget report. To deliver improvements in medium term financial planning, the Council has also recognised the currently modelled impacts of the future potential government changes to funding from Fair Funding and the Business Rates Reset – in the Final Budget the assessed impact is £2.2m, an increase of £1.6m over that included in the Draft Budget (£594k).

7. Reserves

7.1 Reserves represent the past investment by Council Taxpayer's in their community; consequently reserves are the foundation of the Councils financial sustainability and underpin the effective delivery of its broad range of services and capital investment.

7.2 Cabinet approved a Reserves Strategy in November 2020 and an update to the strategy in November 2023 (Report / Appendix). The Strategy introduces good governance over its reserves and set its minimum level of reserves at 20% of net expenditure.

7.3 As part of the 2024/25 Budget and MTFS (2025/26 to 2028/29);

i. the Council can maintain the General Fund (Unallocated) Reserve at its minimum level for the whole of the MTFS.
ii. compared to the final year of the MTFS approved last year, by 2027/28 the Council was expecting to have a total Reserves position of £12.6m; this year's MTFS is expecting a total reserves position of £16.6m (an increase of £4m, 31.8%).

7.4 A detailed Consolidated Reserves Statement is shown at **Annex 2** and summarised in **Table 2** below. This reserves statement represents the currently estimated reserves position, it is expected that as time progresses the use of reserves to meet the then

prevailing financial situation will change, and the required flexibility is embedded within the proposed Reserves Strategy.

Summary Reserves Statement for the Consolidated Final Budget 2024/25 & MTFS (2025/29 to 2028/29)				Table 2		
All numbers as at 31 March of each year	2023/24 Updated Budget £000	2024/25 £000	2025/26 £000	2026/27 £000	2027/28 £000	2028/29 £000
General Fund (Unallocated) Reserve	2,495	3,066	3,160	3,279	3,397	3,481
- Reserves at 20% of Net Expenditure	Yes	Yes	Yes	Yes	Yes	Yes
Earmarked Reserves						
Budget Surplus	0	0	0	0	0	0
Projects, Risk & Smoothing	2,183	1,873	1,985	2,116	2,247	2,378
Capital & Contract	2,901	2,103	2,473	2,398	2,344	2,344
Transformation	1,000	900	900	900	900	900
Financial Sustainability	2,956	5,703	5,790	4,271	2,213	0
Collection Fund	1,000	1,000	1,000	1,000	1,000	1,000
Corporate Plan & Strategy	723	2,470	2,776	2,509	2,370	2,370
Community, Economic & Infrastructure	1,000	960	960	960	960	960
Commercial Investment Reserve	1,229	1,229	1,229	1,229	1,229	1,229
Total Reserve Balances	**15,487**	**19,304**	**20,273**	**18,662**	**16,660**	**14,662**

8. Capital Programme

8.1 The Council has reviewed its capital programme; constraining it to within an affordability envelope of currently held resources (external funding, capital receipts and revenue financing). A summary of the capital programme is shown in **Table 3** below.

8.2 The Capital Programme includes a broad range of capital investment; as well as the routine investments in Disabled Facilities Grants (Lightbulb), this also includes significant investment in service transformation, fixed asset enhancement, technology and the Environmental/Climate Change Grants Scheme that was approved by Cabinet in February. Approval of the capital programme, like the revenue budget, does award permission to incur expenditure; however, the included capital items will be subject to the governance arrangements for major projects or similar agreed processes.

Summary of Capital Programme 2024/25 to 2028/29								Table 3
Service Area	Asset Category	2024/25	2025/26	2026/27	2027/28	2028/29	Total	
		£000	£000	£000	£000	£000	£000	£000
Assets	Infrastructure	8,010	2,500	0	0	0	10,510	
	Cemeteries & Burials	1,056	15	40	0	0	1,111	**12,584**
	Civic Buildings	783	0	0	180	0	963	
Customers	Housing	1,043	0	0	0	0	1,043	
	Service Transformatio	20	20	20	20	20	100	
	Leisure Centres	6,098	41	41	41	41	6,262	**8,232**
	CCTV	37	10	10	10	10	77	
	s.106 Schemes	250	250	250	0	0	750	
Economic Development: Business Centr	Business & Enterprise	92	60	0	140	0	292	**292**
Economic Development: Market Hall & Events	Market Hall	252	144	0	0	0	396	**396**
Environmental Services	Waste Collection	920	0	0	0	0	920	**920**
Parks & Open Spaces	Parks etc	320	160	100	20	20	620	**620**
Projects	Environmental Projects	40	0	0	0	0	40	**683**
	Corporate	381	172	38	52	0	643	
Regulatory	Environmental Projects	2,468	197	163	0	0	2,828	
	Grants	420	420	420	420	420	2,100	**5,156**
	Car Parking	228	0	0	0	0	228	
Total Capital Programme		**22,418**	**3,989**	**1,082**	**883**	**511**	**28,883**	
5% Contingency		800	199	54	44	26	1,123	
Total Capital Programme		**23,218**	**4,188**	**1,136**	**927**	**537**	**30,006**	

9. Treasury

9.1 The management of cash, debt and investment is an intrinsic element of an organisations daily financial management. Within local government such activity is highly regulated; including the requirement for Council to approve the overarching Treasury Management Strategy (TMS) and receive and comment on six-monthly and end of year performance. The overarching TMS includes the following individual documents:

- Treasury Management Strategy and Prudential Indicators.
- Criteria for Investment of Surplus Funds.
- Interest Rate Forecasts.
- Economic Background, Debt Analysis, Counterparty and Temporary Investment.
- Flexible Use of Capital Receipts

9.2 There are no substantive changes in its TMS compared to previous years.

10. Budgetary Control and Governance

10.1 Budgetary Control and Financial Governance are key to effective management of all organisations. The establishment of a Medium-Term Financial Strategy is key to the governance process as this provides a financial roadmap for the Council to follow; it is of course not set-in stone but should be an ongoing tool to support the delivery of the Councils policies, strategic objectives, and day-to-day financial management.

10.2 The Council formally reports its financial performance on a quarterly basis to both its Corporate Management Team and Cabinet; including highlighted reporting to the Scrutiny Performance Panel. Going forward, this reporting will also reflect impacts over the MTFS period how General Fund reserves continue to support the service activity of

the Council. Such forward looking budgetary control is necessary to ensure that medium-term goals are achieved, but is expressly important in times of:

- **Crisis;** such has been the case with the CV19 pandemic. It is essential that the Council can proactively manage its resources and know the risk and impact as the crisis continues.
- **Challenge;** such as now when the Council is having to work in an environment of increasing demand with reducing resources.
- **Transformation;** the need for the Council to transform is pressing, along with its performance management system (Pentana), ongoing financial performance management will be key to ensuring that the required transformation is delivered.

11. Risks; including "Robustness of Reserves"

11.1 The Council's Responsible Finance Officer (s.151) is required to make a statutory statement in respect of the Budget and Reserves (s.25, LG Finance Act 2003) and a detailed commentary is shown in **Annex 3**. This commentary addresses the risks that both the Council and the wider local government community face at this challenging time, including cost-of-living/high inflationary environment. In addition, sensitivity analysis is applied against these risks and their impact on General Fund reserves is assessed. In summary, the key findings are:

i. In 2024/25 the budget requirement is £17.9m, this is achieved without a net contribution from Reserves to meet unplanned expenditure.

ii. The Council maintains its 20% minimum level of reserves for the General Fund (Unallocated) Reserve for the entire duration of the MTFS.

iii. The sensitivity analysis has shown that for 2024/25 the Council has sufficient reserves to meet a range of sensitivity scenarios. However, over the MTFS period, financial challenge will be encountered by 2026/27.

11.2 The Council cannot be considered to be self-financing over the MTFS i.e. income = expenditure as it must use reserves to meet unplanned expenditure from 2026/27 onwards.

11.3 To balance a budget is a complex and continuous activity and Councils must ensure they have good financial planning in place supported by active monitoring and review. However, unexpected budgetary pressures may occur that result in an unbalanced budget. Realigning the budget requires good communication and financial control. It is the:

- "direct" responsibility of the Responsible Financial Officer (RFO) to ensure that the budget is balanced but they cannot work in isolation. The RFO must be supported by the chief executive and the leadership team and the administration. However, it is also the,

- "indirect" responsibility of the Council to ensure that it supports the delivery of services that are:
  - Economically viable,
  - Efficiently run, and
  - Effective at meeting their aims and objectives.

11.4 And in a fast-changing, fiscally constrained environment it does require a Council to be entrepreneurial, inspirational, and collaborative so it can deliver customer centric services. To achieve this it must:

- maximise its sources of income (Council Tax, Fees & Charges),
- deliver the right services to a standard that is effective (minimal), and
- have at its core an ethos of financial sustainability and resilience, transformation, and continuous improvement.

Annex 1

1. Consolidated Final Budget 2024/25 & MTFS (2025/26 to 2028/29)

Consolidated Final Budget 2024/25 & MTFS (2025/26 to 2028/29)					
Key	**2024/25**	**2025/26**	**2026/27**	**2027/28**	**2028/29**
ER = Earmarked Reserve IR = Investment Reserve PRS = Projects, Risk & Smoothing CEI = Community, Economic & Infrastructure NDR = Non-Domestic Rates	**Final Budget**	**Final Budget**	**Final Budget**	**Final Budget**	**Final Budget**
	£	**£**	**£**	**£**	**£**
Finance	1,830,324	1,924,604	2,048,450	2,156,199	2,159,054
Planning, Environment & Waste	6,668,204	6,536,661	6,104,170	6,164,682	6,119,473
Wellbeing, Communities & Housing	1,200,657	1,205,316	1,067,529	1,067,529	1,067,529
Strategy (aka Planning & Regeneration)	694,873	769,023	767,323	753,723	752,023
Corporate & Regulatory Services	3,086,763	2,717,560	2,710,740	2,720,111	2,730,044
Contingency (including Pay/Services/FCC Inflation)	1,290,146	1,867,698	2,814,533	3,201,686	3,602,390
Net Direct Cost of Services	**14,770,967**	**15,020,862**	**15,512,745**	**16,063,930**	**16,430,513**
Capital Financing	560,325	779,023	882,296	919,610	972,318
Net Expenditure	**15,331,292**	**15,799,885**	**16,395,041**	**16,983,540**	**17,402,831**
	0	0	0	0	0
Cont to/(from) Reserves *[amts in squ brackets=reason for movement]*					
General Reserves - General Fund Balance "Planned" contributions to	0	0	0	0	0
- General Fund Balance "Planned" contributions (from)	0	0	0	0	0
- General Fund Balance "Unplanned" contributions (from) ER	0	0	(1,667,103)	(2,078,943)	(2,129,560)
- General Fund Balance "Unplanned" contributions to ER	4,043,006	957,716	0	0	0
Earmarked Reserves - Earmarked Reserve: PRS (from) - Conts for Local Elections,	(1,290,399)	(225,000)	(206,000)	(206,000)	(206,000)
- Earmarked Reserve: PRS (from) - Conts for Local Plan Accele	0		0	0	0
- Earmarked Reserve: CV19 (from) - 3rd Year TIG	0	0	0	0	0
- Earmarked Reserve: Transformation	(100,000)		0	0	0
- Earmarked Reserve: Projects & Contracts (Waste Procurem	(50,000)	(100,000)	(75,000)	(54,000)	0
- Earmarked Reserve: Projects & Contracts carry forwards	0		0	0	0
- Earmarked Reserve: Projects, Risks & Smoothing	(20,000)	(20,000)	(20,000)	(20,000)	(20,000)
- Earmarked Reserve: Investment Reserve	0	0	0	0	0
Budget Requirement	**17,913,898**	**16,412,601**	**14,426,938**	**14,624,597**	**15,047,271**
Business Rates (NDR)	(6,681,141)	(7,273,152)	(7,345,884)	(7,419,343)	(7,493,536)
Revenue Support Grant	0	0	0	0	0
Other General Fund Grants	(182,384)	(182,384)	(182,384)	(182,384)	(182,384)
Fair Funding Review & NDR Reset	0	0	617,000	813,000	793,000
Covid-19 Grants	0	0	0	0	0
New Homes Bonus	(1,203,875)	(782,519)	0	0	0
Services Grant	(11,268)	0	0	0	0
Funding Guarantee (4% as of January 2024)	(1,475,083)	(958,804)	0	0	0
Collection Fund (Surplus)/Deficit	(1,433,216)	0	0	0	0
Total Grant	**(10,986,967)**	**(9,196,859)**	**(6,911,268)**	**(6,788,727)**	**(6,882,920)**
Council Tax Requirement	**6,926,931**	**7,215,742**	**7,515,670**	**7,835,870**	**8,164,351**

2. 2024/25 Gross to Net / Subjective Service Budgets

(please ignore table references)

Subjective Analysis for the 2024/25 Budget				Table 4
2023/24 Net £000	Subjective Analysis	2024/25 Expenditure £000	Income £000	Net £000
10,128	Employees	10,940	0	10,940
1,734	Premises	1,810	0	1,810
105	Transport	105	0	105
8,966	Supplies & Services	11,125	0	11,125
1,933	Third Party Payments (*)	2,076	0	2,076
35	Transfer payments	35	0	35
- 99	Housing Benefit	7,136	(7,235)	(99)
(10,749)	Fees & Charges, Rental Income etc		(11,220)	(11,220)
12,053		**33,227**	**(18,455)**	**14,771**

NB.
* mainly payments to other local authorities for various services

Subjective Analysis by Portfolio			Table 5
2023/24 £000	Portfolio Name		2024/25 £000
2,142	Finance	Employee costs	1,812
655		Premise expense	731
18		Transport	18
748		Supplies and Services	1,032
1,477		Third Party Payments	1,410
(79)		Transfer Payments	20
(3,053)		Fees, charges, rental income	(3,193)
1,907	**Finance Total**		**1,830**
2,364	Planning, Environment & Waste	Employee costs	2,759
602		Premise expense	602
41		Transport	41
6,177		Supplies and Services	7,416
309		Third Party Payments	395
(4,317)		Fees, charges, rental income	(4,545)
5,176	**Planning, Environment & Waste Total**		**6,668**
967	Wellbeing, Communities & Housing	Employee costs	1,193
12		Premise expense	12
10		Transport	10
508		Supplies and Services	445
22		Third Party Payments	47
15		Transfer Payments	15
(515)		Fees, charges, rental income	(520)
1,019	**Wellbeing, Communities & Housing Total**		**1,201**
729	Strategy	Employee costs	766
117		Premise expense	117
4		Transport	4
193		Supplies and Services	233
59		Third Party Payments	55
(454)		Fees, charges, rental income	(480)
647	**Strategy Total**		**695**
3,926	Corporate & Regulatory Services	Employee costs	4,411
348		Premise expense	348
33		Transport	33
695		Supplies and Services	708
67		Third Party Payments	69
(2,411)		Fees, charges, rental income	(2,482)
2,658	**Corporate & Regulatory Services Total**		**3,087**
646	**Contingency**	Supplies and Services	1,290
		Fees, charges, rental income	
646	**Contingency - total**		**1,290**
12,053	**Grand Total**		**14,771**

3. Portfolio Service Budgets

Portfolio Budgets by Cost Centre

DETAILED BUDGET PAPERS 2023/24 - Finance

Cost Centre	Cost Centre Description	Service	Responsible Director	Service Lead	Previous Years Growth/ Savings: 2021/22 Budget Setting	2022/23 Budget Setting	2022/23 Service Requested Budget Changes	2023/24 Budget Setting	NEW BUDGET: 2024/25 Base Budget	Growth/Savings etc: Service proposed changes Gross Expenditure	Service proposed changes Gross Income	Service proposed changes Other	TSB Review	2023/24 payroll award of £1925 per fte	2024/25 Scale point increment	Other payroll changes, fte etc	Permanent Virements	Budget for Year	Variance to Budget
					£	£	£	£	£	£	£	£	£					£	£
10025	Accountancy Services	Finance	C MASON	C BLAND	0	0	0	0	469,991	0	0	65,000	0	14,443	4,986	1,911	(1,500)	554,831	84,840
10029	Payroll	Finance	C MASON	C BLAND	0	0	0	0	22,500	0	0	0	0	0	0	0	0	22,500	0
10030	Insurance	Finance	C MASON	C BLAND	0	0	0	0	216,800	46,000	0	0	0	0	0	0	0	262,800	46,000
10048	Treasury Management	Finance	C MASON	C BLAND	0	0	0	0	9,500	0	0	0	0	0	0	0	0	9,500	0
10050	Interest & Investment Income	Finance	C MASON	C BLAND	(21,000)	0	0	299,000	(529,000)	0	(626,000)	(65,000)	0	0	0	0	0	(1,220,000)	(691,000)
10052	Non Distributed Costs	Finance	C MASON	C BLAND	0	0	0	0	58,000	0	0	0	0	0	0	0	0	58,000	0
10053	Corporate Managmnt (Resources)	Finance	C MASON	C BLAND	0	0	0	(25,000)	27,000	25,000	0	0	0	0	0	0	0	52,000	25,000
10301	The Symington Building	Facilities Mgmt - Public Realm	C MASON	C AVERILL	0	0	0	0	17,413	113,600	(46,862)	0	50,000	3,369	0	891	0	138,411	120,998
10524	Pension Scheme	Finance	C MASON	C BLAND	0	0	0	0	72,500	0	0	0	0	0	0	0	0	72,500	0
10027	Internal Audit	CO (151), Assets, Internal Audit, GoS	C MASON	C MASON	0	0	0	0	63,200	2,452	0	0	0	0	0	0	0	65,652	2,452
10202	Doddridge Road Offices	CO (151), Assets, Internal Audit, GoS	C MASON	C AVERILL	0	0	0	0	(6,700)	0	0	0	0	0	0	0	0	(6,700)	0
10235	Corporate Asset Management	CO (151), Assets, Internal Audit, GoS	C MASON	C AVERILL	0	0	0	0	265,381	0	0	0	0	9,130	2,046	6,064	(2,200)	280,421	15,040
10307	Business Enterprise	HEC	L ELLIOTT	Vacant Post	0	(73,971)	73,971	(62,934)	46,211	0	0	0	0	0	0	4,284		50,495	4,284
10031	It Services	ICT	C MASON	R CHEW	0	0	0	0	554,395	70,000	0	0	0	14,062	4,265	(16,892)	85,450	711,280	156,885
10036	Telephony	ICT	C MASON	R CHEW	0	0	0	0	25,800	0	0	0	0	0	0	0	0	25,800	0
10040	Revenues & Benefits	Revs & Bens	C MASON	C BLAND	0	0	0	0	1,194,200	0	0	0	0	0	0	0	0	1,194,200	0
10042	Non Domestic Rates	Revs & Bens	C MASON	C BLAND	0	0	0	0	(176,000)	0	0	0	0	0	0	0	0	(176,000)	0
10044	Council Tax Collection Costs	Revs & Bens	C MASON	C BLAND	0	0	0	0	(105,000)	0	0	0	0	6,886	0	(6,886)	0	(105,000)	0
10046	Benefits	Revs & Bens	C MASON	C BLAND	0	0	0	0	90	0	0	0	0	6,059	0	(6,149)	0	0	(90)
10187	Housing Benefits	Revs & Bens	C MASON	C BLAND	0	0	0	0	(99,200)	0	0	0	0	0	0	0	0	(99,200)	0
10263	Discretionary Discount Scheme	Revs & Bens	C MASON	C BLAND	0	0	0	0	20,000	0	0	0	0	0	0	0	0	20,000	0
10264	Council Tax Support Scheme	Revs & Bens	C MASON	C BLAND	0	0	0	0	(52,000)	0	0	0	0	0	0	0	0	(52,000)	0
10308	Revenue And Benefits Support	Revs & Bens	C MASON	C BLAND	0	0	0	0	130	0	0	0	0	3,338	0	(3,468)	0	0	(130)
10169	Energy Management	Facilities Mgmt - Public Realm	C MASON	C AVERILL	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
10196	Garages	Facilities Mgmt - Public Realm	C MASON	C AVERILL	0	0	0	0	500	0	0	0	0	0	0	0	0	500	0
10203	Off-Site Storage (Incl Decant)	Facilities Mgmt - Public Realm	C MASON	C AVERILL	0	0	0	0	3,200	0	0	0	0	0	0	0	0	3,200	0
10229	CCTV	CCTV, Control Centre	L ELLIOTT	R FELTS	0	0	0	0	52,050	0	0	0	0	0	0	0	0	52,050	0
10248	Business Enterprise	HIC	L ELLIOTT	Vacant Post	0	(83,762)	83,762	(42,924)	(97,852)	0	(4,000)	0	0	8,010	0	(1,074)	0	(94,916)	2,936
New Item - Final Budget	External Funding Support; contribution to earmarked reserve.	Finance	L ELLIOTT	R FELTS					0	0	0	0	0	0	0	0	10,000	10,000	10,000
10280	Hdcs Trading Account	Chief Executives	L ELLIOTT	C BLAND	0	0	0		0	0	0	0	0	0	0	0	0	0	0
	Total				**(21,000)**	**(157,733)**	**157,733**	**168,142**	**2,053,109**	**257,052**	**(676,862)**	**0**	**50,000**	**65,297**	**11,297**	**(21,319)**	**91,750**	**1,830,324**	**(222,785)**

DETAILED BUDGET PAPERS 2023/24 - Finance

Cost Centre	Cost Centre Description	Service	Responsible Director	Service Lead	Previous Years 2023/24 Budget Setting	Base Budget	Growth/Savings etc: Service proposed changes Gross Expenditure	Growth/Savings etc: Service proposed changes Gross Income	Growth/Savings etc: TSB Review	Budget for Year	Variance to Budget	Previous Years Growth/ Savings: 2021/22 Budget Setting	Previous Years Growth/ Savings: 2022/23 Budget Setting	Previous Years Growth/ Savings: 2023/24 Budget Setting	Base Budget	Growth/Savings etc: Service proposed changes Gross Expenditure	Growth/Savings etc: Service proposed changes Gross Income	Growth/Savings etc: Updated Budget for Year	Budget for Year	Variance to Budget
					MTFS YEAR 1: 2025/26							MTFS YEAR 2: 2026/27								
					£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£
10025	Accountancy Services	Finance	C MASON	C BLAND	0	554,831	0	0	0	554,831	0	0	0	0	554,831	0	0	0	554,831	0
10029	Payroll	Finance	C MASON	C BLAND	0	22,500	0	0	0	22,500	0	0	0	0	22,500	0	0	0	22,500	0
10030	Insurance	Finance	C MASON	C BLAND	0	262,800	0	0	0	262,800	0	0	0	0	262,800	0	0	0	262,800	0
10048	Treasury Management	Finance	C MASON	C BLAND	0	9,500	0	0	0	9,500	0	0	0	0	9,500	0	0	0	9,500	0
10050	Interest & Investment Income	Finance	C MASON	C BLAND	41,000	(1,179,000)	0	169,000	0	(1,010,000)	169,000	0	0	48,000	(962,000)	0	162,000	0	(800,000)	162,000
10052	Non Distributed Costs	Finance	C MASON	C BLAND	0	58,000	0	0	0	58,000	0	0	0	0	58,000	0	0	0	58,000	0
10053	Corporate Managmnt (Resources)	Finance	C MASON	C BLAND	0	52,000	0	0		52,000	0	0	0	0	52,000	0	0	0	52,000	0
10301	The Symington Building	Facilities Mgmt - Public Realm	C MASON	C AVERILL	0	138,411	0	0	(50,000)	88,411	(50,000)	0	0	0	88,411	0	0	(83,700)	4,711	(83,700)
10524	Pension Scheme	Finance	C MASON	C BLAND	0	72,500	0	0	0	72,500	0	0	0	0	72,500	0	0	0	72,500	0
10027	Internal Audit	CO (151), Assets, Internal Audit, GoS	C MASON	C MASON	0	65,652	2,547	0	0	68,199	2,547	0	0	0	68,199	2,646	0	0	70,845	2,646
10202	Doddridge Road Offices	CO (151), Assets, Internal Audit, GoS	C MASON	C AVERILL	0	(6,700)	0	0	0	(6,700)	0	0	0	0	(6,700)	0	0	0	(6,700)	0
10235	Corporate Asset Management	CO (151), Assets, Internal Audit, GoS	C MASON	C AVERILL	0	280,421	0	0	0	280,421	0	0	0	0	280,421	0	0	0	280,421	0
10307	Business Enterprise	HEC	L ELLIOTT	Vacant Post	(38,996)	11,499	(456)	(460)	0	10,583	(916)	0	0	0	10,583	0	0	0	10,583	0
10031	It Services	ICT	C MASON	R CHEW	0	711,280	0	0	0	711,280	0	0	0	0	711,280	0	0	0	711,280	0
10036	Telephony	ICT	C MASON	R CHEW	0	25,800	0	0	0	25,800	0	0	0	0	25,800	0	0	0	25,800	0
10040	Revenues & Benefits	Revs & Bens	C MASON	C BLAND	0	1,194,200	0	0	0	1,194,200	0	0	0	0	1,194,200	0	0	0	1,194,200	0
10042	Non Domestic Rates	Revs & Bens	C MASON	C BLAND	0	(176,000)	0	0	0	(176,000)	0	0	0	0	(176,000)	0	0	0	(176,000)	0
10044	Council Tax Collection Costs	Revs & Bens	C MASON	C BLAND	0	(105,000)	0	0	0	(105,000)	0	0	0	0	(105,000)	0	0	0	(105,000)	0
10046	Benefits	Revs & Bens	C MASON	C BLAND	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
10187	Housing Benefits	Revs & Bens	C MASON	C BLAND	0	(99,200)	0	0	0	(99,200)	0	0	0	0	(99,200)	0	0	0	(99,200)	0
10263	Discretionary Discount Scheme	Revs & Bens	C MASON	C BLAND	0	20,000	0	0	0	20,000	0	0	0	0	20,000	0	0	0	20,000	0
10264	Council Tax Support Scheme	Revs & Bens	C MASON	C BLAND	0	(52,000)	0	0	0	(52,000)	0	0	0	0	(52,000)	0	0	0	(52,000)	0
10308	Revenue And Benefits Support	Revs & Bens	C MASON	C BLAND	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
10169	Energy Management	Facilities Mgmt - Public Realm	C MASON	C AVERILL	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
10196	Garages	Facilities Mgmt - Public Realm	C MASON	C AVERILL	0	500	0	0	0	500	0	0	0	0	500	0	0	0	500	0
10203	Off-Site Storage (Incl Decant)	Facilities Mgmt - Public Realm	C MASON	C AVERILL	0	3,200	0	0	0	3,200	0	0	0	0	3,200	0	0	0	3,200	0
10229	CCTV	CCTV, Control Centre	L ELLIOTT	R FELTS	0	52,050	0	0	0	52,050	0	0	0	0	52,050	0	0	0	52,050	0
10248	Business Enterprise	HIC	L ELLIOTT	Vacant Post	(14,355)	(109,271)	(9,333)	(4,667)	0	(123,271)	(14,000)	0	0	0	(123,271)	0	(5,100)	0	(128,371)	(5,100)
New Item - Final Budget	External Funding Support; contribution to earmarked reserve.	Finance	L ELLIOTT	R FELTS	0	10,000	0	0	0	10,000	0	0	0	0	10,000	0	0	0	10,000	0
10280	Hdcs Trading Account	Chief Executives	L ELLIOTT	C BLAND	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Total				**(12,351)**	**1,817,973**	**(7,242)**	**163,873**	**(50,000)**	**1,924,604**	**106,631**	**0**	**0**	**48,000**	**1,972,604**	**2,646**	**156,900**	**(83,700)**	**2,048,450**	**75,846**

DETAILED BUDGET PAPERS 2023/24 - Finance

Cost Centre	Cost Centre Description	Service	Responsible Director	Service Lead	MTFS YEAR 3: 2027/28 Base Budget £	Growth/Savings etc Service proposed changes Gross Expenditure £	Growth/Savings etc Service proposed changes Gross Income £	Budget for Year £	Variance to Budget £	MTFS YEAR 4: 2028/29 Base Budget £	Growth/Savings etc Service proposed changes Gross Expenditure £	Budget for Year £	Variance to Budget £	2029/30 Base Budget £
10025	Accountancy Services	Finance	C MASON	C BLAND	554,831	0	0	554,831	0	554,831	0	554,831	0	554,831
10029	Payroll	Finance	C MASON	C BLAND	22,500	0	0	22,500	0	22,500	0	22,500	0	22,500
10030	Insurance	Finance	C MASON	C BLAND	262,800	0	0	262,800	0	262,800	0	262,800	0	262,800
10048	Treasury Management	Finance	C MASON	C BLAND	9,500	0	0	9,500	0	9,500	0	9,500	0	9,500
10050	Interest & Investment Income	Finance	C MASON	C BLAND	(800,000)	0	105,000	(695,000)	105,000	(695,000)	0	(695,000)	0	(695,000)
10052	Non Distributed Costs	Finance	C MASON	C BLAND	58,000	0	0	58,000	0	58,000	0	58,000	0	58,000
10053	Corporate Managmnt (Resources)	Finance	C MASON	C BLAND	52,000	0	0	52,000	0	52,000	0	52,000	0	52,000
10301	The Symington Building	Facilities Mgmt - Public Realm	C MASON	C AVERILL	4,711	0	0	4,711	0	4,711	0	4,711	0	4,711
10524	Pension Scheme	Finance	C MASON	C BLAND	72,500	0	0	72,500	0	72,500	0	72,500	0	72,500
10027	Internal Audit	CO (151), Assets, Internal Audit, GoS	C MASON	C MASON	70,845	2,749	0	73,594	2,749	73,594	2,855	76,449	2,855	76,449
10202	Doddridge Road Offices	CO (151), Assets, Internal Audit, GoS	C MASON	C AVERILL	(6,700)	0	0	(6,700)	0	(6,700)	0	(6,700)	0	(6,700)
10235	Corporate Asset Management	CO (151), Assets, Internal Audit, GoS	C MASON	C AVERILL	280,421	0	0	280,421	0	280,421	0	280,421	0	280,421
10307	Business Enterprise	HEC	L ELLIOTT	Vacant Post	10,583	0	0	10,583	0	10,583	0	10,583	0	10,583
10031	It Services	ICT	C MASON	R CHEW	711,280	0	0	711,280	0	711,280	0	711,280	0	711,280
10036	Telephony	ICT	C MASON	R CHEW	25,800	0	0	25,800	0	25,800	0	25,800	0	25,800
10040	Revenues & Benefits	Revs & Bens	C MASON	C BLAND	1,194,200	0	0	1,194,200	0	1,194,200	0	1,194,200	0	1,194,200
10042	Non Domestic Rates	Revs & Bens	C MASON	C BLAND	(176,000)	0	0	(176,000)	0	(176,000)	0	(176,000)	0	(176,000)
10044	Council Tax Collection Costs	Revs & Bens	C MASON	C BLAND	(105,000)	0	0	(105,000)	0	(105,000)	0	(105,000)	0	(105,000)
10046	Benefits	Revs & Bens	C MASON	C BLAND	0	0	0	0	0	0	0	0	0	0
10187	Housing Benefits	Revs & Bens	C MASON	C BLAND	(99,200)	0	0	(99,200)	0	(99,200)	0	(99,200)	0	(99,200)
10263	Discretionary Discount Scheme	Revs & Bens	C MASON	C BLAND	20,000	0	0	20,000	0	20,000	0	20,000	0	20,000
10264	Council Tax Support Scheme	Revs & Bens	C MASON	C BLAND	(52,000)	0	0	(52,000)	0	(52,000)	0	(52,000)	0	(52,000)
10308	Revenue And Benefits Support	Revs & Bens	C MASON	C BLAND	0	0	0	0	0	0	0	0	0	0
10169	Energy Management	Facilities Mgmt - Public Realm	C MASON	C AVERILL	0	0	0	0	0	0	0	0	0	0
10196	Garages	Facilities Mgmt - Public Realm	C MASON	C AVERILL	500	0	0	500	0	500	0	500	0	500
10203	Off-Site Storage (Incl Decant)	Facilities Mgmt - Public Realm	C MASON	C AVERILL	3,200	0	0	3,200	0	3,200	0	3,200	0	3,200
10229	CCTV	CCTV, Control Centre	L ELLIOTT	R FELTS	52,050	0	0	52,050	0	52,050	0	52,050	0	52,050
10248	Business Enterprise	HIC	L ELLIOTT	Vacant Post	(128,371)	0	0	(128,371)	0	(128,371)	0	(128,371)	0	(128,371)
New Item - Final Budget	External Funding Support; contribution to earmarked reserve.	Finance	L ELLIOTT	R FELTS	10,000	0	0	10,000	0	10,000	0	10,000	0	10,000
10280	Hdcs Trading Account	Chief Executives	L ELLIOTT	C BLAND	0	0	0	0	0	0	0	0	0	0
	Total				**2,048,450**	**2,749**	**105,000**	**2,156,199**	**107,749**	**2,156,199**	**2,855**	**2,159,054**	**2,855**	**2,159,054**

DETAILED BUDGET PAPERS 2023/24 - Planning, Environment & Waste

			Responsible Director	Service Lead	NEW BUDGET: 2024/25													
					Previous Years Growth/ Savings			Base Budget	Growth/Savings etc								Budget for Year	Variance to Budget
Cost Centre	Cost Centre Description	Service			2021/22 Budget Setting	2022/23 Budget Setting	2023/24 Budget Setting		Service proposed changes Gross	Service proposed changes Gross Income	2023/24 payroll award of £1925 per	2024/25 Scale point incremen	Other payroll changes, fte etc	Inflation	Permanent Virements	Other priorities		
					£	£	£	£	£	£						£	£	£
10026	Health & Safety	Operational Services	L ELLIOTT	R SMITH	0	0	0	28,345	(8,458)	0	963	517	(1,120)	0	0	0	20,247	(8,098)
10088	Street Cleaning	Operational Services	L ELLIOTT	R SMITH	0	0	0	941,533	0	0	0	0	0	0	0	0	941,533	0
10125	Open Spaces & Amenity Areas	Operational Services	L ELLIOTT	R SMITH	0	0	0	174,451	0	0	0	0	0	0	0	0	174,451	0
10140	S.E. Allotments	Operational Services	L ELLIOTT	R SMITH	0	0	0	(1,034)	0	0	0	0	0	(300)	0	0	(1,334)	(300)
10147	S.E. Market Harborough Recn	Operational Services	L ELLIOTT	R SMITH	0	0	0	264,603	0	0	0	0	0	0	0	0	264,603	0
10148	S.E. Lutterworth Recn / Park	Operational Services	L ELLIOTT	R SMITH	0	0	0	39,084	0	0	0	0	0	0	0	0	39,084	0
10159	Trade Refuse	Operational Services	L ELLIOTT	R SMITH	0	0	0	(241,167)		0	0	0	0	0	0	0	(241,167)	0
10160	Waste Management	Operational Services	L ELLIOTT	R SMITH	0	0	0	427,237	88,000	0	16,864	5,946	(16,460)	0	0	33,697	555,284	128,047
10161	Residual Waste Collections	Operational Services	L ELLIOTT	R SMITH	0	0	0	1,177,880		0				(12,300)	0	0	1,165,580	(12,300)
10162	Recycling Collections	Operational Services	L ELLIOTT	R SMITH	0	0	0	977,699	0	0				0	0	0	977,699	0
10197	External Grounds Maintenance	Operational Services	L ELLIOTT	R SMITH	0	0	0	(58,619)	32,000	0	0	0	0	0	0	0	(26,619)	32,000
10242	S.E. Fleckney	Operational Services	L ELLIOTT	R SMITH	0	0	0	316	0	0	0	0	0	0	0	0	316	0
10243	S.E. Great Glen	Operational Services	L ELLIOTT	R SMITH	0	0	0	2,515	0	0	0	0	0	0	0	0	2,515	0
10244	S.E. Scraptoft	Operational Services	L ELLIOTT	R SMITH	0	0	0	5,589	0	0	0	0	0	0	0	0	5,589	0
10246	S.E. Broughton Astley	Operational Services	L ELLIOTT	R SMITH	0	0	0	12,145	0	0	0	0	0	0	0	0	12,145	0
10272	Flytipping	Operational Services	L ELLIOTT	R SMITH	0	0	0	10,000	0	0	0	0	0	0	0	0	10,000	0
10010	Development Control	Development Control, Enforcement	D ATKINSON	A EASTWOOD	(50,000)	0	45,000	(392,364)	(77,630)	0	26,434	688	(25,332)	0	(18,300)	0	(486,504)	(94,140)
10016	Archaeological & Ecolog Advice	Development Control, Enforcement	D ATKINSON	A EASTWOOD	0	0	0	33,775	55,000	0	0	0	0	0	0	0	88,775	55,000
10019	Footpath/Bridleway Orders	Development Control, Enforcement	D ATKINSON	A EASTWOOD	0	0	0	(1,100)	0	0	0	0	0	0	0	0	(1,100)	0
10084	Enforcement	Development Control, Enforcement	D ATKINSON	A EASTWOOD	0	0	0	0	0	0	0	0	0	0	0	0	0	0
10151	Planning Enforcement	Development Control, Enforcement	D ATKINSON	A EASTWOOD	0	0	0	160,763	0	0	5,774	688	22,138	0	0	68,395	257,758	96,995
10081	Quick Response Team	Facilities Mgmt - Public Realm	C MASON	C AVERILL	0	0	0	2,230	40,600	0	1,925	0	795	0	0	0	45,550	43,320
10082	Abandoned Vehicles	Facilities Mgmt - Public Realm	C MASON	C AVERILL	0	0	0	2,200	0	0	0	0	0	0	0	0	2,200	0
10086	District-Wide Bus Shelters	Facilities Mgmt - Public Realm	C MASON	C AVERILL	0	0	0	3,400	0	0	0	0	0	0	0	0	3,400	0
10089	Street Furniture Etc	Facilities Mgmt - Public Realm	C MASON	C AVERILL	0	0	0	4,300	0	0	0	0	0	0	0	0	4,300	0
10115	S.E. Public Conveniences	Facilities Mgmt - Public Realm	C MASON	C AVERILL	0	0	0	27,754	0	0	0	0	0	0	0	0	27,754	0
10145	S.E. Thurnby	Facilities Mgmt - Public Realm	C MASON	C AVERILL	0	0	0	31,454	0	0	0	0	0	0	0	0	31,454	0
10170	Flood Prevent & Land Drainage	Facilities Mgmt - Public Realm	C MASON	C AVERILL	0	0	0	12,800	0	0	0	0	0	0	0	0	12,800	0
10245	S.E.War Memorial/Public Realm	Facilities Mgmt - Public Realm	C MASON	C AVERILL	0	0	0	16,060	0	0	0	0	0	0	0	0	16,060	0
10009	Section 106 Agreements	Strategic Planning/Policy	D ATKINSON	T NELSON	0	0	0	12,230	30,000	0	1,925	948	(2,733)	0	0	0	42,370	30,140
10013	Env Enhancements/Conservtn	Strategic Planning/Policy	D ATKINSON	T NELSON	0	0	0	0	0	0	0	0	0	0	0	0	0	0
10112	Planning Policy	Strategic Planning/Policy	D ATKINSON	T NELSON	0	0	0	261,760	0	0	8,473	445	10,482		(1,500)	0	279,660	17,900
10207	Local Plan Cont to Reserves	Strategic Planning/Policy	D ATKINSON	T NELSON	0	0	0	277,300	0	0	0	0	0	0	0	0	277,300	0
10207A	Local Plan Cont from Reserves	Strategic Planning/Policy	D ATKINSON	T NELSON	0	0	0	206,000	0	0	0	0	0	0	0	0	206,000	0
10208	Local Plan General	Strategic Planning/Policy	D ATKINSON	T NELSON	0	0	0	0	0	0	0	0	0	0	0	1,139,539	1,139,539	1,139,539
10011	Building Control	Building Control	D ATKINSON	J HOWARTH	0	(26,000)	0	39,861	53,246	0				0	(12,650)	0	80,457	40,596
10150	Environmental Health	Regulatory	L ELLIOTT	E BIRD	0	0	0	602,855	0	0	20,326	3,145	3,054	0	(7,300)	0	622,080	19,225
10175	Pest/Dog Services	Regulatory	L ELLIOTT	E BIRD	0	0	0	25,700	3,425	(3,300)	0	0	0	0	0	0	25,825	125
10219	Head Of Planning	CO (Planning)	D ATKINSON	D ATKINSON	0	0	0	117,610	0	0	3,088	0	1,902	0	0	0	122,600	4,990
10205	Neighbourhood Plan	Strategic Planning/Policy	D ATKINSON	T NELSON	0	0	0	(60,000)	0	30,000	0	0	0	0	0	0	(30,000)	30,000
	Total				**(50,000)**	**(26,000)**	**45,000**	**5,145,165**	**216,183**	**26,700**	**85,772**	**12,377**	**(7,274)**	**(12,600)**	**(39,750)**	**1,241,631**	**6,668,204**	**1,523,039**

DETAILED BUDGET PAPERS 2023/24 - Planning, Environment & Waste

Cost Centre	Cost Centre Description	Service	Responsible Director	Service Lead	MTFS YEAR 1: 2025/26 Base Budget £	Growth/Savings etc Service proposed changes Gross £	Service proposed changes Gross Income £	Other priorities £	Budget for Year £	Variance to Budget £	MTFS YEAR 2: 2026/27 Base Budget £	Growth/Savings etc Service proposed changes Gross £	Other priorities £	Budget for Year £	Variance to Budget £
10026	Health & Safety	Operational Services	L ELLIOTT	R SMITH	20,247	0	0	0	20,247	0	20,247	0	0	20,247	0
10088	Street Cleaning	Operational Services	L ELLIOTT	R SMITH	941,533	0	0	0	941,533	0	941,533	0	0	941,533	0
10125	Open Spaces & Amenity Areas	Operational Services	L ELLIOTT	R SMITH	174,451	0	0	0	174,451	0	174,451	0	0	174,451	0
10140	S.E. Allotments	Operational Services	L ELLIOTT	R SMITH	(1,334)	0	0	0	(1,334)	0	(1,334)	0	0	(1,334)	0
10147	S.E. Market Harborough Recn	Operational Services	L ELLIOTT	R SMITH	264,603	0	0	0	264,603	0	264,603	0	0	264,603	0
10148	S.E. Lutterworth Recn / Park	Operational Services	L ELLIOTT	R SMITH	39,084	0	0	0	39,084	0	39,084	0	0	39,084	0
10159	Trade Refuse	Operational Services	L ELLIOTT	R SMITH	(241,167)	0	0	0	(241,167)	0	(241,167)	0	0	(241,167)	0
10160	Waste Management	Operational Services	L ELLIOTT	R SMITH	555,284	119,000	0	1,179	675,463	120,179	675,463	75,000	1,592	752,055	76,592
10161	Residual Waste Collections	Operational Services	L ELLIOTT	R SMITH	1,165,580	400,000	0	0	1,565,580	400,000	1,565,580	0	0	1,565,580	0
10162	Recycling Collections	Operational Services	L ELLIOTT	R SMITH	977,699	0	0	0	977,699	0	977,699	0	0	977,699	0
10197	External Grounds Maintenance	Operational Services	L ELLIOTT	R SMITH	(26,619)	0	0	0	(26,619)	0	(26,619)	0	0	(26,619)	0
10242	S.E. Fleckney	Operational Services	L ELLIOTT	R SMITH	316	0	0	0	316	0	316	0	0	316	0
10243	S.E. Great Glen	Operational Services	L ELLIOTT	R SMITH	2,515	0	0	0	2,515	0	2,515	0	0	2,515	0
10244	S.E. Scraptoft	Operational Services	L ELLIOTT	R SMITH	5,589	0	0	0	5,589	0	5,589	0	0	5,589	0
10246	S.E. Broughton Astley	Operational Services	L ELLIOTT	R SMITH	12,145	0	0	0	12,145	0	12,145	0	0	12,145	0
10272	Flytipping	Operational Services	L ELLIOTT	R SMITH	10,000	0	0	0	10,000	0	10,000	0	0	10,000	0
10010	Development Control	Development Control, Enforcement	D ATKINSON	A EASTWOOD	(486,504)	(18,892)	0	0	(505,396)	(18,892)	(505,396)	0	0	(505,396)	0
10016	Archaeological & Ecolog Advice	Development Control, Enforcement	D ATKINSON	A EASTWOOD	88,775	0	0	0	88,775	0	88,775	0	0	88,775	0
10019	Footpath/Bridleway Orders	Development Control, Enforcement	D ATKINSON	A EASTWOOD	(1,100)	0	0	0	(1,100)	0	(1,100)	0	0	(1,100)	0
10084	Enforcement	Development Control, Enforcement	D ATKINSON	A EASTWOOD	0	0	0	0	0	0	0	0	0	0	0
10151	Planning Enforcement	Development Control, Enforcement	D ATKINSON	A EASTWOOD	257,758	0	0	2,394	260,152	2,394	260,152	0	3,232	263,384	3,232
10081	Quick Response Team	Facilities Mgmt - Public Realm	C MASON	C AVERILL	45,550	0	0	0	45,550	0	45,550	(38,000)	0	7,550	(38,000)
10082	Abandoned Vehicles	Facilities Mgmt - Public Realm	C MASON	C AVERILL	2,200	0	0	0	2,200	0	2,200	0	0	2,200	0
10086	District-Wide Bus Shelters	Facilities Mgmt - Public Realm	C MASON	C AVERILL	3,400	0	0	0	3,400	0	3,400	0	0	3,400	0
10089	Street Furniture Etc	Facilities Mgmt - Public Realm	C MASON	C AVERILL	4,300	0	0	0	4,300	0	4,300	0	0	4,300	0
10115	S.E. Public Conveniences	Facilities Mgmt - Public Realm	C MASON	C AVERILL	27,754	0	0	0	27,754	0	27,754	0	0	27,754	0
10145	S.E. Thurnby	Facilities Mgmt - Public Realm	C MASON	C AVERILL	31,454	0	0	0	31,454	0	31,454	0	0	31,454	0
10170	Flood Prevent & Land Drainage	Facilities Mgmt - Public Realm	C MASON	C AVERILL	12,800	0	0	0	12,800	0	12,800	0	0	12,800	0
10245	S.E.War Memorial/Public Realm	Facilities Mgmt - Public Realm	C MASON	C AVERILL	16,060	0	0	0	16,060	0	16,060	0	0	16,060	0
10009	Section 106 Agreements	Strategic Planning/Policy	D ATKINSON	T NELSON	42,370	0	0	0	42,370	0	42,370	0	0	42,370	0
10013	Env Enhancements/Conservtn	Strategic Planning/Policy	D ATKINSON	T NELSON	0	0	0	0	0	0	0	0	0	0	0
10112	Planning Policy	Strategic Planning/Policy	D ATKINSON	T NELSON	279,660	0	0	0	279,660	0	279,660	0	0	279,660	0
10207	Local Plan Cont to Reserves	Strategic Planning/Policy	D ATKINSON	T NELSON	277,300	0	0	0	277,300	0	277,300	0	0	277,300	0
10207A	Local Plan Cont from Reserves	Strategic Planning/Policy	D ATKINSON	T NELSON	206,000	0	0	0	206,000	0	206,000	0	0	206,000	0
10208	Local Plan General	Strategic Planning/Policy	D ATKINSON	T NELSON	1,139,539	0	0	(665,224)	474,315	(665,224)	474,315	0	(474,315)	0	(474,315)
10011	Building Control	Building Control	D ATKINSON	J HOWARTH	80,457	0	0	0	80,457	0	80,457	0	0	80,457	0
10150	Environmental Health	Regulatory	L ELLIOTT	E BIRD	622,080	0	0	0	622,080	0	622,080	0	0	622,080	0
10175	Pest/Dog Services	Regulatory	L ELLIOTT	E BIRD	25,825	0	0	0	25,825	0	25,825	0	0	25,825	0
10219	Head Of Planning	CO (Planning)	D ATKINSON	D ATKINSON	122,600	0	0	0	122,600	0	122,600	0	0	122,600	0
10205	Neighbourhood Plan	Strategic Planning/Policy	D ATKINSON	T NELSON	(30,000)	0	30,000	0	0	30,000	0	0	0	0	0
	Total				**6,668,204**	**500,108**	**30,000**	**(661,651)**	**6,536,661**	**(131,543)**	**6,536,661**	**37,000**	**(469,491)**	**6,104,170**	**(432,491)**

DETAILED BUDGET PAPERS 2023/24 - Planning, Environment & Waste

Cost Centre	Cost Centre Description	Service	Responsible Director	Service Lead	MTFS YEAR 3: 2027/28 Base Budget £	Growth/Savings etc Service proposed changes Gross £	Growth/Savings etc Other priorities £	Budget for Year £	Variance to Budget £	MTFS YEAR 4: 2028/29 Base Budget £	Growth/Savings etc Service proposed changes Gross £	Growth/Savings etc Other priorities £	Budget for Year £	Variance to Budget £	2029/30 Base Budget £
10026	Health & Safety	Operational Services	L ELLIOTT	R SMITH	20,247	0	0	20,247	0	20,247	0	0	20,247	0	20,247
10088	Street Cleaning	Operational Services	L ELLIOTT	R SMITH	941,533	0	0	941,533	0	941,533	0	0	941,533	0	941,533
10125	Open Spaces & Amenity Areas	Operational Services	L ELLIOTT	R SMITH	174,451	0	0	174,451	0	174,451	0	0	174,451	0	174,451
10140	S.E. Allotments	Operational Services	L ELLIOTT	R SMITH	(1,334)	0	0	(1,334)	0	(1,334)	0	0	(1,334)	0	(1,334)
10147	S.E. Market Harborough Recn	Operational Services	L ELLIOTT	R SMITH	264,603	0	0	264,603	0	264,603	0	0	264,603	0	264,603
10148	S.E. Lutterworth Recn / Park	Operational Services	L ELLIOTT	R SMITH	39,084	0	0	39,084	0	39,084	0	0	39,084	0	39,084
10159	Trade Refuse	Operational Services	L ELLIOTT	R SMITH	(241,167)	0	0	(241,167)	0	(241,167)	0	0	(241,167)	0	(241,167)
10160	Waste Management	Operational Services	L ELLIOTT	R SMITH	752,055	54,000	2,149	808,204	56,149	808,204	(54,000)	2,901	757,105	(51,099)	757,105
10161	Residual Waste Collections	Operational Services	L ELLIOTT	R SMITH	1,565,580	0	0	1,565,580	0	1,565,580	0	0	1,565,580	0	1,565,580
10162	Recycling Collections	Operational Services	L ELLIOTT	R SMITH	977,699	0	0	977,699	0	977,699	0	0	977,699	0	977,699
10197	External Grounds Maintenance	Operational Services	L ELLIOTT	R SMITH	(26,619)	0	0	(26,619)	0	(26,619)	0	0	(26,619)	0	(26,619)
10242	S.E. Fleckney	Operational Services	L ELLIOTT	R SMITH	316	0	0	316	0	316	0	0	316	0	316
10243	S.E. Great Glen	Operational Services	L ELLIOTT	R SMITH	2,515	0	0	2,515	0	2,515	0	0	2,515	0	2,515
10244	S.E. Scraptoft	Operational Services	L ELLIOTT	R SMITH	5,589	0	0	5,589	0	5,589	0	0	5,589	0	5,589
10246	S.E. Broughton Astley	Operational Services	L ELLIOTT	R SMITH	12,145	0	0	12,145	0	12,145	0	0	12,145	0	12,145
10272	Flytipping	Operational Services	L ELLIOTT	R SMITH	10,000	0	0	10,000	0	10,000	0	0	10,000	0	10,000
10010	Development Control	Development Control, Enforcement	D ATKINSON	A EASTWOOD	(505,396)	0	0	(505,396)	0	(505,396)	0	0	(505,396)	0	(505,396)
10016	Archaeological & Ecolog Advice	Development Control, Enforcement	D ATKINSON	A EASTWOOD	88,775	0	0	88,775	0	88,775	0	0	88,775	0	88,775
10019	Footpath/Bridleway Orders	Development Control, Enforcement	D ATKINSON	A EASTWOOD	(1,100)	0	0	(1,100)	0	(1,100)	0	0	(1,100)	0	(1,100)
10084	Enforcement	Development Control, Enforcement	D ATKINSON	A EASTWOOD	0	0	0	0	0	0	0	0	0	0	0
10151	Planning Enforcement	Development Control, Enforcement	D ATKINSON	A EASTWOOD	263,384	0	4,363	267,747	4,363	267,747	0	5,890	273,637	5,890	273,637
10081	Quick Response Team	Facilities Mgmt - Public Realm	C MASON	C AVERILL	7,550	0	0	7,550	0	7,550	0	0	7,550	0	7,550
10082	Abandoned Vehicles	Facilities Mgmt - Public Realm	C MASON	C AVERILL	2,200	0	0	2,200	0	2,200	0	0	2,200	0	2,200
10086	District-Wide Bus Shelters	Facilities Mgmt - Public Realm	C MASON	C AVERILL	3,400	0	0	3,400	0	3,400	0	0	3,400	0	3,400
10089	Street Furniture Etc	Facilities Mgmt - Public Realm	C MASON	C AVERILL	4,300	0	0	4,300	0	4,300	0	0	4,300	0	4,300
10115	S.E. Public Conveniences	Facilities Mgmt - Public Realm	C MASON	C AVERILL	27,754	0	0	27,754	0	27,754	0	0	27,754	0	27,754
10145	S.E. Thurnby	Facilities Mgmt - Public Realm	C MASON	C AVERILL	31,454	0	0	31,454	0	31,454	0	0	31,454	0	31,454
10170	Flood Prevent & Land Drainage	Facilities Mgmt - Public Realm	C MASON	C AVERILL	12,800	0	0	12,800	0	12,800	0	0	12,800	0	12,800
10245	S.E.War Memorial/Public Realm	Facilities Mgmt - Public Realm	C MASON	C AVERILL	16,060	0	0	16,060	0	16,060	0	0	16,060	0	16,060
10009	Section 106 Agreements	Strategic Planning/Policy	D ATKINSON	T NELSON	42,370	0	0	42,370	0	42,370	0	0	42,370	0	42,370
10013	Env Enhancements/Conservtn	Strategic Planning/Policy	D ATKINSON	T NELSON	0	0	0	0	0	0	0	0	0	0	0
10112	Planning Policy	Strategic Planning/Policy	D ATKINSON	T NELSON	279,660	0	0	279,660	0	279,660	0	0	279,660	0	279,660
10207	Local Plan Cont to Reserves	Strategic Planning/Policy	D ATKINSON	T NELSON	277,300	0	0	277,300	0	277,300	0	0	277,300	0	277,300
10207A	Local Plan Cont from Reserves	Strategic Planning/Policy	D ATKINSON	T NELSON	206,000	0	0	206,000	0	206,000	0	0	206,000	0	206,000
10208	Local Plan General	Strategic Planning/Policy	D ATKINSON	T NELSON	0	0	0	0	0	0	0	0	0	0	0
10011	Building Control	Building Control	D ATKINSON	J HOWARTH	80,457	0	0	80,457	0	80,457	0	0	80,457	0	80,457
10150	Environmental Health	Regulatory	L ELLIOTT	E BIRD	622,080	0	0	622,080	0	622,080	0	0	622,080	0	622,080
10175	Pest/Dog Services	Regulatory	L ELLIOTT	E BIRD	25,825	0	0	25,825	0	25,825	0	0	25,825	0	25,825
10219	Head Of Planning	CO (Planning)	D ATKINSON	D ATKINSON	122,600	0	0	122,600	0	122,600	0	0	122,600	0	122,600
10205	Neighbourhood Plan	Strategic Planning/Policy	D ATKINSON	T NELSON	0	0	0	0	0	0	0	0	0	0	0
	Total				**6,104,170**	**54,000**	**6,512**	**6,164,682**	**60,512**	**6,164,682**	**(54,000)**	**8,791**	**6,119,473**	**(45,209)**	**6,119,473**

DETAILED BUDGET PAPERS 2023/24 - Wellbeing, Communities & Housing

Cost Centre	Cost Centre Description	Service	Corporate Priority	Responsible Director	Service Lead	Previous 2022/23 Budget Setting £	Base Budget £	Growth/Savings etc: Service proposed changes Gross Expenditure £	Service proposed changes Gross Income £	Service proposed changes Other £	Estimated Net Leisure Mgmt Fee £	2023/24 payroll award of £1925 per fte £	2024/25 Scale point increment £	Other payroll changes, fte etc £	Permanent Virements £	Other priorities £	Budget for Year £	Variance to Budget £
10122	Physical Activity	Recreation		L ELLIOTT	R FELTS	0	86,591	0	0	0	0	4,994	2,432	(566)	0	0	93,451	6,860
10124	Recreation Development	Recreation		L ELLIOTT	R FELTS	(40,000)	43,150	383,818	(383,818)	0	(80,733)	0	0	0	0	0	(37,583)	(80,733)
10136	Youth Awareness Initiatives	Corporate Support		L ELLIOTT	C MASON	0	0	0	0	0	0	0	0	0	0	0	0	0
10155	Health Services	Regulatory		L ELLIOTT	E BIRD	0	(6,690)	0	(3,000)	0	0	0	0	0	0	0	(9,690)	(3,000)
10239	Lightbulb Social Care	Regulatory		L ELLIOTT	E BIRD	0	19,700	25,601	0	0	0	0	0	0	0	0	45,301	25,601
10260	Head Of Communities	CO, Communities		L ELLIOTT	V JESSOP	0	112,240	0	0	0	0	3,029	1,493	2,568	0	0	119,330	7,090
10241	Anniversary Events	CO, Communities		L ELLIOTT	V JESSOP	0	2,000	0	0	0	0	0	0	0	0	0	2,000	0
10179	HDC Temporary Accommodation	Housing & Homelessness		L ELLIOTT	R FELTS	0	(53,800)	0	0	0	0	0	0	0	0	0	(53,800)	0
10188	Homelessness	Housing & Homelessness		L ELLIOTT	R FELTS	0	85,276	0	0	0	0	0	0	0	0	0	85,276	0
10201	Housing Services	Housing & Homelessness		L ELLIOTT	R FELTS	0	460,870	0	0	(28,490)	0	19,425	4,539	41,156	(1,500)	50,000	546,000	85,130
10076	Grants To External Bodies	Grants, Parishes & Community Safety		L ELLIOTT	R FELTS	0	108,990	0	0	0	0	1,194	275	(1,179)	0	0	109,280	290
10077	Advice To Parishes	Grants, Parishes & Community Safety		L ELLIOTT	R FELTS	0	51,490	0	0	26,490	0	1,925	948	(5,413)	0	0	75,440	23,950
10121	Safer Communities Laa Fund	Grants, Parishes & Community Safety		L ELLIOTT	R FELTS	0	(5,000)	0	0	0	0	0	0	0	0	0	(5,000)	0
10168	Community Safety	Grants, Parishes & Community Safety		L ELLIOTT	R FELTS	0	77,754	4,250	0	0	0	4,042	1,668	5,960	(1,500)	0	92,174	14,420
10270	Local Lottery	Grants, Parishes & Community Safety		L ELLIOTT	R FELTS	0	(13,000)	0	0	0	0	0	0	0	0	0	(13,000)	0
10017	S.E. Harborough In Bloom	Community Partnerships		L ELLIOTT	R FELTS	0	7,000	0	0	0	0	0	0	0	0	0	7,000	0
10265	Community Partnerships	Community Partnerships		L ELLIOTT	R FELTS	0	2,461	0	0	0	0	0	0	(1,111)	0	0	1,350	(1,111)
New Item - Final Budget	Community Resilience Support; contribution to Earmarked Reserve	Community Partnerships		L ELLIOTT	R FELTS	0	0	0	0	0	0	0	0	0	0	10,000	10,000	10,000
New Item - Final Budget	Admin support; Member Community Fund	Community		L ELLIOTT	R FELTS	0	0	0	0	0	0	0	0	0	0	40,926	40,926	40,926
New Item - Final Budget	Parish Grants Administration	Community		L ELLIOTT	R FELTS	0	0	0	0	0	0	0	0	0	0	92,202	92,202	92,202
10269	Refugee Resettlement			L ELLIOTT	R FELTS	0	0	0	0	0	0	1,925	948	(2,873)	0	0	0	0
	Total					**(40,000)**	**979,032**	**413,669**	**(386,818)**	**(2,000)**	**(80,733)**	**36,534**	**12,303**	**38,542**	**(3,000)**	**193,128**	**1,200,657**	**221,625**

DETAILED BUDGET PAPERS 2023/24 - Wellbeing, Communities & Housing

Cost Centre	Cost Centre Description	Service	Corporate Priority	Responsible Director	Service Lead	MTFS YEAR 1: 2025/26 Base Budget £	Growth/Savings etc Service proposed changes Gross Expenditure £	Service proposed changes Gross Income £	Other priorities £	Budget for Year £	Variance to Budget £	MTFS YEAR 2: 2026/27 Base Budget £	wth/Savings Other priorities £	Budget for Year £	Variance to Budget £	MTFS YEAR 3: 2027/28 Base Budget £	Budget for Year £	Variance to Budget £	MTFS YEAR 4: 2028/29 Base Budget £	Budget for Year £	Variance to Budget £	2028/29 Base Budget £
10122	Physical Activity	Recreation		L ELLIOTT	R FELTS	93,451	0	0	0	93,451	0	93,451	0	93,451	0	93,451	93,451	0	93,451	93,451	0	93,451
10124	Recreation Development	Recreation		L ELLIOTT	R FELTS	(37,583)	383,818	(383,818)	0	(37,583)	0	(37,583)	0	(37,583)	0	(37,583)	(37,583)	0	(37,583)	(37,583)	0	(37,583)
10136	Youth Awareness Initiatives	Corporate Support		L ELLIOTT	C MASON	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
10155	Health Services	Regulatory		L ELLIOTT	E BIRD	(9,690)	0	0	0	(9,690)	0	(9,690)	0	(9,690)	0	(9,690)	(9,690)	0	(9,690)	(9,690)	0	(9,690)
10239	Lightbulb Social Care	Regulatory		L ELLIOTT	E BIRD	45,301	0	0	0	45,301	0	45,301	0	45,301	0	45,301	45,301	0	45,301	45,301	0	45,301
10260	Head Of Communities	CO, Communities		L ELLIOTT	V JESSOP	119,330	0	0	0	119,330	0	119,330	0	119,330	0	119,330	119,330	0	119,330	119,330	0	119,330
10241	Anniversary Events	CO, Communities		L ELLIOTT	V JESSOP	2,000	0	0	0	2,000	0	2,000	0	2,000	0	2,000	2,000	0	2,000	2,000	0	2,000
10179	HDC Temporary Accommodation	Housing & Homelessness		L ELLIOTT	R FELTS	(53,800)	0	0	0	(53,800)	0	(53,800)	0	(53,800)	0	(53,800)	(53,800)	0	(53,800)	(53,800)	0	(53,800)
10188	Homelessness	Housing & Homelessness		L ELLIOTT	R FELTS	85,276	0	0	0	85,276	0	85,276	0	85,276	0	85,276	85,276	0	85,276	85,276	0	85,276
10201	Housing Services	Housing & Homelessness		L ELLIOTT	R FELTS	546,000	0	0	0	546,000	0	546,000	0	546,000	0	546,000	546,000	0	546,000	546,000	0	546,000
10076	Grants To External Bodies	Grants, Parishes & Community Safety		L ELLIOTT	R FELTS	109,280	0	0	0	109,280	0	109,280	0	109,280	0	109,280	109,280	0	109,280	109,280	0	109,280
10077	Advice To Parishes	Grants, Parishes & Community Safety		L ELLIOTT	R FELTS	75,440	0	0	0	75,440	0	75,440	0	75,440	0	75,440	75,440	0	75,440	75,440	0	75,440
10121	Safer Communities Laa Fund	Grants, Parishes & Community Safety		L ELLIOTT	R FELTS	(5,000)	0	0	0	(5,000)	0	(5,000)	0	(5,000)	0	(5,000)	(5,000)	0	(5,000)	(5,000)	0	(5,000)
10168	Community Safety	Grants, Parishes & Community Safety		L ELLIOTT	R FELTS	92,174	0	0	0	92,174	0	92,174	0	92,174	0	92,174	92,174	0	92,174	92,174	0	92,174
10270	Local Lottery	Grants, Parishes & Community Safety		L ELLIOTT	R FELTS	(13,000)	0	0	0	(13,000)	0	(13,000)	0	(13,000)	0	(13,000)	(13,000)	0	(13,000)	(13,000)	0	(13,000)
10017	S.E. Harborough In Bloom	Community Partnerships		L ELLIOTT	R FELTS	7,000	0	0	0	7,000	0	7,000	0	7,000	0	7,000	7,000	0	7,000	7,000	0	7,000
10265	Community Partnerships	Community Partnerships		L ELLIOTT	R FELTS	1,350	0	0	0	1,350	0	1,350	0	1,350	0	1,350	1,350	0	1,350	1,350	0	1,350
New Item - Final Budget	Community Resilience Support; contribution to Earmarked Reserve	Community Partnerships		L ELLIOTT	R FELTS	10,000	0	0	0	10,000	0	10,000	0	10,000	0	10,000	10,000	0	10,000	10,000	0	10,000
New Item - Final Budget	Admin support; Member Community Fund	Community		L ELLIOTT	R FELTS	40,926	0	0	1,432	42,358	1,432	42,358	(42,358)	0	(42,358)	0	0	0	0	0	0	0
New Item - Final Budget	Parish Grants Administration	Community		L ELLIOTT	R FELTS	92,202	0	0	3,227	95,429	3,227	95,429	(95,429)	0	(95,429)	0	0	0	0	0	0	0
10269	Refugee Resettlement			L ELLIOTT	R FELTS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Total					**1,200,657**	**383,818**	**(383,818)**	**4,659**	**1,205,316**	**4,659**	**1,205,316**	**(137,787)**	**1,067,529**	**(137,787)**	**1,067,529**	**1,067,529**	**0**	**1,067,529**	**1,067,529**	**0**	**1,067,529**

DETAILED BUDGET PAPERS 2023/24 - Strategy

Cost Centre	Cost Centre Description	Service	Responsible Director	Service Lead	Previous 2022/23 Budget Setting	Base Budget	Growth/Savings etc: Service proposed changes Gross Expenditure	Service proposed changes Gross Income	Service proposed changes Other	2023/24 payroll award of £1925 per fte	2024/25 Scale point increment	Other payroll changes, fte etc	Inflation	Virement	Other	Budget for Year	Variance to Base Budget
						NEW BUDGET: 2024/25											
					£	£	£	£	£						£	£	£
10012	Strategic Planning & Housing	Strategic Planning/Policy	D ATKINSON	T NELSON	0	160,970	0	0	0	5,088		2,472	0	0	0	168,530	7,560
10262	Market Harb Town Team Project	Strategic Planning/Policy	D ATKINSON	T NELSON	0	0	0	0	0	0	0	0	0	0	0	0	0
10210	Joint Strategic Planning	Strategic Planning/Policy	D ATKINSON	T NELSON	(5,281)	39,530	2,000	0	0	0	0	0	0	0	0	41,530	2,000
10015	Ed Strat - Potential	Economic Strategy/Development	L ELLIOTT	L ELLIOTT	0	15,900	(5,900)	0	0	0	0	0	0	0	0	10,000	(5,900)
10043	S.E. Town Centre Support	Economic Strategy/Development	L ELLIOTT	L ELLIOTT	0	41,240	0	0	0	0	0	0	0	(15,000)	15,000	41,240	0
10043	S.E, Town Centre Support-Christmas Lights	Economic Strategy/Development	L ELLIOTT	L ELLIOTT		0	0	0	0	0	0	0	0	15,000	5,000	20,000	20,000
New Item - Final Budget	Market Harborough Christmas Car Parking	Economic Strategy/Development	L ELLIOTT	L ELLIOTT		0	0	0	0	0	0	0	0	0	15,000	15,000	15,000
New Item - Final Budget	Lutterworth Christmas Car Parking	Economic Strategy/Development	L ELLIOTT	L ELLIOTT		0	0	0	0	0	0	0	0	0	10,000	10,000	10,000
10055	Market Hall	Economic Strategy/Development	L ELLIOTT	L ELLIOTT	0	(89,734)	0	(8,400)	0	6,698	417	2,245	0	0	0	(88,774)	960
10065	The Square	Economic Strategy/Development	L ELLIOTT	L ELLIOTT	0	(22,260)	0	3,600	0				(2,300)	0	0	(20,960)	1,300
10206	Ed Strat - Location	Economic Strategy/Development	L ELLIOTT	L ELLIOTT	0	238,850	0	0	0	7,891	1,031	(212)	0	0	0	247,560	8,710
10069	Communication	Communication	L ELLIOTT	R OAKLEY	0	206,030	0	0	2,000	7,636	1,356	2,188	0	0	0	219,210	13,180
10233	Ed Strat - Talent	CO (Planning), Eco Strategy (Talent)	L ELLIOTT	L ELLIOTT	(7,000)	13,000	(13,000)	0	0	0	0	0	0	0	0	0	(13,000)
10211	Strategic Growth Team	Planning - Growth	D ATKINSON	A EASTWOOD	0	31,537	0	0	0	0	0	0	0	0	0	31,537	0
	Total				**(12,281)**	**635,063**	**(16,900)**	**(4,800)**	**2,000**	**27,313**	**2,804**	**6,693**	**(2,300)**	**0**	**45,000**	**694,873**	**59,810**

DETAILED BUDGET PAPERS 2023/24 - Strategy

			Responsible Director	Service Lead	MTFS YEAR 1: 2025/26						MTFS YEAR 2: 2026/27				MTFS YEAR 3: 2027/28				MTFS YEAR 4: 2028/29				2029/30
					Previous	Base Budget	Growth/Savings etc					wth/Savings				wth/Savings	Budget for Year	Variance to Budget		Growth/S	Budget for Year	Variance to Budget	
Cost Centre	Cost Centre Description	Service			2023/24 Budget Setting		Service proposed changes Gross Expenditure	Service proposed changes Gross Income	Budget for Year	Variance to Budget	Base Budget	Service proposed changes Gross Income	Budget for Year	Variance to Budget	Base Budget	Service proposed changes Gross Income			Base Budget	Service proposed changes Gross Income			Base Budget
					£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£
10012	Strategic Planning & Housing	Strategic Planning/Policy	D ATKINSON	T NELSON	0	168,530	0	0	168,530	0	168,530	0	168,530	0	168,530	0	168,530	0	168,530	0	168,530	0	168,530
10262	Market Harb Town Team Project	Strategic Planning/Policy	D ATKINSON	T NELSON	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
10210	Joint Strategic Planning	Strategic Planning/Policy	D ATKINSON	T NELSON	0	41,530	0	0	41,530	0	41,530	0	41,530	0	41,530	0	41,530	0	41,530	0	41,530	0	41,530
10015	Ed Strat - Potential	Economic Strategy/Development	L ELLIOTT	L ELLIOTT	40,000	50,000	5,900	0	55,900	5,900	55,900	0	55,900	0	55,900	0	55,900	0	55,900	0	55,900	0	55,900
10043	S.E. Town Centre Support	Economic Strategy/Development	L ELLIOTT	L ELLIOTT	0	41,240	0	0	41,240	0	41,240	0	41,240	0	41,240	0	41,240	0	41,240	0	41,240	0	41,240
10043	S.E, Town Centre Support-Christmas Lights	Economic Strategy/Development	L ELLIOTT	L ELLIOTT	0	20,000	0	0	20,000	0	20,000	0	20,000	0	20,000	0	20,000	0	20,000	0	20,000	0	20,000
New Item - Final Budget	Market Harborough Christmas Car Parking	Economic Strategy/Development	L ELLIOTT	L ELLIOTT	0	15,000	0	0	15,000	0	15,000	0	15,000	0	15,000	0	15,000	0	15,000	0	15,000	0	15,000
New Item - Final Budget	Lutterworth Christmas Car Parking	Economic Strategy/Development	L ELLIOTT	L ELLIOTT	0	10,000	0	0	10,000	0	10,000	0	10,000	0	10,000	0	10,000	0	10,000	0	10,000	0	10,000
10055	Market Hall	Economic Strategy/Development	L ELLIOTT	L ELLIOTT	0	(88,774)	0	(10,500)	(99,274)	(10,500)	(99,274)	0	(99,274)	0	(99,274)	(11,900)	(111,174)	(11,900)	(111,174)	0	(111,174)	0	(111,174)
10065	The Square	Economic Strategy/Development	L ELLIOTT	L ELLIOTT	0	(20,960)	0	(4,250)	(25,210)	(4,250)	(25,210)	(1,700)	(26,910)	(1,700)	(26,910)	(1,700)	(28,610)	(1,700)	(28,610)	(1,700)	(30,310)	(1,700)	(30,310)
10206	Ed Strat - Location	Economic Strategy/Development	L ELLIOTT	L ELLIOTT	0	247,560	30,000	0	277,560	30,000	277,560	0	277,560	0	277,560	0	277,560	0	277,560	0	277,560	0	277,560
10069	Communication	Communication	L ELLIOTT	R OAKLEY	0	219,210	0	0	219,210	0	219,210	0	219,210	0	219,210	0	219,210	0	219,210	0	219,210	0	219,210
10233	Ed Strat - Talent	CO (Planning), Eco Strategy (Talent)	L ELLIOTT	L ELLIOTT	0	0	13,000	0	13,000	13,000	13,000	0	13,000	0	13,000	0	13,000	0	13,000	0	13,000	0	13,000
10211	Strategic Growth Team	Planning - Growth	D ATKINSON	A EASTWOOD	0	31,537	0	0	31,537	0	31,537	0	31,537	0	31,537	0	31,537	0	31,537	0	31,537	0	31,537
	Total				**40,000**	**734,873**	**48,900**	**(14,750)**	**769,023**	**34,150**	**769,023**	**(1,700)**	**767,323**	**(1,700)**	**767,323**	**(13,600)**	**753,723**	**(13,600)**	**753,723**	**(1,700)**	**752,023**	**(1,700)**	**752,023**

DETAILED BUDGET PAPERS 2023/24 - Corporate & Regulatory Services

Cost Centre	Cost Centre Description	Service	Responsible Director	Budget Holder	Previous Years Growth/ 2022/23 Budget Setting	2023/24 Budget Setting	Base Budget	Growth/Savings etc: Service proposed changes Gross Expenditure	Service proposed changes Gross Income	Service proposed changes Other	2023/24 payroll award of £1925 per fte	2024/25 Scale point increment	Other payroll changes, fte etc	Permanent Virements	Inflation	Other	Budget for Year	Variance to Budget
					£	£	£	£	£	£						£	£	£
10003	Corporate Administration	Corporate Support	C MASON	C MASON	0	0	588,283	0	0	0	27,629	3,490	34,758	(54,985)	0	0	599,175	10,892
10032	Postages	Corporate Support	C MASON	C MASON	0	0	40,400	0	0	0	0	0	0	0	0	0	40,400	0
10037	Corporate Printing	Corporate Support	C MASON	C MASON	0	0	12,000	3,000	0	0	0	0	0	0	0	0	15,000	3,000
10051	Land Charges	Corporate Support	C MASON	C MASON	0	0	(118,200)	0	0	0	0	0	0	(7,300)	0	0	(125,500)	(7,300)
10066	Performance/Change Mana	Corporate Support	C MASON	C MASON	0	0	2,868	0	0	0	0	0	0	0	0	0	2,868	0
10165	Public Burials	Corporate Support	C MASON	C MASON	0	0	2,500	0	0	0	0	0	0	0	0	0	2,500	0
10231	Central Stationery Store	Corporate Support	C MASON	C MASON	0	0	13,100	0	0	0	0	0	0	0	0	0	13,100	0
10022	Legal Services	Legal & Democratic Suppor	C MASON	J YOUNG	0	(8,000)	268,765	169,171	0	0	6,435	1,656	10,124	(39,500)		0	416,651	147,886
10072	Members Allowances & Exp	Legal & Democratic Suppor	C MASON	J YOUNG	0	0	318,650	0	0	0	0	0	0	0	0	0	318,650	0
10073	Committee Servicing	Legal & Democratic Suppor	C MASON	J YOUNG	0	0	162,315	4,107	0	21,000	7,489	2,745		35,885		0	233,541	71,226
10213	Programme Management	ICT	C MASON	R CHEW	0	0	180,130	0	0	0	5,773	948	(33,401)	0	0	0	153,450	(26,680)
10023	Human Resources	HR & Training	C MASON	R JENNER	(15,000)	0	263,960	8,300	(4,000)	0	9,493	613	18,884	(1,500)		0	295,750	31,790
10024	Corporate & Mangmnt Trair	HR & Training	C MASON	R JENNER	0	0	35,300	0	0	0	0	0	0	0	0	0	35,300	0
10060	Elections	Elections	C MASON	C MASON	0	0	16,600	0	0	0	0	0	0	0	0	0	16,600	0
10060A	Elections - Cont from Reserves	Elections	C MASON	C MASON	0	(166,000)	0	0	0	0	0	0	0	0	0	0	0	0
10060B	Elections - Cont to Reserve	Elections	C MASON	C MASON	0	0	40,000	0	0	0	0	0	0	0	0	0	40,000	0
10061	Registration Of Electors	Register of Electors	C MASON	C MASON	0	0	43,100	0	0	0	0	0	0	0	0	0	43,100	0
10078	Emergency Plan/ Bus Contir	Regulatory	L ELLIOTT	E BIRD	0	0	29,800	2,352	0	0	0	0	0	0	0	0	32,152	2,352
10096	Car Park Services	Regulatory	L ELLIOTT	E BIRD	58,929	(105,000)	(749,576)	19,500	(21,000)	0	0	0	0	0	0	0	(751,076)	(1,500)
10101	Hackney Carriage Licencing	Regulatory	L ELLIOTT	E BIRD	0	0	(31,800)	0	0	0	0	0	0	0	0	0	(31,800)	0
10117	On Street C.P.E	Regulatory	L ELLIOTT	E BIRD	0	0	199,714	0	0	0	28,471	2,245	154	0	0	0	230,584	30,870
10118	Car Parks Administration	Regulatory	L ELLIOTT	E BIRD	0	0	58,460	0	0	0	1,927	0	963	0	0	0	61,350	2,890
10119	Off Street C.P.E.	Regulatory	L ELLIOTT	E BIRD	0	0	(170,477)	0	0	0	0	0	0	0	0	0	(170,477)	0
10154	Licences	Regulatory	L ELLIOTT	E BIRD	0	0	(79,600)	0	0	0	0	0	0	0	0	0	(79,600)	0
10163	S.E.Cemeteries & Burial Gro	Facilities Mgmt - Public Rea	C MASON	C AVERILL	0	0	10,425	0	0	0	0	0	0	0	(4,000)	0	6,425	(4,000)
10164	Closed Churchyards	Facilities Mgmt - Public Rea	C MASON	C AVERILL	0	0	40,140	0	0	0	0	0	0	0	0	0	40,140	0
10167	Cctv	CCTV, Control Centre	L ELLIOTT	R FELTS	0	0	0	0	0	0	0	0	0	0	0	0	0	0
10193	Control Centre	CCTV, Control Centre	L ELLIOTT	R FELTS	(11,000)	0	103,990	13,000	0	0	20,891	2,195	21,974	0	0	0	162,050	58,060
10173	Licensing Team	Regulatory	L ELLIOTT	E BIRD	0	0	124,220	0	0	0	5,007	0	1,953	(7,300)	0	0	123,880	(340)
10232	Section 151 Officer	CO (151), Assets, Internal A	C MASON	C MASON	0	0	122,460	0	0	50,000	3,068	0	2,882	0	0	0	178,410	55,950
10237	Corporate In Year Savings	CO (151), Assets, Internal A	C MASON	C MASON	0	0	(180,000)	0	0	0	0	0	0	0	0	0	(180,000)	0
10230	Head Of Legal	CO Legal & Democratic	C MASON	J YOUNG	0	0	90,628	0	0	0	2,080	1,025	(9,733)	0	0	0	84,000	(6,628)
10305	External Audit	Finance	C MASON	C BLAND	0	0	88,000	51,000	0	0	0	0	0	0	0	0	139,000	51,000
10238	Apprentice Levy Costs	Finance	C MASON	C BLAND	0	0	13,600	0	0	0	0	0	0	0	0	0	13,600	0
10035	Customer Services	Customer Services	L ELLIOTT	R FELTS	0	0	611,995	58,000	0	0	26,955	5,712	8,648	(1,500)	0	50,750	760,560	148,565
10104	Consultation	Customer Services	L ELLIOTT	R FELTS	0	0	0	0	0	0	0	0	0	0	0	0	0	0
10302	Customer Services (2) CC	Customer Services	L ELLIOTT	R FELTS	0	0	0	0	0	0	0	0	0	0	0	0	0	0
10236	Equalities & Safeguarding	Customer Services	L ELLIOTT	R FELTS	0	0	35,300	0	0	0	1,156	0	424	0	0	0	36,880	1,580
10021	Chief Executives Group	Joint Chief Executives	J RICHARDSON	J RICHARDS	0	0	3,500	0	0	0	0	0	0	(1,500)	0	0	2,000	(1,500)
10054	Lga Subscriptions	Joint Chief Executives	J RICHARDSON	J RICHARDS	0	0	20,200	0	0	0	0	0	0	0	0	0	20,200	0
10071	Corporate Activities	Joint Chief Executives	L ELLIOTT	L ELLIOT	0	0	0	0	0	0	0	0	0	0	0	0	0	0
10222	Old cost centre	Joint Chief Executives	L ELLIOTT	L ELLIOT	0	0	0	0	0	0	0	0	0	0	0	0	0	0
10226	Chief Executive	Joint Chief Executives	J RICHARDSON	J RICHARDS	0	0	168,250	0	0	0	3,959	2,181	(2,800)	0	0	0	171,590	3,340
10215	Deputy Chief Executive		L ELLIOTT	L ELLIOT	0	0	130,740		0	0	3,430		2,140	0	0	0	136,310	5,570
?????	Enforcement Cross-Cutting	Regulatory	L ELLIOTT	E BIRD	0	0	(75,000)	0	0		0	0	0	0	0	75,000	0	75,000
?????	HR Cross-Cutting		C MASON	R JENNER	0	0	(22,000)	0	0		0	0	0	0	0	22,000	0	22,000
	Total				**32,929**	**(279,000)**	**2,412,740**	**328,430**	**(25,000)**	**71,000**	**153,763**	**22,810**	**56,970**	**(77,700)**	**(4,000)**	**147,750**	**3,086,763**	**674,023**

DETAILED BUDGET PAPERS 2023/24 - Corporate & Regulatory Services

Cost Centre	Cost Centre Description	Service	Responsible Director	Budget Holder	MTFS YEAR 1: 2025/26 Previous Years Growth/ 2022/23 Budget Setting £	2023/24 Budget Setting £	Base Budget £	Growth/Savings etc Service proposed changes Gross Expenditu £	Service proposed changes Gross Income £	Service proposed changes Other £	Budget for Year £	Variance to Budget £	MTFS YEAR 2: 2026/27 Previous Years 2022/23 Budget Setting £	2023/24 Budget Setting £	Base Budget £	wth/Saving Service proposed changes Gross Expenditu £	Budget for Year £	Variance to Budget £
10003	Corporate Administration	Corporate Support	C MASON	C MASON	0	0	599,175	0	0	0	599,175	0	0	0	599,175	0	599,175	0
10032	Postages	Corporate Support	C MASON	C MASON	0	0	40,400	0	0	0	40,400	0	0	0	40,400	0	40,400	0
10037	Corporate Printing	Corporate Support	C MASON	C MASON	0	0	15,000	0	0	0	15,000	0	0	0	15,000	0	15,000	0
10051	Land Charges	Corporate Support	C MASON	C MASON	0	0	(125,500)	0	0	0	(125,500)	0	0	0	(125,500)	0	(125,500)	0
10066	Performance/Change Managem	Corporate Support	C MASON	C MASON	0	0	2,868	0	0	0	2,868	0	0	0	2,868	0	2,868	0
10165	Public Burials	Corporate Support	C MASON	C MASON	0	0	2,500	0	0	0	2,500	0	0	0	2,500	0	2,500	0
10231	Central Stationery Store	Corporate Support	C MASON	C MASON	0	0	13,100	0	0	0	13,100	0	0	0	13,100	0	13,100	0
10022	Legal Services	Legal & Democratic Support	C MASON	J YOUNG	0	0	416,651	0	0	0	416,651	0	0	0	416,651	0	416,651	0
10072	Members Allowances & Expens	Legal & Democratic Support	C MASON	J YOUNG	0	0	318,650	0	0	0	318,650	0	0	0	318,650	0	318,650	0
10073	Committee Servicing	Legal & Democratic Support	C MASON	J YOUNG	0	0	233,541	0	0	0	233,541	0	0	0	233,541	0	233,541	0
10213	Programme Management	ICT	C MASON	R CHEW	0	(116,110)	37,340	0	0	0	37,340	0	0	0	37,340	0	37,340	0
10023	Human Resources	HR & Training	C MASON	R JENNER	0	0	295,750	0	0	0	295,750	0	0	0	295,750	0	295,750	0
10024	Corporate & Mangmnt Training	HR & Training	C MASON	R JENNER	0	0	35,300	0	0	0	35,300	0	0	0	35,300	0	35,300	0
10060	Elections	Elections	C MASON	C MASON	0	0	16,600	0	0	0	16,600	0	0	0	16,600	0	16,600	0
10060A	Elections - Cont from Reserves	Elections	C MASON	C MASON	0	0	0	0	0	0	0	0	0	0	0	0	0	0
10060B	Elections - Cont to Reserve	Elections	C MASON	C MASON	0	0	40,000	0	0	0	40,000	0	0	0	40,000	0	40,000	0
10061	Registration Of Electors	Register of Electors	C MASON	C MASON	0	0	43,100	0	0	0	43,100	0	0	0	43,100	0	43,100	0
10078	Emergency Plan/ Bus Continuit	Regulatory	L ELLIOTT	E BIRD	0	0	32,152	0	0	0	32,152	0	0	0	32,152	0	32,152	0
10096	Car Park Services	Regulatory	L ELLIOTT	E BIRD	56,267	(45,000)	(739,809)	0	(103,700)	0	(843,509)	(103,700)	53,339	(69,000)	(859,170)	0	(859,170)	0
10101	Hackney Carriage Licencing	Regulatory	L ELLIOTT	E BIRD	0	0	(31,800)	0	0	0	(31,800)	0	0	0	(31,800)	0	(31,800)	0
10117	On Street C.P.E	Regulatory	L ELLIOTT	E BIRD	0	0	230,584	0	0	0	230,584	0	0	0	230,584	0	230,584	0
10118	Car Parks Administration	Regulatory	L ELLIOTT	E BIRD	0	0	61,350	0	0	0	61,350	0	0	0	61,350	0	61,350	0
10119	Off Street C.P.E.	Regulatory	L ELLIOTT	E BIRD	0	0	(170,477)	0	(22,000)	0	(192,477)	(22,000)	0	0	(192,477)	0	(192,477)	0
10154	Licences	Regulatory	L ELLIOTT	E BIRD	0	0	(79,600)	0	0	0	(79,600)	0	0	0	(79,600)	0	(79,600)	0
10163	S.E.Cemeteries & Burial Ground	Facilities Mgmt - Public Realm	C MASON	C AVERILL	0	0	6,425	0	0	0	6,425	0	0	0	6,425	0	6,425	0
10164	Closed Churchyards	Facilities Mgmt - Public Realm	C MASON	C AVERILL	0	0	40,140	0	0	0	40,140	0	0	0	40,140	0	40,140	0
10167	Cctv	CCTV, Control Centre	L ELLIOTT	R FELTS	0	0	0	0	0	0	0	0	0	0	0	0	0	0
10193	Control Centre	CCTV, Control Centre	L ELLIOTT	R FELTS	0	0	162,050	0	0	0	162,050	0	0	0	162,050	0	162,050	0
10173	Licensing Team	Regulatory	L ELLIOTT	E BIRD	0	0	123,880	0	0	0	123,880	0	0	0	123,880	0	123,880	0
10232	Section 151 Officer	CO (151), Assets, Internal Audi	C MASON	C MASON	0	0	178,410	0	0	(50,000)	128,410	(50,000)	0	0	128,410	0	128,410	0
10237	Corporate In Year Savings	CO (151), Assets, Internal Audi	C MASON	C MASON	0	0	(180,000)	0	0	0	(180,000)	0	0	0	(180,000)	0	(180,000)	0
10230	Head Of Legal	CO Legal & Democratic	C MASON	J YOUNG	0	0	84,000	0	0	0	84,000	0	0	0	84,000	0	84,000	0
10305	External Audit	Finance	C MASON	C BLAND	0	0	139,000	8,340	0	0	147,340	8,340	0	0	147,340	8,841	156,181	8,841
10238	Apprentice Levy Costs	Finance	C MASON	C BLAND	0	0	13,600	0	0	0	13,600	0	0	0	13,600	0	13,600	0
10035	Customer Services	Customer Services	L ELLIOTT	R FELTS	0	0	760,560	0	0	0	760,560	0	0	0	760,560	0	760,560	0
10104	Consultation	Customer Services	L ELLIOTT	R FELTS	0	0	0	0	0	0	0	0	0	0	0	0	0	0
10302	Customer Services (2) CC	Customer Services	L ELLIOTT	R FELTS	0	0	0	0	0	0	0	0	0	0	0	0	0	0
10236	Equalities & Safeguarding	Customer Services	L ELLIOTT	R FELTS	0	0	36,880	0	0	0	36,880	0	0	0	36,880	0	36,880	0
10021	Chief Executives Group	Joint Chief Executives	J RICHARDSON	J RICHARDSO	0	0	2,000	0	0	0	2,000	0	0	0	2,000	0	2,000	0
10054	Lga Subscriptions	Joint Chief Executives	J RICHARDSON	J RICHARDSO	0	0	20,200	0	0	0	20,200	0	0	0	20,200	0	20,200	0
10071	Corporate Activities	Joint Chief Executives	L ELLIOTT	L ELLIOT	0	0	0	0	0	0	0	0	0	0	0	0	0	0
10222	Old cost centre	Joint Chief Executives	L ELLIOTT	L ELLIOT	0	0	0	0	0	0	0	0	0	0	0	0	0	0
10226	Chief Executive	Joint Chief Executives	J RICHARDSON	J RICHARDSO	0	0	171,590	0	0	0	171,590	0	0	0	171,590	0	171,590	0
10215	Deputy Chief Executive		L ELLIOTT	L ELLIOT	0	0	136,310			0	136,310	0	0	0	136,310		136,310	0
?????	Enforcement Cross-Cutting	Regulatory	L ELLIOTT	E BIRD	0	0	0	0	0	(75,000)	(75,000)	(75,000)	0	0	(75,000)	0	(75,000)	0
?????	HR Cross-Cutting		C MASON	R JENNER	0	0	0	0	0	(22,000)	(22,000)	(22,000)	0	0	(22,000)	0	(22,000)	0
	Total				**56,267**	**(161,110)**	**2,981,920**	**8,340**	**(125,700)**	**(147,000)**	**2,717,560**	**(264,360)**	**53,339**	**(69,000)**	**2,701,899**	**8,841**	**2,710,740**	**8,841**

DETAILED BUDGET PAPERS 2023/24 - Corporate & Regulatory Services

			Responsible Director	Budget Holder	MTFS YEAR 3: 2027/28				MTFS YEAR 4: 2028/29				2028/29
Cost Centre	Cost Centre Description	Service			Base Budget £	Growth/Saving Service proposed changes Gross Expenditure £	Budget for Year £	Variance to Budget £	Base Budget £	Growth/ Service proposed changes Gross Expenditure £	Budget for Year £	Variance to Budget £	Base Budget £
10003	Corporate Administration	Corporate Support	C MASON	C MASON	599,175	0	599,175	0	599,175	0	599,175	0	599,175
10032	Postages	Corporate Support	C MASON	C MASON	40,400	0	40,400	0	40,400	0	40,400	0	40,400
10037	Corporate Printing	Corporate Support	C MASON	C MASON	15,000	0	15,000	0	15,000	0	15,000	0	15,000
10051	Land Charges	Corporate Support	C MASON	C MASON	(125,500)	0	(125,500)	0	(125,500)	0	(125,500)	0	(125,500)
10066	Performance/Change Mana	Corporate Support	C MASON	C MASON	2,868	0	2,868	0	2,868	0	2,868	0	2,868
10165	Public Burials	Corporate Support	C MASON	C MASON	2,500	0	2,500	0	2,500	0	2,500	0	2,500
10231	Central Stationery Store	Corporate Support	C MASON	C MASON	13,100	0	13,100	0	13,100	0	13,100	0	13,100
10022	Legal Services	Legal & Democratic Suppor	C MASON	J YOUNG	416,651	0	416,651	0	416,651	0	416,651	0	416,651
10072	Members Allowances & Exp	Legal & Democratic Suppor	C MASON	J YOUNG	318,650	0	318,650	0	318,650	0	318,650	0	318,650
10073	Committee Servicing	Legal & Democratic Suppor	C MASON	J YOUNG	233,541	0	233,541	0	233,541	0	233,541	0	233,541
10213	Programme Management	ICT	C MASON	R CHEW	37,340	0	37,340	0	37,340	0	37,340	0	37,340
10023	Human Resources	HR & Training	C MASON	R JENNER	295,750	0	295,750	0	295,750	0	295,750	0	295,750
10024	Corporate & Mangmnt Train	HR & Training	C MASON	R JENNER	35,300	0	35,300	0	35,300	0	35,300	0	35,300
10060	Elections	Elections	C MASON	C MASON	16,600	0	16,600	0	16,600	0	16,600	0	16,600
10060A	Elections - Cont from Reserves	Elections	C MASON	C MASON	0	0	0	0	0	0	0	0	0
10060B	Elections - Cont to Reserve	Elections	C MASON	C MASON	40,000	0	40,000	0	40,000	0	40,000	0	40,000
10061	Registration Of Electors	Register of Electors	C MASON	C MASON	43,100	0	43,100	0	43,100	0	43,100	0	43,100
10078	Emergency Plan/ Bus Contin	Regulatory	L ELLIOTT	E BIRD	32,152	0	32,152	0	32,152	0	32,152	0	32,152
10096	Car Park Services	Regulatory	L ELLIOTT	E BIRD	(859,170)	0	(859,170)	0	(859,170)	0	(859,170)	0	(859,170)
10101	Hackney Carriage Licencing	Regulatory	L ELLIOTT	E BIRD	(31,800)	0	(31,800)	0	(31,800)	0	(31,800)	0	(31,800)
10117	On Street C.P.E	Regulatory	L ELLIOTT	E BIRD	230,584	0	230,584	0	230,584	0	230,584	0	230,584
10118	Car Parks Administration	Regulatory	L ELLIOTT	E BIRD	61,350	0	61,350	0	61,350	0	61,350	0	61,350
10119	Off Street C.P.E.	Regulatory	L ELLIOTT	E BIRD	(192,477)	0	(192,477)	0	(192,477)	0	(192,477)	0	(192,477)
10154	Licences	Regulatory	L ELLIOTT	E BIRD	(79,600)	0	(79,600)	0	(79,600)	0	(79,600)	0	(79,600)
10163	S.E.Cemeteries & Burial Gro	Facilities Mgmt - Public Rea	C MASON	C AVERILL	6,425	0	6,425	0	6,425	0	6,425	0	6,425
10164	Closed Churchyards	Facilities Mgmt - Public Rea	C MASON	C AVERILL	40,140	0	40,140	0	40,140	0	40,140	0	40,140
10167	Cctv	CCTV, Control Centre	L ELLIOTT	R FELTS	0	0	0	0	0	0	0	0	0
10193	Control Centre	CCTV, Control Centre	L ELLIOTT	R FELTS	162,050	0	162,050	0	162,050	0	162,050	0	162,050
10173	Licensing Team	Regulatory	L ELLIOTT	E BIRD	123,880	0	123,880	0	123,880	0	123,880	0	123,880
10232	Section 151 Officer	CO (151), Assets, Internal A	C MASON	C MASON	128,410	0	128,410	0	128,410	0	128,410	0	128,410
10237	Corporate In Year Savings	CO (151), Assets, Internal A	C MASON	C MASON	(180,000)	0	(180,000)	0	(180,000)	0	(180,000)	0	(180,000)
10230	Head Of Legal	CO Legal & Democratic	C MASON	J YOUNG	84,000	0	84,000	0	84,000	0	84,000	0	84,000
10305	External Audit	Finance	C MASON	C BLAND	156,181	9,371	165,552	9,371	165,552	9,933	175,485	9,933	165,552
10238	Apprentice Levy Costs	Finance	C MASON	C BLAND	13,600	0	13,600	0	13,600	0	13,600	0	13,600
10035	Customer Services	Customer Services	L ELLIOTT	R FELTS	760,560	0	760,560	0	760,560	0	760,560	0	760,560
10104	Consultation	Customer Services	L ELLIOTT	R FELTS	0	0	0	0	0	0	0	0	0
10302	Customer Services (2) CC	Customer Services	L ELLIOTT	R FELTS	0	0	0	0	0	0	0	0	0
10236	Equalities & Safeguarding	Customer Services	L ELLIOTT	R FELTS	36,880	0	36,880	0	36,880	0	36,880	0	36,880
10021	Chief Executives Group	Joint Chief Executives	J RICHARDSON	J RICHARDS	2,000	0	2,000	0	2,000	0	2,000	0	2,000
10054	Lga Subscriptions	Joint Chief Executives	J RICHARDSON	J RICHARDS	20,200	0	20,200	0	20,200	0	20,200	0	20,200
10071	Corporate Activities	Joint Chief Executives	L ELLIOTT	L ELLIOT	0	0	0	0	0	0	0	0	0
10222	Old cost centre	Joint Chief Executives	L ELLIOTT	L ELLIOT	0	0	0	0	0	0	0	0	0
10226	Chief Executive	Joint Chief Executives	J RICHARDSON	J RICHARDS	171,590	0	171,590	0	171,590	0	171,590	0	171,590
10215	Deputy Chief Executive		L ELLIOTT	L ELLIOT	136,310	0	136,310	0	136,310	0	136,310	0	136,310
?????	Enforcement Cross-Cutting	Regulatory	L ELLIOTT	E BIRD	(75,000)	0	(75,000)	0	(75,000)	0	(75,000)	0	(75,000)
?????	HR Cross-Cutting		C MASON	R JENNER	(22,000)	0	(22,000)	0	(22,000)	0	(22,000)	0	(22,000)
	Total				**2,710,740**	**9,371**	**2,720,111**	**9,371**	**2,720,111**	**9,933**	**2,730,044**	**9,933**	**2,720,111**

DETAILED BUDGET PAPERS 2023/24 - Contingency & Inflationary Provisions

			Responsible Director	Budget Holder	NEW BUDGET: 2024/25										
					Previous Years Growth/ Savings			Base Budget	Growth/Savings etc					Budget for Year	Variance to Base Budget
Cost Centre	Cost Centre Description	Service			2021/22 Budget Setting	2022/23 Budget Setting	2023/24 Budget Setting		Service proposed changes Gross Expenditure	Service proposed changes Gross Income	Service proposed changes Other	One-Year Saving Deferral	Other		
					£	£	£	£	£	£	£	£	£	£	£
10509	Central Items - Contingency	Finance	C MASON	C BLAND	0	0	0	0	0	0	0	0	0	0	0
Nominal	Inflation - Pay - Services 2 NCS	Corporate - Finance	C MASON	C BLAND	188,726	0	152,736	716,695	0	0	0	0	(367,504)	349,191	(367,504)
Nominal	Inflation - Pay to Capital Fin	Corporate - Finance	C MASON	C BLAND	14,819	0	0	14,819	0	0	0	0	0	14,819	0
Nominal	Inflation - Services	Corporate - Finance	C MASON	C BLAND	0	0	0	0	0	0	0	0	0	0	0
Nominal	Inflation - Employer Oncosts	Corporate - Finance	C MASON	C BLAND	0	0	21,000	(73,000)	0	0	0	0	47,000	(26,000)	47,000
Nominal	Inflation - FCC	Operational Services	L ELLIOTT	R SMITH	0	222,315	0	832,198	77,685	0	0	0	0	909,883	77,685
Nominal	Inflation - Energy costs	Operational Services	C MASON	C AVERILL	0	0	0	42,253	0	0	0	0	0	42,253	0
Nominal	FCC 5% Escalator for Potential Govt Changes to Waste	Operational Services	L ELLIOTT	R SMITH	0	0	0	0	0	0	0	0	0	0	0
Nominal	Target Operating Model Service Efficiency	Operational Services	J RICHARDSON	J RICHARDS	0	0	0	(287,858)	0	0	0	287,858	0	0	287,858
Nominal	Shared Service; DM Support	Operational Services	D ATKINSON	D ATKINSON	0	0	0	0	0	0	0	0	0	0	0
	Total				**203,545**	**222,315**	**173,736**	**1,245,107**	**77,685**	**0**	**0**	**287,858**	**(320,504)**	**1,290,146**	**45,039**

DETAILED BUDGET PAPERS 2023/24 - Contingency & Inflationary Provisions

			Responsible Director	Budget Holder	MTFS YEAR 1: 2025/26									MTFS YEAR 2: 2026/27							
					Previous Years Growth/		Base Budget	Growth/Savings etc						Previous Years Growth/		Base Budget	Growth/Savings etc				
Cost Centre	Cost Centre Description	Service			2022/23 Budget Setting	2023/24 Budget Setting		FCC contract changes	One-Year Saving Deferral	Budget Correction	Inflation Employer Oncosts	Budget for Year	Variance to Budget	2022/23 Budget Setting	2023/24 Budget Setting		FCC contract changes	Budget Correction	Inflation Employer Oncosts	Budget for Year	Variance to Budget
					£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£
10509	Central Items - Contingency	Finance	C MASON	C BLAND	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Nominal	Inflation - Pay - Services 2 NCS	Corporate - Finance	C MASON	C BLAND	251,299	51,626	652,116	0	0	0	58,487	710,603	58,487	257,582	54,431	1,022,616	0	0	62,049	1,084,665	62,049
Nominal	Inflation - Pay to Capital Fin	Corporate - Finance	C MASON	C BLAND	0	0	14,819	0	0	0	0	14,819	0	0	0	14,819	0	0	0	14,819	0
Nominal	Inflation - Services	Corporate - Finance	C MASON	C BLAND	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Nominal	Inflation - Employer Oncosts	Corporate - Finance	C MASON	C BLAND	0	1,000	(25,000)	0	0	0	47,000	22,000	47,000	0	0	22,000	0	0	0	22,000	0
Nominal	Inflation - FCC	Operational Services	L ELLIOTT	R SMITH	236,931	0	1,146,814	40,069	0	0	0	1,186,883	40,069	233,767	0	1,420,650	57,233	0	0	1,477,883	57,233
Nominal	Inflation - Energy costs	Operational Services	C MASON	C AVERILL	0	188,000	230,253		0	0	0	230,253	0	0	0	230,253	0	0	0	230,253	0
Nominal	FCC 5% Escalator for Potential Govt Changes to Waste	Operational Services	L ELLIOTT	R SMITH	269,969	0	269,969	(269,969)	0	0	0	0	(269,969)	279,177	0	279,177	11,823	0	0	291,000	11,823
Nominal	Target Operating Model Service Efficiency	Operational Services	J RICHARDSON	J RICHARDS	(9,002)	0	(9,002)	0	(287,858)	0	0	(296,860)	(287,858)	(9,227)	0	(306,087)	0	0	0	(306,087)	0
Nominal	Shared Service; DM Support	Operational Services	D ATKINSON	D ATKINSON	(3,188)	0	(3,188)	0	0	3,188	0	0	3,188	(3,267)	0	(3,267)	0	3,267	0	0	3,267
	Total				**746,009**	**240,626**	**2,276,781**	**(229,900)**	**(287,858)**	**3,188**	**105,487**	**1,867,698**	**(409,083)**	**758,032**	**54,431**	**2,680,161**	**69,056**	**3,267**	**62,049**	**2,814,533**	**134,372**

DETAILED BUDGET PAPERS 2023/24 - Contingency & Inflationary Provisions

			Responsible Director	Budget Holder	MTFS YEAR 3: 2027/28					MTFS YEAR 4: 2028/29				2028/29
Cost Centre	Cost Centre Description	Service			Previous 2023/24 Budget Setting	Base Budget	vth/Saving Inflation - Pay to Capital Financing	Budget for Year	Variance to Budget	Base Budget	Growth/ Inflation - Employer Oncosts	Budget for Year	Variance to Budget	Base Budget
					£	£	£	£	£	£	£	£	£	£
10509	Central Items - Contingency	Finance	C MASON	C BLAND	0	0	0	0	0	0	0	0	0	0
Nominal	Inflation - Pay - Services 2 NCS	Corporate - Finance	C MASON	C BLAND	321,373	1,406,038	65,780	1,471,818	65,780	1,471,818	400,704	1,872,522	400,704	1,872,522
Nominal	Inflation - Pay to Capital Fin	Corporate - Finance	C MASON	C BLAND	0	14,819	0	14,819	0	14,819	0	14,819	0	14,819
Nominal	Inflation - Services	Corporate - Finance	C MASON	C BLAND	0	0	0	0	0	0	0	0	0	0
Nominal	Inflation - Employer Oncosts	Corporate - Finance	C MASON	C BLAND	0	22,000	0	22,000	0	22,000	0	22,000	0	22,000
Nominal	Inflation - FCC	Operational Services	L ELLIOTT	R SMITH	0	1,477,883	0	1,477,883	0	1,477,883	0	1,477,883	0	1,477,883
Nominal	Inflation - Energy costs	Operational Services	C MASON	C AVERILL	0	230,253	0	230,253	0	230,253	0	230,253	0	230,253
Nominal	FCC 5% Escalator for Potential Govt Changes to Waste	Operational Services	L ELLIOTT	R SMITH	0	291,000	0	291,000	0	291,000	0	291,000	0	291,000
Nominal	Target Operating Model Service Efficiency	Operational Services	J RICHARDSON	J RICHARDS	0	(306,087)	0	(306,087)	0	(306,087)	0	(306,087)	0	(306,087)
Nominal	Shared Service; DM Support	Operational Services	D ATKINSON	D ATKINSON	0	0	0	0	0	0	0	0	0	0
	Total				**321,373**	**3,135,906**	**65,780**	**3,201,686**	**65,780**	**3,201,686**	**400,704**	**3,602,390**	**400,704**	**3,602,390**

Consolidated Final Budget 2024/25 & MTFS (2025/26 to 2028/29) and Service Budgets

Annex 2

Consolidated General Fund Reserve		2024/25 Final Budget £	2025/26 Final Budget £	2026/27 Final Budget £	2027/28 Final Budget £	2028/29 Final Budget £
General Fund (Unallocated) Reserve						
b/f		2,509,061	3,066,258	3,159,977	3,279,008	3,396,708
Cont from/(to) Services		4,043,006	957,716	(1,667,103)	(2,078,943)	(2,129,560)
Cont from/(to) Budget Surplus Reserve		(3,485,809)	(863,997)	1,786,134	2,196,643	2,213,418
c/f		3,066,258	3,159,977	3,279,008	3,396,708	3,480,566
Net Expenditure		15,331,292	15,799,885	16,395,041	16,983,540	17,402,831
		15,331,292	15,799,885	16,395,041	16,983,540	17,402,831
Minimum Level of Reserves @	*20.0%*	3,066,258	3,159,977	3,279,008	3,396,708	3,480,566
Variance of GFR to Minimum Level of Reserves	*20.0%*	*0*	*0*	*0*	*0*	*0*
Budget Surplus Reserve						
b/f		1	1	1	1	1
Cont from/(to) General Fund		3,485,809	863,997	(1,786,134)	(2,196,643)	(2,213,418)
Cont from/(to) ER: Financial Sustainability		(1,739,134)	(87,520)	1,519,338	2,057,295	2,213,418
Cont from/(to) ER: Corporate Plan & Strategy		(1,746,675)	(306,477)	266,796	139,348	0
Cont from/(to) ER: Capital & Contracts		0	(470,000)	0	0	0
c/f		1	1	1	1	1
		Ok	Ok	Ok	Ok	Ok
Earmarked Reserve: Projects, Risk & Smoothing						
b/f		3,267,296	1,873,397	1,985,397	2,116,397	2,247,397
Cont (to) Services		(1,290,399)	(225,000)	(206,000)	(206,000)	(206,000)
Cont from Services		337,000	337,000	337,000	337,000	337,000
Cont from/(to) ER: Financial Sustainability		(480,500)	0	0	0	
Cont from/(to) ER: Community, Economic & Infrastructure		40,000	0	0	0	0
c/f		1,873,397	1,985,397	2,116,397	2,247,397	2,378,397
Earmarked Reserve: Capital & Contract						
b/f		2,653,059	2,103,059	2,473,059	2,398,059	2,344,059
Cont to services (waste procurement)		(50,000)	(100,000)	(75,000)	(54,000)	0
Cont from/(to) ER: Financial Sustainability		(500,000)	0	0	0	0
Cont from/(to) BS Reserve: Waste Vehicles		0	470,000	0	0	0
c/f		2,103,059	2,473,059	2,398,059	2,344,059	2,344,059
Earmarked Reserve: Transformation						
b/f		1,000,000	900,000	900,000	900,000	900,000
Cont (to) Services		(100,000)	0	0	0	0
c/f		900,000	900,000	900,000	900,000	900,000
Earmarked Reserve: Financial Sustainability						
b/f		2,909,359	5,702,531	5,790,051	4,270,713	2,213,418
Cont from/(to) BS Reserve		1,739,134	87,520	(1,519,338)	(2,057,295)	(2,213,418)
Cont from/(to) ER:PRS		480,500	0	0	0	0
Cont from/ (to) ER Capital & Contracts		573,538	0	0	0	0
c/f		5,702,531	5,790,051	4,270,713	2,213,418	0
Earmarked Reserve: Collection Fund Reserve						
b/f		1,000,000	1,000,000	1,000,000	1,000,000	1,000,000
c/f		1,000,000	1,000,000	1,000,000	1,000,000	1,000,000
Earmarked Reserve: Corporate Plan & Strategy						
b/f		722,992	2,469,667	2,776,144	2,509,348	2,370,000
Cont from/(to) BS Reserve		(123,325)	(193,523)	(266,796)	(139,348)	0
Cont from/(to) BS Res: Grant to Towns & Parishes		1,000,000	0	0	0	0
Cont from/(to) BS Res: Ward Area Imp Fund		170,000	0	0	0	0
Cont from/(to) BS Res: Leisure Strategy Action Fund		100,000	0	0	0	0
Cont from/(to) BS Res: Young Persons Initiative Fund		100,000	0	0	0	0
Cont from/(to) BS Res: Dist Place Narrative/Vision & Mplanning		100,000	0	0	0	0
Cont from/(to) BS Res: Asset Faciliation Fund		0	500,000	0	0	0
Cont from/(to) BS Res: Net-Zero2030 Initiatives Fund		400,000	0	0	0	0
c/f		2,469,667	2,776,144	2,509,348	2,370,000	2,370,000
Earmarked Reserve: Community, Economic & Infrastructure						
b/f		1,000,000	960,000	960,000	960,000	960,000
Cont from/(to) ER: Community, Economic & Infrastructure		(40,000)	0	0	0	0
c/f		960,000	960,000	960,000	960,000	960,000
Earmarked Reserve: Investment Reserve						
b/f		1,229,011	1,229,011	1,229,011	1,229,011	1,229,011
c/f		1,229,011	1,229,011	1,229,011	1,229,011	1,229,011
Forecast "End-of-Year" Reserves Balances (c/f)						
Total General Fund (Unallocated) Reserve		3,066,258	3,159,977	3,279,008	3,396,708	3,480,566
Total Earmarked Reserves		16,237,666	17,113,663	15,383,529	13,263,886	11,181,468
Total General Fund Reserves		19,303,924	20,273,640	18,662,537	16,660,594	14,662,034

"Robustness of Reserves"; Statement by the Responsible Financial Officer (s.151)

Annex 3

1 Introduction

1.1 Section 25 of the Local Government Act 2003 requires me, as the Council's Responsible Financial Officer, to report on the robustness of the 2024/25 budget and the adequacy of reserves to assist you in making your decisions on the Budget and the level of Council Tax. Further, this is an opportunity for me to provide some commentary in respect of the period covered by the Medium-Term Financial Strategy (MTFS). This section of the report will address:

- **Budget Setting;** the approach followed, and actions being taken to help deliver service efficiency.
- **Challenges Facing the Council;** the more significant challenges that the Council face immediately and over the medium-term.
- **Governance;** reflections on recent commentary in respect of Governance at the Council.
- **Risks;** commentary on the immediate and medium-term the risks that the Council may face.
- **Sensitivity;** the modelling of risk to comment on the achievement of the Councils MTFS.

2 Budget Setting

2.1 At the time of writing, the 2023/24 Quarter 2 Financial Performance Report is reporting a forecast underspend of £410k in respect of service expenditure. The main reasons for the underspend are:

- Savings in programme management.
- Increased investment income and savings from Director costs
- Overspends in central costs relating to insurance, external audit and corporate savings not achieved, as well as service costs relating to homelessness, trade waste, and housing.
- Underachievement of income from development management, strategic planning, and planning appeals.

2.2 Over the autumn of 2023, officers have made extenuating efforts to review their service budgets. This year, due to a host of reasons, as reported in the draft budget (see 1.3.3) the council is forecasting a net increase in service expenditure of £2m for 2024/25, with net savings occurring by 2028/29 giving a net increase in spend of £1.7m. Since the draft budget further service growth has been proposed, which is discussed at para 1.3.3.

2.3 In addition the Council:

- continues to embed transformational change across services as required, especially following the new ICT Strategy. The reconfiguration of Customer Services is now complete.

- has included some unavoidable growth due to increases in utility costs, waste contract extension and the new contract, some shared service costs and staffing restructures.
- chosen to defer some savings proposals to allow for a "holistic" review to be undertaken to determine if their deliverability stills remains practical in the current operational environment.
- continues to work with partners across Leicestershire in respect of joint working arrangements for several services; the aim being to streamline and achieve efficiencies in delivery.

2.4 As noted elsewhere within this report, the Council achieves a surplus budget for the next two years, which will be set aside to help meet the gap that starts to emerge from 2026/27 onwards as well as provide some direct funding for specific political ambitions and priorities. In 2020 it was established that there was an MTFS gap of £16m. For the current budget, if the council was not "recognising" the potential impact of the Fair Funding Review from 2026/27 onwards there would be a surplus of £754k over the MTFS – a reduction of almost £17m. However, the council has chosen to take a prudent position and fully recognise the impact of Fair Funding which results in a cumulative budget gap of £875k (a reduction of 94.5%).

2.5 However, Councillors must remain mindful that:

- by 2028/29 the actual in-year gap is £2.1m (i.e. to balance the year savings/income or a combination of both is needed).
- there may be the need to undertake a:
    - robust review of service provision and service efficiency,
    - embed continuous improvement with its strategic and operational services, and
    - continue to have at its core the agreed strategic principles as agreed by Cabinet in December 2023:

        A. To maintain, within expected service constraints, service expenditure within the approved net expenditure envelope.
        B. To ensure that over the medium term, financial sustainability can be achieved.

3 Challenges Facing the Council

3.1 The challenges that the Council faces are like those being faced by many councils across the local government community. The principal challenges that the Council is tackling are illustrated below:

Cost-of-Living/High Inflationary Economy

3.2 The Council is seeing significant inflationary impacts on how it delivers its services; some examples include:

i **Pay**; for 2023/24 staff pay was increased by a flat £1,925 between the Apprentice Grade through to Grade 10 (equating to between a +9% increase to 3.88%); for Grades 11 and above the increase was 3.88%.

ii **Utility Costs**; both privately and corporately everyone is paying more for their use of gas and electricity. This trend is continuing although the council is anticipating a decrease in prices during 2025/26 and onwards.

iii **Leisure Contract**; from April 2024 the Council will be entering into a new Leisure contract following appointment of the preferred contractor by Council in December 2023. The contract will include an innovative management fee that will encompass reimbursement of capital financing costs so effectively the capital investment will be net-nil to the council over the life of the contract.

iv **Waste Collection**; the Council is anticipating an inflationary increase of 5.6% for 2024/25. As the Council provides a discretionary green waste service and for 2024/25 there will not be any increase in fees. With the contract extension and then the new procurement the council has included an estimated annual increase of £400k per annum (this is not compounded per annum).

v **Development Management & Legal Services**; the Council will be increasing resources in both these teams. It is considered that the service has declined over the past couple of years and investment is needed to bring the services back to a fair level of performance.

vi **Capital Projects**; the Council is seeing an increase in capital development costs, so some capital reallocation has been necessary to meet these demands. By way of example, the Temporary Housing Unit planned for 4, Roman Way was facing very significant cost increases so a review has been undertaken to provide District-wide provision rather than in one single location.

vii **Investment Income.** With the Bank of England increasing base rates, the short-term investment market is seeing a significant increase in rates and the Council is expected to achieve high investment returns from its investment portfolio as indicated earlier in this report. Also, the Council is actively monitoring its position in respect of long-term debt. The Council has for many years “internally borrowed” to finance its capital programme (i.e. the net benefits of working capital, reserve holdings etc) because long-term borrowing has been considerably more expensive. However, if the market does reverse and long-term rates become favourable the Council may start to undertake external borrowing to “lock-in” these rates for the longer-term (of course, all such actions will be undertaken considering the delegations and requirements of the Councils Treasury Policy and Strategies and expert advice from its Treasury Advisors).

Public Sector Austerity – grant funding

3.3 For the past few years, the public sector has been facing the most significant austerity programme in a generation and because of the government’s ring-fencing of some government departments/services (i.e. NHS, Overseas Aid etc.); this has meant that local government has met a significant share of the austerity programme. More recently, independent insights into future government funding propositions are clearly showing a direction of travel that indicates a continuation of this challenging financial environment. Although the risks being publicly aired are primarily within the upper tier services of children’s and adults social care, as shown elsewhere within this report and in the routine quarterly monitoring reports, lower tier district councils are facing significant financial risks relating to homelessness, waste collection etc. Considering this the government has recognised this risk and made available in January 2024 additional funding over and above that announced in the provision settlement of December 2023. The additional funding totalled £600m; £500m for

social care (upper tier); £100m for Funding Guarantee and £15m for rural services grant; with Harborough benefiting by a one-off increase for 2024/25 of £120k:

- £95k to increase the funding guarantee from 3% to 4% (from £1.4m to £1.5m), and
- £25k increase in rural services grant (from £157k to £182k; it is assumed this increase continues in each year of the MTFS).

3.4 Following the 2024/25 provisional settlement announced in December 2023 and the further funding of January 2024, **Table 7** clearly shows how the Councils core grant funding streams change from the current year (2023/24) through to the last year of the MTFS (2028/29). In respect of direct grant, the Council will encounter significant reductions over the MTFS; specifically New Homes Bonus which will reduce from £1.2m in 2024/25 to nil by 2026/27. The government has for some years been planning to undertake a review of local government funding (known as the Fair Funding Review and NDR Reset) but it has been delayed several times. It is now expected to be undertaken post the general election as part of the spending review with potential implementation in 2026/27. Current modelling is showing a potential impact of £617k from 2026/27 and this risk has been included in the current MTFS.

Comparison of "Core" Grants 2023/24 Budget - to - 2024/25 Budget and MTFS (2025/26 to 2028/29)						Table 7
	2023/24 £000	2024/25 £000	2025/26 £000	2026/27 £000	2027/28 £000	2028/29 £000
2023/24 Budget & MTFS (*)						
NDR (**)	5,841	5,876	5,911	5,947	5,983	
Revenue Support Grant	0	0	0	0	0	
Other General Fund Grants	141	141	141	141	141	
New Homes Bonus (***)	1,660	1,079	0	0	0	
Services Grants	69	0	0	0	0	
3% Funding Gurantee	819	55	0	0	0	
Total	**8,530**	**7,151**	**6,052**	**6,088**	**6,124**	**0**
2024/25 Budget & MTFS						
NDR		6,681	7,273	7,346	7,419	7,494
Revenue Support Grant		0	0	0	0	0
Other General Fund Grants		182	182	182	182	182
New Homes Bonus (***)		1,204	783	0	0	0
Services + Lower Tier Services Grants		11	0	0	0	0
3% Funding Gurantee		1,475	959	0	0	0
Total		**9,553**	**9,197**	**7,528**	**7,601**	**7,676**
Variance between Grant Assumptions						
NDR		805	1,362	1,399	1,436	
Revenue Support Grant		0	0	0	0	
Other General Fund Grants		41	41	41	41	
New Homes Bonus		125	783	0	0	
Services Grants		11	0	0	0	
3% Funding Gurantee		1,420	959	0	0	
Total		**971**	**2,186**	**1,440**	**1,477**	
NDR		13.7%	23.0%	23.5%	24.0%	
Revenue Support Grant		0.0%	0.0%	0.0%	0.0%	
Other General Fund Grants		29.1%	29.1%	29.1%	29.1%	
New Homes Bonus		11.6%	100.0%	0.0%	0.0%	
Services Grants		0.0%	0.0%	0.0%	0.0%	
3% Funding Gurantee		2581.8%	100.0%	0.0%	0.0%	
Total		**10.2%**	**23.8%**	**19.1%**	**19.4%**	

NB.
* This is the budget agreed by Council, February 2023.
** The 2023/24 NDR number is gross and would be subject to s.31 CV19 related grant.
*** 2023/24 and 2024/25 NHB were both 1-year settlements.

Programme of Service Review and Transformation

3.5 It is probably fair to say that all councils are undertaking some form of service review and seeking to ensure that services are provided with affordability, value for money and continuous improvement at their core. As mentioned earlier, the Council has previously undertaken a fundamental budget review (BC25) and further savings in subsequent years. However, because of the impacts of inflation and some identified service underinvestment it has been necessary for the council to invest in its services for 2024/25, these are discussed in detail elsewhere in this report.

3.6 In addition, the Council is also expecting, on a full year basis to generate savings as follows:

i. Completing the ICT transformation of the council's infrastructure and how the Council uses ICT (primarily moving to the cloud for all systems). Including the implementation of a new finance and legal system and in the near future the new s.106 and Idox systems.

ii. Although deferred for 2024/25, there savings initiatives (£377k), or a fair proportion of them, are expected to be realised in 2025/26. These initiatives include a new "target operating model" (£280k), Enforcement Review (£75k) and HR Terms & Conditions Review (£22k).

iii. reviewing its property asset holdings; this includes:

- development of new depot and cemetery. It is hoped that the new Depot will generate savings due to lower contract costs when the Waste Contract is relet in 2027/28,
- development of existing assets. Redevelopments of the Market Harborough and Lutterworth Leisure Facilities with a new contractor from 2024/25 meeting some of the capital financing costs, as well as enhancing current car parking via the provision of more electrical charging points;
- developing new temporary accommodation provision across the district.
- systematic review of land holdings and where possible the active disposal of surplus land, and
- reviews of current property holdings due to new ways of working, The Symington Building by way of example.

4 Governance

4.1 The 2021/22 Annual Governance Statement (AGS) is the last to have received an audit opinion. The Draft 2022/23 AGS was published in line with the Statutory deadline but has yet to receive an opinion by external audit. Reflecting on the latest AGS, it was produced based on the seven principles within the CIPFA/SOLACE Framework Delivering Good Governance in Local Government and the Leader and Chief Executive have stated how they consider that they meet the requirements of the frameworks.

4.2 On the 26 July 2023, the Council's Head of Internal Audit reported to the Audit and Standards Committee in respect of the Annual Internal Audit Report & Opinion 2022/23 (Report / Appendix) that the assurance given for the year to 31 March 2023 is noted below. This will be reviewed and updated prior to external audit issuing their final opinion on the 2022/23 Statement of Accounts, AGS and VfM:

I am satisfied that sufficient internal audit work has been undertaken to inform an opinion on the adequacy and effectiveness of governance, risk management and internal control for 2022/23. In giving this opinion, it should be noted that assurance can never be absolute. The most that the internal audit service can provide is reasonable assurance that there are no major weaknesses in the system of internal control.

It is my opinion that Satisfactory Assurance can be given over the adequacy and effectiveness of the Council's control environment for 2022/23 – see definition of assurance opinions in section 4.1 of this report. This control environment comprises of the system of internal control, governance arrangements and risk management. Any limitations over this opinion are detailed and explained further below.

Financial control

Controls relating to the key financial systems which were reviewed during the year were concluded to be operating at a level of Satisfactory Assurance for compliance and Good Assurance was given for the design of the control environment.

Bank reconciliation procedures were found to be generally sound, and testing confirmed that reconciliations were complete and accurate. Controls over suspense accounts were found to be effective with good evidence of review and clearance of outstanding balances at the time of audit.

Treasury management arrangements are robust and could be strengthened through the routine recording of the basis for selection of investment counterparties.

Sundry debt collection has been adversely affected by staffing reductions and associated work pressures in 2022/23 and the Council is significantly under-performing against target. Management should ensure that sufficient resources are allocated to debt recovery activities to ensure recovery action is brought up to date in the short term and maintained going forward.

Risk management

The Council's structures and processes for identifying, assessing, and managing risk have remained generally consistent during 2022/23. The Internal Audit plan was risk based and informed by the Council's risk management framework and reporting.

Internal control

For the audits completed by the Internal Audit service in 2022/23 and finalised at the time of reporting, 100% of the opinions given in relation to the control environment and compliance have been of at least Satisfactory Assurance.

Of the high and medium priority agreed management actions due for implementation during 2022/23, 89% had been completed during the year. Of the low priority actions, 43% remained overdue at 31st March 2023 – but these actions have not been assessed as representing a risk to the authority and, rather, seek to achieve further improvement.

There have been no incidences during 2022/23 where the internal audit team have highlighted a fundamental risk or weakness and management have sought to accept the risk, rather than agree an appropriate action.

Internal Audit has not been made aware of any further significant governance, risk or internal control issues which would reduce the above opinion. No systems of controls can provide absolute assurance against material misstatement or loss, nor can Internal Audit give that assurance.

5 **Risks**

5.1 Because of the nature of the macro and micro environment that the wider local government family and the Council operates within, there are a whole host of risks that the Council faces on a day-to-day basis. In such an environment, budget setting is not a science but more a guide on how financial resources will be allocated to services over the forthcoming year and to enable members to take a view on financial performance over the medium-term. There will always be items that emerge after the budget has been approved, indeed budgeted items that are considered "firm" now can themselves be improved on or vice-versa; such impacts can range from a programme under or overachieving or an unexpected event occurring (such as CV19 or the current inflationary economic environment).

<u>Mitigation of Unforeseen Events</u>

5.2 The Council takes a relatively prudent position in ensuring that it maintains its General Fund (Unallocated) Reserve at 20% of Net Expenditure.

5.3 However, to help mitigate a situation whereby an event could occur that would potentially have a negative financial impact on the Council, the Council operates a stepped process to ensure that service savings are utilised before reserves are used to meet additional cost. Where a situation has occurred that is:

- 'service' specific, the
  - i. first call for funding will be from compensating savings from elsewhere within the service, and if none are possible then savings from the wider Councils budget (service first, wider Council thereafter),
  - ii. second call for funding will be general service reductions. Such an approach will inevitably have an impact on service delivery,
  - iii. and finally, the use of General Fund reserves would be considered.

- 'corporate' in nature, then consideration will be given to the first and second calls (a and b), but corporate impacts are likely to be "strategic" and therefore there may be a need for General Fund reserves to be more quickly accessed, (as was the case during the CV19 pandemic).

5.4 The technical definition of General Fund Reserves includes the General Fund (Unallocated) Reserve as well as all 'revenue' Earmarked Reserves. In the context of making General Fund Reserve balances available to meet unforeseen events, the following reserve sequence will be followed:

- General Fund (Unallocated) Reserve, and then the
- Budget Surplus Earmarked Reserve, along with the following Earmarked Reserves:
  - Transformation
  - Collection Fund
  - Corporate Plan & Strategy
  - Community Economic & Infrastructure
  - Commercial Investment

The Projects, Risk & Smoothing, Capital & Contract and Financial Sustainability, Reserves are excluded from any "robustness" sensitivity as they exist to meet the costs of known service delivery and revenue commitments.

Risk Modelling

5.5 It is essential that relevant risks are identified, and appropriate sensitivity analysis applied to determine the impact of such risks on the Councils financial standing – and consequently the delivery of the Councils day-to-day business. By no means is the following list definitive of all the risks that a District Council might face; however, it does represent some of the more significant potential risks that the Council may face:

- Normal Business Risks (this will include most of the inflationary impacts)
  - under achievement of savings.
  - inflation.
  - reduced income
  - government grants
  - failure of a borrower.
  - emergency.
  - property related.
  - increased demands on services.
  - council tax.

5.6 Taking each of the above in turn, the following provides some commentary on how these risks may impact on the Council:

5.7 **Normal Business Risk**

i. **Underachievement of Net Savings & Additional Income**
Table 3 of of the Draft 2024/25 Budget & MTFS (2025/26 to 2028/29) shows that the total net change in income/savings was £727k (the following detail being shown in Appendix 3)

- Finance (Apx 3i): increase in income of £695k
- Planning, Environment & Waste (Apx 3ii): decrease in income of £59k
- Wellbeing, Communities & Housing (Apx 3iii): increase in income of £84k
- Strategy (Apx 3iv): increase in income of £7k

In addition, there remains a residual TOM saving of £287k as well as savings from reviews of Enforcement and HR Terms & Conditions (£97k) that were not achieved in 2023/24 and have been brought forward into 2024/25. However, these savings have been deferred by one-year to 2025/26. If these savings are

included this gives a total saving of £1.1m. However, as ever with savings they are dependent on the market, management and political conditions prevailing at the time. It is therefore prudent to assume that some of this income and savings may not be achieved; a fair assumption is that there is 30% underachievement which equates to £333k.

ii. **Inflation**

With regard to:

- **Pay;** the budget for 2024/25 includes an "across the board" pay increase of 3.5%. Considering employer oncosts (national insurance and pension), this equates to a total cost of £10.9m; a further 1% for sensitivity equates to £109k.

- **Business Rates** (those payable by HDC); the budget for 2024/25 includes a Business Rates budget of £400k. Several of the Council's properties are occupied by tenants, but it is possible that there could be rating implications for different parts of the Councils buildings. However, a marginal 5% change has been anticipated which has a sensitivity impact of £20k.

- **General Inflation;** no general inflation has been included in the 2024/25 budget as services are required to generally contain inflationary spend within their current budgets. However, as noted in the Draft budget report this year has seen considerable inflationary related cost impacts e.g. unavoidable increases in respect of insurance, utility costs, the Councils own liabilities in respect of business rates and contractor costs. Consequently, no further sensitivity has been carried-out for general services. However, considering the current volatile inflationary market, it would be prudent to provide an additional sensitivity assessment. The main concern is around utility costs, and this is addressed later in this commentary.

- **Borrowing;** the Council only has long-term fixed borrowing, so the risk of interest rate fluctuation is fully mitigated. In respect of short-term borrowing, the Council has considerable cash balances that are invested, it also and effectively manages its cash flow therefore any short-term interest risk is also mitigated (if the Council had to acquire cash quickly, it could request cash back from an investor – the impact being the loss of the "deals" associated interest and potential loss of some goodwill). Consequently, no further sensitivity will be applied to this risk.

iii. **Reduced income: Fees and Charges**

Total fees and charges are £10.8m, therefore, for sensitivity analysis a 20% loss of income from fees and charges would amount to £2.2m. The largest income streams that are susceptible to variation include:

- Planning Fees, £1.4m
- Car Parks, £1.1m
- Trade Waste, £860k
- Market Hall, £478k

iv. **Reduced income: Grants**

For 2024/25 the Councils total grant receivable is £2.9m and is expected to reduce to £1.9m in 2025/26; this is because:

- New Homes Bonus will reduce to £783k (£1.2m, 2024/25).
- Services Grant will reduce to nil (£11k, 2024/25).
- Funding Guarantee will reduce to £959k (£1.5m, 2024/25)_

However, for sensitivity purposes the Council is including a notional 10% reduction in the total grant receivable to reflect potential future losses (£287k).

v. **Government Grant: Non-Domestic Rates**

- Since the localisation of Non-Domestic Rates in April 2013 it has become increasingly clear that the business rate levels that the authority will be able to retain are more and more difficult to forecast. Whilst there are some opportunities for estimating i.e. the development of new buildings, it is difficult to judge when development will commence on allocated land even if planning permission has been granted.

- For 2024/25 the government has split the NDR multiplier between small and large businesses. In calculating the expected business rates income in the NDR 1 the Council has assumed limited growth based on information provided by the Leicestershire Revenue & Benefits Partnership. For each year of the MTFS, the Council has taken a prudent position by increasing its NDR income by 1%. Directly linked to NDR are S.31 grants, this is government grant that compensates local government for it being required to exceed the minimum statutory regulations for certain thresholds because of government priorities (i.e. increasing the 'small business relief' limit above that required by law). The assessed S.31 receipts for 2024/25 is £5.2m.

- Although it is fair to say that any NDR reduction would be limited by the existence of the safety net (i.e. it provides a statutory limitation to losses), it is fair to apply sensitivity to the gap between the safety net and the estimated NDR receipt. Losses can be accrued in several ways; reduced NDR because of business failure, demolition, or catastrophic event, but are more usually impacted due to rating appeals (some of which can take many years to conclude). Further, the Leicestershire NDR Pool will have a wider mitigating effect. In respect of:

  - NDR, the gap between the estimated income (£1.8m) and the safety net (£1.7m) is £100k; 10% sensitivity reduction will be applied giving £10k.
  - S.31, a 10% sensitivity reduction will be applied giving £525k.

- The Council is anticipating its share of the NDR Surplus to be of £1.3m (1.4.7), a 15% sensitivity will be applied giving £185k.

vi. **Failure of a Borrower**

The 2024/25 counterparty limit for lending is £8m to a single institution.

The main “borrowing” risk rests whether the lending is either on a short- or long-term basis. The £8m limit is restricted to bodies with a credit rating of F1. The impact of a “failure of borrower” will be the loss of revenue cash flow and the potential costs involved of “making good” the lost investment.

There are, however, good governance arrangements around the Council’s Treasury activity and therefore the likelihood of loss is expected to be minimal, but such losses cannot be ruled out; especially considering the medium to long term impacts of both Brexit, CV19 and high inflation/cost of living it would be prudent to include some sensitivity in respect of cash flow. Therefore, the average amount lent to an institution at any given time is expected to be around £4.5m; if this amount was lost and the Council had to borrow from the PWLB, at current rates for 1-year this would amount to a cost of £249k. This block amount is included in the sensitivity analysis.

vii. **Emergency**

As is normal for a business, different types of risk are mitigated in many difference ways. Some risks are insured against, so losses are limited to the excesses payable and for local government the Government’s Bellwin Scheme can meet a proportion, over a threshold, of the costs of any significant peacetime emergencies (e.g. severe flooding). Further, the Council does maintain its General Fund (Unallocated) Reserve at a fair ‘minimum’ level and their use in respect of Mitigation of Unforeseen Events is discussed earlier.

With specific regard to flooding, the Council does reside within a flood risk area and there have been occasions where the Council has been required to meet the cost of local flooding incidents; however, such costs have been met from within current resources. One of this year’s growth proposals is to establish an Earmarked Reserves in respect of Community Resilience, with an annual £10k contribution. The Councils Constitution permits Corporate Management to incur “emergency spend” but no limit is currently included. For sensitivity purposes, a block allocation of £300k has been made, with 50% (£150k) applied for sensitivity analysis.

viii. **Property Related Costs**

- **Utility Costs;** the current costs associated with utilities are £322k. These costs are managed via contract, but it is prudent to include a small sensitivity (15%) for potential increases (£48k).
- **Property Maintenance;** the Councils estate is a mix of purpose-built office accommodation, market halls and pavilions. All such property requires ongoing enhancement and maintenance, and this is estimated at £911k. A sensitivity allowance of 20% has been included, reflecting the potential for additional one-off costs (£182k).

ix. **Increased demands on services**

Many of the services provided by the Council are susceptible to an increase in demand. However, over the past few years the service that has had been most susceptible to demand changes is homelessness and Council Tax Support. With regard to:

- homelessness, the budget for 2024/25 is £577k, and for
- Council Tax Support is £52k;

If there was a 10% increase in demand for each this would require an additional £63k (£58k and £5k respectively).

In addition, ICT is a service under considerable demand. The current budget is £737k, so if there was a 10% increase in costs this would amount to £74k.

x. **Transformation**

The 2024/25 Capital Programme included £1.5m in respect of transformation. Although the capital ICT transformation programme is approaching its end, the council is continuing to transform in many other ways (review of property, climate change, housing etc). As financing would be "capital", with strong programme management that would avoid costly cost overruns and firm sources of finance, no sensitivity adjustment is to be made.

xi. **Council Tax**

The Council has chosen to freeze Council Tax for 2024/25 but to then notionally increase by 2.99% for each subsequent year of the MTFS. By its very nature any freeze in Council Tax does introduce a compounded and structural loss of income. Over the duration of the MTFS, the net lost income is £1.1m, also by 2026/27 the Council is facing a deficit of £1.7m, increasing to £2.1m by 2028/29. It is therefore considered prudent that the Council should make the 2024/25 Council Tax freeze a one-off as this would exacerbate future years estimated deficits.

Further, the government's measure of local authority funding, Core Spending Power, assumes that all Councils will increase their Council Tax to the maximum possible. If the Council had increased its Council Tax by the maximum of 2.99% this would have generated an income of £326k.

Considering that for each year there is always an increase in collectable Council Tax because of the annual increase in the Council Tax Base, the additional Council Tax that will be generated even with a 0% increase is £120k. Therefore, the risk of not increasing is the difference between what could have been generated if Council Tax had been increased to the maximum compared to what the Council has chosen to increase by; for 2024/25 this is £207k. It is considered that this entire amount should be included in the sensitivity analysis.

5.8 **Risks Associated with the High-Inflationary Environment**

The direct and indirect/macro and micro impacts of the high-inflationary environment are expected to continue well into 2024/25, and potentially into future years as well. However, some of these impacts have already been recognised:

i. **within this budget.** These include:

- adjustments made to reflect lower demand related income within Car Parking and Development Management and an increase in income due to Interest and Investment Income.
- direct inflationary impacts in respect of Utility Bills and some impacts within the capital programme.

ii. **elsewhere within the "Normal Business Risk" sensitivity analysis**. By way of example, the potential losses from income and expenditure budgets i.e. Reduced Income and service demand, such as Homelessness, Council Tax Support Scheme, and ICT.

In previous years the impact of the Coronavirus Pandemic has been considered in this risk assessment. Although coronavirus is still an ongoing health issue, it is now actively managed within this council's sickness policy so is not directly considered an exceptional risk.

6. Sensitivity of the 2024/25 Budget and Reserves

6.1 Considering the risks noted above and the stated budget assumptions, the accumulated total "sensitivity impact" is £4.5m. However, it is highly unlikely that all these risks will occur at the same time, so it is fair to apply "sensitivity" to each risk and then model the likelihood of occurrence. **Table 8** shows this detailed analysis and in summary the additional pressure within 2024/25, based on the likelihood of occurrence, is as follows:

- Pessimistic view, additional pressure of £1.9m
- Middle-View, additional pressure of £1.9m
- Optimistic View, additional pressure of £628k

Sensitivity of Risks to 2024/25 Budget & Funding Options												Table 8
Risk Determinant		**Costs Included in 2024/25 Budget**	**Risk**	**Sensitivity Impact**		**Likelihood of Occurrence**						
				+/-	**Cost**	**Pessimistic**		**Middle-Way**		**Optimistic**		
		£000			**£000**	**Factor**	**£000**	**Factor**	**£000**	**Factor**	**£000**	
Underachievement of Net Savings & Additional Income		1,111	Savings not achieved.	30%	333	0.5	167	0.4	133	0.1	33	
Inflation	Pay (incl other pay related costs)	10,940	Pay increase from 1.75% to 2.75%	1%	109	0.6	66	0.3	33	0.1	11	
	Business Rates (HDC Payable)	400	Business Rates vary due to change in liability etc.	5%	20	0.6	12	0.2	4	0.2	4	
	General Inflation	No adjustment made, see report.										
	Borrowing	No adjustment made, see report.										
Reduced Income	Fees & Charges, Sales and Rents (including £500k for Car Parking Fees & Charges)	10,100	Reduction in income.	20%	2,020	0.4	808	0.5	1,010	0.1	202	
Government Grant	Grants	2,873	2023/24 grants reducing more that expected in future years.	10%	287	0.3	86	0.4	115	0.3	86	
	NDR (Difference between Safety Net and Budgeted Receipts)	100	Reduced NDR receipts.	10%	10	0.6	6	0.3	3	0.1	1	
	S.31 Grant	5,247	Reduced s.31 grant	10%	525	0.6	315	0.3	157	0.1	52	
	Collection Fund NDR (Surplus)/Deficit	1,236	Collection Fund Surplus less than expected.	15%	185	0.6	111	0.3	56	0.1	19	
Failure of Borrower		249	Potential cost of borrowing from PWLB.	100%	249	0.2	50	0.5	125	0.3	75	
Emergency		300	Immediate use of funds in the event of a local emergency.	50%	150	0.2	30	0.5	75	0.3	45	
Property Related	Utilities Property Costs	322	Cost of Utility Bills at HDC premises.	15%	48	0.3	14	0.6	29	0.1	5	
	Property Maintenance and Enhancement	911	Estate property enhancement/development.	20%	182	0.8	146	0.1	18	0.1	18	
Increased Demand of Services	Homelessness	577	Increase in demand.	10%	58	0.4	23	0.5	29	0.1	6	
	Council Tax Support Scheme	52	Increase in demand.	10%	5	0.4	2	0.3	2	0.3	2	
	ICT	737	Additional service requirement.	10%	74	0.8	59	0.1	7	0.1	7	
Transformation		No adjustment made, see report.										
Loss of Council Tax due to Freezing compared to the Core Spending Power assumption of a maximum increase (2.99%)		207	Council Tax income foregone for not increasing to the maximum	100%	207	0.2	41	0.5	104	0.3	62	
Total Sensitivity					**4,463**		**1,936**		**1,899**		**628**	

7 Sensitivity of Reserves and the Impact over the Budget/MTFS (2024/25 to 2028/29)

7.1 There is no statutory minimum level of reserves; however, as noted elsewhere, Cabinet approved a minimum threshold for its General Fund (Unallocated) Reserves of 20% of Net Expenditure. The primary aim of the General Fund is to provide a safety net for unforeseen expenditure.

7.2 In addition to the General Fund, the Council will operate several reserves; including the Budget Surplus Reserve and various Earmarked Reserves. The purpose of the latter is to meet known potential liabilities arising from Statutory Commitments, Known Risks, Future or Political Commitments and costs associated with Transformation and Investment. For 2024/25 the Council has not included any new "strategic" earmarked reserves, but it has agreed two additional allocations within the Projects, Risk and Smoothing reserve in respect of External Bid Preparation Support and Community Resilience Support.

7.3 However, to ensure the adequacy of the Councils Reserves (i.e. their robustness) it is essential to determine if the Councils revenue reserves are sufficient to meet the assessed risks over the MTFS period. To determine this, a two-stage comparison will be undertaken in that the "likelihood of occurrence" of a risk shown in **Table 8** will be compared to two sets of reserves. The detailed analysis is shown in **Table 9** and relevant commentary is shown below. These financial resilience tests assess the impact of the "modelled risks" in two stages:

- Stage 1, the primary test of financial resilience, which compares the likelihood of risk against the General Fund (Unallocated) Reserve (GFUA) only.
- Stage 2, the secondary test of financial resilience, which compares the likelihood of risk against the GFUA and some Earmarked Reserves.

Further, each stage is subdivided between an initial assessment ignoring the unplanned use of reserves and a second assessment that applies the unplanned use of reserves.

Stage 1 – The Primary Test of Financial Resilience

7.4 The modelled risks will be compared against the *General Fund (Unallocated) Reserve only*.

As shown in **Table 9** at point:

(1) when only the General Fund (Unallocated) Reserve (GFUA) are considered**,** the reserves are sufficient to meet the "Pessimistic", "Middle-Way" and "Optimistic" sensitivity options for 2024/25. For:

- 2024/25, the GFUA is adequate for all risk options which means that Council can be assured that it has sufficient revenue contingency.
- 2025/26 to 2027/28, only the Optimistic option can finance service expenditure and by 2028/29 no risk options can be financed.

It is therefore fair to conclude that the GFUA is only adequate for 2024/25. However, the Council must closely watch its expenditure to ensure that it does

not increase significantly; if this occurs the Council will have to divert reserves to meet the higher GFUA needed in future years (i.e. diverting reserves from potential discretionary use to meet its stated GFUA minimum level of reserves).

(2) Considering that the Council has achieved a surplus budget with a net contribution to reserves in the first two years of the MTFS, the impact of this second test demonstrates that for the first three years of the MTFS all sensitivity options can be financed. However, the situation starts to decline from 2027/28 whereby only the Optimistic option can be financed and for the final year no option can be financed.

Stage 2 – The Secondary Test of Financial Resilience

7.5 The Stage 2 assessment is a 'complete' test, in that it also brings into the assessment the use of the Councils Earmarked Reserves to supplement the GFUA (except the Financial Sustainability, Capital & Contracts and Projects & Risks Reserves as these three reserves are in place to mitigate known risks and potential revenue-based contracts). At point:

(3) this clearly shows that the Council would have sufficient reserves to meet all modelled risks until through to 2028/29; here the assessment is showing that only the "Pessimistic" risk would not be financed. This clearly demonstrates that the proactive action taken by the Council in respect of transformation and savings, along with this year's budget has increased the Councils financial resilience. However, the Council must continue with its programme of transformation to ensure that it has robust processes and practices in place to meet the financial challenges of future years.

It should be noted that it is currently estimated that the cumulative balances for the Capital & Contracts Earmarked Reserve will total £2.3m in 2028/29. This would be more than sufficient to meet the "Pessimistic" risk option noted in (3) above.

(4) When the cumulative impact of the estimated "unplanned" contribution from reserves is considered, this shows that the only issue is in 2028/29, but again there is sufficient in the Capital & Contracts Earmarked Reserve to meet this risk.

Impact of 2023/24 Sensitivity of Risks on the MTFS General Fund Reserves Profile

Table 9

		General Fund Reserve and Budget Surplus Reserve	2024/25 £000			2025/26 £000			2026/27 £000			2027/28 £000			2028/29 £000		
Stage 1: The Primary Test of Financial Resilience	1	General Fund Reserve c/f (*)	3,066	3,066	3,066	1,130	1,167	2,438	(806)	(732)	1,810	(2,742)	(2,631)	1,182	(4,678)	(4,530)	554
			Pessimistic £000	Middle-Way £000	Optimistic £000	Pessimistic £000	Middle-Way £000	Optimistic £000	Pessimistic £000	Middle-Way £000	Optimistic £000	Pessimistic £000	Middle-Way £000	Optimistic £000	Pessimistic £000	Middle-Way £000	Optimistic £000
		Reduction in Reserves (in year)	(1,936)	(1,899)	(628)	(1,936)	(1,899)	(628)	(1,936)	(1,899)	(628)	(1,936)	(1,899)	(628)	(1,936)	(1,899)	(628)
		Estimated Reserves c/f	**1,130**	**1,167**	**2,438**	**(806)**	**(732)**	**1,810**	**(2,742)**	**(2,631)**	**1,182**	**(4,678)**	**(4,530)**	**554**	**(6,615)**	**(6,429)**	**(74)**
		- Do Reserves remain positive	Yes	Yes	Yes	No	No	Yes	No	No	Yes	No	No	Yes	No	No	No
	2	**Adjusting General Fund Reserve for Estimated Contribution from Reserves**															
		Cumulative Estimated Contribution to/(from) Reserves	4,043	4,043	4,043	5,001	5,001	5,001	3,334	3,334	3,334	1,255	1,255	1,255	(875)	(875)	(875)
		Estimated Reserves c/f	**5,173**	**5,210**	**6,481**	**4,195**	**4,269**	**6,811**	**592**	**703**	**4,516**	**(3,423)**	**(3,275)**	**1,809**	**(7,490)**	**(7,304)**	**(949)**
		- Do Reserves remain positive	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	Yes	No	No	No
Stage 2: The Secondary Test of Financial Resilience		**General Fund Reserve, Budget Surplus Reserve and Un-Committed Earmarked Reserves**	**2024/25 £000**			**2025/26 £000**			**2026/27 £000**			**2027/28 £000**			**2028/29 £000**		
	3	General Fund Reserve c/f (*)	3,066	3,066	3,066												
		Budget Surplus Reserve c/f	0	0	0												
		Earmarked Reserves (Transformation, Collection Fund, Corp Plan & Strategy, Community etc, Investment)	6,559	6,559	6,559												
		Total Reserves	**9,625**	**9,625**	**9,625**	**7,689**	**7,726**	**8,997**	**5,753**	**5,827**	**8,369**	**3,817**	**3,928**	**7,741**	**1,881**	**2,029**	**7,113**
			Pessimistic £000	Middle-Way £000	Optimistic £000	Pessimistic £000	Middle-Way £000	Optimistic £000	Pessimistic £000	Middle-Way £000	Optimistic £000	Pessimistic £000	Middle-Way £000	Optimistic £000	Pessimistic £000	Middle-Way £000	Optimistic £000
		Reduction in Reserves (in year)	(1,936)	(1,899)	(628)	(1,936)	(1,899)	(628)	(1,936)	(1,899)	(628)	(1,936)	(1,899)	(628)	(1,936)	(1,899)	(628)
		Estimated Reserves c/f	**7,689**	**7,726**	**8,997**	**5,753**	**5,827**	**8,369**	**3,817**	**3,928**	**7,741**	**1,881**	**2,029**	**7,113**	**(56)**	**130**	**6,485**
		- Do Reserves remain positive	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	Yes	Yes
	4	**Adjusting General Fund Reserve, Budget Surplus and Non-committed Earmarked Reserves for Estimated Contribution from Reserves**															
		Cumulative Estimated Contribution from Reserves	4,043	4,043	4,043	5,001	5,001	5,001	3,334	3,334	3,334	1,255	1,255	1,255	(875)	(875)	(875)
		Estimated Reserves c/f	**11,732**	**11,769**	**13,040**	**10,754**	**10,828**	**13,370**	**7,151**	**7,262**	**11,075**	**3,136**	**3,284**	**8,368**	**(931)**	**(745)**	**5,610**
		- Do Reserves remain positive	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	Yes

* = The minimum level of reserves is 20% of Net 'Budgeted' Expenditure + is the reserves position as at the 31st March 2024

7.6 Consequently, it is fair to say that:

i. Considering the sensitivity analysis, with the use of the General Fund (Unallocated) Reserve, the Budget Surplus and some of the Earmarked Reserves the Council should be able to absorb considerable additional financial risk. It should be noted however:
   - it is unlikely that all these risks would occur at the same time.
   - when future years drawdowns from reserves are considered; the Council needs to be cognisant that this will reduce the available funds to meet potential financing stresses towards the end of the MTFS, or indeed past the current MTFS. However, the Council needs to take a balanced approach between investing in its community and securing longer term financial security.

ii. the Council is not self-sufficient over the medium-term in respect of "income = expenditure" as there is the need to use reserves in the last three years of the MTFS. However, it is fair to say that in respect of its total resource availability, other than in an extreme scenario, the Council can meet its medium-term financial commitments.

7.7 However, the Council must continue in taking the right steps in service transformation and ensuring continuous improvement is at the centre of its operational environment. It is essential therefore both members and management take appropriate decisions as and when needed to ensure that services continue to be provided to our community over the medium-term.

8 CIPFA Resilience Index

8.1 Each year the Chartered Institute of Public Finance and Accountancy (CIPFA) issues its annual Resilience Index. The 2023 index, which reviews financial resilience based on the 2021/22 statement of accounts, was published in early January 2024, this is shown at **Annex E.** In summary, the index for the Council fairly represents the position of the authority as at the 31st March 2022.

9 Conclusion

2024/25 Budget

9.1 Considering all the factors noted within the "Robustness" statement in respect of 2024/25, I consider that the combination of the:

- Councils' commitment to continue to find service efficiencies,
- the direction of travel in relation to governance, and
- it's clear intention to invest in services,

the budget proposed for 2024/25 should not give Members any significant concerns over the Council's financial position.

Medium Term Financial Strategy (2024/25 to 2028/29)

9.2 With regard to the period covered by the MTFS; the Council does face some significant future funding risk with the:

- expected reduction in NHB,
- the implications of Fair Funding and Business Rates Reset,
- the ongoing issues pertaining to the localisation of Business Rates, and if,
- current levels of service are maintained, the Council is likely to continue to face a challenging financial future.

9.3 The Council has taken proactive action to address its budgetary concerns by undertaking an annual Budget Challenge-Lite process and several other transformational and cost control initiatives. Further, by:

- including a notional increase in Council Tax from 2025/26 onwards it has recognised the risk associated with compounding income losses into its assessment of financial resilience.
- Including the potential impact of the Fair Funding Review and Business Rates Reset, it has recognised one of the more significant risks facing financial sustainability that are not in its direct control.

9.4 However, the current programme of change must continue and for the Council to achieve financial self-sufficiency and resilience, and be able to invest in its local community, the Council will have to have “continual improvement” at the centre of its future service delivery model.

Clive Mason FCPFA
Director of Resources (& s.151. Officer)
Responsible Financial Officer (Section 151)

Briefing Paper

CIPFA Resilience Index 2023

Each year the Chartered Institute of Public Finance & Accountancy (CIPFA) publishes is annual resilience index for each Council; the index is based on the preceding years financial statements and provides comparators between different Councils.

CIPFA issued its 2023 index in early January, a link to the "free to use" CIPFA index is here.

What follows is a general commentary on the results for Harborough District Council (HDC) and some comparisons to CIPFA "near neighbour" group authorities.

The index is based on the 2022/23 Statement of Accounts.

The Resilience Index and this commentary is divided into 3 sets of indicators:

1. "General" Resilience Indicators.
2. "Reserves" Resilience Indicators.
3. Auditors Value for Money (VfM) Assessment, in respect of this section no further commentary is shown here because the index says, "refer to local authority website". These are the links to the reports of the respective meetings for the Audit & Standards Committee where the Committee approved the accounts for 2021/22 and the auditor's completion report. The Councils 2022/23 accounts are expected to be presented to committee in March 2024.

Regarding the CIPFA "near neighbour" group that HDC is compared to for 2022/23, the Councils included are the following district councils (lower tier); East Cambridgeshire, East Hampshire, Lichfield, Ribble Valley, Rushcliffe, South Oxfordshire, Stratford-on-Avon, Test Valley, Tewkesbury, Uttlesford, Vale of White Horse, West Oxfordshire, Winchester, Wychavon. Please note that no comparison is provided to previous years because the Councils family group has changed – consequently any such comparison would give spurious results.

Summary Conclusions

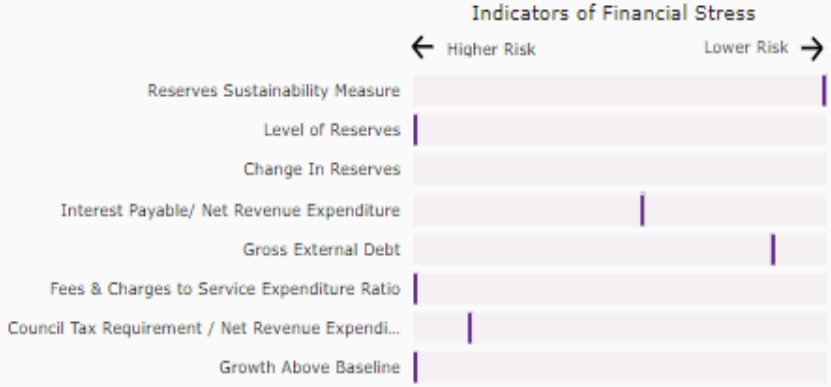
The CIPFA resilience index for HDC represents fairly the current position for the Council for 2022/23 in that following approval of the Reserves Strategy, the council has been able to maintain the General Fund (Unallocated) Reserve over each year of the MTFS. Further, expenditure was increasing whilst government grant was decreasing – showing increasing (and therefore higher risk) variations in less “reliant” income streams.

As part of the 2024/25 Budget and Medium-Term Financial Strategy, the Council is addressing many of these issues; including reviewing budgets, implementation of the Reserves Strategy and more transparent and open budget monitoring and reporting.

Clive Mason; Director of Resources (and s.151 Officer), February 2024

1. "General" Resilience Indicators

CIPFA Index 2023



Indicator	Min	Indicator Value	Max
Reserves Sustainability Measure	100.00	100.00	100.00
Level of Reserves	83.10%	83.10%	984.18%
Change In Reserves	5.78%	na	125.74%
Interest Payable/ Net Revenue Expenditure	0.00%	0.59%	31.48%
Gross External Debt	£0k	£1,490k	£305,434k
Fees & Charges to Service Expenditure Ratio	12.13%	12.13%	32.15%
Council Tax Requirement / Net Revenue Expenditure	65.66%	68.82%	107.69%
Growth Above Baseline	-4.16%	256.18%	256.18%

Harborough DC

CIPFA Neighbours

In the main, the 2023 general resilience indicators are showing a fair mix of risk which is quite representative of the council's position in respect of general resilience. The commentary below reflects general comments; in respect of:

- **Reserves**; the general reserves sustainability score shows the council at low risk, this is not surprising as total reserves at the end of 2022/23 totalled £15.5m. For 2024/25 it is anticipated that reserves will total £19.3m, so the index would be even more positive. Reserves do fall in subsequent years, but this is due to budgeted commitments and to me the forecast future years budget gap from the Financial Sustainability Earmarked Reserve.
- **Level of Reserves**; this is a spurious result. This indicator looks at the level of reserves relating to net revenue expenditure. For 2022/23, with reserves of £15.5m and net expenditure at £12.5m the indicator should show a lower risk position. What this indicator could be showing is the level of "unallocated general fund reserve". Members will recall that the council set a minimum

level of unallocated general fund reserve at 20% in February 2021 - firstly it should be noted that there is no “set or determined” minimum, it is for each council to decide. Prior to approving the reserves strategy, the council had most of its reserves effectively unallocated. This is poor practice as reserves are there to provide choice in investment, reduce risk and provide for future plans. By splitting between unallocated and earmarked it appropriate enables this.

- **Gross external debt**; our external debt is quite low compared to the range.
- **CTax Requirement/Net Revenue Expenditure**; this is higher risk and is fair. It shows that we are relatively highly geared in respect of Council Tax i.e. for 2022/23, council tax was 85% of Net expenditure (£6.8m/£12.5m); compared to the budget requirement council tax was 40%; both are high rates.
- **Growth Above Baseline**; this is high risk and is fair. It is widely known that the council is in a high growth area and the risk from a combination of council tax (residential growth) and business rates (business growth) is significant.

What now follows is a more detailed commentary in respect of each of the “General Resilience Indicators”.

1.1 Reserves Sustainability Measure

Reserves Sustainability Measure	0.00	100.00	100.00

CIPFA Definition: This indicator is the ratio between the current level of reserves and the average change in reserves in each of the past three years. A negative value (which implies reserves have increased) or one greater than 100 is recoded to 100.

For HDC: This indicates that reserves have remained sustainable over the past 3 years.

Conclusion: Nothing further to add.

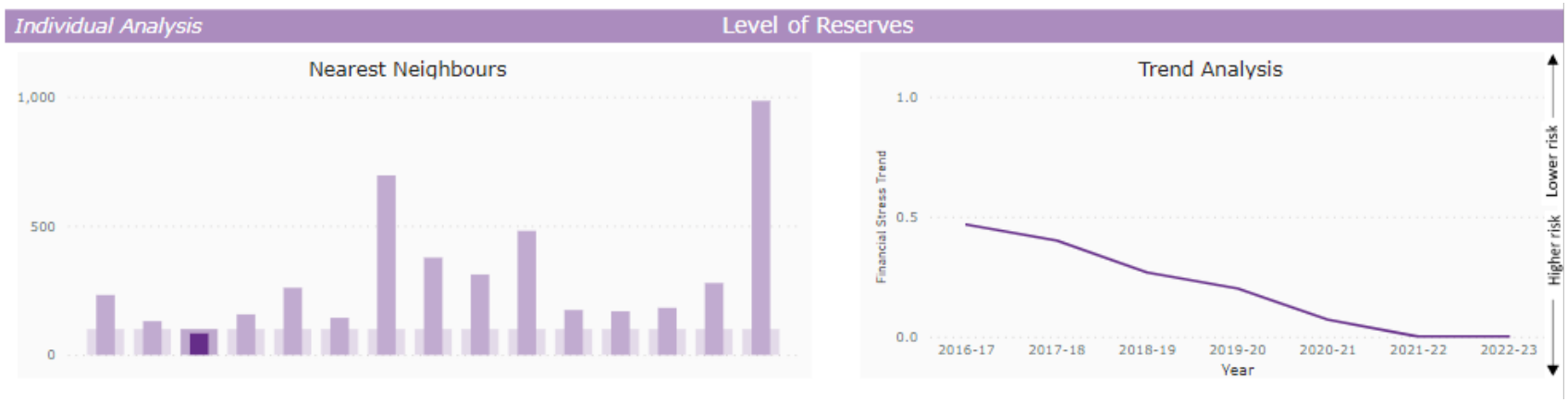
1.2 Level of Reserves

Level of Reserves	83.10%	83.10%	984.18%

CIPFA Definition: This is the ratio of the current level of reserves (total useable excluding public health & schools) to the council's net revenue expenditure. CIPFA have set the figure at 100% for a small number of district councils to remove the impact of extreme outliers.

For HDC: This shows that the level of reserves held by the Council is more than net revenue expenditure (i.e. > 100%) – therefore a very prudent position. Upon comparison to other Councils the level of reserves held is not as much as other Councils as HDC is in the lower half of the comparator group. Further, the trend in stress has been increasing as the proportion of reserves compared to expenditure has decreased.

Conclusion: This shows that the Council has been cautious in its use of reserves i.e. maintaining reserves > net revenue expenditure. It does appear that other Councils have followed a similar approach. In reality; however, this means that reserves have not been actively employed to provide a means to invest either in services or local communities. What this high-level analysis does not show is the proportion of earmarked to general reserves; as reported previously HDC has maintained a very high level of earmarked and Unallocated General Reserves at 20% of net expenditure.



1.3 Change in Reserves – no graph to show

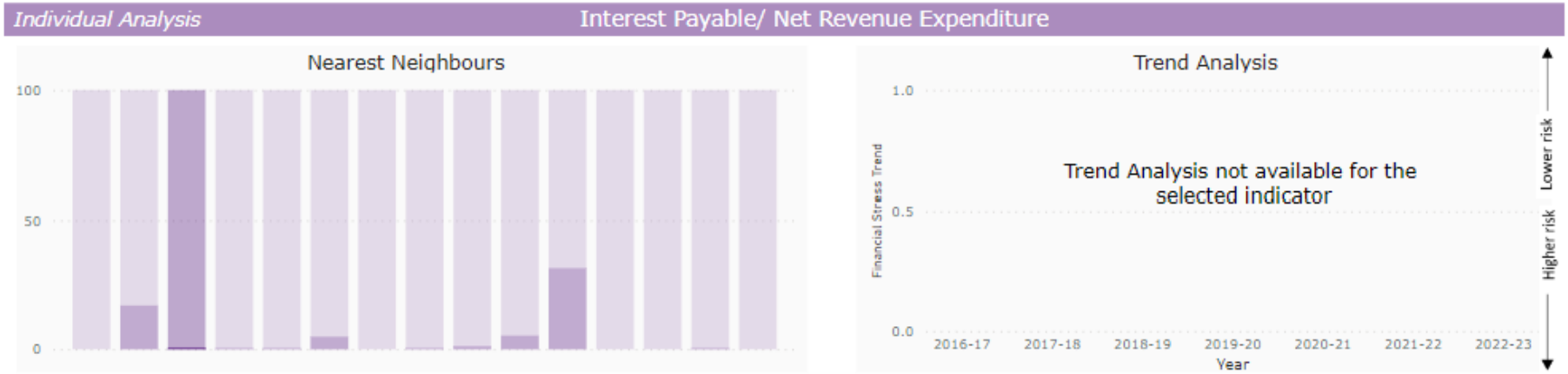
1.4 Interest Payable / Net Revenue Expenditure

Interest Payable/ Net Revenue Expenditure	0.00%	0.59%	31.48%

CIPFA Definition: This indicator is the ratio of Interest Payable and Net Revenue Expenditure

For HDC: The third bay is HDC, but there is no dark bar – which shows that interest payable to net revenue expenditure is not significant i.e. it is not using revenue resources to support external debt financing. Consequently, HDC is using its limited revenue resources to invest in day-to-day service delivery.

Conclusion: This is a very prudent approach and does permit the maximum resources to be used to meet day-to-day spend. However, what must be remembered, debt does allow organisations to provide long-term investment and this index does show that other Councils are potentially investing more in longer term investment initiatives.



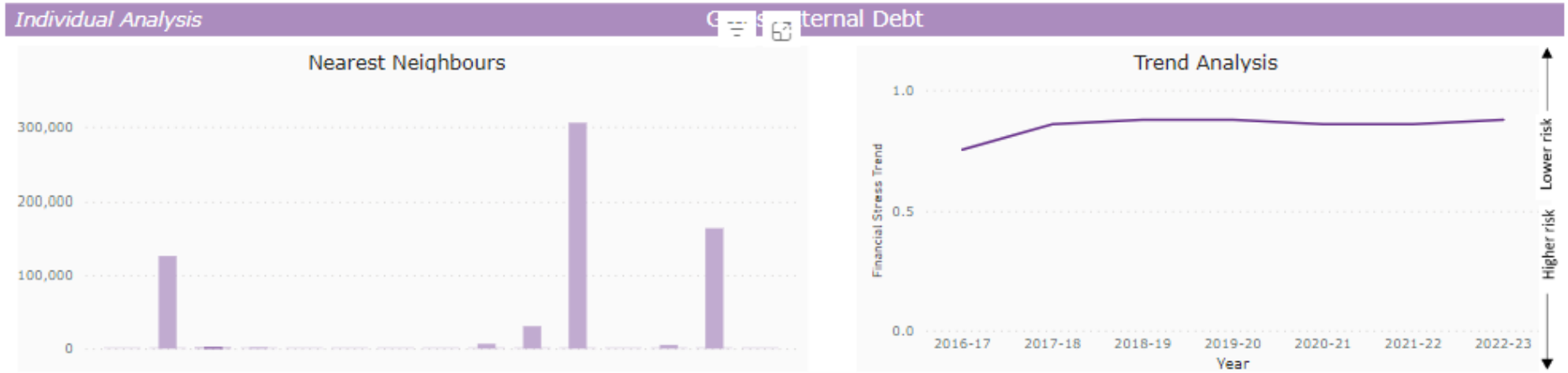
1.5 Gross External Debt

Gross External Debt	£0k	£1,490k	£305,434k

CIPFA Definition: This indicator compares the gross external debt held by a Council.

For HDC: Compared to other Councils the amount of debt is minimal. However, as the trend analysis shows, risk to the Council because of external debt is reducing – primarily because each year the amount of principal owed is reducing.

Conclusions: Debt is an active element of any organisations ongoing fiscal performance. But as the Council has not actively sought to increase the amount of external debt the amount of gross external debt is becoming lower risk as time progresses; this inevitably means that cash resources can be used to finance capital or other investments.



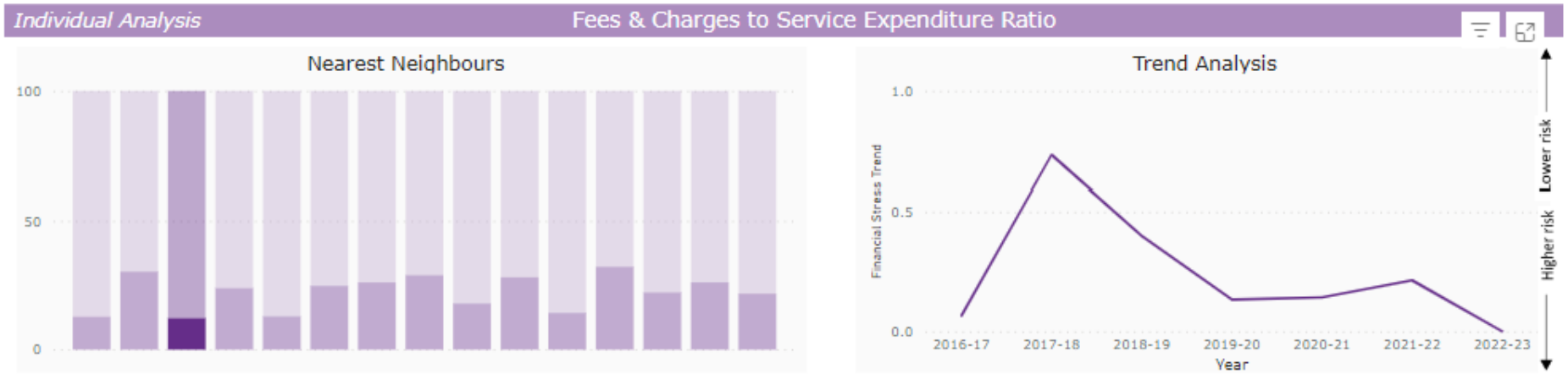
1.6 Fees & Charges to Service Expenditure Ratio

Fees & Charges to Service Expenditure Ratio	12.13%	12.13%	32.15%

CIPFA Definition: This indicator shows the proportion of fees and charges against the council's total service expenditure.

For HDC: Compared to other Councils, the proportion of fees and charges is less that average. However, the trend does show that funding risk is decreasing i.e. the Council is generating more income from fees & charges.

Conclusions: With reductions in grant, it is expected that fees & charges will become an ever more important source of income to support day-to-day service expenditure. Consequently, it is imperative that the Council ensures that it collects amounts owed promptly and robustly. Further, it must ensure that it is maximising its income sources; this is because this will help it to meet the ever-increasing demand for services – but the balance between "over reliance" and "just right" needs to be weighed carefully. No matter what though, discretionary fees and charges should be increased to ensure that, as a minimum, they keep pace with inflation.



1.7 Council tax Requirement / Net Revenue Expenditure

Council Tax Requirement / Net Revenue Expenditure	65.66%	68.82%	107.69%

CIPFA Definition: This indicator shows the ratio of council tax as a proportion of net expenditure.

For HDC: Compared to other Councils, the proportion of council tax is at the lower end of the comparative spectrum. However, like the fees & charges indices, as government grant decreases the proportion of council tax as a means of financing increases and therefore dependency on council tax as an income source increases – which then increases risk.

Conclusions: With reductions in government grant, it is expected that reliance on council tax will become an increasing source of income. Consequently, it is imperative that the Council ensures that it collects amounts owed promptly. The government's annual assessment of a Councils "core spending power" includes council tax as one of its primary sources of income and it assumes that Councils will increase its council tax by the maximum permissible. Also, with the Council now increasing Council Tax, it has been able to "halt" the structural funding decline that the years of no increase were brought to bear.

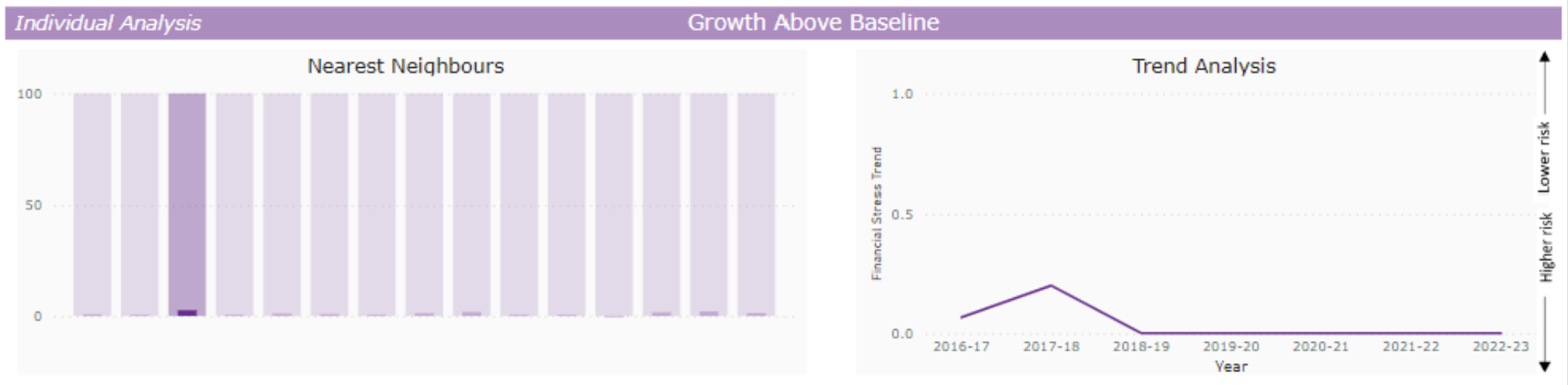
1.8 Growth Above Baseline

Growth Above Baseline	-4.16%	256.18%	256.18%

CIPFA Definition: This indicator is calculated as the difference between the baseline funding level and retained rates, over the baseline funding level.

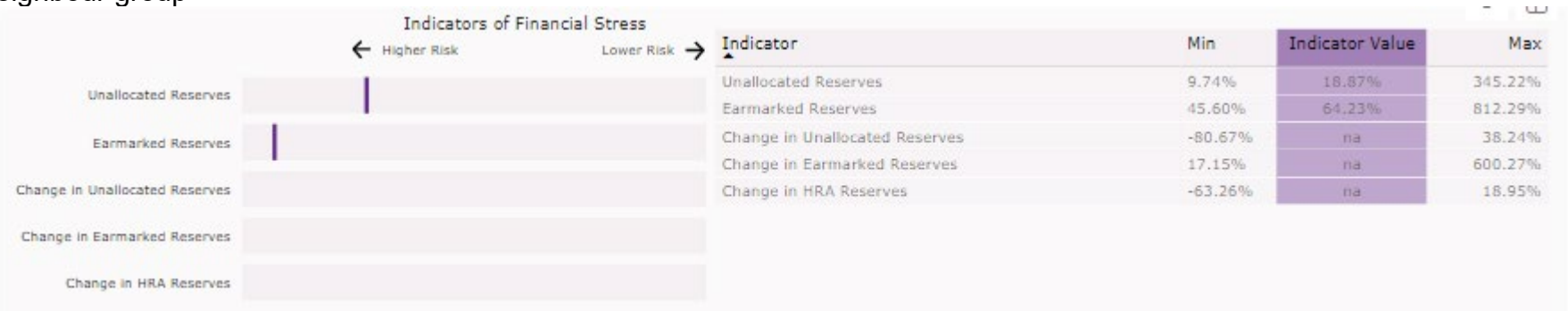
For HDC: Compared to other Councils, this clearly shows that "growth" within business rates is a key element of how the Council is financed; this is reflective of the local commercial market. This is also reflected in the trend analysis, in that HDC is certainly at the higher end of the risk axis's.

Conclusions: The Council should ensure that it enables commercial development to continue; it is in a prime location to achieve this. However, it should also seek to ensure that it diversifies its income sources.



2. “General” Resilience Indicators

The results of the “reserve resilience indicators” is shown below, with HDC being the middled (highlighted) block of information (this pattern is the same throughout this briefing). The Min and Max amounts are the extremes when compared the CIPFA near neighbour group



Indicator	Min	Indicator Value	Max
Unallocated Reserves	9.74%	18.87%	345.22%
Earmarked Reserves	45.60%	64.23%	812.29%
Change in Unallocated Reserves	-80.67%	na	38.24%
Change in Earmarked Reserves	17.15%	na	600.27%
Change in HRA Reserves	-63.26%	na	18.95%

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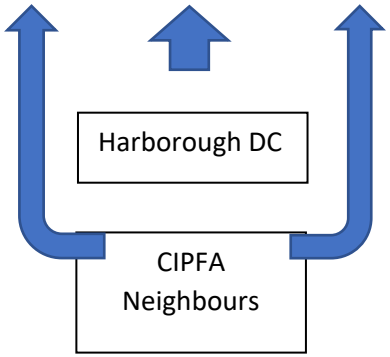


What now follows is a more detailed commentary in respect of each of the “Reserve Resilience Indicators

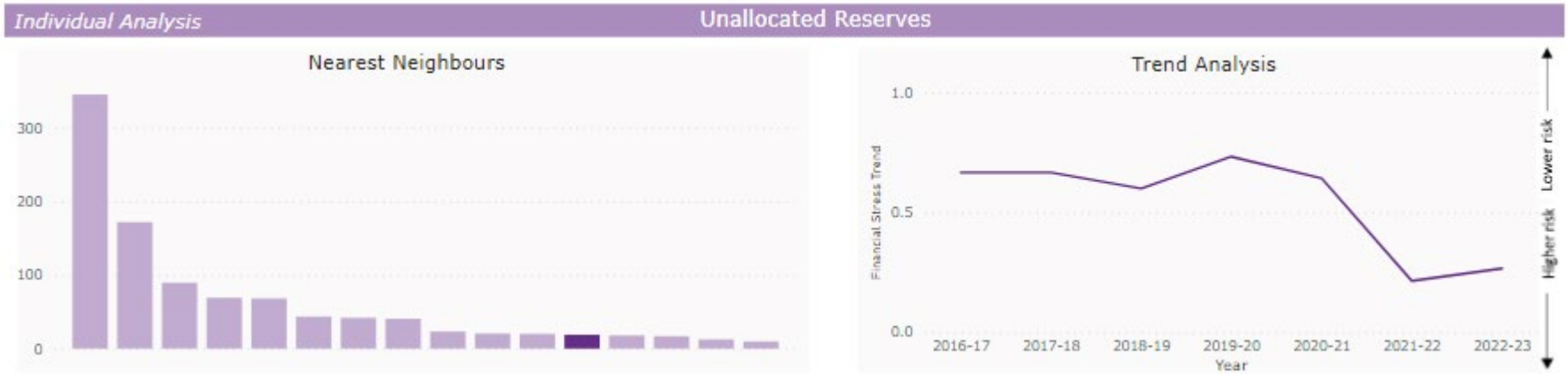
2.1 Unallocated Reserves

Unallocated Reserves	9.74%	18.87%	345.22%

CIPFA Definition: This indicator is calculated as the ratio of unallocated reserves to net revenue expenditure.

For HDC: In February 2021 Council approved the Reserves Strategy; the first such strategy of its kind. This introduced an Unallocated General Reserve of 20% of net expenditure. This approach allows the balance of general fund reserves to be allocated (earmarked) to mitigate risk or prioritised to meet priorities (this is indicated by the drop in reserves) but maintain a contingency reserve for unforeseen events. It is this reserve that is pivotal in maintain financial sustainability.

Conclusions: The application of a minimum level of reserves does mean the council can appropriately allocate resources to meet priorities whilst maintaining an effective contingency reserve.



2.2 Earmarked Reserves

Earmarked Reserves	45.60%	64.23%	812.29%

CIPFA Definition: This indicator is calculated as the ratio of earmarked reserves (excluding public health and schools) to net revenue expenditure.

For HDC: Earmarked reserves make-up a small proportion of the Councils overall general reserves and as shown below, when compared to other Councils the amount allocated is not significant. Further, the trend analysis is also showing that the HDC has a lower number of reserves earmarked which indicates that the risk of under provision may mean that the resources are not being allocated to meet known risks and demands. However, in contrast, as noted in 2.1, the Council was holding significant Unallocated reserves so any shortfall could be met from that general reserve allocation.

Conclusions: Earmarked reserves should be used to meet known or potential future risks; also, to earmark funds for future investment opportunities. As noted in 2.1, the new Reserves Strategy will address this issue directly.

Reconciliation of Changes between the Draft & Final 2024/25 Budget & MTFS (2025/26 to 2028/29)

Appendix 2

Portfolio	2024/25 Draft Budget £	2024/25 Final Budget £	2024/25 Change £ £	2025/26 Draft Budget £	2025/26 Final Budget £	2025/26 Change £	2026/27 Draft Budget £	2026/27 Final Budget £	2026/27 Change £	2027/28 Draft Budget £	2027/28 Final Budget £	2027/28 Change £	2028/29 Draft Budget £	2028/29 Final Budget £	2028/29 Change £	Total Change £	Reason for Change
Change in Service Costs & Income																	* **Finance**; External Bid Preparation Support (£10k pa) * **Plan, Env & Waste**; - Ending of Waste Mgmt support with Melton Borough Council (£34k) - Development Management Enforcement Compliance Post (£68k) * **Wellbeing, Comm & Housing** - Community Resilience Support (£10k pa) - Ward Area Improvement Fund Support (£41k pa, 2 year fixed term contract) - Town & Parish Grant Administration (£92k pa, two posts, 2 year fixed term contract) * **Strategy** - Christmas Lights Support (MH Special Expenses) (£5k) - Christmas Parking (£25k)
Finance	**1,820**	**1,830**	**10**	1,915	1,925	10	2,038	2,048	10	2,146	2,156	10	2,149	2,159	10		
Planning, Environment & Waste	**6,566**	**6,668**	**102**	6,431	6,537	106	5,994	6,104	110	6,048	6,165	117	5,994	6,119	125		
Wellbeing, Communities & Housing	**1,058**	**1,201**	**143**	1,058	1,205	147	1,058	1,068	10	1,058	1,068	10	1,058	1,068	10		
Strategy (aka Planning & Regeneration)	**665**	**695**	**30**	739	769	30	737	767	30	724	754	30	722	752	30		
Corporate & Regulatory Services	**3,087**	3,087	0	2,718	2,718	0	2,711	2,711	0	2,720	2,720	0	2,730	2,730	0		
Contingency (including Pay/Services/FCC Inflation)	**1,290**	1,290	0	1,868	1,868	0	2,815	2,815	0	3,202	3,202	0	3,602	3,602	0		
Total	**14,486**	**14,771**	**285**	14,729	15,022	**293**	15,353	15,513	**160**	15,898	16,065	**167**	16,255	16,430	**175**	**1,080**	
Change in Capital Financing																	
Capital Financing	560	560	0	703	779	76	806	882	76	843	920	77	896	972	76		* Additional capital financing (MRP) for remedial works at Leisure Centre
Total	**560**	**560**	**0**	703	779	**76**	806	882	**76**	843	920	**77**	896	972	**76**	**305**	
Change in Cont to/(from) Reserves																	
General Reserves Contributions (Unplanned)	2,158	4,043	1,885	75	958	883	(2,131)	(1,667)	464	(2,468)	(2,079)	389	(2,657)	(2,130)	527		
Earmarked Reserves Contributions	(1,440)	(1,460)	(20)	(325)	(345)	(20)	(281)	(301)	(20)	(260)	(280)	(20)	(206)	(226)	(20)		
N.B. (+ve=less reserves used/-ve=more reserves used)	**718**	**2,583**	**1,865**	(250)	613	**863**	(2,412)	(1,968)	**444**	(2,728)	(2,359)	**369**	(2,863)	(2,356)	**507**	**4,048**	* Reduction in Gen Reserve Contributions (Unplanned) reflecting the increases in service costs and income
Change in Grant Funding																	
Business Rates (NDR)	(5,876)	(6,680)	(804)	(5,912)	(7,273)	(1,361)	(5,947)	(7,346)	(1,399)	(5,983)	(7,419)	(1,436)	(6,019)	(7,494)	(1,475)		* New business rates estimate following 2024/25 NDR 1 and following years impact.
Other General Fund Grants	(157)	(182)	(25)	(157)	(182)	(25)	(157)	(182)	(25)	(157)	(182)	(25)	(157)	(182)	(25)		* Increase in Rural Delivery Grant, following January 2024 funding announcement.
Fair Funding Review & NDR Reset	0	0	0	0	0	0	99	617	518	198	813	615	297	793	496		* Inclusion of impact of fair funding estimate from 2026/27.
New Homes Bonus	(1,204)	(1,204)	0	(783)	(783)	0	0	0	0	0	0	0	0	0	0		
Services Grant	(11)	(11)	0	0	0	0	0	0	0	0	0	0	0	0	0		
Funding Guarantee (4% as of January 2024)	(1,380)	(1,475)	(95)	(897)	(959)	(62)	0	0	0	0	0	0	0	0	0		* Increase in Funding Gurantee, following January 2024 funding announcement.
Collection Fund (Surplus)/Deficit	**0**	(1,433)	(1,433)	0	0	0	0	0	0	0	0	0	0	0	0		* Net Increase in Collection Fund Surplus (2024/25 only)
	(8,628)	**(10,985)**	**(2,357)**	(7,749)	(9,197)	**(1,448)**	(6,005)	(6,911)	**(906)**	(5,942)	(6,788)	**(846)**	(5,879)	(6,883)	**(1,004)**	**(6,561)**	
Total Changes in Council Tax	**7,136**	**6,929**	**(207)**	**7,433**	**7,217**	**(216)**	**7,742**	**7,516**	**(226)**	8,071	7,838	**(233)**	**8,409**	**8,163**	**(246)**	**(1,128)**	* Zero increase in Council Tax 2024/25 only. The cumulative loss is the structual loss due to the zero Ctax in 2024/25.
Total Net Expenditure			**(285)**			**(217)**			**(84)**			**(90)**			**(99)**	**(775)**	
Change in Cont to/(from) Reserves			**(492)**			**(433)**			**(310)**			**(323)**			**(345)**	**(1,903)**	
Reconciliation of Changes in Reserves Contributions, Draft to Final Budget/MTFS																**Total**	
Draft Budget Reserves Contributions (to)/from Services, adj for Grant Funding			**(7,910)**			**(7,999)**			**(8,417)**			**(8,670)**			**(8,742)**		
Final Budget Reserves Contribution (to)/from Services, adj for Grant Funding			(8,402)			(8,584)			(8,879)			(9,147)			(9,239)		
Change in Total Reserve Balances			**(492)**			**(585)**			**(462)**			**(477)**			**(497)**	**(2,513)**	

Appendix 3

Commentary on Application of Budget Principles Applied in respect of Services and Government Funding (significant items shown only)

	Cabinet 15 January, Agenda Item 4,		Cabinet 12 February, Agenda Item 4		Consideration	2024/25 Budget Impact £000 (or as otherwise stated)	Impact over MTFS (2025/26 to 2028/29)
	Report	Appendix	Report	Appendix			
BUDGET PRINCIPLES – SERVICES							
SERVICE CHANGES		**Total**				**2,300**	
• Draft Budget: Annual Budget Process service review	3.2, Table 2 3.3, Table 3	Appendix 3	N/a	N/a	Total review to reflect current in service pressures along with integration of political priorities.	2,015	Further savings start in subsequent years along with growth in respect of waste procurement and new contract.
• Final Budget Changes	N/a	N/a	2 Table 1	Table 1 Appendix 1	Service change and further prioritisation post Draft Budget	285	Average of £199k per annum (non-cumulative)
1. General Service Income & Savings		*(significant items only)*					
Service Income inflation: statutory	3.5	Table 2 (net)	N/a	N/a	Principle increase is for 2024/25 is Development Management	(242)	Same across MTFS.

	Cabinet 15 January, Agenda Item 4,		Cabinet 12 February, Agenda Item 4		Consideration	2024/25 Budget Impact £000 (or as otherwise stated)	Impact over MTFS (2025/26 to 2028/29)
	Report	**Appendix**	**Report**	**Appendix**			
Service Income inflation: discretionary	3.6	Table 2 (net)	N/a	N/a	General increase (6.7%) Draft Budget, Para 3.6 includes commentary on exemptions.	(19)	Same across MTFS.
Interest & Investment Income	3.7	Table 2 (net)	N/a	N/a	Additional Income from Medium-Term Investments	(691)	Decreases over MTFS as base rates decline.
TOM Service Efficiency + other service savings.	3.8	Table 2 (net)	N/a	N/a	Implementation of the savings for Councils Target Operating Model, Enforcement and HR Terms & Conditions delayed for 1-year.	384	Expectation that savings achieved from 2025/26 onwards.
2. Employment Related Costs							
Pay Inflation & Employers Oncost	3.9 / 3.10	Table 2 (net)	N/a	N/a	• Cost of living increase, modelled at 3.5%. • 2023/24 increase of £1,925 per fte up to grade 10, 3.88% for grades 11 to 14 and 3.5% for Chief Executive. • No change to employers' oncosts (National Insurance & Employers Pension).	183	• Cost of Living remaining at 3.5% for MTFS.

	Cabinet 15 January, Agenda Item 4,		Cabinet 12 February, Agenda Item 4		Consideration	2024/25 Budget Impact £000 (or as otherwise stated)	Impact over MTFS (2025/26 to 2028/29)
	Report	**Appendix**	**Report**	**Appendix**			
Vacancy Factor	3.11	N/a	N/a	N/a	A savings amount to meet underspends between staff leaving and new starters. No change in factor.	Nil	Same across the MTFS.
3. Service Inflation and Growth							
Inflation – Utility Costs	3.12 (i)	Table 2 (net)	N/a	N/a	Increase in the cost of utilities.	83	General reduction over the MTFS.
New Leisure Contract – Utility Costs	3.12 (ii)	Table 2 (net)	N/a	N/a	From the new contract the Council will be liable for the utility costs up to an agreed threshold. Further, the management fee is determined as net nil as it includes payments for capital financing. Following review of capital financing, potential to achieve additional surplus from the management fee.	(81)	Same across the MTFS.
FCC Contract							
• Inflation	3.12 (iii)	Table 2 (net)	N/a	N/a	Increase in the cost of the FCC Environmental & Waste contract (5.6%)	300	An annual increase of £178k-£198k for each year of the MTFS.

	Cabinet 15 January, Agenda Item 4,		Cabinet 12 February, Agenda Item 4		Consideration	2024/25 Budget Impact £000 (or as otherwise stated)	Impact over MTFS (2025/26 to 2028/29)
	Report	Appendix	Report	Appendix			
• 2-year extension	3.12 (iii) (a)	N/a	N/a	N/a	Commence 2025/26	0	400 (non-cumulative)
• Procurement,	3.12 (iii) (b)	N/a	N/a	N/a	N/a	50	2025/26: 100 2026/27: 75 2027/28: 75
• New contract	3.12 (iii) (c)	N/a	N/a	N/a	Commence 2027/28	0	400 (non-cumulative)
External Bid Preparation Support	N/a	N/a	2.1 (a)	Appendix 1	Annual contribution to earmarked reserve to develop a "funding pool" to support bid preparation when needed.	10	Same across the MTFS.
Ending of Waste Mgmt Support with Melton Borough Council	N/a	N/a	2.1 (a)	Appendix 1	It is expected, that with future waste contact procurement, there is a need to increase in service leadership capacity.	34	Same across the MTFS.
Development Management Enforcement Compliance Post	N/a	N/a	2.1 (a)	Appendix 1	Increase resilience within development management enforcement team.	68	Same across the MTFS.
Community Resilience Support	N/a	N/a	2.1 (a)	Appendix 1	Annual contribution to earmarked reserve to develop a "funding pool" to support exceptional events relating to community resilience issues (i.e. flooding).	10	Same across the MTFS.

	Cabinet 15 January, Agenda Item 4,		Cabinet 12 February, Agenda Item 4		Consideration	2024/25 Budget Impact £000 (or as otherwise stated)	Impact over MTFS (2025/26 to 2028/29)
	Report	**Appendix**	**Report**	**Appendix**			
Ward Area Improvement Fund Support	N/a	N/a	2.1 (a)	Appendix 1	Support for the ward area improvement fund. One, two-year fixed term contract post.	41	2025/26, no funding thereafter.
Town & Parish Grant Administration	N/a	N/a	2.1 (a)	Appendix 1	Support for the town & parish grant scheme. This support will also include additional capacity to develop town & parish liaison. Two, two-year fixed term contract posts.	92	2025/26, no funding thereafter.
Christmas Lights Support	N/a	N/a	2.1 (a)	Appendix 1	Increased provision for Christmas Lights in Market Harborough (this will be included within the Special Expenses charge for Market Harborough)	5	Same across the MTFS.
Christmas Parking	N/a	N/a	2.1 (a)	Appendix 1	Introduction of funding for Free-Car Parking in Lutterworth and Market Harborough for the four Saturdays in December leading up to Christmas	25	Same across the MTFS.
Other Service Growth	Table 3	Appendix 3	N/a	N/a	Considered and approved by Cabinet, January 2024	2,016	General decreases in growth over MTFS period.
CAPITAL FINANCING		**Total**				**560**	

	Cabinet 15 January, Agenda Item 4,		Cabinet 12 February, Agenda Item 4		Consideration	2024/25 Budget Impact £000 (or as otherwise stated)	Impact over MTFS (2025/26 to 2028/29)
	Report	**Appendix**	**Report**	**Appendix**			
Draft budget capital financing (MRP) calculation.	3.2 3.24	Table 4	N/a	N/a	Draft budget capital financing recalculation based on updated capital programme.	560	Annual change reflective of capital financing element of capital programme.
Final budget additional capital financing	N/a	N/a	Table 1	Appendix 1	Additional MRP following essential landlord works at Leisure Centres	0	Additional £76k from 2025/26 per annum.
BUDGET PRINCIPLES - GOVERNMENT FUNDING							
GRANT FUNDING	**Total**					**10,986**	
• Draft Budget	3.13 to 3.23 Table 4	Appendix 1	N/a	N/a	Total grant allocations	8,628	Grant allocations reduce over the MTFS reflecting the loss of grant and impact of fair funding/ business rates reset.
• Final Budget Changes	N/a	N/a	3.2 Table 2	Appendix 1 Appendix 2 1.6	Service change and further prioritisation post Draft Budget	2,358	Average of £199k per annum (non-cumulative)
Business Rates	3.14	Appendix 1	N/a	N/a	Pre-NDR1 estimate of business rates based on Quarter 2 information.	5,876 (a)	Increase by a prudent 1% per annum.

	Cabinet 15 January, Agenda Item 4,		Cabinet 12 February, Agenda Item 4		Consideration	2024/25 Budget Impact £000 (or as otherwise stated)	Impact over MTFS (2025/26 to 2028/29)
	Report	Appendix	Report	Appendix			
			Report: 2.1 b (ii)	Appendix 2: 1.4.1 Table 1 Annex A, C	Upon completion of NDR 1 (statutory return for NDR estimated), there was an Increase in NDR because of the national revaluation from April 2023.	Additional 805. (b) *The resulting net NDR position is £6,681 (a)+(b)*	Increase by a prudent 1% per annum.
New Homes Bonus	3.15	Appendix 1	N/a	N/a	1-year allocation.	1,203	N/a
	3.16	Appendix 1	N/a	N/a	An estimate based on a 35% reduction.	N/a	2025/26: 782 Nil for each year thereafter.
Rural Services Delivery Grant	3.17 (i)	Appendix 1	N/a	N/a	A regular grant to support the provision of rural services.	157 (d)	Same across the MTFS.
	N/a	N/a	Report: 2.1 b (i)	Appendix 2: 1.4.3 (i) Table 1	On 24 January, the government announced an additional allocation to the provisional settlement.	25 (e) The resulting net Rural Services Grant position is £182 (d) + (e)	Same across the MTFS.
Services Grant	3.17 (ii)	N/a	N/a	N/a	A grant to provide funding to all tiers of local government in recognition of the vital services delivered at every level of local government.	11	Nil for each year thereafter.

	Cabinet 15 January, Agenda Item 4,		Cabinet 12 February, Agenda Item 4		Consideration	2024/25 Budget Impact £000 (or as otherwise stated)	Impact over MTFS (2025/26 to 2028/29)
	Report	Appendix	Report	Appendix			
Funding Guarantee	3.16 (iii)	N/a	N/a	N/a	A grant that provides every council will a minimum 3% increase in funding: excluding Council Tax	1,380 (f)	
	3.16 (iii)	N/a	N/a	N/a	An estimate based on a 35% reduction.		2025/26: 897 Nil for each year thereafter.
	N/a	N/a	Report: 2.1 b (i)	Appendix 2: 1.4.3 (iii) Table 1	On 24 January, the government announced an additional allocation to the provisional settlement; increasing the funding guarantee to 4%.	95 (g) The resulting net 4% Funding Guarantee is £1,475 (f) + (g)	
	N/a	N/a	N/a	N/a	An estimate based on a 35% reduction, same approach as illustrated in 3.16 (iii_.		2025/26: 959 Nil for each year thereafter.
Fair Funding & Business Rates Reset	3.18	Appendix 1	N/a	N/a	An adjustment to reflect the potential impact over the MTFS of the governments Fair Funding and NDR Revaluation.	Nil	£99k 2026/27, increasing to £297k by 2028/29.

	Cabinet 15 January, Agenda Item 4,		Cabinet 12 February, Agenda Item 4		Consideration	2024/25 Budget Impact £000 (or as otherwise stated)	Impact over MTFS (2025/26 to 2028/29)
	Report	Appendix	Report	Appendix			
	N/a	N/a	3.2 (iv)	Appendix 1 Appendix 2 1.4.4	After the Draft Budget, some financial modelling has been undertaken to establish a more representative estimate of the financial risk relating to Fair Funding & Business Rates Reset.	Nil	£617k 2026/27 increasing to £793k by 2028/29.
Council Tax Base	3.19 / 3.20	N/a	N/a	N/a	Increase in the Council Tax Base to reflect future housing growth (agreed by Council in December 2021).	670.4 Band D Equivalent. Represents a 1.7% increase.	Follows the same profile as the 5-Year Housing Land Supply.
Council Tax	3.21	N/a	N/a	N/a	The Council can increase by the higher of 2.99% or £5 per Band D equivalent property.	2.99% increase, thus £183.29 per Band D equivalent (remaining same as 2022/23).	£2.99% notional increase each year of the MTFS.
	N/a	N/a	3.3 (i) 5.3 (v)	Appendix 1 Appendix 2 1.4.6	Post Draft Budget Cabinet are recommending a nil increase (freeze) of Council Tax.	0% increase, thus £177.97 per Band D equivalent (remaining same as 2022/23 & 2023/24).	

	Cabinet 15 January, Agenda Item 4,		Cabinet 12 February, Agenda Item 4		Consideration	2024/25 Budget Impact £000 (or as otherwise stated)	Impact over MTFS (2025/26 to 2028/29)
	Report	**Appendix**	**Report**	**Appendix**			
Collection Fund Surplus/(Deficit)	3.22 / 3.23	Appendix 1	N/a	N/a	2024/25 Estimated Collection Fund surplus/deficit shows as nil because no estimate possible based on the current information.	0 (h)	Nil for each year thereafter
	N/a	N/a	2.1 b (iii)	Appendix 1 Appendix 2 1.4.8 Annex B, C	Adjusted to reflect known residential and business growth across the district	Additional surplus of £857k (j) The resulting net Collection Fund position, giving a revised surplus of £1,433 (h) + (j)	

Reconciliation of Budget Changes
1) 2023/24 Approved Budget to 2024/25 Base Budget
2) 2024/25 Base Budget to 2024/25 Final Budget

	Services £000	Capital Financing £000	Net Expenditure £000	
1) 2023/24 Approved Budget to 2024/25 Base Budget				
2023/24 Budget Approved February 2023	12,053	424	12,477	
Previously Approved Growth/Savings	260	0	260	
Service Requested Budget Changes	158	0	158	
2024/25 Base Budget	**12,471**	**424**	**12,895**	
2) 2024/25 Base Budget to 2024/25 Final Budget				
2024/25 Base Budget	**12,471**	**424**	**12,895**	(a)
Budget Changes: Draft Budget (*)				
- Pay Increases	183	0	183	
- Service Income	(100)	0	(100)	
- Service Changes	341	0	341	
- Political Priority: Services	65	0	65	
- Political Priority: Acc Local Plan	1,140	0	1,140	
- One Year Funding of Corporate Savings	385	0	385	
- Capital Financing	0	136	136	
	2,015	136	2,151	(b)
Draft Budget	**14,486**	**560**	**15,046**	
Budget Changes: Final Budget (**)				
- Service Growth	286	0	286	
2024/25 Final Expenditure Budget (**)	14,772	560	**15,332**	(1)
Reserves				
2024/25 Draft Budget (*)			**717**	(c)
Budget Changes: Final Budget (**)			1,866	
2024/25 Final Budget (**)			**2,583**	(2)
Government Funding				
2024/25 Draft Budget (*)			(8,629)	(d)
Budget Changes: Final Budget (**)				
- Business Rates (NDR)		(805)		
- Other General Fund Grants		(25)		
- Funding Guarantee		(95)		
- Collection Fund		(1,433)	(2,358)	
2024/25 Final Budget (**)			**(10,987)**	(3)
Council Tax				
- Council Tax Requirement @ 2.99%: Draft Budget (*)			7,134	a+b+c+d
- Council Tax Requirement @ 0%: Final Budget (**)			6,927	1+2+3
Change in Council Tax			**207**	

NB * Draft Budget approved by Cabinet 15 January 2024; reviewed by Joint Budget Overview & Scrutiny Panel 25 January 2024

** Final Budget approved by Cabinet 12 February 2024

APPENDIX 4

- **FEES & CHARGES**

SCHEDULE OF CHARGES 2024/25

Leisure and Recreation Charges

	2023/24 £ p		Proposed 2024/25 £ p		Basis of charge
LEISURE & RECREATION CHARGES					
Use of Facilities @ Welland Park					
Tennis					
Court per hour	Free		Free		Discretionary
Netball & Basketball					
Schools per court	Free		Free		Discretionary
Others per court	Free		Free		Discretionary
Allotments					
Rent per plot per year					
Senior Citizens	27.51	*	29.35	*	Discretionary
Others	55.02	*	58.71	*	Discretionary

12 months notice required to alter rent
Half plots will attract a 50% charge

SCHEDULE OF CHARGES 2024/25

Cemeteries and Burial Grounds

CEMETERIES & BURIAL GROUNDS		2023/24 £ p	Proposed 2024/25 £ p	Basis of charge
**** Interment Monday – Friday**				
9.00am to 3.30pm				
Under 18 years no charge for residents of the district		NIL	NIL	Discretionary
(as defined by section 13 of Cemeteries Regulations)				
Body of person exceeding 18 years				
	-Single Depth Grave			
	Northampton Rd.	494.33	527.50	Discretionary
	Great Bowden	494.33	527.50	Discretionary
	Foxton	494.33	527.50	Discretionary
	Saddington	494.33	527.50	Discretionary
	Great Easton	494.33	527.50	Discretionary
	Blaston	494.33	527.50	Discretionary
	-Double Depth Grave			
	Northampton Rd.	831.12	886.80	Discretionary
	Great Bowden	831.12	886.80	Discretionary
	Foxton	831.12	886.80	Discretionary
	Saddington	831.12	886.80	Discretionary
	Great Easton	831.12	886.80	Discretionary
	Blaston	831.12	886.80	Discretionary
	- In an existing vault	261.00	278.00	Discretionary
Interment of cremated remains		189.00	202.00	Discretionary
Exhumation (subject to necessary approvals)		Treble Current Interment fee	Treble Current Interment fee	Discretionary
**** Exclusive Right of Burial**				
	Grave 7' x 3' issued in rotation	569.00	607.00	Discretionary
	Ashes Plot (Garden of Peace)	252.00	269.00	Discretionary
	Re-assignment of Exclusive Right of Burial	65.00	69.00	Discretionary
Under 18	Issued in Rotation - no charge for residents of the Distric	NIL	NIL	Discretionary
	Graves within childrens section are 4' x 2' 6"			
	Ashes Plots are only available in rotation but an adjacent plot can be reserved at the time of interment. An adjacent plot purchased in reserve will be charged double fee.			
**** Monuments**				
	Headstones 25" to 36"	126.00	134.00	Discretionary
	Headstones 13" to 24"	108.00	115.00	Discretionary
	Vases up to 12"	101.00	108.00	Discretionary
	Tablet in Chapel (Mkt. Harborough)	144.00	154.00	Discretionary
	Memorial in Garden of Remembrance-			
	12" x 12" x 15" max.	101.00	108.00	Discretionary
	Additional Inscription	77.00	82.00	Discretionary
	Named Rose Tree inc. 10 years maintenance	94.00	100.00	Discretionary
	Replacement monument - 50% of monument fee			
**** Book of Remembrance**				
	Single entry	56.00	60.00	Discretionary
	Double entry	91.00	97.00	Discretionary
	Treble entry	94.00	100.00	Discretionary
**** Cemetery Chapel**				
	Use of Chapel	94.00	100.00	Discretionary
Scattering of Cremated Remains				
	Adult (over 18)	24.00	26.00	Discretionary
	Under 18	NIL	NIL	Discretionary
	Under Turf Adult (over 18)	70.00	75.00	Discretionary
	Under Turf Under 18	NIL	NIL	Discretionary
Searches of Burial Registers				
	By appointment	17.00	18.00	Discretionary
	No appointment	34.00	36.00	Discretionary
	Copies of entries	17.00	18.00	Discretionary
Topping Up Fee		23.00	25.00	Discretionary

** These categories are doubled for non-residents of the Harborough District.

SCHEDULE OF CHARGES 2024/25

Electoral Registration and Administration

ELECTORAL REGISTRATION & ADMINISTRATION			2023/24 £ p	Proposed 2024/25 £ p	Basis of charge
Freedom of Information Act & Environmental Information Regulations					
Fees for inspection & copying of documents					
	Inspection		No Charge	No Charge	Statutory
	Copying per page	(A4)	0.20	0.20	Statutory
	Copying per page	(A3)	0.50	0.50	Statutory
	Other Formats		At cost	At cost	Statutory
	A threshold of the first 10 Sheets of paper in any one instance will be free of charge				
Sale of Agendas					
Annual Subscription					
	Development Control		available free online	available free online	Statutory
	Other Groups/Panels		available free online	available free online	Statutory
	Per Copy		available free online	available free online	Statutory
Sale of Minute Books					
Annual Subscription			All Minutes are available Free on the website		
Single Copies					
Register of Electors (Statutory Charges)					
Full Register of electors & alterations (Paper format)					
	Standard Fee plus		10.00	10.00	Statutory
	Per 1000 names or part:		5.00	5.00	Statutory
Full Register of electors & alterations (Data Format)					Statutory
	Standard Fee plus		20.00	20.00	Statutory
	Per 1000 names or part:		1.50	1.50	Statutory
List of overseas electors (Paper format)					Statutory
	Standard Fee plus		10.00	10.00	Statutory
	Per 100 names or part:		5.00	5.00	Statutory
List of overseas electors (Data Format)					Statutory
	Standard Fee plus		20.00	20.00	Statutory
	Per 100 names or part:		1.50	1.50	Statutory
Edited Register of electors (Paper format)					Statutory
	Standard Fee plus		10.00	10.00	Statutory
	Per 1000 names or part:		5.00	5.00	Statutory
Edited Register of electors (Data Format)					Statutory
	Standard Fee plus		20.00	20.00	Statutory
	Per 1000 names or part:		1.50	1.50	Statutory
Marked register of electors (Paper format)					Statutory
	Standard Fee plus		10.00	10.00	Statutory
	Per 1000 names or part:		2.00	2.00	Statutory
Marked register of electors (Data Format)					Statutory
	Standard Fee plus		10.00	10.00	Statutory
	Per 1000 names or part:		1.00	1.00	Statutory
					Statutory
Fee for Certificate of Residency (per letter)			-	-	
Local Land Charges *					
Local Authority Search (incl NLIS) – one parcel of land					
	CON29R HDC Domestic		192.36	205.20 incl VAT	Cost Recovery
	CON29R HDC Commercial		246.36	262.80 incl VAT	Cost Recovery
Each additional parcel of land up to					Cost Recovery
	CON29 HDC		21.12	22.50 incl VAT	Cost Recovery
Con29 Individual Questions					
Question no	4		42.24	45.00 incl VAT	Cost Recovery
	5		21.12	22.50 incl VAT	Cost Recovery
	6		21.12	22.50 incl VAT	Cost Recovery
	7		21.12	22.50 incl VAT	Cost Recovery
	8		42.24	45.00 incl VAT	Cost Recovery
	9		21.12	22.50 incl VAT	Cost Recovery
	10		21.12	22.50 incl VAT	Cost Recovery
	11		21.12	22.50 incl VAT	Cost Recovery
	12		21.12	22.50 incl VAT	Cost Recovery
	13		21.12	22.50 incl VAT	Cost Recovery
	14		21.12	22.50 incl VAT	Cost Recovery
	15		21.12	22.50 incl VAT	Cost Recovery
	16		21.12	22.50 incl VAT	Cost Recovery
	17		21.12	22.50 incl VAT	Cost Recovery
	18		21.12	22.50 incl VAT	Cost Recovery
	19		21.12	22.50 incl VAT	Cost Recovery
	20		21.12	22.50 incl VAT	Cost Recovery
	21 LCC		21.12	22.50 incl VAT	Cost Recovery
	22 LCC		21.12	22.50 incl VAT	Cost Recovery
Administration Fee (CON29O questions only)			21.12	22.50 incl VAT	Cost Recovery
Expedited Search			48.00	51.00 incl VAT	Cost Recovery

*** Land Charges fees have been calculated on a cost recovery basis.**

SCHEDULE OF CHARGES 2024/25

Markets

		2023/24 £ p		Proposed 2024/25 £ p	Basis of charge
MARKETS					
Harborough Market					
Casual Stalls Only					
Tuesday		19.00	inc vat	19.00	Discretionary
Wednesday		21.00	inc vat	19.00	Discretionary
Thursday		15.00	inc vat	19.00	Discretionary
Friday		19.00	inc vat	19.00	Discretionary
Saturday		35.00	inc vat	35.00	Discretionary
Sunday - Regular		32.00	inc vat	20.00	Discretionary
Sunday - Other		32.00	inc vat	20.00	Discretionary
Temporary Markets					
Within the Council's Market Charter Area					
Registered Charity	Standard Fee	50.00		55.00	Discretionary
Commercial / Non-commercial Market	Standard Fee	450.00		480.00	Discretionary
Farmers Market		25.00		27.00	Discretionary
Other markets		50.00		55.00	Discretionary

SCHEDULE OF CHARGES 2024/25

Misc. Housing Charges

	2023/24 £ p		Proposed 2024/25 £ p	Basis of charge
MISC. HOUSING CHARGES				
Lifeline Charges				
Weekly charge for monitoring of service	5.58	inc vat	5.58	Cost recovery
Additional weekly charge for monitoring of fall detector pendants	2.40	inc vat	2.40	Cost recovery
Set up fee for Lifeline	117.60	inc vat	117.60	Cost recovery
Additional charge for set up of fall detector pendants	30.00	inc vat	30.00	Cost recovery

For Organisations, please contact the Lifeline service with your requirements and a quote will be supplied.

SCHEDULE OF CHARGES 2024/25

Licences

		2023/24 £ p		Proposed 2024/25 £ p		Basis of charge
LICENCES						
Dangerous Wild Animals		390.00 +	Vets fees	400.00 +		Cost recovery
Selling of pets - New		285.00		295.00		Cost recovery
Selling of pets - Renewal		260.00		270.00		Cost recovery
Selling of pets with DWA - New		372.00		386.00		Cost recovery
Selling of pets with DWA - Renewal		347.00		361.00		Cost recovery
Hiring of Horses 1 year - New		320.00 +	Vets fees	330.00 +		Cost recovery
Hiring of Horses 1 year - Renewal		295.00 +	Vets fees	305.00 +		Cost recovery
Hiring of Horses 2 years - New		400.00 +	Vets fees	410.00 +		Cost recovery
Hiring of Horses 2 years - Renewal		375.00 +	Vets fees	385.00 +		Cost recovery
Hiring of Horses 3 years - New		480.00 +	Vets fees	490.00 +		Cost recovery
Hiring of Horses 3 years - Renewal		455.00 +	Vets fees	465.00 +		Cost recovery
Boarding of animals less than 7 - New		260.00		266.00		Cost recovery
Boarding of animals less than 7 - Renewal		235.00		241.00		Cost recovery
Boarding of animals 7 or more - New		310.00		320.00		Cost recovery
Boarding of animals 7 or more - Renewal		285.00		297.00		Cost recovery
Exhibition of animals - New		260.00		266.00		Cost recovery
Exhibition of animals - Renewal		235.00		240.00		Cost recovery
Breeding - new		260.00 +	Vets fees	266.00 +		Cost recovery
Breeding - renewal		235.00		240.00		Cost recovery
Reassessment of star		135.00		142.00		Cost recovery
For any additional animal welfare licensable activity		65.00		65.00		Cost recovery
Animal welfare minor variation		36.00		40.00		Cost recovery
Animal welfare major variation		100.00		106.00		Cost recovery
Sex Establishments		1,025.00		1,100.00		Cost recovery
Acupuncture, electrolysis, skin piercing (includes ear piercing, tattooing and semi permanent make up)		280.00		295.00		Cost recovery
Hairdressing		280.00		295.00		Cost recovery
Houses In Multiple Occupation for 5 Year licence		880.00		905.00		Cost recovery
Health Certificate		205.00		205.00		Cost recovery
Food Hygiene re-rating		205.00		230.00		Cost recovery
Scrap metal site and collectors licence - 3 year licence		590.00		630.00		Cost recovery
Scrap metal site and collectors renewal licence - 3 year licence		420.00		440.00		Cost recovery
Variation of scrap metal licence for site and collectors		340.00		365.00		Cost recovery
Immigration Inspection		240.00		250.00		Cost recovery
Street Trading (Consent Streets):	Annual Charge	800.00		846.00		Discretionary
	Daily Charge	90.00		96.00		Discretionary
Charities & Fund Raising	Daily Charge	waived		waived		Discretionary
Mobile Homes fit and proper person checks		135.00		135.00		Cost recovery
Housing Act Notice charge		Case by case calculation based on hourly rate of £59.00		Case by case calculation based on hourly rate of £61.00		Discretionary
Factual statement		Charge to be determined for each request based on hourly rate of £59.00 + £45.00 admin charge		Charge to be determined for each request based on hourly rate of £61.00 + £50.00 admin charge		Cost recovery
Fixed Penalty Notices: (externally set)						
Dog Fouling		100.00		100.00		Statutory
Fly tipping		400.00		400.00		Statutory
Fly tipping	if paid within 14 days	300.00		300.00		Statutory

SCHEDULE OF CHARGES 2024/25

Fixed Penalty Notices

Offence	Legislation	2023/24 £ p	Proposed 2024/25 £ p	Basis of charge
Abandoning a vehicle	S2A(1) Refuse Disposal Amenity Act 1978	200.00	200.00	Statutory
Litter	S88(1) Environmental Protection Act 1990	150.00	150.00	Statutory
Community Protection Notice/Public Spaces Protection Order FPN	S48 Anti-Social Behaviour Crime and Policing Act 2014	100.00	100.00	Statutory
Non compliance of Community Protection Notice	S48 Anti-Social Behaviour Crime and Policing Act 2014	100.00	100.00	Statutory
Early payment for Community Protection Notice/Public Spaces Protection Order	S48 Anti-Social Behaviour Crime and Policing Act 2014	80.00	80.00	Statutory
Unauthorised Distribution of Literature	Sch 3A Paragraph 7 (2) Environmental Protection Act 1990	150.00	150.00	Statutory
Fly posting or Graffiti	S43 Anti-Social Behaviour Act 2003	150.00	150.00	Statutory
Fail to produce Authority (Waste Transfer Notes)	S34A Environmental Protection Act 1990	300.00	300.00	Statutory
Fail to furnish documentation (waste carriers licence)	S5B Control of Pollution (Amendment) Act 1989	300.00	300.00	Statutory
Waste receptacles and putting waste out	S47ZA Environmental Protection Act 1990	60.00	60.00	Statutory
Breach of public spaces protection order	S67 Anti-Social Behaviour Crime and Policing Act 2014	100.00	100.00	Statutory
Unauthorised waste disposal	S33 (1)(a) Environmental Protection Act 1990	400.00	400.00	Statutory
If paid within 14 days £300		300.00	300.00	Statutory
Littering from vehicles	Littering From Vehicles outside London(Keepers: Civil Penalties) Regulations 2018	150.00	150.00	Statutory

SCHEDULE OF CHARGES 2024/25

Misc. Health Charges

MISC. HEALTH CHARGES	2023/24 £ p	Proposed 2024/25 £ p	Basis of charge
Stray Dogs			
Return of seized dog	Daily Kennel Fee	Daily Kennel Fee	
	20.00 + prescribed fee	21.00 + prescribed fee	Discretionary
	25.00 + vets fees if incurred	25.00 + vets fees if incurred	Statutory
Pest Control - Charged by the contractor			Discretionary
All fees are charged and collected by the contractor in line with the contractor.			
Private Water Supplies			
Fees will be charged in accordance with Schedule 5 Of the Private water Supply Regs. 2009	-	-	Statutory
Pollution Prevention and Control permits			
Fees will be charged in accordance with national set levels			
Domestic & Bulky Refuse			
Collection from domestic premises of bulky refuse	43.75	46.68	Discretionary
Cost for delivery smaller 140 litre bin (blue lidded, black or green)	50.77	54.17	Discretionary
Cost for delivery standard 180 litre black bin	61.42	65.54	Discretionary
Cost for delivery larger 240 litre black bin	58.74	62.68	Discretionary
Cost for delivery standard 240 litre (blue lidded or green)	58.74	62.68	Discretionary
Removal of a bin from a property	36.39	38.83	Discretionary

SCHEDULE OF CHARGES 2024/25

Planning charges

		2023/24 £ p		Proposed 2024/25 £ p	Basis of charge
PLANNING MISC. CHARGES					
Meetings / Witten Advice:					
	Strategic Proposal (50+ dwellings)	6,336.00	inc vat	6,336.00	Cost Recovery
	10,000+ sq m (Commercial)	6,336.00	inc vat	6,336.00	Cost Recovery
	Major Proposal (10 – 49 dwellings)	3,276.00	inc vat	3,276.00	Cost Recovery
	1,000 – 10,000 sq m (Commercial)	3,276.00	inc vat	3,276.00	Cost Recovery
	Minor Proposal (1 –3 dwellings)	696.00	inc vat	696.00	Cost Recovery
	< 1,000 sq m. (Commercial)	1,260.00	inc vat	1,260.00	Cost Recovery
	Minor Proposal (4-6 dwellings)	876.00	inc vat	876.00	Cost Recovery
	Minor Proposal (7-9 dwellings)	1,260.00	inc vat	1,260.00	Cost Recovery
	Householder: Extensions, outbuildings etc	90.00	inc vat	96.00	Cost Recovery
	Additional and follow up advice	279.00	inc vat	279.00	Cost Recovery
	Team Leader advice required	78.00	inc vat	78.00	Cost Recovery
	Information search to meet professional requests	78.00	inc vat	78.00	Cost Recovery
	Planning application check request	78.00	inc vat	78.00	Cost Recovery
	Planning performance agreement	Case by case calculation based on cost recovery and agreement requirements			Cost Recovery
Application to divert a footpath or bridleway	Fee for application (includes cost of advertising)	2,335.00		2,491.00	Cost Recovery
Publications					
Local Plans Proposals Map		Free on website		Free on website	
Lutterworth / Mkt. Harborough Map		Free on website		Free on website	
Broughton Astley Map		Free on website		Free on website	
Kibworth & Smeeton Westerby Map		Free on website		Free on website	
Inset Maps		Free on website		Free on website	
List of Planning Applications					
Per month		Free on website		Free on website	
Per year		Free on website		Free on website	
Application to join Self Build and Custom Housebuilding Register		N/a		94.00	

SCHEDULE OF CHARGES 2024/25

Legal fees

	2023/24 £ p	Proposed 2024/25 £ p	Basis of charge
Legal Fees			
Section 106 legal costs	1,754.00	1,872.00	Cost Recovery
Section 106 (Deed of Variation)	876.00	935.00	Cost Recovery
Property Transactions (includes Leases and Licences)	cost recovery	cost recovery	Cost Recovery

SCHEDULE OF CHARGES 2024/25

Street Naming and Numbering

	2023/24 £ p	Proposed 2024/25 £ p	Basis of charge
STREET NAMING & NUMBERING			
Naming/numbering of 1 property	50.00	53.00	Discretionary
Naming /numbering of 2 to 5 properties (per property)	50.00	53.00	Discretionary
Naming/numbering of more than 5 properties	250.00 +	267.00 +	Discretionary
	£30 for each additional property	£32 for each additional property	Discretionary
Naming of new street	200.00	213.00	Discretionary
Naming/Numbering buildings of multiple occupation	50.00 +	53.00 +	Discretionary
	£30 each unit/flat within	£32 each unit/flat within	Discretionary
Rename single existing property	50.00	53.00	Discretionary
Renumber development	100.00 +	107.00 +	Discretionary
	£25 per plot	£27 per plot	Discretionary
Renaming of street	350.00 +	373.00 +	Discretionary
	Compensation	Compensation	Discretionary
Confirmation of address details	30.00	32.00	Discretionary

SCHEDULE OF CHARGES 2024/25

Engineering Services

	2023/24 £ p		Proposed 2024/25 £ p	Basis of charge
ENGINEERING SERVICES				
Abandoned cars				
Fees will be charged in accordance with The Removal, Storage and Disposal of Vehicles (Prescribed Sums and Charges) Regulations 2008, or where				Statutory
Removal of vehicle at owners request	54.00	inc vat	54.00	Statutory
Private Drain Clearance				
Private Drain Clearance	Cost of Contractor recharged in full		Cost of Contractor recharged in full	
Drainage investigations:				
Admin based services	86.80	inc vat	92.60	Cost Recovery
Technical Services	118.60	inc vat	126.50	Cost Recovery
Site Visit Services	149.20	inc vat	159.20	Cost Recovery
Private Drain CCTV investigation & report	Please apply for price		Please apply for price	Cost Recovery

SCHEDULE OF CHARGES 2024/25

Events and Promotions

	2023/24 £ p	Proposed 2024/25 £ p	
EVENTS & PROMOTIONS			
Welland Park Hire – funfair etc	Please apply for price	Please apply for price	Discretionary

SCHEDULE OF CHARGES 2024/25

Hackney Carriages

	2023/24 £ p	Proposed 2024/25 £ p	
Hackney Carriages & Private Hire Vehicles			
With effect from 1 April 2015 Taxi proprietors will pay for their own Council MOT's			
Hackney carriage/private hire vehicle annual licence	280.00	288.00	Cost Recovery
Hackney carriage/ private hire driver New application (3 year licence)	432.00	453.00	Cost Recovery
Hackney carriage/ private hire driver New application (DBS by 3rd party) (3 year licence)	377.00	398.00	Cost Recovery
Hackney carriage/ private hire driver Renewal (3 year licence)	330.00	340.00	Cost Recovery
Hackney carriage/ private hire driver Renewal (DBS by 3rd party) (3 year licence)	275.00	285.00	Cost Recovery
Resit Knowledge test	50.00	55.00	Cost Recovery
Private hire operators Licence New application (5 year licence)	755.00	790.00	Cost Recovery
Private hire operators Licence Renewal (5 year licence)	730.00	760.00	Cost Recovery
Deposit on Plate	20.00	21.00	Cost Recovery
Replacement Badge Fee	20.00	21.00	Cost Recovery
Replacement Licence / Cert of Compliance	35.00	37.00	Cost Recovery
Transfer of vehicle licence	50.00	53.00	Cost Recovery

SCHEDULE OF CHARGES 2024/25

Gambling Premises

Premises Type		2023/24 £ p	Proposed 2024/25 £ p	
Existing Casinos	Application	5,100.00	5,100.00	Statutory or Cost Recovery
	Annual Fee	3,060.00	3,060.00	Statutory or Cost Recovery
	Variation Fee	2,040.00	2,040.00	Statutory or Cost Recovery
	Transfer of Licence	1,377.00	1,377.00	Statutory or Cost Recovery
	Re-instatement Fee	1,377.00	1,377.00	Statutory or Cost Recovery
New Small Casinos	Application	8,000.00	8,000.00	Statutory or Cost Recovery
	Annual Fee	5,000.00	5,000.00	Statutory or Cost Recovery
	Variation Fee	4,000.00	4,000.00	Statutory or Cost Recovery
	Transfer of Licence	1,800.00	1,800.00	Statutory or Cost Recovery
	Re-instatement Fee	1,800.00	1,800.00	Statutory or Cost Recovery
	Licence Application (provisional statement holders)	3,000.00	3,000.00	Statutory or Cost Recovery
	Provisional Statement Application	8,000.00	8,000.00	Statutory or Cost Recovery
New Large Casinos	Application	10,000.00	10,000.00	Statutory or Cost Recovery
	Annual Fee	10,000.00	10,000.00	Statutory or Cost Recovery
	Variation Fee	5,000.00	5,000.00	Statutory or Cost Recovery
	Transfer of Licence	2,150.00	2,150.00	Statutory or Cost Recovery
	Re-instatement Fee	2,150.00	2,150.00	Statutory or Cost Recovery
	Licence Application (provisional statement holders)	5,000.00	5,000.00	Statutory or Cost Recovery
	Provisional Statement Application	10,000.00	10,000.00	Statutory or Cost Recovery
Regional Casinos	Application	15,000.00	15,000.00	Statutory or Cost Recovery
	Annual Fee	15,000.00	15,000.00	Statutory or Cost Recovery
	Variation Fee	7,500.00	7,500.00	Statutory or Cost Recovery
	Transfer of Licence	6,500.00	6,500.00	Statutory or Cost Recovery
	Re-instatement Fee	6,500.00	6,500.00	Statutory or Cost Recovery
	Licence Application (provisional statement holders)	8,000.00	8,000.00	Statutory or Cost Recovery
	Provisional Statement Application	15,000.00	15,000.00	Statutory or Cost Recovery
Bingo Clubs	Application	3,500.00	3,500.00	Statutory or Cost Recovery
	Annual Fee	900.00	900.00	Statutory or Cost Recovery
	Variation Fee	1,750.00	1,750.00	Statutory or Cost Recovery
	Transfer of Licence	1,200.00	1,200.00	Statutory or Cost Recovery
	Re-instatement Fee	1,200.00	1,200.00	Statutory or Cost Recovery
	Licence Application (provisional statement holders)	1,200.00	1,200.00	Statutory or Cost Recovery
	Provisional Statement Application	3,500.00	3,500.00	Statutory or Cost Recovery
Tracks	Application	2,500.00	2,500.00	Statutory or Cost Recovery
	Annual Fee	900.00	900.00	Statutory or Cost Recovery
	Variation Fee	1,250.00	1,250.00	Statutory or Cost Recovery
	Transfer of Licence	950.00	950.00	Statutory or Cost Recovery
	Re-instatement Fee	950.00	950.00	Statutory or Cost Recovery
	Licence Application (provisional statement holders)	950.00	950.00	Statutory or Cost Recovery
	Provisional Statement Application	2,500.00	2,500.00	Statutory or Cost Recovery
Entertainment Centres (FEC)	Application	2,000.00	2,000.00	Statutory or Cost Recovery
	Annual Fee	750.00	750.00	Statutory or Cost Recovery
	Variation Fee	1,000.00	1,000.00	Statutory or Cost Recovery
	Transfer of Licence	950.00	950.00	Statutory or Cost Recovery
	Re-instatement Fee	950.00	950.00	Statutory or Cost Recovery
	Licence Application (provisional statement holders)	950.00	950.00	Statutory or Cost Recovery
	Provisional Statement Application	2,000.00	2,000.00	Statutory or Cost Recovery
Adult Gaming Centres	Application	2,000.00	2,000.00	Statutory or Cost Recovery
	Annual Fee	900.00	900.00	Statutory or Cost Recovery
	Variation Fee	1,000.00	1,000.00	Statutory or Cost Recovery
	Transfer of Licence	1,200.00	1,200.00	Statutory or Cost Recovery
	Re-instatement Fee	1,200.00	1,200.00	Statutory or Cost Recovery
	Licence Application (provisional statement holders)	1,200.00	1,200.00	Statutory or Cost Recovery
	Provisional Statement Application	2,000.00	2,000.00	Statutory or Cost Recovery
Betting Premises	Application	3,000.00	3,000.00	Statutory or Cost Recovery
	Annual Fee	600.00	600.00	Statutory or Cost Recovery
	Variation Fee	1,500.00	1,500.00	Statutory or Cost Recovery
	Transfer of Licence	1,200.00	1,200.00	Statutory or Cost Recovery
	Re-instatement Fee	1,200.00	1,200.00	Statutory or Cost Recovery
	Licence Application (provisional statement holders)	1,200.00	1,200.00	Statutory or Cost Recovery
	Provisional Statement Application	3,000.00	3,000.00	Statutory or Cost Recovery
	Change of Circumstances	51.00	51.00	Statutory or Cost Recovery
	Copy of Licence	25.00	25.00	Statutory or Cost Recovery
Prescribed Fees				
FEC Permits	Application	300.00	300.00	Statutory or Cost Recovery
	Renewal Fee	300.00	300.00	Statutory or Cost Recovery
	Change of Name	25.00	25.00	Statutory or Cost Recovery
	Copy of Permit	15.00	15.00	Statutory or Cost Recovery
Prize Gaming Permits	Application	301.00	301.00	Statutory or Cost Recovery
	Renewal Fee	301.00	301.00	Statutory or Cost Recovery
	Change of Name	25.00	25.00	Statutory or Cost Recovery
	Copy of Permit	15.00	15.00	Statutory or Cost Recovery
Alcohol Licensed premises - 2 or less machines	Application Fee	50.00	50.00	Statutory or Cost Recovery
Alcohol Licensed premises - more than 2 machi	Application Fee	150.00	150.00	Statutory or Cost Recovery
	Annual Fee	50.00	50.00	Statutory or Cost Recovery
	Change of Name	25.00	25.00	Statutory or Cost Recovery
	Copy of Permit	15.00	15.00	Statutory or Cost Recovery
	Variation Fee	100.00	100.00	Statutory or Cost Recovery
	Transfer	25.00	25.00	Statutory or Cost Recovery
Club Gaming Permit	Application Fee	200.00	200.00	Statutory or Cost Recovery
	Annual Fee	50.00	50.00	Statutory or Cost Recovery
	Renewal Fee	200.00	200.00	Statutory or Cost Recovery
	Transitional Application Fee	100.00	100.00	Statutory or Cost Recovery
	Copy of Permit	15.00	15.00	Statutory or Cost Recovery
	Variation Fee	100.00	100.00	Statutory or Cost Recovery
Club Gaming Machine Permit	Application Fee	200.00	200.00	Statutory or Cost Recovery
	Annual Fee	50.00	50.00	Statutory or Cost Recovery
	Renewal Fee	200.00	200.00	Statutory or Cost Recovery
	Transitional Application Fee	100.00	100.00	Statutory or Cost Recovery
	Copy of Permit	15.00	15.00	Statutory or Cost Recovery
	Variation Fee	100.00	100.00	Statutory or Cost Recovery
Small Lotteries Registration	Application Fee	40.00	40.00	Statutory or Cost Recovery
	Renewal Fee	20.00	20.00	Statutory or Cost Recovery
	Copy of Permit	15.00	15.00	Statutory or Cost Recovery
Temporary Use Notice		425.00	425.00	Statutory or Cost Recovery

SCHEDULE OF CHARGES 2024/25

Miscellaneous

	2023/24 £ p	Proposed 2024/25 £ p	
Publications			
Statement of Accounts & Annual Report (inc postage)	Free on website	Free on website	Statutory
Copying	Cost + Admin	Cost + Admin	Discretionary

Building Regulations

The Building (amendment of prescribed fees) Regulations, are available from the Building Control Section.

Court Costs			
Council Tax - Summons	49.00	52.00	Cost recovery
Council Tax - Justice	0.50	0.50	Cost recovery
Council Tax - Liability Order	21.00	22.00	Cost recovery
		-	
Business Rates - Summons	54.00	57.50	Cost recovery
Business Rates - Justice	0.50	0.50	Cost recovery
Business Rates - Liability Order	34.00	36.00	Cost recovery

These fees and charges are correct at the time of reporting but there may be changes or new charges throughout the year that will be agreed by the Portfolio Holder for Finance and the S151 Officer.

Appendix 5

Special Expenses by Parish 2024/25									APPENDIX 5	
	Allotments £	Parks and Recreation Grounds £	Cemeteries £	Public Conveniences £	Harborough in Bloom £	Harborough Town Centre Support £	Bus Shelters £	Memorial Gardens/Public Realm £	Total Charge 2024/25 £	Current Charge 2023/24 £
Blaston			324						324	334
Foxton			2,336						2,336	2,319
Great Bowden	98		4,747						4,844	5,056
Great Easton			5,129						5,129	5,087
Lutterworth		50,035							50,035	47,891
Market Harborough	381	345,295	51,294	31,875	12,040	57,280	5,030	20,859	524,055	505,496
Saddington	842		2,351						3,193	3,327
Thurnby & Bushby		40,415							40,415	39,135
Broughton Astley		16,558							16,558	15,878
Fleckney		744							744	726
Great Glen		3,269							3,269	3,128
Scraptoft		6,816							6,816	6,570
	1,321	463,132	66,181	31,875	12,040	57,280	5,030	20,859	657,718	634,947

	2024/25 Tax Base	2024/25 Special Expenses Charge	2024/25 Band D Special Expense	For Info: 2023/24 Band D Special Expense
Blaston	33.2	324	9.76	9.85
Foxton	240.1	2,336	9.73	9.96
Great Bowden	650.0	4,844	7.45	8.05
Great Easton	338.5	5,129	15.15	15.69
Lutterworth	3,805.0	50,035	13.15	12.77
Market Harborough	9,668.0	524,055	54.21	53.60
Saddington	111.7	3,193	28.59	30.52
Thurnby & Bushby	1,613.9	40,415	25.04	25.20
Broughton Astley	3,402.5	16,558	4.87	4.70
Fleckney	1,853.5	744	0.40	0.41
Great Glen	1,925.1	3,269	1.70	1.65
Scraptoft	1,104.3	6,816	6.17	6.10

Special Expenses by Parish 2024/25 - Variance Analysis Between Years								
Parish	Charge for:				Variance			
	2024/25		2023/24		Change in Expense Between Years		Change in Individual Band D Charge	
	£	Per Band D Property (*)	£	Per Band D Property (**)	£	%	£	%
Blaston	324	9.76	334	9.85	(10)	-3.0%	(0.09)	-0.9%
Foxton	2,336	9.73	2,319	9.96	17	0.7%	(0.23)	-2.3%
Great Bowden	4,844	7.45	5,056	8.05	(212)	-4.2%	(0.60)	-7.5%
Great Easton	5,129	15.15	5,087	15.69	42	0.8%	(0.54)	-3.4%
Lutterworth	50,035	13.15	47,891	12.77	2,144	4.5%	0.38	3.0%
Market Harborough	524,055	54.21	505,496	53.60	18,559	3.7%	0.60	1.1%
Saddington	3,193	28.59	3,327	30.52	(134)	-4.0%	(1.94)	-6.3%
Thurnby & Bushby	40,415	25.04	39,135	25.20	1,280	3.3%	(0.16)	-0.6%
Broughton Astley	16,558	4.87	15,878	4.70	680	4.3%	0.17	3.6%
Fleckney	744	0.40	726	0.41	18	2.5%	(0.01)	-2.3%
Great Glen	3,269	1.70	3,128	1.65	141	4.5%	0.05	2.8%
Scraptoft	6,816	6.17	6,570	6.10	246	3.7%	0.08	1.2%
Total	**657,718**		**634,947**		**22,771**	**3.6%**		

NB
* 2024/25 Council Tax Base
** 2023/24 Council Tax Base

Appendix 6

Harborough District Council

Harborough District Council

RESERVES STRATEGY

Version control
Title: Reserves Strategy
Date agreed Cabinet: December 2023
Date agreed Council: February 2024 (expected)
Last date amended: December 2023
Review date: December 2024

Contents

1. **Background**

2. **Definition of Reserves**

3. **Principles for Maintaining Reserve**

4. **Level of Reserves**

5. **Governance of Reserves**

1. Background

1.1 The Councils reserves are the corner stone of its financial sustainability; they are the foundation upon which the Council delivers its broad range of services and delivers its significant capital investment.

1.2 Reserves should be actively used to ensure effective financial management; this includes the establishment of a minimum level of reserves, and a number of specific earmarked reserves that will directly support the delivery of corporate priorities.

2. Definition of Reserves

2.1 Reserves within local government are split between: Useable and Unusable

2.2 **Usable Reserves** are those that represent "real" cash and can be used to directly support services or the development of assets.

- **General Fund Balance**
  The General Fund is the statutory fund into which all receipts of a Council are required to be paid and all liabilities are to be met (subject to statutory override).

  The General Fund Balance is therefore the net surplus of the Councils general resources at the end of any financial year.

- **Earmarked Reserves**
  These are reserves held for a defined purpose. However, they do represent immediately available resources and are therefore considered as part of the wider General Fund Balance

- **Capital Receipts Reserve**
  This reserve holds the proceeds from the disposal of land or other (capital) assets which are restricted by statute from being used other than to fund new capital expenditure (or to be set aside to finance historical capital expenditure).

- **Capital Grants Unapplied Reserve**
  This reserve holds the grants and contributions received towards capital projects for which the Council has met the conditions that would otherwise require repayment of the monies, but which have yet to be applied to meet expenditure.

2.3 **Unusable Reserves** are "technical accounting" reserves that support the Councils balance sheet. These reserves can involve contributions of real cash, but this is mainly to support capital related income or expenditure. As contributions to /from

these reserves are strictly controlled by statutory regulation they will not be addressed within this strategy.

3. Principles for Maintaining Reserves

3.1 Risk Management

Reserves will be maintained based upon the risks that the Council faces and its plans for the medium-term. They will be viewed as an effective means by which the Council can address one-off costs of transformation, future local and national funding & policy, environmental impacts, and unforeseen service pressures.

3.2 Prudential Financial Management

Reserves are to be an essential part of the Councils prudential financial management framework, including its ongoing ability to meet the statutory requirement for a balanced budget.

3.3 Medium-Term Financial Planning

Reserves are built up over the long term and their level and use will be a key part of effective medium-term financial planning.

3.4 Funding Source of Last Resort

Although reserves can be viewed as an effective means by which to support the contraction in public expenditure. The Council will view its use of Reserves as the “funding source of last resort” by which the Council will deliver the progressive reductions in government support over the medium term.

4 Level of Reserves

4.1 General Fund Balance

The General Fund Balance includes all revenue reservices, both the General Fund Unallocated Reserve and Earmarked Reserve.

4.2 General Fund Unallocated Reserve

There is no statutory minimum level of reserves that the Council must have available in the General Fund Unallocated Reserve

If this Reserves Strategy is approved, the Cabinet will approve a minimum level of General Fund Unallocated Reserves of 15% of Net Expenditure (Net Expenditure being defined as service expenditure + revenue costs of capital financing).

4.3 Earmarked Reserves

There is no minimum or maximum level for Earmarked Reserves, what will be held is based on prudent estimates of future need. Earmarked Reserves will also include the Budget Surplus Reserve.

4.4 **Capital Receipts Reserve/Capital Grants Unapplied Reserve**
These reserves will be reactive to what capital receipts or grants have been received in the year and remain uncommitted at the year-end.

5. Governance of Reserves

5.1 the General Fund (Unallocated) Reserve

5.1.1 At budget setting and throughout the year the General Fund (Unallocated) Reserve will be actively managed to ensure that it is maintained at 20% of Net Expenditure. This will ensure that the Council has enough reserves to delivery its core services in the event of an emergency.

5.1.2 Variations in service spend throughout the year will have either a positive or negative impact on the forecast outturn which will require either a contribution to or from Earmarked Reserves to ensure that the General Fund (Unallocated) Balance is maintained at 20%. This will be actively monitored as part of the Councils routine budget monitoring process with appropriate reporting to members to demonstrate:

- The maintenance of the General Fund (Unallocated) Reserve at 20% of Net Expenditure.
- The use of a Budget Surplus Reserve (BSR) that will act as a “holding” reserve between the General Fund (Unallocated) Reserve and Earmarked Reserves. Its purpose is to:
    - Either hold onto surplus funds (underspends) before they are allocated to Earmarked Reserves, or
    - Where a contribution is required to support Service Expenditure, then the BSR will be used to demonstrate to members as part of the budget monitoring reporting process the net deficit that needs to be funded by the application of Earmarked Reserves.

    Consequently, where specific contributions to/from the General Fund Balance outside of routine service spend are required, these will only be made when approved by Cabinet.

5.2 Earmarked Reserves

5.2.1 New earmarked reserves will be established, and old reserves deleted in line with the principles noted above. The Section 151 officer will be able to create reserves, following consultation with the Portfolio Holder for Resources. However, Earmarked Reserves will only be able to be removed with the agreement of Cabinet.

5.2.2 Contributions to/from Earmarked Reserves will:

- either be in line with statutory requirements or service need
- only be made when agreed with the Section 151 officer.

5.3 **Capital Receipts Reserve**

5.3.1 The Council will primarily receive capital receipts because of the sale of capital assets that support general service activity; these receipts will only be applied for similar such activity.

5.3.2 The first call for the application of such receipts will be to finance in-year capital expenditure, this will have the effect of minimising the Councils statutory obligations in respect of Minimum Revenue Provision.

5.4 **Capital Grants Unapplied Reserve**

5.4.1 This reserve will only hold capital grants that will have been acquired by the Council for a specific purpose. The use of this reserve will be in line with prescribed guidelines/conditions.

Appendix 7

CAPITAL STRATEGY

2024/25

1.0 Introduction

1.1 The Capital Strategy sets out a long-term vision for capital investment within Harborough District, setting out the principles to shape and inform decisions on the capital investment to deliver the priorities sets out in the Council's Corporate Plan.

1.2 The Capital Strategy is an integrated part of the prudential code for Capital Finance in Local Authorities which was updated in December 2017. The prudential code supports local strategic planning, local asset management planning and proper option appraisal. The Prudential Code seeks to ensure that the capital expenditure plans of authorities are affordable, prudent, and sustainable.

1.3 The prudential code requires authorities to look at capital expenditure and investment plans in the light of overall Council Strategy and resources and ensure that decisions are made with sufficient regard to the long run financing implications and potential risks to the authority.

1.4 The Capital Strategy focuses on the Council's facilitating and direct provision of Capital Investment but also sets down the context for public and private sector investment which will have a significant impact on meeting the Council priorities.

1.5 The Capital Strategy has detailed proposals for the period 2024/25 to 2028/29 (found in the Council's capital programme). This is not a static position and the Council's capital investment priorities may alter over time in response to changes in the national and local context, including emerging opportunities.

1.6 The Strategy sets the framework for all aspects of the Council's capital and investment expenditure; including planning, outcomes, prioritisation, management, funding, and repayment. The Strategy has direct links to other council strategies and plans such as the Treasury Management Strategy, ICT Strategy, and Property Strategy.

1.7 It is an integral part of the Council's Medium Term Financial Strategy (MTFS) and there have only been minor changes in this review.

2.0 Purpose of the Capital Strategy

2.1 The Capital Investment Strategy is a high-level summary of the Council's approach to capital expenditure, capital financing and treasury activity, how this contributes to the provision of services, how the risks are managed and the implications for future financial sustainability.

2.2 The Corporate Plan is the key document that sets outs the Council's vision and priorities and shapes the Capital Investment Strategy.

The Council's vision is:

Working with our communities, we will build a future for the people of Harborough district that gives them the best life chances and opportunities through:

- Community leadership to create a sense of pride in our place
- Promoting health and wellbeing and encouraging healthy life choices
- Creating a sustainable environment to protect future generations
- Supporting businesses and residents to deliver a prosperous local economy

The Council's priorities are:

Place and community – ensuring there is housing to meet local needs of all ages, that growth provides employment and is designed well, recognising the rural nature of the district and that communities are involved in how that growth is shaped.
Healthy Lives – giving the guidance and support to all our residents to make healthy life choices, to live longer healthier independent lives, not only physically but in good mental health too.
Environment and sustainability – enhancing and protecting out natural environment with improved access to open and green spaces, addressing climate issues proactively looking to future sustainable options and reducing environmental crime to further protect the environment.
Economy – that local employment options are available to allow residents to prosper in our district, developing and retaining the skills our employers need and supporting businesses to be successful, promoting the area to both employees, employers, and visitors to ensure a stable future economy.

2.3 The key aims of the Capital Strategy are to:

- Apply a long-term approach to capital expenditure and investment and to ongoing asset management.
- Provide a clear set of objectives and a framework within statutory legislation that proposes new capital expenditure to be evaluated to ensure that all new capital investment is targeted at meeting the Council's Vision as set out in the Corporate Plan.
- Deliver projects that focus on delivering a number of the long-term benefits to the district.
- Deliver investment that will safeguard the long-term future and value of the Council's assets.

2.4 The Capital Strategy:

- Sets out how the council identifies programmes and prioritises capital requirements and proposals following a robust appraisal process including evaluation of value for money, affordability, and risk.
- Considers options available for funding capital expenditure and how resources may be maximised to generate investment in the area and to determine an affordable and sustainable funding policy framework, whilst minimising the ongoing revenue implications of any such investment;
- Identifies the resources available for capital investment over the MTFS planning period;

- Ensure the strategy has an overall balance of risk on a range on investments over timespan, type of investment and rate of return, and,
- Establish effective arrangements for the management of capital expenditure including the assessment of project outcomes, budget profiling, deliverability, value for money and security of investment.

3.0 Strategic Context of the Capital Strategy

3.1 The Capital Strategy has both External and Internal Influences that will shape the targeting of schemes and availability of funding over the period of this strategy and beyond.

3.2 External Influences

3.2.1 **Midlands Engine**: The aim of the Midlands Engine is to accelerate growth and prosperity for every part of the Midlands through major infrastructure investment, enabling work and developing a self-sustaining and resilient partnership model with the public and private sectors. Within Leicestershire the delivery vehicle for this will be the Strategic Growth Plan that has a planning period to 2050.

3.2.2 **Leicester and Leicestershire Strategic Growth Plan**: The Strategic Growth Plan will shape future of the Harborough District in a sub-regional Leicester and Leicestershire context in the medium to long term – up to 2050 and has four key aims:

(a) Creating conditions for investment and growth
(b) Achieving a step change in the way that growth is delivered.
(c) Securing essential infrastructure that is needed to make this happen
(d) Delivering high quality development

3.2.3 The Leicester & Leicestershire Strategic Growth Plan is supported by the Council. This sets out the strategic growth strategy for the District Housing Market Area to 2050. A programme of work is currently underway to assess the continued appropriateness of the SGP in light of changing circumstances, including publication of the Midlands Connect A46 Stage 2 Study.

3.2.4 **Partner Organisations**: The District Council will continue to work closely with other public sector bodies in securing improved capital investment for the District, for example, HIF funding for Highways Infrastructure, co-location of facilities and economic development. Application of the principles of this Capital Strategy should help identify priorities and evidence the case or change.

3.3 Internal Influences

3.3.1 The Capital Strategy and Capital Investment should be influenced, driven, and shaped by the Council's Corporate Priorities as defined in the Council's Corporate Plan. The Corporate Plan is then supported by three key strategies which will then be focused into specific cross cutting and specific strategies to deliver improved outcomes for the residents and businesses of Harborough District.

3.3.2 **The Place**: The Strategic Growth Plan and the recently adopted Local Plan sets out ambitious targets for housing and economic growth. Key ambitions include:

(a) Securing Sustainable Communities – including the necessary amount of housing and employment opportunities
(b) Securing Infrastructure Investment to unlock housing and economic sites and enabling their delivery.
(c) Ensuring the delivery of a mixed housing tenure to enable affordable and other non-market housing products to come forward.
(d) Securing Inward Investment, diversifying, widening and increasing the skills mix.
(e) Improving and diversifying transport connectivity, including reducing the need to travel.
(f) Ensuring sufficient strategic scale development opportunities exist to enable growth to be delivered and making the necessary allocations of land.
(g) Maximising the securing of developer contributions, including through S106, and potentially CIL, to fund the Infrastructure Delivery Plan that accompanies the Local Plan.

3.3.3 The Council will maximise its influence in existing partnerships but will actively seek new opportunities to promote the District and to deliver plans with both public and private sector partners to maintain and enhance the prosperity of Harborough.

3.3.4 **The People**: The Council is facing increased demand for services through demographic growth and changing expectations and interventions from the Council. Key ambitions include:

(a) Sustainable Communities
(b) Wider Housing Choice including addressing the widening 'affordability gap'.
(c) Supporting vulnerable people to retain within their communities and homes.
(d) Internet Connectivity
(e) Promoting Open Space and Community Facilities to build strong and healthy communities.
(f) Allowing residents and businesses to self-serve with the Council and a wide range of partners
(g) Stimulating employment opportunities to reduce out-commuting and to address current pay inequalities.
(h) Co-location of services to promote access, deliver improved outcomes and to reduce multiple access.

3.3.5 The Council has a key role in shaping improved outcomes in this area, but much of the investment will be delivered by public and private sector partners. Given the demographic and dependency changes of an older population the Council will seek to work closely with Health Partners to deliver the infrastructure and services for the District's residents.

3.3.6 The Council will use existing consultation and engagement frameworks to identify needs, future demands and requirements which will shape the next Corporate Plan and associated strategies and plans.

3.3.7 **Your Council**: The Council seeks to be efficient in its operation and provision of services to residents and businesses alongside using its powers and finances to create a sustainable future for the Council. Key ambitions include:

(a) Investment in the Core Council Assets to promote access (e.g. Leisure Centres) and to promote co-location with partners.
(b) Investment in Digitalisation to provide wider access to services for residents and businesses and improve targeting of services through customer insight.
(c) Investment in ICT to deliver efficient processes and improved management information.
(d) Investing in Commercial opportunities primarily for economic growth.
(e) Maximising capital returns, for example capital receipts through direct investment e.g. housing sites
(f) Identifying opportunities to share services to maximise service outcomes, capital investment or revenue returns with other partners.
(g) Disposal of non-operational assets (as defined in the Corporate Property Strategy)
(h) Exploiting External Funding Opportunities

3.3.8 The Capital Strategy has specific links with:

(a) **Treasury Management Strategy**: The Treasury Management Strategy is approved by Council every year and sets down the framework for capital affordability and management of borrowing and investments. The Strategy complies with the Prudential Code which requires the Council to comply with the following three principles: prudence, affordability, and sustainability. This strategy links to the published capital programme and is currently for a period of 3 years.

(b) **Property Strategy**: The Property Strategy shapes the management of the Council's Assets, both current and potential assets and considers areas such as ownership, investment, support to the Council priorities etc. This strategy was approved by Council on 27th January 2020.

4.0 Capital Funding Streams

4.1 Decisions on capital investment are often made in the context of limited resources. The capital programme will need to maximise funding opportunities and reduce its reliance on unsupported borrowing that gives rise to an increase in the revenue budget to fund the financing costs of the borrowing. has a direct impact on the cost of borrowing and financial sustainability. Key funding sources include:

4.2 **External Grants** - The council is currently in receipt of Disabled Facilities Grant but is exploring other options for larger sources of funding to support economic development and housing growth delivery in the District.

4.3 **Section 106 (S106) and External Contributions** – some projects can be funded by contributions from private sector developers and partners. The council will seek to maximise funding in these areas through robust evidence base, i.e. built facility strategy, open space and playing pitch strategy and the emerging housing and homelessness strategy.

4.4 **Capital Receipts** - The Council can generate capital receipts through the sale of surplus assets such as land and buildings. The Council will seek to dispose of non- operational assets.

4.5 **Reserves** – The Council could use its reserves to fund capital expenditure but in practice the reserves have been established to help support the funding of the Council's revenue budget.

4.6 **Revenue Funding** - The Council can use revenue resources to fund capital projects on a direct basis. However, austerity on the council's revenue budget has reduced options for this as a funding source. If revenue contributions are made, priority will be given for invest to save schemes.

4.7 **Prudential Borrowing** - The introduction of the Prudential Code in 2004 allows councils to undertake unsupported borrowing which is subject to the requirements of the Prudential Code for Capital Expenditure for Local Authorities. The council must ensure that unsupported borrowing is affordable, prudent, and sustainable.

4.8 Many schemes will require a mix of the above funding sources and will have impacts on short-, medium- and long-term financial planning that will be incorporated into the MTFS.

5.0 Governance of the Capital Strategy

5.1 The delivery of the ambitious Capital Strategy is supported by a robust governance and project delivery framework. The Council's Governance framework for the Capital Strategy seeks to:

(a) Provide a clear set of objectives and a framework within statutory legislation that proposes new capital expenditure to be evaluated to ensure that all new capital investment is targeted at meeting the council's Vision and Priorities as set out in the Corporate Plan.
(b) Sets out how the council identifies programmes and prioritises capital requirements and proposals following a robust appraisal process including evaluation of value for money, affordability, and risk.
(c) Consider options available for funding capital expenditure and how resources may be maximised to generate investment in the area and to determine an affordable and sustainable funding policy framework, whilst minimising the ongoing revenue implications of any such investment.
(d) Identify the resources available for capital investment over the MTFS planning period.
(e) Ensure the strategy has an overall balance of risk on a range on investments over timespan, type of investment and rate of return.
(f) Establish effective arrangements for the management of capital expenditure including the assessment of project outcomes, budget profiling, deliverability, value for money and security of investment.

5.2 All Capital Schemes are initially appraised and then prioritised by a Capital Programme Board chaired by the S151 Officer for further challenge by Corporate Management Team and Cabinet before formal adoption by the Council.

5.3 The overall affordability of the Capital Strategy needs to be consistent with the Treasury Management Strategy and Prudential Code approved annually by the Council.

5.4 The delivery of approved schemes within the Capital Strategy is appraised for the most suitable delivery route, for example, procurement frameworks, in-house delivery or in partnership. The creation of a wholly owned local authority company provides an alternative delivery model for delivery of capital priorities if appropriate.

5.5 The Council undertakes regular monitoring of Capital spend including quarterly monitoring to Cabinet. This will be further enhanced by combining financial data along with performance information on how the project is progressing.

5.6 As part of this Capital Strategy the Council will ensure that the implementation of significant capital schemes is subsequently reviewed to inform the implementation of future capital schemes. An important part of this review is to assess the extent to which the outcomes identified in the capital appraisal process have been met. The reviews generally include officers who have not been directly responsible for the initial implementation.

5.7 The Council will put in place an overarching communications strategy for the whole programme and significant schemes to ensure residents, businesses, partners, and external funders can see and measure the impact of the Council delivering an ambitious capital investment strategy.

6.0 Risk Management

6.1 Effective risk management allows the council to adapt rapidly to change and develop innovative responses to challenges and opportunities. Most capital projects go through the risk management cycle process which incorporates risk identification, risk analysis, risk control and action planning and risk monitoring and review. Any new or emerging risks are added to the council's risk register as appropriate. The risk analysis undertaken is appropriate to the size, complexity, novelty, or sensitivity of the project concerned.

6.2 Risks are assessed using a scoring matrix which captures the impact and likelihood of risks. Corporate and high priority risks are reported to Cabinet and Scrutiny.

6.3 An assessment of risk will be carried out individually for each investment proposal before entering into any commitment and will include assessing the risk of loss.

6.4 Where economic or services priorities are followed that require commercial investment to be undertaken, additional risks connected to the commercial nature of the arrangement, such as rental void periods (when acquiring commercial property investments), or the risk of selling homes on the open market at a loss (with the council's commercial housing developments) will be considered. The Council will seek to manage this risk through having a balanced portfolio and recognising such risk in business case development.

7. Skills and Knowledge

7.1 The successful implementation of the Capital Strategy requires the availability of suitably skilled and experience people with experience of:

(a) Delivering major capital projects
(b) Bidding for and managing significant external funding streams
(c) Commissioning and working with partners to deliver the capital programme.
(d) Commercial Experience
(e) Financial modelling and options appraisal
(f) Development of Business Cases

7.2 The Council has demonstrated over the past 5 years its ambition and capacity to deliver. Where appropriate, the Council will make use of external advice in developing projects or undertaking appraisals, for example valuers, property condition experts, specialist advice etc.

7.3 The Council will continue to utilise framework contracts, for example, SCAPE to obtain specialist advice at an early stage.

7.4 The Council will seek to enhance skills of Members linked to the Capital Strategy especially in areas of Capital Appraisal, Member Project Boards and Business Case development and review.

8.0 Capital Investment Priorities 2024/25 to 2028/29

8.1 The capital programme is given in the Budget Report being sent to Council on 26th February 2024.

Appendix 8

TREASURY MANAGEMENT

Introduction

1 Treasury Management is an intrinsic part of the budget; especially relevant to the financing of capital expenditure and budgets relating to interest and investment income. The Treasury Management Strategy and its associated policies are shown at **Appendix 8.1 to 8.11**.

Legislative Background

2. The Local Government Act 2003, as amended, and supporting regulations requires the Council to "have regard to" the CIPFA Prudential Code and the CIPFA Treasury Management Code of Practice to set Prudential and Treasury Indicators for the next three years to ensure that the Council's capital investment plans are affordable, prudent, and sustainable.

3. The Council is also required by the Local Government Act 2003 to undertake an annual review of its policy for calculating the minimum revenue provision (MRP) for repayment of external debt.

4. The Act requires the Council to set out its treasury strategy for borrowing and to prepare an Annual Investment Strategy. This sets out the Council's policies for managing its investments and for giving priority to the security and liquidity of those investments.

Treasury Management, its responsibilities

5. CIPFA defines treasury management as:

   "The management of the local authority's investments and cash flows, including its banking, money market and capital market transactions; the effective control of the risks associated with those activities; and the pursuit of optimum performance consistent with those risks."

6. The Council is required to operate a balanced revenue budget, which broadly means that cash raised during the year will meet cash expenditure. Part of the treasury management operation is to ensure that this cash flow is adequately planned, with cash being available when it is needed. Surplus monies are invested in low-risk counterparties or instruments commensurate with the Council's low risk appetite, providing adequate liquidity initially before considering investment return.

7. The second main function of the treasury management service is the funding of the Council's capital plans. These capital plans provide a guide to the borrowing need of the Council essentially the longer-term cash flow planning, to ensure that

the Council can meet its capital spending obligations. This management of longer-term cash may involve arranging long or short-term loans or using underlying cash flow surpluses. On occasion, when it is prudent and economic, any debt previously drawn may be restructured to meet Council risk or cost objectives. (The capital strategy is reported separately from the Treasury Management Strategy in section 7.)

8. The contribution the treasury management function makes to the authority is critical, as the balance of debt and investment operations ensure liquidity or the ability to meet spending commitments as they fall due, either on day-to-day revenue or for larger capital projects. The treasury operations will see a balance of the interest costs of debt and the investment income arising from cash deposits affecting the available budget. Since cash balances generally result from reserves and balances, it is paramount to ensure adequate security of the sums invested, as a loss of principal will in effect result in a loss to the General Fund Balance.

Non-Treasury or Non-Financial Activities

9. Whilst any commercial initiatives or loans to third parties will impact on the treasury function, these activities are generally classed as non-treasury activities, (arising usually from capital expenditure), and are separate from the day-to-day treasury management activities.

Market Harborough Building Society

10. Members in the past have shown their desire to support local business and therefore to include Market Harborough Building Society on the list of Counterparties for the Council in support of the Corporate Priority "Economy – supporting businesses and residents to deliver a prosperous local economy". As a small Building Society, it does not meet the minimum requirements of the proposed Annual Investment Strategy and as such would normally be excluded. This report asks Members to consider whether they wish to keep Market Harborough Building Society on the counterparty list (showing which counterparties the Council can make investments with) for the financial year 2024/25 subject to a monetary limit of £2 million.

Significant Changes

11. CIPFA published the updated Treasury Management and Prudential Codes on 20th December 2021 2021 and stated that revisions need to be included in the reporting framework from the 2023/24 financial year. This Authority, therefore, has to have regard to these Codes of Practice when it prepares the Treasury Management Strategy Statement and Annual Investment Strategy, and also related reports during the financial year, which are taken to Full Council for approval.

Objectives of the 2021 CIPFA Codes of Practice (Treasury Management and Prudential) and Guidance Notes

12. The main objective of the 2021 Codes was to respond to the major expansion of local authority investment activity over the past few years into the purchase of non-financial investments, particularly property. The Codes require an authority to ensure that: -

- it defines its risk appetite and its governance processes for managing risk.
- it sets out, at a high level, its investment policy in relation to environmental, social and governance aspects.
- it adopts a new **liability benchmark treasury indicator** to support the financing risk management of the capital financing requirement; this is to be shown in chart form for a minimum of ten years, with material differences between the liability benchmark and actual loans to be explained.
- it does not borrow to finance capital expenditure to invest primarily for commercial return.
- increases in the CFR and borrowing are undertaken solely for purposes directly and primarily related to the functions of the authority. Where any financial returns are related to the financial viability of the project in question, they should be incidental to its primary purpose.
- an annual review is conducted to evaluate whether commercial investments should be sold to release funds to finance new capital expenditure or refinance maturing debt.
- its capital plans and investment plans are affordable and proportionate.
- all borrowing/other long-term liabilities are within prudent and sustainable levels.
- risks associated with commercial investments are proportionate to overall financial capacity to sustain losses.
- treasury management decisions are in accordance with good professional practice.
- reporting to members is done quarterly, including updates of prudential indicators.
- it should assess the risks and rewards of significant investments over the long-term, to ensure the long-term financial sustainability of the authority. (CIPFA has not defined what long-term means but it is likely to infer 20-30 years).
- it has access to the appropriate level of expertise to be able to operate safely in all areas of investment and capital expenditure, and to involve

members adequately in making properly informed decisions on such investments.

The Prudential Code 2021 also confirms a requirement for local authorities to produce an annual Capital Strategy, reported in section 7.

Flexible Use of Capital Receipts

13. Included in **Appendix 8.11** is an updated Flexible Use of Capital Receipts Strategy for approval. 2022/23 was the last year of the original approved freedom. However, government have renewed with some amendments. This freedom will allow the Council to finance its Transformation programme, and this is shown in the Draft 2024/25 Capital Programme.

Use of Non-UK Based Banks

14. The Council has considered the use of non-UK based banks, in recent years, given the economic situation, the Council had discounted their use, in the interests of prudence. On the advice of their treasury advisors, Link Group, the Council has decided to reintroduce the use of non-UK based banks, from countries with a minimum sovereign credit rating of AA-. The list of countries that qualify using this credit criteria as at the date of this report are shown in **Appendix 8.10**. This list will be added to, or deducted from, by officers should ratings change in accordance with this policy.

Treasury Management Strategy and Prudential Indicators for 2024/25

1. Treasury Management Strategy for 2024/25

The strategy covers two main areas:

Capital Issues

- The capital expenditure plans and the associated prudential indictors.
- The minimum revenue provision (MRP) policy.

Treasury Management Issues

- The current treasury position.
- Treasury indicators which limit the treasury risk and activities of the Council.
- Prospects for interest rates.
- The borrowing strategy.
- Policy on borrowing in advance of need.
- Debt rescheduling.
- The investment strategy.
- Creditworthiness policy; and
- Policy on the use of external service providers.

These elements cover the requirements of the Local Government Act 2003, DLUHC (Department of Levelling Up, Housing and Communities) Investment Guidance, DLUHC MRP Guidance, the CIPFA (Chartered Institute of Public Finance and Accountancy) Prudential Code and the CIPFA Treasury Management Code.

2. Training

The CIPFA Code requires that the responsible officer ensures that Members with responsibility for treasury management receive adequate training in treasury management. This especially applies to members responsible for scrutiny. Further training will be arranged as required. The training needs of treasury management officers are also periodically reviewed.

3. Treasury Management Consultants

The Council uses Link Group, Link Treasury Services Limited as its external treasury management advisors.

The Council recognises that responsibility for treasury management decisions remains with the organisation at all times and will ensure that undue reliance is not placed upon our external service providers. All decisions will be undertaken with regards to all available information, including, but not solely, our treasury advisors.

It also recognises that there is value in employing external providers of treasury management services in order to acquire access to specialist skills and resources. The Council will ensure that the terms of their appointment and the methods by which their value will be assessed are properly agreed and documented and subjected to regular review.

4. The Capital Prudential Indicators 2024/25 to 2026/27

The Council's capital expenditure plans are the key drivers of treasury management activity. The output of the capital expenditure plans is reflected in the prudential indicators, which are designed to assist Members overview and confirm capital expenditure plans.

5. Capital Expenditure and Financing

This prudential indicator is a summary of the Council's capital expenditure plans, both those agreed previously, and those forming part of this budget cycle. Members are asked to approve the capital expenditure forecasts.

Capital Expenditure	**2022/23 Actual £000**	**2023/24 Estimate £000**	**2024/25 Estimate £000**	**2025/26 Estimate £000**	**2026/27 Estimate £000**
Total	**4,740**	**20,105**	**23,218**	**4,188**	**1,136**

The table below summarises the above capital expenditure plans and how these plans are being financed by capital of revenue resources. Any shortfall in resources results in a funding borrowing need.

Financing of Capital Expenditure	**2022/23 Actual £000**	**2023/24 Estimate £000**	**2024/25 Estimate £000**	**2025/26 Estimate £000**	**2026/27 Estimate £000**
Capital Receipts	1,083	8,622	3,562	150	10
Capital Grants	797	6,786	3,963	454	420
Capital Reserves	959	1,297	808	250	250
Revenue	1,901	3,400	2,588	0	0
Net Financing Need for the Year	**0**	**0**	**12,297**	**3,334**	**456**

6. The Council's Borrowing Need (Capital Financing Requirement (CFR)

The second prudential indicator is the Council's Capital Financing Requirement (CFR). The CFR is simply the total historic outstanding capital expenditure which has not yet been paid for from either revenue or capital resources. It is essentially a measure of the Council's indebtedness and so its underlying borrowing need. Any capital expenditure above, which has not immediately been paid for through a revenue or capital resource, will increase the CFR.

The CFR does not increase indefinitely, as the minimum revenue provision (MRP) is a statutory annual revenue charge which broadly reduces the indebtedness in line with each asset's life, and so charges the economic consumption of capital assets as they are used.

The CFR includes any other long-term liabilities such as finance leases which have been brought onto the balance sheet. Whilst this increases the CFR, and therefore the Council's borrowing requirement, these types of schemes include a borrowing facility and so the Council is not required to separately borrow for these schemes. The Council currently has no finance lease liabilities within the CFR.

The Council is asked to approve the CFR projections below:

	2022/23 Actual £000	2023/24 Estimate £000	2024/25 Estimate £000	2025/26 Estimate £000	2026/27 Estimate £000
Capital Financing Requirement					
CFR	13,750	13,376	25,188	27,818	27,467
Movement in CFR	(740)	(374)	11,812	2,630	(351)

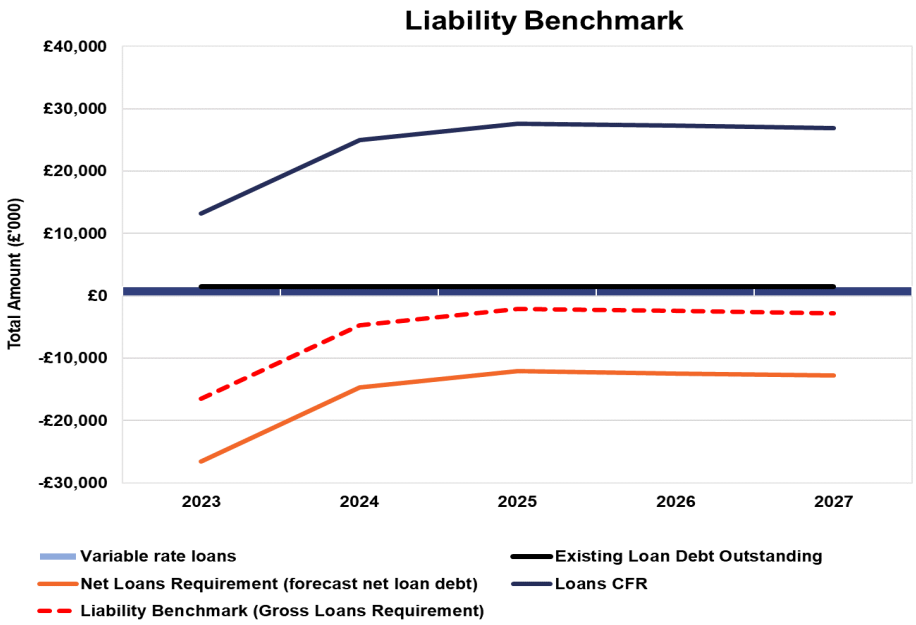
Movement in CFR Represented By:					
Net financing need for the year (above)	0	0	12,297	3,334	456
Less MRP and other financing movements	(740)	(374)	(485)	(704)	(807)
Movement in CFR	(740)	(374)	11,812	2,630	(351)

7. Liability Benchmark

A third prudential indicator is the Liability Benchmark (LB). The Authority is required to estimate and measure the LB for the forthcoming financial year and the following two financial years, as a minimum.

There are four components to the LB: -

1. **Existing loan debt outstanding**: the Authority's existing loans that are still outstanding in future years.
2. **Loans CFR**: this is calculated in accordance with the loans CFR definition in the Prudential Code and projected into the future based on approved prudential borrowing and planned MRP.
3. **Net loans requirement**: this will show the Authority's gross loan debt less treasury management investments at the last financial year-end, projected into the future and based on its approved prudential borrowing, planned MRP and any other major cash flows forecast.
4. **Liability benchmark** (or gross loans requirement): this equals net loans requirement plus short-term liquidity allowance.



8. Core Funds and Expected Investment Balances

The application of resources (capital receipts, reserves etc.) to either finance capital expenditure or other budget decisions to support the revenue budget will have an ongoing impact on investments unless resources are supplemented each year from new sources (asset sales etc.).

9. Minimum Revenue Provision (MRP) Policy Statement

Under Regulation 27 of the Local Authorities (Capital Finance and Accounting) (England) Regulations 2003, where the Authority has financed capital expenditure by borrowing it is required to make a provision each year through a revenue charge (MRP).

The Authority is required to calculate a prudent provision of MRP which ensures that the outstanding debt liability is repaid over a period that is reasonably commensurate with that over which the capital expenditure provides benefits. The MRP Guidance (2018) gives four ready-made options for calculating MRP, but the Authority can use any other reasonable basis that it can justify as prudent.

The MRP policy statement requires full council approval (or closest equivalent level) in advance of each financial year.

The Council is recommended to approve the following MRP Statement:

For capital expenditure incurred before 1 April 2008 or which in the future will be Supported Capital Expenditure, the policy will be:

> **4% reducing balance (CFR method)** – MRP will be calculated as 4% of the opening GF CFR balance

This option provides for an approximate 4% reduction in borrowing need (CFR) each year.

From 1 April 2008 for all unsupported borrowing the MRP policy will be:

> **Asset life method (annuity)** – MRP will be based on the estimated life of the assets (option 3)

This option will be calculated using the annuity method using the weighted average rate of the Council's external borrowing (WABR) and will start the year after project completion. Capital expenditure incurred during 2024/25 will not be subject to an MRP charge until 2025/26, or in the year after the asset becomes operational.

MRP Overpayments - Under the MRP guidance, any charges made in excess of the statutory MRP can be made, known as voluntary revenue provision (VRP).

Where the Council is investing in assets solely with the intention of generating a capital receipt on completion it will defer the charging of MRP until the loan is repaid through receipt of capital receipts. This will be evidenced through explicit setting aside of future Capital Receipts for this purpose at project inception.

10. Affordability Prudential Indicators

The previous sections cover the overall capital expenditure and control of borrowing prudential indicators, but within this framework prudential indicators are required to assess the affordability of the capital investment plans. These provide an indication of the impact of the capital investment plans on the Council's overall finances. The Council is asked to approve the following indicator:

Ratio of Financing Costs to Net Revenue Stream – This indicator identifies the trend in the cost of capital (borrowing and other long term obligation costs net of investment income) against the net revenue stream. The estimates of financing costs include current commitments and the proposals in the budget report.

	2022/23 Actual %	2023/24 Estimate %	2024/25 Estimate %	2025/26 Estimate %	2026/27 Estimate %
Ratio	-4.68%	-10.27%	-3.33%	-0.78%	1.29%

11. Borrowing

The capital expenditure plans set out in paragraph 5 provide details of the service activity of the Council. The treasury management function ensures that

the Council's cash is organised in accordance with the relevant professional codes, so that sufficient cash is available to meet this service activity and the Council's capital strategy. This will involve both the organisation of the cash flow and, where capital plans require, the organisation of appropriate borrowing facilities. This strategy covers the relevant treasury / prudential indicators, the current and projected debt positions and the annual investment strategy.

12. The Current Portfolio Position

The overall treasury management portfolio position as at 31 March 2023 and the position as at 31 December 2023 are shown below for both borrowing and investments. The investment balance reflects the timing of collection fund payments and receipts, as the pattern of collection is mostly over the first 10 months of the year, balances will reduce towards 31 March.

Treasury Portfolio				
Treasury Investments	**Actual 31.03.23 £000**	**Actual 31.03.23 %**	**Current 31.12.23 £000**	**Current 31.12.23 %**
Banks	10,190	21%	10,270	16%
Building Societies - rated	30,000	61%	40,000	61%
Building Societies - unrated	3,000	6%	6,000	9%
Money Market Funds	4,500	9%	8,000	12%
Total Managed in House	47,690	97%	64,270	98%
Property Funds	1,500	3%	1,500	2%
Total Managed Externally	1,500	3%	1,500	2%
Total Treasury Investments	49,190	100%	65,770	100%
Treasury External Borrowing				
PWLB	1,490	100%	1,490	100%
Total External Borrowing	1,490	100%	1,490	100%
Net Treasury Investments/(Borrowing)	47,700		64,280	

The Council's forward projections for borrowing are summarised below. The table shows the actual external debt, against the underlying capital borrowing need (the Capital Financing Requirement – CFR), highlighting any over or under borrowing.

	2022/23 Actual £000	2023/24 Estimate £000	2024/25 Estimate £000	2025/26 Estimate £000	2026/27 Estimate £000
External Debt					
Debt at 1 April	1,490	1,490	1,490	13,787	17,121
Expected change in debt	0	0	12,297	3,334	456
Actual Gross Debt at 31 March	**1,490**	**1,490**	**13,787**	**17,121**	**17,577**
Capital Financing Requirement	**13,750**	**13,376**	**25,188**	**27,818**	**27,467**
Under/(over) borrowing	**12,260**	**11,886**	**11,401**	**10,697**	**9,890**

Within the range of prudential indicators there several key indicators to ensure that the Council operates its activities within well-defined limits. One of these is that the Council needs to ensure that its gross debt does not, except in the short term, exceed the total of the CFR in the preceding year plus the estimates of any additional CFR for 2024/25 and the following two financial years. This allows some flexibility for limited early borrowing for future years but ensures that borrowing is not undertaken for revenue or speculative purposes.

The Director of Resources (& S151) reports that the Council complied with this prudential indicator in the current year and does not envisage difficulties for the future. This view takes into account current commitments, existing plans, and the proposals in the 2024/25 budget report.

13. Treasury Indicators – Limits to Borrowing Activities

The Operational Boundary – This is the limit beyond which external debt is not normally expected to exceed. In most cases, this would be a similar figure to the CFR, but may be lower or higher depending on the levels of actual debt and the ability to fund under-borrowing by other cash resources.

Operational boundary	2024/25 Estimate £000	2025/26 Estimate £000	2026/27 Estimate £000
Debt	46,000	48,000	50,000
Other long-term liabilities	500	500	500
Total	46,500	48,500	50,500

The Authorised Limit for External Debt - A further key prudential indicator represents a control on the maximum level of borrowing. This represents a legal limit beyond which external debt is prohibited, and this limit needs to be set or revised by the full Council. It reflects the level of external debt which, while not desired, could be afforded in the short term, but is not sustainable in the longer term.

- This is the statutory limit determined under section 3 (1) of the Local Government Act 2003. The Government retains an option to control either the total of all councils' plans, or those of a specific Council, although this power has not yet been exercised.

- The Council is asked to approve the following Authorised Limits:

Authorised limit	2024/25 Estimate £000	2025/26 Estimate £000	2026/27 Estimate £000
Debt	51,000	53,000	55,000
Other long-term liabilities	1,000	1,000	1,000
Total	52,000	54,000	56,000

14. Prospects for Interest Rates

The Council has appointed Link Group as its treasury advisor and part of their service is to assist the Council to formulate a view on interest rates. Link provided the following forecasts on 8 January 2024, and their view is further detailed in **Appendix 8.3**.

Link Group Interest Rate View 08.01.24													
	Mar-24	Jun-24	Sep-24	Dec-24	Mar-25	Jun-25	Sep-25	Dec-25	Mar-26	Jun-26	Sep-26	Dec-26	Mar-27
BANK RATE	5.25	5.25	4.75	4.25	3.75	3.25	3.00	3.00	3.00	3.00	3.00	3.00	3.00
3 month ave earnings	5.30	5.30	4.80	4.30	3.80	3.30	3.00	3.00	3.00	3.00	3.00	3.00	3.00
6 month ave earnings	5.20	5.10	4.60	4.10	3.70	3.30	3.10	3.10	3.10	3.10	3.10	3.10	3.10
12 month ave earnings	5.00	4.90	4.40	3.90	3.60	3.20	3.10	3.10	3.10	3.10	3.10	3.20	3.20
5 yr PWLB	4.50	4.40	4.30	4.20	4.10	4.00	3.80	3.70	3.60	3.60	3.50	3.50	3.50
10 yr PWLB	4.70	4.50	4.40	4.30	4.20	4.10	4.00	3.90	3.80	3.70	3.70	3.70	3.70
25 yr PWLB	5.20	5.10	4.90	4.80	4.60	4.40	4.30	4.20	4.20	4.10	4.10	4.10	4.10
50 yr PWLB	5.00	4.90	4.70	4.60	4.40	4.20	4.10	4.00	4.00	3.90	3.90	3.90	3.90

Bank rate stands at 5.25%. Link expect the Bank of England's Monetary Policy Committee (MPC) will keep bank rate at 5.25% until the second half of 2024, to combat on-going inflationary and wage pressures, even if they have dampened somewhat of late. They not think that the MPC will increase bank rate above 5.25%.

Further commentary is set out at **Appendix 8.4.**

15. Borrowing Strategy

The total debt portfolio is funded by the Public Works Loans Board (PWLB). The details of the portfolio are set out in **Appendix 8.5**. All current loans are repayable at maturity. The average maturity profile of the loan portfolio is 27.6 years.

The Council is currently maintaining an under borrowed position. This means that the capital borrowing need (the Capital Financing Requirement), has not been fully funded with loan debt as cash supporting the Council's reserves, balances and cash flow has been used as a temporary measure. This strategy

is prudent as medium and longer dated borrowing rates are expected to fall from their current levels once prevailing inflation concerns are addressed by tighter near-term monetary policy. That is, bank rate remains elevated through to the second half of 2024.

Against this background and the risks within the economic forecast, caution will be adopted with the 2024/25 treasury operations. The Director of Resources (& S151) will monitor interest rates in financial markets and adopt a pragmatic approach to changing circumstances, for example :-

- if it was felt that there was a significant risk of a sharp fall in borrowing rates then borrowing will be postponed.

- if it was felt that there was a significant risk of a much sharper rise in borrowing rates than that currently forecast, fixed rate funding will be drawn whilst interest rates are lower than they are projected to be in the next few years.

Any decisions would be reported to the appropriate decision-making body at the next available opportunity.

16. Treasury Indicators for Debt

Maturity structure of borrowing - these gross limits are set to reduce the Council's exposure to large, fixed rate sums falling due for refinancing and are required for upper and lower limits.

The Council is asked to approve the following treasury indicators and limits:

Maturity structure of fixed interest rate borrowing 2024/25		
	Lower	**Upper**
Under 12 months	0%	10%
12 months to 2 years	0%	10%
2 years to 5 years	0%	20%
5 years to 10 years	0%	30%
Over 10 years	0%	100%
Maturity structure of variable interest rate borrowing 2024/25		
	Lower	**Upper**
Under 12 months	0%	10%
12 months to 2 years	0%	10%
2 years to 5 years	0%	20%
5 years to 10 years	0%	30%
Over 10 years	0%	100%

17. Policy on Borrowing in Advance of Need

The Council will not borrow more than or in advance of its needs purely in order to profit from the investment of the extra sums borrowed. Any decision to borrow in advance will be within forward approved Capital Financing Requirement estimates and will be considered carefully to ensure that value for money can be demonstrated and that the Council can ensure the security of such funds.

Risks associated with any borrowing in advance activity will be subject to prior appraisal and subsequent reporting through the mid-year or annual reporting mechanism.

18. Debt Rescheduling

Rescheduling of current borrowing in our debt portfolio may be considered whilst premature redemption rates remain elevated but only if there is surplus cash available to facilitate any repayment, or rebalancing of the portfolio to provide more certainty is considered appropriate.

Any rescheduling will be reported to the Cabinet at the earliest meeting following its action.

19. New Financial Institutions as a Source of Borrowing and Types of Borrowing

Currently the PWLB Certainty Rate is set at gilts + 80 basis points for borrowing. However, consideration may still need to be given to sourcing funding from the following sources for the following reasons:

- Local authorities (primarily shorter dated maturities out to 3 years or so will still be cheaper than the certainty rate)

- Financial institutions (primarily insurance companies and pension funds but also some banks, out of forward dates where the objective is to avoid a “cost of carry” or to achieve refinancing certainty over the next few years).

Our advisors will keep us informed as to the relative merits of each of these alternative funding sources.

20. Annual Investment Strategy

Investment Policy – management of risk.
DLUHC and CIPFA have extended the meaning of ‘investments’ to include both financial and non-financial investments. This report deals solely with treasury (financial) investments, (as managed by the treasury management team). Non-financial investments, essentially the purchase of income yielding assets and service investments, are covered in the Capital Strategy, (a separate report).

The Council’s investment policy has regard to the following: -
- DLUHC’s Guidance on Local Government Investments (“the Guidance”)

- CIPFA Treasury Management in Public Services Code of Practice and Cross Sectoral Guidance Notes 2021 ("the Code")
- CIPFA Treasury Management Guidance Notes 2021

The Council's investment priorities will be security first, portfolio liquidity second and then yield, (return). The Council will aim to achieve the optimum return (yield) on its investments commensurate with proper levels of security and liquidity and with the Council's risk appetite.

In the current economic climate, it is considered appropriate to maintain a degree of liquidity to cover cash flow needs but to also consider "laddering" investments for periods up to 12 months with high credit rated financial institutions, whilst investment rates remain elevated, as well as wider range fund options.

The above guidance from the DLUHC and CIPFA places a high priority on the management of risk. This Council has adopted a prudent approach to managing risk and defines its risk appetite by the following means: -

1. Minimum acceptable credit criteria are applied in order to generate a list of highly creditworthy counterparties. This also enables diversification and thus avoidance of concentration risk. The key ratings used to monitor counterparties are the short term and long-term ratings.

2. Other information: ratings will not be the sole determinant of the quality of an institution; it is important to continually assess and monitor the financial sector on both a micro and macro basis and in relation to the economic and political environments in which institutions operate. The assessment will also take account of information that reflects the opinion of the markets. To achieve this consideration the Council will engage with its advisors to maintain a monitor on market pricing such as "credit default swaps" and overlay that information on top of the credit ratings.

3. Other information sources used will include the financial press, share price and other such information pertaining to the financial sector in order to establish the most robust scrutiny process on the suitability of potential investment counterparties.

4. This Council has defined the list of types of investment instruments that the treasury management team are authorised to use. There are two lists in **Appendix 8.2** under the categories of 'specified' and 'non-specified' investments.

•**Specified investments** are those with a high level of credit quality and subject to a maturity limit of one year or have less than a year left to run to maturity if originally they were originally classified as being non-specified investments solely due to the maturity period exceeding one year.

•**Non-specified investments** are those with less high credit quality, may be for periods in excess of one year, and/or are more complex

instruments which require greater consideration by members and officers before being authorised for use.

5. Counterparty limits (amounts and maturity) will be as set out through applying the matrix table in **Appendix 6**.

6. Transaction limits are set for each type of investment in **Appendix 6.**

7. The authority will set a limit for its investments which are invested for longer than 365 days.

8. Investments will only be placed with counterparties with a specified minimum sovereign rating (see paragraph 22).

9. This authority has engaged external consultants, to provide expert advice on how to optimise an appropriate balance of security, liquidity and yield, given the risk appetite of this authority in the context of the expected level of cash balances and need for liquidity throughout the year.

10. All investments will be denominated in sterling.

11. As a result of the change in accounting standards for 2023/24 under IFRS 9, this Council will consider the implications of investment instruments which could result in an adverse movement in the value of the amount invested and resultant charges at the end of the year to the General Fund. In November 2018, the Ministry of Housing, Communities and Local Government, (MHCLG), concluded a consultation for a temporary override to allow English local authorities time to adjust their portfolio of all pooled investments by announcing a statutory override to delay implementation of IFRS 9 for five years ending 31 March 2023, More recently, a further extension to the over-ride to 31 March 2025 has been agreed by Government.

However, this Council will also pursue value for money in treasury management and will monitor the yield from investment income against appropriate benchmarks for investment performance. Regular monitoring of investment performance will be carried out during the year.

The above criteria are unchanged from the previous year apart from number 8 as the Council has revised its use of non-UK based counterparties, on the advice of its treasury advisors, see paragraph 22.

21. <u>Creditworthiness Policy</u>

This Council applies the creditworthiness service provided by the Link Group. This service employs a sophisticated modelling approach utilising credit ratings from the three main credit rating agencies – Fitch, Moody's, and Standard and Poor's. The credit ratings of counterparties are supplemented with the following overlays:

- "Watches" and "Outlooks" from credit rating agencies.

- Credit Default Swap (CDS) spreads to give early warning of likely changes in credit ratings.
- Sovereign ratings to select counterparties from only the most creditworthy countries.

This modelling approach combines credit ratings and any assigned Watches and Outlooks in a weighted scoring system which is then combined with an overlay of CDS spreads. The end product of this is a series of colour coded bands which indicate the relative creditworthiness of counterparties. These colour codes are also used by the Council to determine the suggested duration for investments. The Council will therefore use counterparties within the following durational bands:

- Yellow 5 years
- Dark Pink 5 Years
- Light Pink 5 Years
- Purple 2 years
- Blue 1 year (nationalised/or semi nationalised UK Banks)
- Orange 1 year
- Red 6 months
- Green 100 days
- No Colour not to be used (NB: except Building Societies)

In respect of building societies, the Council will use those societies that have assets in excess of £1 billion, subject to them having either a minimum credit rating of P-2 (Moody's) if rated or being unrated. In addition, the Council proposes to use the locally based Market Harborough Building Society, subject to a monetary limit of £2m to support the Corporate Priority of "Economy – supporting businesses and residents to deliver a prosperous local economy". by being able to invest in a local institution.

The Link creditworthiness service uses a wider array of information than just primary ratings. Furthermore, by using a risk weighted scoring system, it does not place undue emphasis on just one agency's ratings.

Typically the minimum credit ratings criteria the Council use will be a Short Term rating (Fitch or equivalents) of F1, a Long Term rating of A-. There may be occasions when the counterparty ratings from one rating agency are marginally lower than these ratings but may still be used. In these instances consideration will be given to the whole range of ratings available, or other topical market information, to support their use.

All credit ratings will be monitored on an ongoing basis. The Council is alerted to changes to ratings of all three agencies through its use of the Link creditworthiness service.

- If a downgrade results in the counterparty/investment scheme no longer meeting the Council's minimum criteria, its further use as a new investment will be withdrawn immediately.
- In addition to the use of credit ratings the Council will be advised of information regarding movements in credit default swaps against the iTraxx European Financials benchmark and other market data on a daily basis via its Passport website, provided exclusively to it by Link. Extreme market movements may result in downgrade of an institution or removal from the Councils lending list.

Sole reliance will not be placed on the use of this external service. In addition, the Council will also use market data and market information, information on any external support for banks to help support its decision-making process.

Creditworthiness
Significant levels of downgrades to Short- and Long-Term credit ratings have not materialised since the crisis in March 2020. In the main, where they did change, any alterations were limited to Outlooks. Nonetheless, when setting minimum sovereign debt ratings, this Authority will not set a minimum rating for the UK.

CDS prices

Although bank CDS prices, (these are market indicators of credit risk), spiked upwards during the autumn of 2022, they have returned to more average levels since then. However, sentiment can easily shift, so it will remain important to undertake continual monitoring of all aspects of risk and return in the current circumstances. Link monitor CDS prices as part of their creditworthiness service to local authorities and the Authority has access to this information via its Link provided Passport portal.

22. Limits and the use of non-UK based banks

Due care will be taken to consider the exposure of the Council's total investment portfolio to non-specified investments, countries, groups and sectors. Due care will be taken to consider the group and sector exposure of the Council's investments. The limits referred to above will apply to group companies, and sector limits will be monitored regularly for appropriateness.

The Council has considered the use of non-UK based banks, in recent years, given the economic situation, the Council had discounted their use, in the interests of prudence. On the advice of their treasury advisors, Link Group, the Council has decided to reintroduce the use of non-UK based banks, from countries with a minimum sovereign credit rating of AA-. The list of countries that qualify using this credit criteria as at the date of this report are shown in **Appendix 8.10**. This list will be added to, or deducted from, by officers should ratings change in accordance with this policy.

23. Investment Strategy

In-house Funds

Investments will be made with reference to the core balance and cash flow requirements and the outlook for short-term interest rates (i.e., rates for investments up to 12 months). Greater returns are usually obtainable by investing for longer periods. The current shape of the yield curve suggests that is the case at present, but there is the prospect of Bank Rate having peaked in the second half of 2023 and possibly reducing as early as the latter part of 2024 so an agile investment strategy would be appropriate to optimise returns.

Accordingly, while most cash balances are required in order to manage the ups and downs of cash flow, where cash sums can be identified that could be invested for longer periods, the value to be obtained from longer-term investments will be carefully assessed.

The criteria to be used in determining whether the Council may invest with a counterparty is set out in **Appendix 8.2**.

The Council's proposed Counterparty List appears at **Appendix 8.6**.

Investment Returns Expectations
The current forecast shown in paragraph 14, includes a forecast for Bank Rate to have peaked at 5.25%.

The suggested budgeted investment earnings rates for returns on investments placed for periods up to about three months during each financial year are as follows:

Average earnings in each year	
2023/24 (residual)	5.30%
2024/25	4.55%
2025/26	3.10%
2026/27	3.00%
2027/28	3.25%
Years 6 to 10	3.25%
Years 10+	3.25%

As there are so many variables at this time, caution must be exercised in respect of all interest rate forecasts.

For its cash flow generated balances, the Council will seek to utilise instant access and notice accounts, money market funds, short-dated deposits, (overnight to 100 days), in order to benefit from the compounding of interest.

Investment Treasury Indicator and Limit - Total principal funds invested for greater than 365 days. These limits are set with regard to the Council's liquidity requirements and to reduce the need for early sale of an investment and are based on the availability of funds after each year-end.

The Council is asked to approve the treasury indicator and limit:

Maximum principal sums invested for more than 365 days	**2024/25**	**2025/26**	**2026/27**
	£000s	£000s	£000s
Principal sums invested > 365 days	10,000	10,000	10,000

24. Investment Performance / Risk Benchmarking

The Council will use an investment benchmark to assess the investment performance of its investment portfolio of the 90-day backward looking SONIA (Sterling overnight Index Average).

25. Investment Review

The Director of Resources (& S151) commissioned a review of the Councils investments by its treasury advisors, Link Group, with a view to diversifying, in particular making some longer-term investments in multi-asset vehicles to gain improved returns. Review of the long term cashflow revealed up to £6 million was available to invest in a risk managed way. This has been kept under review but not implemented due to the uncertainty regarding current economic conditions.

26. Flexible Use of Capital Receipts

Delegation was given to the Director of Resources (& S151) to use potential non right to buy receipts to provide additional flexibility, it will be requested to extend this delegation to 2024/25.

This freedom will allow the Council to finance its Transformation programme, and this is shown in the Draft 2024/25 Capital Programme.

Further details are provided in **Appendix 8.11**.

27. End of Year Investment Report

At the end of the financial year, the Council will report on its investment activity as part of its Annual Treasury Report.

28. Money-broking Services

The Council has added The Agency Treasury Service (ATS) provided by the Link Group to the list of brokers used for the purpose of making short term investments or facilitating market loans.

29. External Fund Managers

£1.5m of the Authority's funds is externally managed on a pooled basis by CCLA Fund Managers Limited as part of the CCLA Local Authorities Property Fund.

The Authority fully appreciates the importance of monitoring the activity and resultant performance of this. In order to aid this assessment, the Authority is provided with a suite of regular reporting from its manager. This includes monthly factsheets and quarterly statements.

In addition to formal reports, the Authority also meets with representatives of the fund manager. These meetings allow for additional scrutiny of the manager's activity as well as discussions on the outlook for the fund as well as wider markets.

APPENDIX 8.2

Detailed Criteria for the Investment of Surplus Funds

The following is an extract from the Council's Treasury Management Practices (TMP1).

1.6.4 Credit and Counterparty Policies

Policy on the use of Credit Risk Analysis

i) The Council will use credit criteria in order to select creditworthy counterparties with whom to place investments.

ii) Credit ratings will be used as supplied from the three rating agencies – Fitch, Moody's, and Standard and Poors'.

iii) Treasury Management Consultants will provide regular updates of changes to all ratings relevant to the Council.

iv) The Section 151 Officer, under delegated authority, will formulate suitable credit criteria for assessing and monitoring the credit risk of investment counterparties and shall construct a lending list comprising maturity periods, type, group, sector, country and counterparty limits.

v) Credit ratings for individual counterparties can change at any time. The Section 151 Officer is responsible for applying approved credit rating criteria for selecting approved counterparties. Treasury management staff will add or delete counterparties to / from the approved counterparty list in line with the policy on criteria for selection of counterparties.

vi) The Council will not rely solely on credit ratings in order to select and monitor the creditworthiness of counterparties. In addition to credit ratings it will therefore use other sources of information including:

- The quality financial press
- Market data
- Information on government support for banks
- The credit ratings of that government support

vii) Specified Investments – these investments are sterling investments of not more then one-year maturity, or those which could be for a longer period but where the Council has the right to be repaid within 12 months if it wishes. These are considered low risk assets where the possibility of loss of principal or investment income is small. These would include sterling investments which would not be defined as capital expenditure with:

- The UK Government (such as the Debt Management Office, UK Treasury Bills or Gilts with less than one year to maturity).
- Supranational bonds of less than one year's duration.
- A local authority, parish council or community council.
- Pooled investment vehicles (such as money market funds) that have been awarded a credit rating of at least Aa1 by Standard and Poor's, Moody's or Fitch rating agencies.
- A body that is considered of a high credit quality (such as a bank or building society).

The Council will invest in banks and building societies which meet the following criteria in respect of credit ratings, period of investment and amount of investment:

Criteria	Fitch	Moody's	Standard & Poor's
Short Term Rating	F1	P-1	A-1
Maximum Period	1 Year	1 Year	1 Year
Maximum Investment	£8m	£8m	£8m

viii) Non-Specified Investments – these investments are any other type of investment (i.e. not defined as Specified above). The identification and rationale supporting the selection of these other investments and the maximum limits to be applied are set out below. Non specified investments would include any sterling investments with:

	Non Specified Investment Category	Limit
	Supranational Bonds greater than 1 year to maturity **(a) Multilateral development bank bonds** - These are bonds defined as an international financial institution having as one of its objects economic development, either generally or in any region of the world (e.g. European Investment Bank etc.). **(b) A financial institution that is guaranteed by the United Kingdom Government** (e.g. The Guaranteed Export Finance Company {GEFCO}) The security of interest and principal on maturity is on a par with the Government and so very secure. These bonds usually provide returns above equivalent gilt edged securities. However the value of the bond may rise or fall before maturity and	AAA long term ratings

	losses may accrue if the bond is sold before maturity.	
	Gilt edged securities with a maturity of greater than one year. These are Government bonds and so provide the highest security of interest and the repayment of principal on maturity. Similar to category (a) above, the value of the bond may rise or fall before maturity and losses may accrue if the bond is sold before maturity.	
	The Council's own banker if it fails to meet the basic credit criteria. In this instance balances will be minimised as far as is possible.	
	Building societies not meeting the basic security requirements under the specified investments. The operation of some building societies does not require a credit rating, although in every other respect the security of the society would match similarly sized societies with ratings. The Council may use such building societies which were originally considered Eligible Institutions and have a minimum asset size of £1bn. *In addition the Council plans to continue investing in Market Harborough Building Society as an exception to the above subject to annual resolution by Council.*	
	Any **bank or building society** that has a minimum long term credit rating of AAA, for deposits with a maturity of greater than one year (including forward deals in excess of one year from inception to repayment).	
	A **nationalised / semi nationalised UK Bank** for deposits up to one year, or with a maturity of greater than one year (including forward deals in excess of one year from inception to repayment).	
	Property funds the use of these instruments can be deemed to be capital expenditure, and as such will be an application (spending) of capital resources. This Authority will seek guidance on the status of any fund it may consider using.	
	Multi – Asset Vehicles the Authority will seek guidance on the status of any fund it may consider using.	

The Council will use the Link creditworthiness service based on using colours determined by minimum combinations of ratings to derive maturity limits as follows: -

- Yellow 5 years
- Purple 2 years
- Blue 1 year (nationalised/semi nationalised UK Banks)
- Orange 1 year
- Red 6 months
- Green 100 days
- No Colour not to be used (except Building Societies)

In addition, a credit default swap overlay is used as a further safeguard to give early warning of potential creditworthiness problems which may only belatedly lead to actual changes in credit ratings.

Building Societies

Criteria	Asset Size
	Exceeding £1bn
Short Term Rating	P-2
Maximum Period	100 days
Maximum Investment	£8.0m

ix) Diversification: the Council will avoid concentrations of lending and borrowing by adopting a policy of diversification. It will therefore use the following: -

- Maximum amount to be placed with any one institution - £8m (including nationalised / semi nationalised UK banks which have a maximum limit of £8m).
- Group limits where a number of institutions are under one ownership – maximum of £8m (including nationalised / semi nationalised UK banks which have a maximum limit of £8m).
- Country limits – the Council will only lend to UK institutions

The above does not apply to Money Market Funds, Property Funds or Multi-asset Vehicles.

x) The Council will undertake investments for periods in excess of one year only when it has been clearly established that core funds are available, and that any money invested will not be required during the period of investment.

xi) The Council has a policy not to invest with subsidiaries of counterparties where those subsidiaries do not have credit ratings in their own right, even where they have an unconditional guarantee from a parent.

xii) The Council may invest in Property Funds subject to an assessment by the Section 151 Officer of the amount and length of investment made and a formal assessment of risk and return in relation to the selected property fund and property type.

xiii) The Council may invest in Multi–Asset Vehicles, which are a combination of asset classes (such as cash, equity or bonds) and provide a greater degree of diversification than investing in a single asset class. This is subject to an assessment by the Section 151 Officer of the amount and length of investment made and a formal assessment of risk and return in relation to the selected vehicle.

Interest Rate Forecasts 2024 – 2027

Link Group Interest Rate View 08.01.24													
	Mar-24	Jun-24	Sep-24	Dec-24	Mar-25	Jun-25	Sep-25	Dec-25	Mar-26	Jun-26	Sep-26	Dec-26	Mar-27
BANK RATE	5.25	5.25	4.75	4.25	3.75	3.25	3.00	3.00	3.00	3.00	3.00	3.00	3.00
3 month ave earnings	5.30	5.30	4.80	4.30	3.80	3.30	3.00	3.00	3.00	3.00	3.00	3.00	3.00
6 month ave earnings	5.20	5.10	4.60	4.10	3.70	3.30	3.10	3.10	3.10	3.10	3.10	3.10	3.10
12 month ave earnings	5.00	4.90	4.40	3.90	3.60	3.20	3.10	3.10	3.10	3.10	3.10	3.20	3.20
5 yr PWLB	4.50	4.40	4.30	4.20	4.10	4.00	3.80	3.70	3.60	3.60	3.50	3.50	3.50
10 yr PWLB	4.70	4.50	4.40	4.30	4.20	4.10	4.00	3.90	3.80	3.70	3.70	3.70	3.70
25 yr PWLB	5.20	5.10	4.90	4.80	4.60	4.40	4.30	4.20	4.20	4.10	4.10	4.10	4.10
50 yr PWLB	5.00	4.90	4.70	4.60	4.40	4.20	4.10	4.00	4.00	3.90	3.90	3.90	3.90

Note PWLB forecasts are based on PWLB certainty rates.

Link's central forecast for interest rates was previously updated on 7 November and reflected a view that the MPC would be keen to further demonstrate its anti-inflation credentials by keeping bank rate at 5.25% until at least H2 2024. They expect rate cuts to start when both the CPI inflation and wage/employment data are supportive of such a move, and when there is a likelihood of the overall economy enduring at least a slowdown or mild recession over the coming months (although most recent GDP releases have surprised with their on-going robustness).

Naturally, timing on this matter will remain one of fine judgment: cut too soon, and inflationary pressures may well build up further; cut too late and any downturn or recession may be prolonged.

Links forecasts are guided not only by economic data releases and clarifications from the MPC over its monetary policies and the Government over its fiscal policies, but also international factors such as policy development in the US and Europe, the provision of fresh support packages to support the faltering recovery in China as well as the on-going conflict between Russia and Ukraine, and Gaza and Israel.

PWLB RATES

The short and medium part of the gilt curve has rallied since the start of November as markets price in a quicker reduction in Bank rate through 2024 and 2025 than held sway back then. This reflects market confidence in inflation falling back in a similar manner to that already seen in the US and the Euro-zone. At the time of writing there is c70 basis points difference between the 5 and 50 year parts of the curve.

The balance of risks to the UK economy: -

- The overall balance of risks to economic growth in the UK is even.

Downside risks to current forecasts for UK gilt yields and PWLB rates include: -

- **Labour and supply shortages** prove more enduring and disruptive and depress economic activity (accepting that in the near-term this is also an upside risk to inflation and, thus, could keep gilt yields high for longer).

- **The Bank of England** has increased bank rate too fast and too far over recent months, and subsequently brings about a deeper and longer UK recession that we currently anticipate.

- **Geopolitical risks,** for example in Ukraine/Russia, the Middle East, China/Taiwan/US, Iran, North Korea, which could lead to increasing safe-haven flows.

Upside risks to current forecasts for UK gilt yields and PWLB rates: -

- Despite the tightening in bank rate to 5.25%, the **Bank of England allows inflationary pressures to remain elevated** for a long period within the UK economy, which then necessitates bank rate staying higher for longer than we currently project.

- **The pound weakens** because of a lack of confidence in the UK Government's pre-election fiscal policies, which may prove inflationary, resulting in investors pricing in a risk premium for holding UK sovereign debt.

- Projected **gilt issuance, inclusive of natural maturities and QT,** could be too much for the markets to comfortably digest without higher yields consequently.

Gilt yields and PWLB rates

The overall longer-run trend is for gilt yields and PWLB rates to fall back over the timeline of the forecasts, as inflation continues to fall through 2024.

The target borrowing rates are set two years forward (as it is expected that rates will fall back) and the current PWLB (certainty) borrowing rates are set out below: -

PWLB debt	Current borrowing rate as at 08.01.24 p.m.	Target borrowing rate (end of Q4 2025)
5 years	4.53%	3.70%
10 years	4.67%	3.90%
25 years	5.19%	4.20%
50 years	4.97%	4.00%

Borrowing

Link's long-term (beyond 10 years) forecast for bank rate remains at 3% and reflects Capital Economics' research that suggests AI and general improvements in productivity will be supportive of a higher neutral interest rate. As all PWLB certainty rates are currently significantly above this level, borrowing strategies will need to be reviewed in that context. Overall, better value can be obtained at the shorter end of the curve and short-dated fixed LA to LA monies should be considered. Temporary borrowing rates will remain elevated for some time to come but may prove the best option whilst the market continues to factor in bank rate reductions for 2024 and later.

Link's suggested budgeted earnings rates for investments up to about three months' duration in each financial year are rounded to the nearest 10bps as follows: -

Average earnings in each year	
2023/24 (residual)	5.30%
2024/25	4.55%
2025/26	3.10%
2026/27	3.00%
2027/28	3.25%
2028/29	3.25%
Years 6 to 10	3.25%
Years 10+	3.25%

As there are so many variables at this time, caution must be exercised in respect of all interest rate forecasts.

Link's interest rate forecast for bank rate is in steps of 25 bps, whereas PWLB forecasts have been rounded to the nearest 10 bps and are central forecasts within bands of + / - 25 bps. Link continue to monitor events and will update forecasts as and when appropriate.

Economic Background

- The third quarter of 2023/24 saw:
  - A 0.3% m/m decline in real GDP in October, potentially partly due to unseasonably wet weather, but also due to the ongoing drag from higher interest rates. Growth for the second quarter, ending 30th September, was revised downwards to -0.1% and growth on an annual basis was also revised downwards, to 0.3%.
  - A sharp fall in wage growth, with the headline 3myy rate declining from 8.0% in September to 7.2% in October, although the ONS "experimental" rate of unemployment has remained low at 4.2%.
  - CPI inflation continuing on its downward trajectory, from 8.7% in April to 4.6% in October, then again to 3.9% in November.
  - Core CPI inflation decreasing from April and May's 31 years' high of 7.1% to 5.1% in November, the lowest rate since January 2022.
  - The Bank of England holding Bank Rate at 5.25% in November and December.
  - A steady fall in 10-year gilt yields as investors revised their interest rate expectations lower.
- The revision of GDP data in Q2 to a 0.1% q/q fall may mean the mildest of mild recessions has begun. Indeed, real GDP in October fell 0.3% m/m which does suggest that the economy may stagnate again in Q3. The weakness in October may partly be due to the unseasonably wet weather. That said, as the weakness was broad based it may also be the case that the ongoing drag from higher interest rates is more than offsetting any boost from the rise in real wages.
- However, the rise in the flash composite activity Purchasing Managers Index, from 50.7 in November to 51.7 in December, did increase the chances of the economy avoiding a contraction in Q3. The improvement was entirely driven by the increase in the services activity balance from 50.9 to 52.7. (Scores above 50 point to expansion in the economy, although only tepid in this instance.) The press release noted that this was primarily driven by a revival in consumer demand in the technological and financial services sectors. This chimes with the further improvement in the GfK measure of consumer confidence in December, from -24 to -22. The services PMI is now consistent with non-retail services output growing by 0.5% q/q in Q3, but this is in stark contrast to the manufacturing sector where the output balance slumped from 49.2 to 45.9 and, at face value, the output balance is consistent with a 1.5% q/q fall in manufacturing output in Q3.
- The 0.3% m/m fall in retail sales volumes in October means that after contracting by 1.0% q/q (which was downwardly revised from -0.8% q/q) in Q2, retail activity remained weak at the start of Q3. That suggests higher interest rates are taking a bigger toll on real consumer spending.
- Higher interest rates have filtered through the financial channels and weakened the housing market but, overall, it remains surprisingly resilient with the Halifax house price index recently pointing to a 1.7% year on year increase whilst Nationwide's December data pointed to a -1.8% year on year decrease. However, the full weakness in real consumer spending and real business investment has yet to come as currently it is

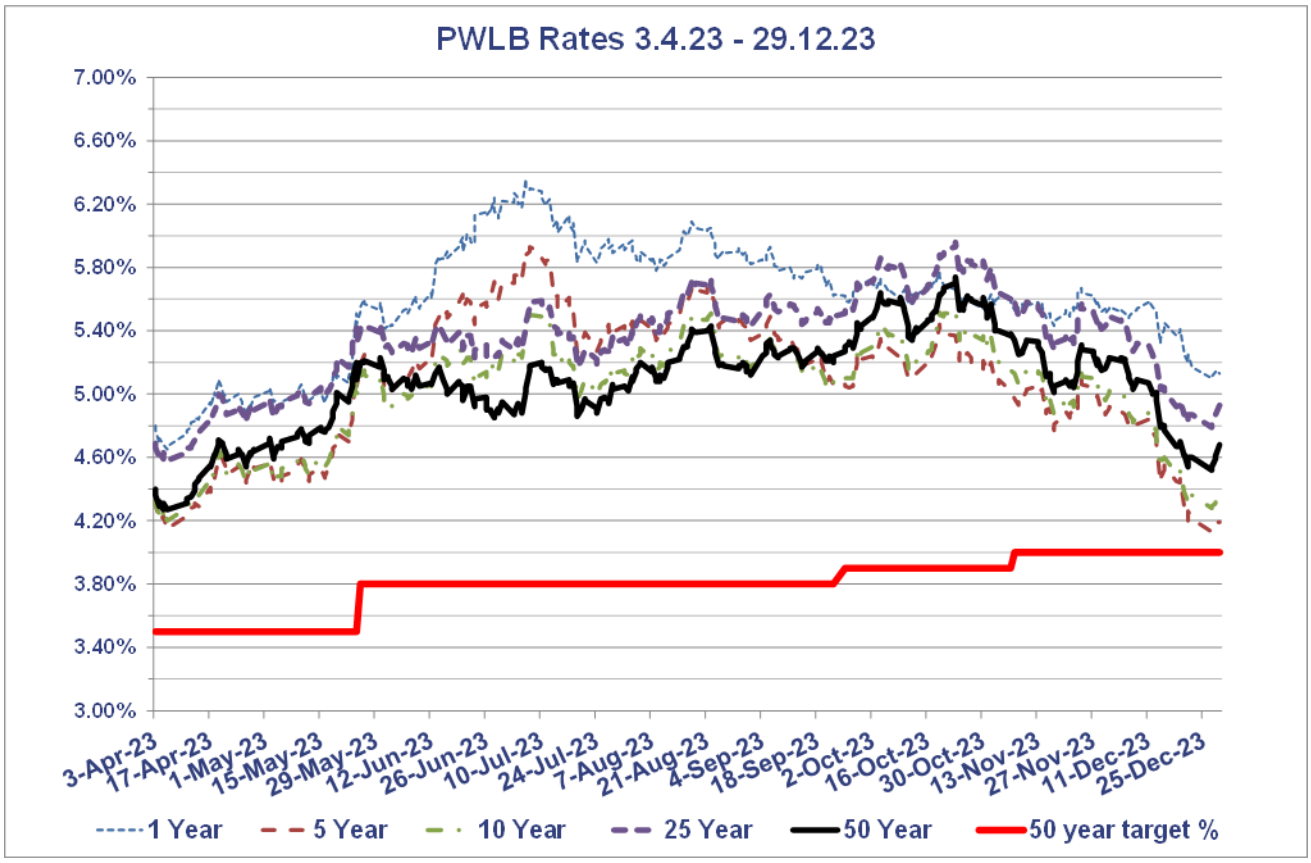
estimated that around two thirds to a half of the impact of higher interest rates on household interest payments has yet to be felt.

- Overall, we expect real GDP growth to remain subdued throughout 2024 as the drag from higher interest rates is protracted but a fading of the cost-of-living crisis and interest rate cuts in the second half of 2024 will support a recovery in GDP growth in 2025.
- The labour market remains tight by historical standards, but the sharp fall in wage growth seen in October will reinforce the growing belief in markets that interest rates will be cut mid-2024. Wage growth eased in October much faster than the consensus expected. Total earnings fell by 1.6% m/m, which meant the headline 3myy rate eased from 8.0% in September to 7.2% in October. This news will be welcomed by the Bank of England. Indeed, the timelier three-month annualised rate of average earnings growth fell from +2.4% to -1.2%. Excluding bonuses, it fell from 5.3% to 2.0%. Furthermore, one of the Bank's key barometers of inflation persistence, regular private sector pay growth, dropped from 7.9% 3myy to 7.3%, which leaves it comfortably on track to fall to 7.2% by December, as predicted by the Bank in November.
- The fall in wage growth occurred despite labour demand being stronger in October than expected. The three-month change in employment eased only a touch from +52,000 in September to +50,000 in October. But resilient labour demand was offset by a further 63,000 rise in the supply of workers in the three months to October. That meant labour supply exceeded its pre-pandemic level for the first time, and the unemployment rate remained at 4.2% in October. In the three months to November, the number of job vacancies fell for the 17th month in a row, from around 959,000 in October to around 949,000. That has reduced the vacancy to unemployment ratio as demand for labour eases relative to supply, which may support a further easing in wage growth in the coming months.
- CPI inflation fell from 6.7% in September to 4.6% in October, and then again to 3.9% in November. Both these falls were bigger than expected and there are clear signs of easing in domestic inflationary pressures. The fall in core CPI inflation from 5.7% to 5.1% in November was bigger than expected (consensus forecast 5.6%). That's the lowest rate since January 2022. Some of the decline in core inflation was due to the global influence of core goods inflation, which slowed from 4.3% to 3.3%. But some of it was due to services inflation falling from 6.6% to 6.3%. The Bank views the latter as a key barometer of the persistence of inflation and it came in further below the Bank's forecast of 6.9% in its November Monetary Policy Report. This will give the Bank more confidence that services inflation is now on a firmly downward path.
- The Bank of England sprung no surprises with its December monetary policy committee (MPC) meeting, leaving interest rates at 5.25% for the third time in a row and pushing back against the prospect of near-term interest rate cuts. The Bank continued to sound hawkish, with the MPC maintaining its tightening bias saying that "further tightening in monetary policy would be required if there were evidence of more persistent inflationary pressures". And it stuck to the familiar script, saying that policy will be "sufficiently restrictive for sufficiently long" and that "monetary policy is likely to need to be restrictive for an extended period of time". In other words, the message is that the MPC is not yet willing to endorse investors' expectations that rates will be cut as soon as May 2024.
- Looking ahead, our colleagues at Capital Economics forecast that the recent downward trends in CPI and core inflation will stall over the next few months before starting to decline

more decisively again in February. That explains why we think the Bank of England won't feel comfortable cutting interest rates until H2 2024.

- The fall in UK market interest rate expectations in December has driven most of the decline in 10-year gilt yields, which have fallen in line with 10-year US Treasury and euro-zone yields. 10-year gilt yields have fallen from 4.68% in October 2023 to around 3.70% in early January, with further declines likely if the falling inflation story is maintained.
- Investors' growing expectations that the Fed will cut interest rates soon has led to an improvement in risk sentiment, which has boosted the pound and other risky assets. In addition, the rise in the pound, from $1.21 in November to $1.27 now, has also been supported by the recent relative decline in UK wholesale gas prices.
- The further fall in 10-year real gilt yields in December has supported the recent rise in the FTSE 100. That said, the index remains 5% below its record high in February 2023. This modest rise in equities appears to have been mostly driven by strong performances in the industrials and rate-sensitive technology sectors. But UK equities have continued to underperform US and euro-zone equities. The FTSE 100 has risen by 2.2% in December, while the S&P 500 has risen by 3.8%. This is partly due to lower energy prices, which have been a relatively bigger drag on the FTSE 100, due to the index's high concentration of energy companies.

In the chart below, the rise in gilt yields across the curve in the first half of 2023/24, and therein PWLB rates, is clear to see, prior to the end of year rally based on a mix of supportive domestic and international factors.



	1 Year	5 Year	10 Year	25 Year	50 Year
Low	4.65%	4.13%	4.20%	4.58%	4.27%
Date	06/04/2023	27/12/2023	06/04/2023	06/04/2023	05/04/2023
High	6.36%	5.93%	5.53%	5.96%	5.74%
Date	06/07/2023	07/07/2023	23/10/2023	23/10/2023	23/10/2023
Average	5.60%	5.09%	5.03%	5.35%	5.08%
Spread	1.71%	1.80%	1.33%	1.38%	1.47%

MPC meetings 2nd November and 14th December 2023

- On 2nd November, the Bank of England's Monetary Policy Committee (MPC) voted to keep Bank Rate on hold at 5.25%, and on 14th December reiterated that view. Both increases reflected a split vote, the latter by 6 votes to 3, with the minority grouping voting for an increase of 0.25% as concerns about "sticky" inflation remained in place.
- Nonetheless, with UK CPI inflation now at 3.9%, and core inflating beginning to moderate (5.1%), markets are voicing a view that rate cuts should begin in Q1 2024/25, some way ahead of the indications from MPC members. Of course, the data will be the ultimate determinant, so upcoming publications of employment, wages and inflation numbers will be of particular importance, and on-going volatility in Bank Rate expectations and the gilt yield curve can be expected.
- In addition, what happens outside of the UK is also critical to movement in gilt yields. The US FOMC has kept short-term rates in the range of 5.25%-5.50%, whilst the ECB has moved its Deposit rate to a probable peak of 4%. Markets currently expect both central banks to start cutting rates in 2024.

LONG TERM BORROWING - AVERAGE INTEREST RATE 2023/24

Loan Ref		Loan Advance Amount	Loan Advance Date from	Date to	Fixed or Variable	Loan balance expected to be outstanding 31/03/2024	Interest rate %
PWLB 481499		500,000	28/09/1998	27/03/2024	F	22,357	5.0000%
PWLB 478339		1,000,000	17/10/1996	17/10/2056	F	89,427	8.0000%
PWLB 478610		1,500,000	19/12/1996	19/12/2056	F	134,141	7.8750%
PWLB 479561		630,000	28/05/1997	10/05/2057	F	56,339	7.3750%
PWLB 491313		600,000	09/02/2006	09/02/2056	F	53,656	3.9000%
PWLB 492684		1,500,000	15/01/2007	15/01/2053	F	134,141	4.2500%
PWLB 494759		1,000,000	15/08/2008	09/02/2058	F	1,000,000	4.3900%
					£	1,490,060	

Average rate of interest **5.01%**

APPENDIX 8.6

INDICATIVE COUNTERPARTY LENDING LIST 2024/25

	Monetary Limit	Maximum Period for Investment
UK Banks		
Bank of Scotland plc (RFB)	£9m	6 months
Barclays Bank UK plc (RFB)	£9m	6 months
Barclays Bank UK plc (NRFB)	£9m	6 months
Goldman Sachs International Bank	£9m	6 months
HSBC Bank plc (RFB)	£9m	1 Year
HSBC Bank plc (NRFB)	£9m	1 Year
Lloyds Bank plc (RFB)	£9m	6 months
Lloyds Bank Corporate Markets plc (NRFB)	£9m	6 months
Natwest Markets Plc (NRFB)	£9m	6 months
Santander UK Plc	£9m	6 months
SMBC Bank International Plc	£9m	6 months
Standard Chartered Bank	£9m	6 months
Nationalised/Part Nationalised Banks		
National Westminster Bank plc (RFB)	£9m	1 Year
The Royal Bank of Scotland plc (RFB)	£9m	1 Year
Building Societies		
Cambridge Building Society	£4m	100 days
Coventry Building Society	£9m	6 months
Cumberland Building Society	£4m	100 days
Furness Building Society	£4m	100 days
Leeds Building Society	£9m	100 days
Leek United Building Society	£4m	100 days
Monmouthshire Building Society	£4m	100 days
National Counties Building Society	£4m	100 days
Nationwide Building Society	£9m	6 months
Newbury Building Society	£4m	100 days
Newcastle Building Society	£4m	100 days
Nottingham Building Society	£4m	100 days
Principality Building Society	£9m	100 days
Progressive Building Society	£4m	100 days
Saffron Building Society	£4m	100 days
Skipton Building Society	£9m	6 months
Yorkshire Building Society	£9m	100 days
West Bromwich Building Society	-	-
Other Institutions		
Local Authorities	£9m	5 Years
UK Debt Management Office	£9m	5 Years
Supranational Institutions	£9m	5 Years
Multi-Lateral Development Banks	£9m	5 Years
UK Gilts	£9m	5 Years
Money Market Funds (per Fund)	£9m	n/a
Property Funds (per Fund)	£9m	n/a
Other Financial Institutions		
Market Harborough Building Society	£2m	100 days

Notes:
Monetary limits apply to groups as well as individual counterparties.
Maximum periods are locally determined but are all within the colour rating period provided by the Link Group.
Monetary limits on the Building Societies are assessed against capitalisation levels and ratings.
The counterparty list may change during the year as a result of changes in credit ratings and/or direction from the S151 Officer.

HARBOROUGH DISTRICT COUNCIL
INVESTMENT REPORT - QUARTERLY ACTIVITY SUMMARY for the quarter ending **31/12/2023**

Institution	Amount	Investment Period		Terms	Interest	Interest
		Invest date	Repay date		Rate %	for Qtr
Fixed Term Deposits - Banks						
Santander UK plc	2,000,000	04/08/2023	02/02/2024	Fixed	5.56%	28,028.49
Santander UK plc	2,000,000	13/09/2023	12/03/2024	Fixed	5.61%	28,280.55
Santander UK plc	4,000,000	19/10/2023	19/03/2024	Fixed	5.41%	43,872.88
	8,000,000					
HSBC Money Market						
Investment at end of period	2,270,000	-	-	Fixed	0.50%	4,313.80
Fixed Term Deposits - Building Societies - rated						
Nationwide Building Society	4,000,000	14/09/2023	06/02/2024	Fixed	5.41%	54,544.66
Principality Building Society	2,000,000	02/10/2023	02/01/2024	Fixed	5.23%	26,078.35
Leeds Building Society	1,000,000	09/10/2023	15/01/2024	Fixed	5.29%	12,174.25
Leeds Building Society	4,000,000	13/10/2023	19/01/2024	Fixed	5.27%	46,202.74
Leeds Building Society	2,000,000	19/10/2023	22/01/2024	Fixed	5.26%	21,328.22
Nationwide Building Society	1,000,000	19/10/2023	06/02/2024	Fixed	5.22%	10,583.02
Principality Building Society	3,000,000	26/10/2023	22/01/2024	Fixed	5.23%	28,800.83
Coventry Building Society	4,000,000	01/11/2023	06/02/2024	Fixed	5.05%	33,758.90
Yorkshire Building Society	2,000,000	06/11/2023	06/02/2024	Fixed	5.13%	15,741.37
Leeds Building Society	1,000,000	17/11/2023	19/02/2024	Fixed	5.22%	6,435.62
Nationwide Building Society	3,000,000	20/11/2023	12/03/2024	Fixed	5.15%	17,778.08
Yorkshire Building society	3,000,000	20/11/2023	19/02/2024	Fixed	5.11%	17,640.00
Coventry Building Society	4,000,000	01/12/2023	01/03/2024	Fixed	4.97%	16,884.39
Skipton Building Society	2,000,000	01/12/2023	02/01/2024	Fixed	5.75%	9,767.12
Principality Building Society	2,000,000	05/12/2023	12/03/2024	Fixed	5.19%	7,678.36
Skipton Building Society	1,000,000	05/12/2023	22/01/2024	Fixed	4.75%	3,513.70
Principality Building Society	1,000,000	19/12/2023	19/03/2024	Fixed	5.19%	1,848.49
	40,000,000					
Fixed Term Deposits - Building Societies - unrated						
Newcastle Building Society	2,000,000	29/09/2023	02/01/2024	Fixed	5.30%	26,717.81
National Counties Building Society	1,000,000	09/10/2023	15/01/2024	Fixed	5.32%	12,243.29
Newcastle Building Society	1,000,000	19/10/2023	22/01/2024	Fixed	5.30%	10,745.21
National Counties Building Society	1,000,000	17/11/2023	19/02/2024	Fixed	5.28%	6,509.59
National Counties Building Society	1,000,000	23/11/2023	19/02/2024	Fixed	5.23%	5,588.22
	6,000,000					
Money Market Funds						
CCLA Money Market Fund	8,000,000	-	-		Dividend	201,968.60
TOTAL INVESTMENT AT END OF MONTH	**£64,270,000**					
Cumulative figures to date						
Actual						**2,240,820.26**
Budget - year to date						**608,014.00**
Budget - full year						**807,000.00**

Treasury Management Scheme of Delegation

(i) Full Council

- receiving and reviewing reports on treasury management policies, practices and activities.
- approval of annual strategy.

(ii) Cabinet

- approval of/amendments to the organisation's adopted clauses, treasury management policy statement and treasury management practices.
- budget consideration and approval.
- approval of the division of responsibilities.
- receiving and reviewing regular monitoring reports and acting on recommendations.
- approving the selection of external service providers and agreeing terms of appointment.

(iii) Responsibility for scrutiny

- reviewing the treasury management policy and procedures and making recommendations to the responsible body.

APPENDIX 8.8

The Treasury Management Role of the Section 151 Officer

The S151 (responsible) officer

- recommending clauses, treasury management policy/practices for approval, reviewing the same regularly, and monitoring compliance.
- submitting regular treasury management policy reports.
- submitting budgets and budget variations.
- receiving and reviewing management information reports.
- reviewing the performance of the treasury management function.
- ensuring the adequacy of treasury management resources and skills, and the effective division of responsibilities within the treasury management function.
- ensuring the adequacy of internal audit and liaising with external audit.
- recommending the appointment of external service providers.
- preparation of a Capital Strategy to include capital expenditure, capital financing, non-financial investments and treasury management, with a long-term timeframe.
- ensuring that the Capital Strategy is prudent, sustainable, affordable and prudent in the long term and provides value for money.
- ensuring that due diligence has been carried out on all treasury and non-financial investments and is in accordance with the risk appetite of the authority.
- ensure that the Authority has appropriate legal powers to undertake expenditure on non-financial assets and their financing.
- ensuring the proportionality of all investments so that the Authority does not undertake a level of investing which exposes the Authority to an excessive level of risk compared to its financial resources.
- ensuring that an adequate governance process is in place for the approval, monitoring and ongoing risk management of all non-financial investments and long-term liabilities.
- provision to members of a schedule of all non-treasury investments including material investments in subsidiaries, joint ventures, loans and financial guarantees.
- ensuring that members are adequately informed and understand the risk exposures taken on by the Authority.
- ensuring that the Authority has adequate expertise, either in house or externally provided, to carry out the above.

Approved Countries for Investments

This list is based on those countries which have sovereign ratings of AA- or higher, (shown is the lowest rating from Fitch, Moody's and S&P) and also, (except - at the time of writing - for Hong Kong and Luxembourg), have banks operating in sterling markets which have credit ratings of green or above in the Link creditworthiness service.

Based on lowest available rating

AAA

- Australia
- Denmark
- Germany
- Netherlands
- Norway
- Singapore
- Sweden
- Switzerland

AA+

- Canada
- Finland
- U.S.A.

AA

- Abu Dhabi (UAE)

AA-

- Belgium
- France
- Qatar
- **U.K.**

APPENDIX 8.10

APPENDIX 8.11

Flexible Use of Capital Receipts Strategy 2024/25

Harborough District Council

Legal Framework for Flexible Use of Capital Receipts

- LA Act 2003 requires a local authority to have regard to guidance issued by the Secretary of State.
- Capital receipts flexibility guidance is under Part 2, Section 15(1)(a) of the LA Act 2003.
- Guidance applies from 1 April 2016 for the period for which the flexible use of capital receipts will apply.
- It should be noted that updated guidance was issued with effect from 1 April 2022, and the freedoms have been extended to continue to 2024/25.
- Only Non-Right to buy Capital Receipts can be used and only those receipts received during the period the guidance covers.

Background

- For 2024/25 the net contribution to reserves is £2.6m (net equals contributions to and from reserves).
- Over the Medium-Term Financial Strategy (MTFS) currently being approved shows a net contribution from reserves of £3.5m. The first year within the MTFS where a deficit occurs is 2026/27 which requires a contribution from reserves of £1.7m.
- This forecast position recognises the requirement to make the Council's budget more financially resilient and sustainable whilst providing increased resources to support demand led services within the Council.

Capital Programme

- The Councils Capital Programme for 2024/25 until 2028/29 totals £30m; it includes the following significant investment programmes:
  - New Depot, £10m
  - Leisure Centre development, £6.3m
  - Flex D, £2.1m
  - Disabled Facilities Grant, £2.1m
  - Temporary Accommodation, £1m
  - Cemeteries, £950k
  - Waste collection, £920k
  - Market Hall development and efficiency, £396k

Capital Receipts

- It is estimated that by 31 March 2024, the Council will have Capital Receipts of £11.6m (net).
- Of this, it is estimated that £9.4m will have been received between 2016 and March 2024. Of this £6.5m (69%) will be Non-Right to Buy capital receipts and available for this Flexibility.
- In June 2021, the original delegation was given to the Director: Finance, ICT and Assets, following consultation with the Portfolio Holder for Resources for the use of Non-Right to Buy receipts to provide additional flexibility. This delegation is to be extended to 2024/25, but with consultation with the Portfolio Holder for Finance.

Flexible Use of Capital Receipts:
Balance between "Non- Right-To-Buy" and "Right To Buy" Capital Receipts

	Audited Balances												Provisional Balances (Subject to Audit)		Net Total	
	2011/12	2012/13	2013/14	2014/15	2015/16	Total Pre-2016	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	Total 2016 to 2024	Total since 2011/12
	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000
Capital Expenditure																
DFG	6	0	0	0	0	**6**	0	0	0	0	0	0	0	0	**0**	**6**
Garage Sites	0	0	12	0	26	**38**	361	1,042	17	17	0	0	0	0	**1,437**	**1,475**
ICT Schemes	0	0	0	0	73	**73**	0	53	59	59	0	55	280	0	**506**	**579**
Lutterworth Service Shop	0	0	46	0	0	**46**	0	0	0	0	0	0	0	0	**0**	**46**
Market Hall	0	0	0	0	59	**59**	(4)	0	0	0	0	0	0	0	**(4)**	**55**
Minor Capex	16	7	3	0	24	**50**	3	17	312	395	0	120	17	450	**1,314**	**1,364**
Private Sector Renewal Loans & Grants	11	0	0	0	0	**11**	0	0	0	0	0	0	0	0	**0**	**11**
Symington Building	0	0	0	0	0	**0**	80	65	0	0	0	0	0	0	**145**	**145**
Symington Recreation Ground Pavilion	0	0	0	0	0	**0**	0	0	0	0	0	86	0	0	**86**	**86**
Play Area Equipment	0	0	0	0	0	**0**	0	0	0	0	0	0	0	100	**100**	**100**
Welland Park Conveniences	0	0	0	0	0	**0**	0	0	0	0	0	0	235	0	**235**	**235**
Leisure Centres	0	0	0	0	0	**0**	0	0	0	0	0	0	0	0	**0**	**0**
Lutterworth Town Centre Heritage Action Zone	0	0	0	0	0	**0**	0	0	0	0	0	0	0	0	**0**	**0**
Pooling Payment to ODPM	1	2	0	0	0	**3**	0	0	0	0	0	0	0	0	**0**	**3**
Total Capital Expenditure per Annum	**34**	**9**	**61**	**0**	**182**	**286**	**440**	**1,177**	**388**	**471**	**0**	**261**	**532**	**550**	**3,819**	**4,105**
Capital Receipts																
Disposal Costs	0	0	0	4	5	**9**	2	0	0	0	0	55	0	0	**57**	**66**
Easements	0	0	0	(20)	(93)	**(113)**	0	(5)	(20)	(20)	0	0	0	0	**(45)**	**(158)**
Garage Sites	0	0	0	(30)	(47)	**(77)**	0	(745)	(544)	(544)	0	0	0	0	**(1,833)**	**(1,910)**
Lutterworth Service Shop	0	0	0	(205)	0	**(205)**	0	0	0	0	0	0	0	0	**0**	**(205)**
Mortgage Repayments	(1)	(3)	0	0	0	**(4)**	0	0	0	0	0	0	0	0	**0**	**(4)**
Other Sales	(4)	0	0	0	0	**(4)**	0	0	0	0	0	0	0	0	**0**	**(4)**
Repayment of DFG	(8)	(5)	(3)	(9)	(3)	**(28)**	(14)	(15)	(7)	(7)	(18)	(12)	(11)	0	**(84)**	**(112)**
Right-to-Buy (RTB)	(131)	(313)	(504)	(531)	(550)	**(2,029)**	(484)	(375)	(674)	(674)	(666)	(695)	(394)	(142)	**(4,104)**	**(6,133)**
Sale of Land & Buildings	(30)	(239)	0	0	0	**(269)**	(29)	(369)	(266)	(266)	0	(5,031)	(1,265)	0	**(7,226)**	**(7,495)**
	(174)	**(560)**	**(507)**	**(791)**	**(688)**	**(2,720)**	**(525)**	**(1,509)**	**(1,511)**	**(1,511)**	**(684)**	**(5,683)**	**(1,670)**	**(142)**	**(13,235)**	**(15,955)**
Txfr to Broadband Reserve	0	0	238	0	0	**238**	0	0	0	0	0	0	0	0	**0**	**238**
Total Capital Receipts per Annum	**(174)**	**(560)**	**(269)**	**(791)**	**(688)**	**(2,482)**	**(525)**	**(1,509)**	**(1,511)**	**(1,511)**	**(684)**	**(5,683)**	**(1,670)**	**(142)**	**(13,235)**	**(15,717)**
Net Total	**(140)**	**(551)**	**(208)**	**(791)**	**(506)**	**(2,196)**	**(85)**	**(332)**	**(1,123)**	**(1,040)**	**(684)**	**(5,422)**	**(1,138)**	**408**	**(9,416)**	**(11,612)**

NB.
RTB: Right-to-Buy, these are capital receipts from the Councils former Housing Stock
Opening balance for Capital Receipts at 1st April 2011/12 is Nil, so far to go back 10-years to establish true level of RTB and Non-RTB receipts.
Regulations only allow Capital Receipts received over the period of the flexibiltiy to be considered

Total Right-to-Buy Capital Receipts Over 2016 to 2024 Period	(4,104)	31%
Total of All Capital Receipts Over 2016 to 2024 Period	(13,235)	

Apportionment Between Non RTB and RTB Receipts		
Non-RTB Receipts	(6,497)	69%
RTB Receipts	(2,919)	31%
Total Net Receipts-31 March	**(9,416)**	**100%**

RESOLUTION **APPENDIX 9**

COUNCIL TAX 2024/25

The Council is recommended to resolve as follows:

1. That it be noted that on 11 December 2023 the Council (agreed under delegation) calculated the Council Tax Base for 2024/25

   (a) for the whole district as 38,921.90 [Item T in the formula in Section 31B of the Local Government Finance Act 1992, as amended (the Act)]; and

   (b) for dwellings in those parts of its district to which one or more special items relates as listed below:

Area	**Tax Base**
Unparished area of Market Harborough	9,668.00
Area	**Tax Base**
Parish of	
Allexton	37.9
Arnesby	174.5
Ashby Magna	166.6
Ashby Parva	120.1
Billesdon	439.9
Bitteswell with Bittesby	233.7
Blaston	33.2
Bringhurst	24.2
Broughton Astley	3,402.5
Bruntingthorpe	174.7
Burton Overy	155.0
Carlton Curlieu	21.8
Catthorpe	85.4
Claybrooke Magna	261.0
Claybrooke Parva	89.0
Cold Newton	24.5
Cotesbach	107.0
Cranoe	17.6
Drayton	79.9

Area	Tax Base
Dunton Bassett	310.5
East Langton	195.6
East Norton	47.5
Fleckney	1,853.8
Foxton	240.1
Frisby	13.7
Frolesworth	136.4
Gaulby	77.9
Gilmorton	614.3
Glooston	37.4
Goadby	47.4
Great Bowden	650.0
Great Easton	338.5
Great Glen	1,925.1
Gumley	70.2
Hallaton	289.2
Horninghold	50.0
Houghton-on-the-Hill	768.3
Hungarton	136.8
Husbands Bosworth	561.1
Illston-on the-Hill	88.3
Keyham	68.4
Kibworth Beauchamp	1,844.7
Kibworth Harcourt	1,003.0
Kimcote and Walton	282.0
Kings Norton	33.5
Knaptoft	29.2
Laughton	47.0
Launde	12.7
Leire	275.1
Little Stretton	57.4
Loddington	34.4
Lowesby	38.2
Lubenham	470.1
Lutterworth	3,805.0
Marefield	10.7
Medbourne	240.3
Misterton	201.9
Mowsley	132.2
Nevill Holt	27.0
North Kilworth	373.2

Area	Tax Base
Noseley	11.8
Owston	59.5
Peatling Magna	106.6
Peatling Parva	94.3
Rolleston	35.9
Saddington	111.7
Scraptoft	1,104.3
Shangton	74.9
Shawell	91.7
Shearsby	114.6
Skeffington	111.7
Slawston	76.0
Smeeton Westerby	166.8
South Kilworth	247.1
Stockerston	21.2
Stonton Wyville	16.2
Stoughton	170.7
Swinford	300.0
Theddingworth	103.9
Thorpe Langton	110.1
Thurnby	1,613.9
Tilton-the-Hill	286.2
Tugby and Keythorpe	189.0
Tur Langton	111.3
Ullesthorpe	481.6
Welham	20.2
West Langton	53.1
Westrill and Starmore	1.7
Willoughby Waterleys	150.7
Wistow-cum-Newton	118.3
Withcote	12.3
	38,921.90

2. Calculate that the Council Tax Requirement for the Council's own purposes for 2024/25 (excluding Parish precepts) is £6,926,931 (£177.97).

3. That the following amounts be calculated by the Council for the year 2024/25 in accordance with new Sections 31 to 36 of the Act:

(a)	£36,318,633	being the aggregate of the amounts which the Council estimates for the items set out in Section 31A (2) of the Act taking into account all precepts issued to it by Parish Councils.
(b)	£26,859,829	being the aggregate of the amounts which the Council estimates for the items set out in Section 31A (3) of the Act.
(c)	£9,458,804	being the amount by which the aggregate at 3(a) above exceeds the aggregate of 3(b) above, calculated by the Council, in accordance with Section 31A (4) of the Act, as its Council Tax Requirement for the year including special expenses items and Parish precepts. (Item **R** in the formula in Section 31B of the Act).
(d)	£243.0200	being the amount at 3(c) above (Item R) divided by the amount at 1(a) above (Item T), calculated by the Council, in accordance with Section 31B of the Act, as the basic amount of its Council Tax for the year (Average Band D Council Tax including special expense items and Parish precepts).
(e)	£3,189,591	being the aggregate amount of all special items (special expense items of the Council and Parish precepts) referred to in Section 34(1) of the Act.
(f)	£161.07	being the amount at 3(d) above less the result given by dividing the amount at 3(e) above by Item T (1(a) above), calculated by the Council, in accordance with Section 34(2) of the Act, as the basic amount of its Council Tax for the year for dwellings in those parts of its areas to which no special item relates. (Band D Council Tax for general expenses only excludes special expenses items and Parish precepts)

(g) Basic Amount of Council Tax by Parish 2024/25 (£)

Area	Band D
	£
Market Harborough	215.28
Allexton	193.39
Arnesby	252.47
Ashby Magna	225.99
Ashby Parva	272.48
Billesdon	201.98
Bitteswell with Bittesby	293.47
Blaston	170.83
Bringhurst	248.88
Broughton Astley	281.40
Bruntingthorpe	193.70
Burton Overy	260.30
Carlton Curlieu	161.07
Catthorpe	161.07
Claybrooke Magna	207.08
Claybrooke Parva	223.47
Cold Newton	161.07
Cotesbach	197.62
Cranoe	161.07
Drayton	199.62
Dunton Bassett	213.13
East Langton	213.35
East Norton	161.07
Fleckney	265.41
Foxton	216.76
Frisby	161.07
Frolesworth	197.73
Gaulby	161.07
Gilmorton	237.17
Glooston	161.07
Goadby	171.62
Great Bowden	229.29
Great Easton	214.18
Great Glen	295.23
Gumley	161.07
Hallaton	266.53
Horninghold	171.07
Houghton	217.88

Area	Band D
	£
Hungarton	279.79
Husbands Bosworth	293.84
Illston	231.66
Keyham	230.08
Kibworth Beauchamp	253.54
Kibworth Harcourt	251.01
Kimcote & Walton	218.72
Kings Norton	161.07
Knaptoft	161.07
Laughton	161.07
Launde	161.07
Leire	216.10
Little Stretton	195.91
Loddington	161.07
Lowesby	161.07
Lubenham	207.57
Lutterworth	296.61
Marefield	161.07
Medbourne	228.60
Misterton	304.11
Mowsley	221.58
Neville Holt	206.63
North Kilworth	226.01
Noseley	161.07
Owston & Newbold	161.07
Peatling Magna	189.66
Peatling Parva	161.07
Rolleston	161.07
Saddington	212.49
Scraptoft	275.48
Shangton	161.07
Shawell	187.68
Shearsby	308.62
Skeffington	204.04
Slawston	161.07
Smeeton Westerby	215.51
South Kilworth	240.40
Stockerston	161.07
Stonton Wyville	161.07
Stoughton	227.33

Area	Band D
	£
Swinford	236.22
Theddingworth	201.20
Thorpe Langton	161.07
Thurnby & Bushby	241.56
Tilton	220.47
Tugby	235.09
Tur Langton	258.82
Ullesthorpe	196.16
Welham	161.07
West Langton	161.07
Westrill & Starmore	161.07
Willoughby Waterleys	229.75
Wistow	161.07
Withcote	161.07

being the amounts given by adding to the amount at 3(f) above the amounts of the special item or items relating to dwellings in those parts of the Council's area mentioned above divided in each case by the amount at 1(b) above, calculated by the Council, in accordance with Section 34(3) of the Act, as the basic amounts of its Council Tax for the year for dwellings in those parts of its area to which one or more special items relate.

(h) Calculation of Basic Amounts of Council Tax by parish for Different Valuation Bands

The amounts shown in **Appendix 9 Table A** attached being the amounts given by multiplying the amounts at 3(g) 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 amounts to be taken into account for the year in respect of categories of dwellings listed in different valuation bands.

4. That it be noted for the year 2024/25 the major precepting authorities have issued precepts to the Council, in accordance with Section 40 of the Local Government Finance Act 1992, as amended, for each category of dwellings in the Council's area as indicated in the table below:

Precepting Authority	Valuation Bands (£)			
Leicestershire County Council (Main Element)	A	913.28	E	1,674.35
	B	1065.49	F	1,978.77
	C	1217.71	G	2,283.20
	D	1,369.92	H	2,739.84
Leicestershire County Council (Adult Social Care Element)	A	154.44	E	283.14
	B	180.18	F	334.62
	C	205.92	G	386.10
	D	231.66	H	463.32
Leicestershire County Council (Total) (Main Element plus Adult Social Care Element)	A	1,067.72	E	1.957.49
	B	1,245.67	F	2,313.39
	C	1,423.63	G	2,669.30
	D	1,601.58	H	3,203.16
Police & Crime Commissioner	A	190.82	E	349.84
	B	222.62	F	413.44
	C	254.43	G	477.05
	D	286.23	H	572.46
Leicester, Leicestershire & Rutland Combined Fire Authority	A	54.44	E	99.80
	B	63.51	F	117.94
	C	72.58	G	136.09
	D	81.65	H	163.30

5. That, having calculated the aggregate in each case of the amounts at 3(h) and 4 above, the Council, in accordance with Sections 30 and 36 of the Local Government Finance Act 1992, as amended, hereby sets the amounts set out in Table B as the amounts of Council Tax for the year 2024/25 for each part of its area and for each of the categories of dwelling shown in **Appendix 9 Table B**.

6. Determines that the Council's basic amount of Council Tax for 2024/25 is not excessive in accordance with the principles approved under Section 52ZB of the Local Government Finance Act 1992, as amended.

As the billing authority, the Council has not been notified by a major precepting authority that its relevant basic amount of Council Tax for 2024/25 is excessive and that the billing authority is not required to hold a referendum in accordance with Section 52ZK of the Local Government Finance Act 1992, as amended.

APPENDIX 9 - Table A

HARBOROUGH DISTRICT COUNCIL'S ELEMENT OF COUNCIL TAX 2024/25

Area	Band A	Band B	Band C	Band D	Band E	Band F	Band G	Band H
	£	£	£	£	£	£	£	£
Market Harborough	143.52	167.44	191.36	215.28	263.12	310.96	358.80	430.56
Allexton	128.93	150.42	171.90	193.39	236.36	279.34	322.32	386.78
Arnesby	168.31	196.37	224.41	252.47	308.57	364.68	420.78	504.94
Ashby Magna	150.66	175.77	200.88	225.99	276.21	326.43	376.65	451.98
Ashby Parva	181.65	211.93	242.20	272.48	333.03	393.59	454.13	544.96
Billesdon	134.65	157.10	179.53	201.98	246.86	291.75	336.63	403.96
Bitteswell with Bittesby	195.65	228.26	260.86	293.47	358.68	423.90	489.12	586.94
Blaston	113.89	132.87	151.85	170.83	208.79	246.76	284.72	341.66
Bringhurst	165.92	193.58	221.22	248.88	304.18	359.50	414.80	497.76
Broughton Astley	187.60	218.87	250.13	281.40	343.93	406.47	469.00	562.80
Bruntingthorpe	129.13	150.66	172.17	193.70	236.74	279.79	322.83	387.40
Burton Overy	173.53	202.46	231.37	260.30	318.14	375.99	433.83	520.60
Carlton Curlieu	107.38	125.28	143.17	161.07	196.86	232.66	268.45	322.14
Catthorpe	107.38	125.28	143.17	161.07	196.86	232.66	268.45	322.14
Claybrooke Magna	138.05	161.07	184.07	207.08	253.09	299.12	345.13	414.16
Claybrooke Parva	148.98	173.81	198.64	223.47	273.13	322.79	372.45	446.94
Cold Newton	107.38	125.28	143.17	161.07	196.86	232.66	268.45	322.14
Cotesbach	131.75	153.71	175.66	197.62	241.53	285.45	329.37	395.24
Cranoe	107.38	125.28	143.17	161.07	196.86	232.66	268.45	322.14
Drayton	133.08	155.26	177.44	199.62	243.98	288.34	332.70	399.24
Dunton Bassett	142.09	165.77	189.45	213.13	260.49	307.86	355.22	426.26
East Langton	142.23	165.94	189.64	213.35	260.76	308.18	355.58	426.70
East Norton	107.38	125.28	143.17	161.07	196.86	232.66	268.45	322.14
Fleckney	176.94	206.43	235.92	265.41	324.39	383.38	442.35	530.82
Foxton	144.51	168.60	192.67	216.76	264.92	313.10	361.27	433.52
Frisby	107.38	125.28	143.17	161.07	196.86	232.66	268.45	322.14
Frolesworth	131.82	153.79	175.76	197.73	241.67	285.61	329.55	395.46
Gaulby	107.38	125.28	143.17	161.07	196.86	232.66	268.45	322.14
Gilmorton	158.11	184.47	210.81	237.17	289.87	342.58	395.28	474.34
Glooston	107.38	125.28	143.17	161.07	196.86	232.66	268.45	322.14
Goadby	114.41	133.49	152.55	171.62	209.75	247.90	286.03	343.24
Great Bowden	152.86	178.34	203.81	229.29	280.24	331.20	382.15	458.58
Great Easton	142.79	166.58	190.38	214.18	261.78	309.37	356.97	428.36
Great Glen	196.82	229.62	262.42	295.23	360.84	426.45	492.05	590.46
Gumley	107.38	125.28	143.17	161.07	196.86	232.66	268.45	322.14
Hallaton	177.69	207.30	236.91	266.53	325.76	384.99	444.22	533.06
Horninghold	114.05	133.06	152.06	171.07	209.08	247.10	285.12	342.14
Houghton	145.25	169.47	193.67	217.88	266.29	314.72	363.13	435.76
Hungarton	186.53	217.62	248.70	279.79	341.96	404.14	466.32	559.58
Husbands Bosworth	195.89	228.55	261.19	293.84	359.13	424.44	489.73	587.68
Illston	154.44	180.18	205.92	231.66	283.14	334.62	386.10	463.32
Keyham	153.39	178.95	204.51	230.08	281.21	332.34	383.47	460.16
Kibworth Beauchamp	169.03	197.20	225.37	253.54	309.88	366.23	422.57	507.08
Kibworth Harcourt	167.34	195.23	223.12	251.01	306.79	362.57	418.35	502.02

APPENDIX 9 - Table A

HARBOROUGH DISTRICT COUNCIL'S ELEMENT OF COUNCIL TAX 2024/25

Area	Band A	Band B	Band C	Band D	Band E	Band F	Band G	Band H
	£	£	£	£	£	£	£	£
Kimcote & Walton	145.81	170.12	194.41	218.72	267.32	315.93	364.53	437.44
Kings Norton	107.38	125.28	143.17	161.07	196.86	232.66	268.45	322.14
Knaptoft	107.38	125.28	143.17	161.07	196.86	232.66	268.45	322.14
Laughton	107.38	125.28	143.17	161.07	196.86	232.66	268.45	322.14
Launde	107.38	125.28	143.17	161.07	196.86	232.66	268.45	322.14
Leire	144.07	168.08	192.09	216.10	264.12	312.15	360.17	432.20
Little Stretton	130.61	152.38	174.14	195.91	239.44	282.98	326.52	391.82
Loddington	107.38	125.28	143.17	161.07	196.86	232.66	268.45	322.14
Lowesby	107.38	125.28	143.17	161.07	196.86	232.66	268.45	322.14
Lubenham	138.38	161.45	184.50	207.57	253.69	299.83	345.95	415.14
Lutterworth	197.74	230.70	263.65	296.61	362.52	428.44	494.35	593.22
Marefield	107.38	125.28	143.17	161.07	196.86	232.66	268.45	322.14
Medbourne	152.40	177.80	203.20	228.60	279.40	330.20	381.00	457.20
Misterton	202.74	236.53	270.32	304.11	371.69	439.27	506.85	608.22
Mowsley	147.72	172.34	196.96	221.58	270.82	320.06	369.30	443.16
Neville Holt	137.75	160.72	183.67	206.63	252.54	298.47	344.38	413.26
North Kilworth	150.67	175.79	200.89	226.01	276.23	326.46	376.68	452.02
Noseley	107.38	125.28	143.17	161.07	196.86	232.66	268.45	322.14
Owston & Newbold	107.38	125.28	143.17	161.07	196.86	232.66	268.45	322.14
Peatling Magna	126.44	147.52	168.58	189.66	231.80	273.96	316.10	379.32
Peatling Parva	107.38	125.28	143.17	161.07	196.86	232.66	268.45	322.14
Rolleston	107.38	125.28	143.17	161.07	196.86	232.66	268.45	322.14
Saddington	141.66	165.28	188.87	212.49	259.70	306.94	354.15	424.98
Scraptoft	183.65	214.27	244.86	275.48	336.69	397.92	459.13	550.96
Shangton	107.38	125.28	143.17	161.07	196.86	232.66	268.45	322.14
Shawell	125.12	145.98	166.82	187.68	229.38	271.10	312.80	375.36
Shearsby	205.75	240.04	274.33	308.62	377.20	445.79	514.37	617.24
Skeffington	136.03	158.70	181.37	204.04	249.38	294.73	340.07	408.08
Slawston	107.38	125.28	143.17	161.07	196.86	232.66	268.45	322.14
Smeeton Westerby	143.67	167.62	191.56	215.51	263.40	311.30	359.18	431.02
South Kilworth	160.27	186.98	213.69	240.40	293.82	347.25	400.67	480.80
Stockerston	107.38	125.28	143.17	161.07	196.86	232.66	268.45	322.14
Stonton Wyville	107.38	125.28	143.17	161.07	196.86	232.66	268.45	322.14
Stoughton	151.55	176.82	202.07	227.33	277.84	328.37	378.88	454.66
Swinford	157.48	183.73	209.97	236.22	288.71	341.21	393.70	472.44
Theddingworth	134.13	156.49	178.84	201.20	245.91	290.63	335.33	402.40
Thorpe Langton	107.38	125.28	143.17	161.07	196.86	232.66	268.45	322.14
Thurnby & Bushby	161.04	187.89	214.72	241.56	295.23	348.92	402.60	483.12
Tilton	146.98	171.48	195.97	220.47	269.46	318.46	367.45	440.94
Tugby	156.73	182.85	208.97	235.09	287.33	339.58	391.82	470.18
Tur Langton	172.55	201.31	230.06	258.82	316.33	373.85	431.37	517.64
Ullesthorpe	130.77	152.57	174.36	196.16	239.75	283.35	326.93	392.32
Welham	107.38	125.28	143.17	161.07	196.86	232.66	268.45	322.14
West Langton	107.38	125.28	143.17	161.07	196.86	232.66	268.45	322.14
Westrill & Starmore	107.38	125.28	143.17	161.07	196.86	232.66	268.45	322.14
Willoughby Waterleys	153.17	178.70	204.22	229.75	280.80	331.86	382.92	459.50
Wistow	107.38	125.28	143.17	161.07	196.86	232.66	268.45	322.14
Withcote	107.38	125.28	143.17	161.07	196.86	232.66	268.45	322.14

COUNCIL TAX 2024/25 BY AREA AND VALUATION BAND

Area	Band A	Band B	Band C	Band D	Band E	Band F	Band G	Band H
	£	£	£	£	£	£	£	£
Market Harborough	1,456.50	1,699.24	1,942.00	2,184.74	2,670.25	3,155.73	3,641.24	4,369.48
Allexton	1,441.91	1,682.22	1,922.54	2,162.85	2,643.49	3,124.11	3,604.76	4,325.70
Arnesby	1,481.29	1,728.17	1,975.05	2,221.93	2,715.70	3,209.45	3,703.22	4,443.86
Ashby Magna	1,463.64	1,707.57	1,951.52	2,195.45	2,683.34	3,171.20	3,659.09	4,390.90
Ashby Parva	1,494.63	1,743.73	1,992.84	2,241.94	2,740.16	3,238.36	3,736.57	4,483.88
Billesdon	1,447.63	1,688.90	1,930.17	2,171.44	2,653.99	3,136.52	3,619.07	4,342.88
Bitteswell with Bittesby	1,508.63	1,760.06	2,011.50	2,262.93	2,765.81	3,268.67	3,771.56	4,525.86
Blaston	1,426.87	1,664.67	1,902.49	2,140.29	2,615.92	3,091.53	3,567.16	4,280.58
Bringhurst	1,478.90	1,725.38	1,971.86	2,218.34	2,711.31	3,204.27	3,697.24	4,436.68
Broughton Astley	1,500.58	1,750.67	2,000.77	2,250.86	2,751.06	3,251.24	3,751.44	4,501.72
Bruntingthorpe	1,442.11	1,682.46	1,922.81	2,163.16	2,643.87	3,124.56	3,605.27	4,326.32
Burton Overy	1,486.51	1,734.26	1,982.01	2,229.76	2,725.27	3,220.76	3,716.27	4,459.52
Carlton Curlieu	1,420.36	1,657.08	1,893.81	2,130.53	2,603.99	3,077.43	3,550.89	4,261.06
Catthorpe	1,420.36	1,657.08	1,893.81	2,130.53	2,603.99	3,077.43	3,550.89	4,261.06
Claybrooke Magna	1,451.03	1,692.87	1,934.71	2,176.54	2,660.22	3,143.89	3,627.57	4,353.08
Claybrooke Parva	1,461.96	1,705.61	1,949.28	2,192.93	2,680.26	3,167.56	3,654.89	4,385.86
Cold Newton	1,420.36	1,657.08	1,893.81	2,130.53	2,603.99	3,077.43	3,550.89	4,261.06
Cotesbach	1,444.73	1,685.51	1,926.30	2,167.08	2,648.66	3,130.22	3,611.81	4,334.16
Cranoe	1,420.36	1,657.08	1,893.81	2,130.53	2,603.99	3,077.43	3,550.89	4,261.06
Drayton	1,446.06	1,687.06	1,928.08	2,169.08	2,651.11	3,133.11	3,615.14	4,338.16
Dunton Bassett	1,455.07	1,697.57	1,940.09	2,182.59	2,667.62	3,152.63	3,637.66	4,365.18
East Langton	1,455.21	1,697.74	1,940.28	2,182.81	2,667.89	3,152.95	3,638.02	4,365.62
East Norton	1,420.36	1,657.08	1,893.81	2,130.53	2,603.99	3,077.43	3,550.89	4,261.06
Fleckney	1,489.92	1,738.23	1,986.56	2,234.87	2,731.52	3,228.15	3,724.79	4,469.74
Foxton	1,457.49	1,700.40	1,943.31	2,186.22	2,672.05	3,157.87	3,643.71	4,372.44
Frisby	1,420.36	1,657.08	1,893.81	2,130.53	2,603.99	3,077.43	3,550.89	4,261.06
Frolesworth	1,444.80	1,685.59	1,926.40	2,167.19	2,648.80	3,130.38	3,611.99	4,334.38
Gaulby	1,420.36	1,657.08	1,893.81	2,130.53	2,603.99	3,077.43	3,550.89	4,261.06
Gilmorton	1,471.09	1,716.27	1,961.45	2,206.63	2,697.00	3,187.35	3,677.72	4,413.26
Glooston	1,420.36	1,657.08	1,893.81	2,130.53	2,603.99	3,077.43	3,550.89	4,261.06
Goadby	1,427.39	1,665.29	1,903.19	2,141.08	2,616.88	3,092.67	3,568.47	4,282.16
Great Bowden	1,465.84	1,710.14	1,954.45	2,198.75	2,687.37	3,175.97	3,664.59	4,397.50
Great Easton	1,455.77	1,698.38	1,941.02	2,183.64	2,668.91	3,154.14	3,639.41	4,367.28
Great Glen	1,509.80	1,761.42	2,013.06	2,264.69	2,767.97	3,271.22	3,774.49	4,529.38
Gumley	1,420.36	1,657.08	1,893.81	2,130.53	2,603.99	3,077.43	3,550.89	4,261.06
Hallaton	1,490.67	1,739.10	1,987.55	2,235.99	2,732.89	3,229.76	3,726.66	4,471.98
Horninghold	1,427.03	1,664.86	1,902.70	2,140.53	2,616.21	3,091.87	3,567.56	4,281.06
Houghton	1,458.23	1,701.27	1,944.31	2,187.34	2,673.42	3,159.49	3,645.57	4,374.68
Hungarton	1,499.51	1,749.42	1,999.34	2,249.25	2,749.09	3,248.91	3,748.76	4,498.50
Husbands Bosworth	1,508.87	1,760.35	2,011.83	2,263.30	2,766.26	3,269.21	3,772.17	4,526.60
Illston	1,467.42	1,711.98	1,956.56	2,201.12	2,690.27	3,179.39	3,668.54	4,402.24
Keyham	1,466.37	1,710.75	1,955.15	2,199.54	2,688.34	3,177.11	3,665.91	4,399.08
Kibworth Beauchamp	1,482.01	1,729.00	1,976.01	2,223.00	2,717.01	3,211.00	3,705.01	4,446.00
Kibworth Harcourt	1,480.32	1,727.03	1,973.76	2,220.47	2,713.92	3,207.34	3,700.79	4,440.94

COUNCIL TAX 2024/25 BY AREA AND VALUATION BAND

Area	Band A	Band B	Band C	Band D	Band E	Band F	Band G	Band H
	£	£	£	£	£	£	£	£
Kimcote & Walton	1,458.79	1,701.92	1,945.05	2,188.18	2,674.45	3,160.70	3,646.97	4,376.36
Kings Norton	1,420.36	1,657.08	1,893.81	2,130.53	2,603.99	3,077.43	3,550.89	4,261.06
Knaptoft	1,420.36	1,657.08	1,893.81	2,130.53	2,603.99	3,077.43	3,550.89	4,261.06
Laughton	1,420.36	1,657.08	1,893.81	2,130.53	2,603.99	3,077.43	3,550.89	4,261.06
Launde	1,420.36	1,657.08	1,893.81	2,130.53	2,603.99	3,077.43	3,550.89	4,261.06
Leire	1,457.05	1,699.88	1,942.73	2,185.56	2,671.25	3,156.92	3,642.61	4,371.12
Little Stretton	1,443.59	1,684.18	1,924.78	2,165.37	2,646.57	3,127.75	3,608.96	4,330.74
Loddington	1,420.36	1,657.08	1,893.81	2,130.53	2,603.99	3,077.43	3,550.89	4,261.06
Lowesby	1,420.36	1,657.08	1,893.81	2,130.53	2,603.99	3,077.43	3,550.89	4,261.06
Lubenham	1,451.36	1,693.25	1,935.14	2,177.03	2,660.82	3,144.60	3,628.39	4,354.06
Lutterworth	1,510.72	1,762.50	2,014.29	2,266.07	2,769.65	3,273.21	3,776.79	4,532.14
Marefield	1,420.36	1,657.08	1,893.81	2,130.53	2,603.99	3,077.43	3,550.89	4,261.06
Medbourne	1,465.38	1,709.60	1,953.84	2,198.06	2,686.53	3,174.97	3,663.44	4,396.12
Misterton	1,515.72	1,768.33	2,020.96	2,273.57	2,778.82	3,284.04	3,789.29	4,547.14
Mowsley	1,460.70	1,704.14	1,947.60	2,191.04	2,677.95	3,164.83	3,651.74	4,382.08
Neville Holt	1,450.73	1,692.52	1,934.31	2,176.09	2,659.67	3,143.24	3,626.82	4,352.18
North Kilworth	1,463.65	1,707.59	1,951.53	2,195.47	2,683.36	3,171.23	3,659.12	4,390.94
Noseley	1,420.36	1,657.08	1,893.81	2,130.53	2,603.99	3,077.43	3,550.89	4,261.06
Owston & Newbold	1,420.36	1,657.08	1,893.81	2,130.53	2,603.99	3,077.43	3,550.89	4,261.06
Peatling Magna	1,439.42	1,679.32	1,919.22	2,159.12	2,638.93	3,118.73	3,598.54	4,318.24
Peatling Parva	1,420.36	1,657.08	1,893.81	2,130.53	2,603.99	3,077.43	3,550.89	4,261.06
Rolleston	1,420.36	1,657.08	1,893.81	2,130.53	2,603.99	3,077.43	3,550.89	4,261.06
Saddington	1,454.64	1,697.08	1,939.51	2,181.95	2,666.83	3,151.71	3,636.59	4,363.90
Scraptoft	1,496.63	1,746.07	1,995.50	2,244.94	2,743.82	3,242.69	3,741.57	4,489.88
Shangton	1,420.36	1,657.08	1,893.81	2,130.53	2,603.99	3,077.43	3,550.89	4,261.06
Shawell	1,438.10	1,677.78	1,917.46	2,157.14	2,636.51	3,115.87	3,595.24	4,314.28
Shearsby	1,518.73	1,771.84	2,024.97	2,278.08	2,784.33	3,290.56	3,796.81	4,556.16
Skeffington	1,449.01	1,690.50	1,932.01	2,173.50	2,656.51	3,139.50	3,622.51	4,347.00
Slawston	1,420.36	1,657.08	1,893.81	2,130.53	2,603.99	3,077.43	3,550.89	4,261.06
Smeeton Westerby	1,456.65	1,699.42	1,942.20	2,184.97	2,670.53	3,156.07	3,641.62	4,369.94
South Kilworth	1,473.25	1,718.78	1,964.33	2,209.86	2,700.95	3,192.02	3,683.11	4,419.72
Stockerston	1,420.36	1,657.08	1,893.81	2,130.53	2,603.99	3,077.43	3,550.89	4,261.06
Stonton Wyville	1,420.36	1,657.08	1,893.81	2,130.53	2,603.99	3,077.43	3,550.89	4,261.06
Stoughton	1,464.53	1,708.62	1,952.71	2,196.79	2,684.97	3,173.14	3,661.32	4,393.58
Swinford	1,470.46	1,715.53	1,960.61	2,205.68	2,695.84	3,185.98	3,676.14	4,411.36
Theddingworth	1,447.11	1,688.29	1,929.48	2,170.66	2,653.04	3,135.40	3,617.77	4,341.32
Thorpe Langton	1,420.36	1,657.08	1,893.81	2,130.53	2,603.99	3,077.43	3,550.89	4,261.06
Thurnby & Bushby	1,474.02	1,719.69	1,965.36	2,211.02	2,702.36	3,193.69	3,685.04	4,422.04
Tilton	1,459.96	1,703.28	1,946.61	2,189.93	2,676.59	3,163.23	3,649.89	4,379.86
Tugby	1,469.71	1,714.65	1,959.61	2,204.55	2,694.46	3,184.35	3,674.26	4,409.10
Tur Langton	1,485.53	1,733.11	1,980.70	2,228.28	2,723.46	3,218.62	3,713.81	4,456.56
Ullesthorpe	1,443.75	1,684.37	1,925.00	2,165.62	2,646.88	3,128.12	3,609.37	4,331.24
Welham	1,420.36	1,657.08	1,893.81	2,130.53	2,603.99	3,077.43	3,550.89	4,261.06
West Langton	1,420.36	1,657.08	1,893.81	2,130.53	2,603.99	3,077.43	3,550.89	4,261.06
Westrill & Starmore	1,420.36	1,657.08	1,893.81	2,130.53	2,603.99	3,077.43	3,550.89	4,261.06
Willoughby Waterleys	1,466.15	1,710.50	1,954.86	2,199.21	2,687.93	3,176.63	3,665.36	4,398.42
Wistow	1,420.36	1,657.08	1,893.81	2,130.53	2,603.99	3,077.43	3,550.89	4,261.06
Withcote	1,420.36	1,657.08	1,893.81	2,130.53	2,603.99	3,077.43	3,550.89	4,261.06

Appendix 10

HARBOROUGH DISTRICT COUNCIL

Minutes Of the Meeting of the Joint Budget Overview & Scrutiny Panel Committee

Held at Council Chamber

Council Offices, Adam and Eve Street, Market Harborough.

On Thursday, 25 January 2024

Commencing at 18:30

Present:

Councillors Asher, Birch, Burrell, Dann, Elliott, Graves, James, Johnson, King, Nunn, Rickman, Whelband, and Gair

In attendance: Councillors Bateman, Hallam, Mahal and Mrs Page

Officers: D. Atkison (Director of Planning), C. Bland (Head of Financial Services), Liz Elliot (Deputy Chief Executive), S. Hamilton (Senior Democratic Services Officer), C. Mason (Director of Resources & s.151 Officer), J. Richardson (Chief Executive),

Apologies: Councillor Bannister, Sarfas, and Taylor.

1. **Election of Chairman for 2023/24**

Councillor Elliot was nominated as Chairman. It was **CARRIED** that Councillor Elliot was now the Chairman of the Joint Budget Overview & Scrutiny Panel.

2. **Apologies for Absence**

Apologies of absence were received from Councillor Sarfas, Taylor and Bannister. Councillor Gair substituted for Councillor Sarfas.

3. **Declarations of Members' Interests**

Councillor King declared a pecuniary interest in Item 4 as he is a Member of the Leicestershire Pension Scheme Committee.

4. **Draft 2024.25 Budget and MTFS (2025.26 to 2028.29)**

Councillor Graves, Cabinet Member for Finance provided a brief introduction to the report and explained some of the highlights of the draft budget. Clive Mason, Director of Resources (& s.151 officer) went through the executive summary and the highlights of both the Draft Budget and MTFS. He further explained that the purpose of the report was to scrutinise the Draft Budget 2024/25 & Medium-Term Financial Strategy (2025/26 to 2028/29) (Annex 1) and report its findings to Cabinet. Cabinet would then consider any comments from the Panel at its meeting on 12 February 2024. It was anticipated that Cabinet would recommend that Council determine the budget on 26 February 2024.
Members asked various questions around revenue, costs savings on BC25, garden waste, parking charges and Leisure Contract capital costs These questions were answered and any points were clarified.

Action Point: It was confirmed there would be a Member Briefing around UKSP Rural England Grant Fund organised shortly and therefore some of the queries asked would be clarified there.

Action Point: Clive Mason would clarify the revenue costs of 5% on FCC contract to Councillor King.

Further questions were asked around increases of police and county council percentages, outstanding monies owed by a housing provider, explanation of risks in relation to the smoothing reserve, considerations of future funding in relation to spending reserves, Lutterworth funding and allocations, solar farm development in the capital program, provision for street furniture, new home and business rates formulas, list of capital fund allocation removals from the budget as an appendix to the budget, maintenance of the Roman Way properties, robustness of strategies, delegation to capital projects limits/thresholds, Council tax 3% referendum, Quarterly Monitoring reports scrutiny, apprenticeships, Parish Liaison Officer and Community Engagement and Strategy Operational Plan.

Clive Mason, Councillor Graves, David Atkinson and John Richardson provided answers and explanations to the aforementioned queries.

Action Point: Clive Mason to provide an appendix containing a list of the capital fund allocation removals from the budget.

Action Point: Clive Mason to look into if the Quarterly Monitoring reports would report back to Scrutiny.

Thanks were given to everyone who attended and participated in the meeting.

5. Any Urgent Business

There were no urgent business matters.

The meeting ended at 21:04

Summary of Budget Consultation

Appendix 11

The public consultation was run from 16th January 2024 to 12th February 2024 via HDC's website, the responses received were as follows:

Consultee	**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**
Start time	1/16/24 23:25:01	1/24/24 22:44:26	1/27/24 16:49:25	1/29/24 10:32:54	2/1/24 12:01:58	2/1/24 12:38:19	2/1/24 13:29:24	2/8/24 14:11:31
Completion time	1/16/24 23:30:45	1/24/24 22:48:13	1/27/24 16:58:47	1/29/24 10:45:34	2/1/24 12:10:10	2/1/24 12:58:56	2/1/24 13:33:15	2/8/24 15:38:59
Email	anonymous	anonymous	anonymous	anonymous	anonymous	anonymous	anonymous	anonymous
CONSULTATION QUESTION								
Having read the budget proposal report please tell us your views on the overall budget strategy/approach detailed in the report	Definitely questionable on and wondering if a projection has been done for the houses that are still being built and how their council tax will help to aid to the funding.	Why does the majority of the money go to Harborough? Lutterworth always gets the scraps, leisure referb is a classic example.	Glad to see you have managed to create a balanced budget	Overall it is balanced but the major area of saving could be they Symington building and what use the council makes of it's space or space elsewhere. It may have to accommodate residential flats with Museum, LCC space (or they move out) . It is clear the office space is under used. Local plan and government deadline is making it all very expensive. Be careful employing consultants and what value they bring.	If Councils and Government did not waste so much money on consultations and sub committees they would have enough money	There appears to be, in appendix 3, a 1139539 "political expenditure"I am unable to find out what it is. Is the the Communities Wellbeing etc expenditure the main contributor. I note also that the Council has decided to beat the UK legal requirement of net zero by 2050 by some 20 years. As there is a predicted shortfall in income perhaps this should in the light of reality be readjusted to the national target?	I do not accept that the ADDITIONAL expenditure on the New Local Plan is a gods use of resources	it would be helpful to explain the anachronisms used in the report eg, MTFS is explained in parentheses as short for medium term financial strategy, however not all are such as NHB which i assume is New Homes Bonus although this is not clear
Having read the budget proposal report, please tell us your views on the proposed Capital Programme (Paragraph 3.31 of the report)	Not sure to be honest.		Good that Capital expenditure is continuing, particularly for the Leisure Centres. I have been surprised at how little information is available on what is being planned.	Support.	As Above	I am uncertain that purchasing a depot is required - could this not be rented?		why is the council committing to spending £1.1m on a new local plan.? it was made clear from govt department/ specialist advisers that this was unnecessary since Neil O'brien's public meeting in December?
Do you support increasing the Harborough District Council element of Council Tax for 2024/25 by 2.99% (which equates to 10.2p a week or £5.32 a year for a Band D property) to prepare for the proje...	No	No	Personally I am able and happy to pay more, but there needs to be provision made for families and	No. Your council tax receipts must have increased with all the building of housing, especially in Market Harborough - who also	No we pay one of the highest council tax in the county again due to bad management	I support it increasing. I do not support the stated reasoning	Yes	no, when you consider the highest band is H. according to hdc website this applies to homes over £320,000., laughable as houses rated not much less
Do you support the principle of ensuring the council plans ahead to address a forecast shortfall in its revenue funding from 26/27 onwards in order that it can continue to broadly deliver its exis...	Yes	No	Yes	A 5 year MTFS is crucial to planning financially	No	I do. I would support the council trimming its expenditure to avoid getting into a shortfall situation	Not wasting £2m on the local plan would help	in principle yes
Do you support freezing the price of the optional green waste collection service for 2024/25 at £61?	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Do you support freezing the price of car parking charges for 24/25 ?	Yes	No	No	No	Yes	Yes	Yes	Yes
Do you support £1.1m investment into developing a new local plan by June 2025 in order to best protect the district from unwanted speculative development?	Not sure	Yes	Not sure	No	No	No	No	No
Do you support investment into a Community Engagement Officer to work with all communities on issues that are affecting them?	Yes	Yes	Yes	No	No	No	Yes	No
Do you support the council offering Environmental Grants to community organisations to help reduce carbon emissions, enhance bio-diversity and support the financial viability of	Not sure	No	Yes	Yes	No	No	Yes	No
Do you support the creation of a £20k community resilience budget to ensure the council can support communities in need during climate events such as flooding, storms, snow and heatwaves?	Not sure	No	Yes	Yes	Yes	No	Yes	No
Do you have any other comments on the council's budget proposal report?	Unsure as to why we are funding the unmet housing need from Leicester and why that isn't being met by the government? Plus with all of the new houses being built and all of that extra council tax has that been included in the budget forecast? Also considering you are wanting to close the recycling centre but yet are wanting to increase our council tax surely our money would be better used to help keep that open? Maybe someone does actually need to talk to the public to find out what they actually want and need rather than thinking what is going to create more money for bonuses and company cars.	Divdie the budget fairly.	Please note that on the page on your website, the decimal points are so small, they are easy to miss. I originally thought the costs for producing the local plan were £11 million, not £1.1m. Even at £1.1m, plus potentially another £1.9m, this sounds extremely high in comparison to other costs in the budget.	£20K community fund is far to small for the impact that could be experienced. A Community engagement officer is not needed - the community does that on it's own. Point 7. above£1.1 Mill into planning for 2025 does not look realistic when you budget actually says 11 Mill for LP and an additional £5Mill for the 2025 deadline. So what is correct? and if you cannot get so simple sums right - what confidence can we have in the Cllr Graves? I would be very concerned of "over use" of reserves to prop up a revenue account. Car Park charge - it is lower	The existing plan has only just been put in place Surely we dont need to be spending on a plan that still has years to run	I am unable to ascertain what the following capital expenditure is: FLEX D Levi (2,132,000), Special Project Fundung (703,000), Audit Visual Civic Suite (80,000), S.106 Schemes. In appendix 2 it details an apparent increase in Wellbeing, Communities and Housing expenditure from -40,000 to 1,057,529. This is huge so I would guess is not well presented - no way to compare this to previous years perhaps? Certainly opaque as to the massive expansion in costs exactly at a time when the Council is predicting future shortfalls. Is this wise?		with regard to your question 8, this is a non post whose remit can be covered by other council officers. with regard to questions 7 through 10, here is my comment CO2 being 0.04% of the atmosphere is a cause for good, as it is essential for plant life. The atmosphere is 78% Nitrogen and 21% Oxygen. The remaining 1% are various trace elements of which CO2 is but a small part. The greatest cause of any change in the Earth's climate, is due to the cyclical nature of the Sun's phases, which may lead to vast differences between ice ages and continual heatwaves. if man is not careful it will
Please confirm the first 4 digits of your postcode	Le16	LE17	LE16	LE16	LE17	LE175	LE8 6	le8 0
Please confirm your current age group	36 - 45 years	56 - 65 years	66 - 75 years	46 - 55 years	66 - 75 years	56 - 65 years	66 - 75 years	66 - 75 years
Please confirm your gender	Not sure it matters but female.	Prefer not to say	Woman	Man	Man	Man	Man	Woman

Age Group	
36 - 45 years	1
46 - 55 years	1
56 - 65 years	2
66 - 75 years	4
Total	**8**

Gender	
Male	4
Female	3
Prefer not to say	1
Total	**8**

GLOSSARY OF TERMS USED

Appendix 12

Asset	*Tangible asset* – an asset that has a physical form such as machinery, vehicles, ICT, equipment, buildings, and land. *Intangible asset* – an asset that is not physical in nature such as goodwill, brands, patents & copyrights, and shares.
Authorised Limit for External Borrowing	A statutory limit that sets the maximum level of gross external borrowing for the council.
Base Budget	The budget from the previous year is taken forward to create the initial budget for the next year before inflation, savings, growth, and other adjustments are added.
Baseline Funding Level	Authorities' share of the local share of business rates determined by an index-linked assessment of their needs undertaken in 2012–13. This will subject to change as part of the Fairer Funding Review.
Better Care Fund	The Better Care Fund (BCF) is a programme spanning both the NHS and local government which seeks to join up health and care services, so that people can manage their own health and wellbeing, and live independently in their communities for as long as possible
Billing Authority	This is a council such as Harborough Council which is responsible for collecting the Council Tax and Business Rates in its administrative area.
Budget Challenge 2025	This a service review programme being followed by the Council, based on the principles of Zero-Based Budgeting, that will conclude in the summer of 2021. The aim of the BC25 programme is to close the budget gap of the Council of the Medium-Term to enable the Council to be financial sustainable.
Business Rates	Business Rates is the usual term for the National Non-Domestic Rate, a property tax charged on all properties which are not used for residential purposes.
Business Rates baseline	The amount of business rates income a local authority is predicted to raise.
Business Rates Safety Net	The method of protecting an authority which sees its annual business rates income drop below its baseline funding level. Such authorities receive a safety net payment at the end of the financial year from central government.

Business Rate appeals	Since the introduction of the Business Rates Retention Scheme, Local Authorities are liable for successful appeals against business rates charged to businesses. The Valuation Office Agency operates a Check, Challenge and Appeal process for business rates appeals against the 2017 and later rating lists.
Business Rates Retention	This was introduced in 2013 and designed to give local authorities more control over the money raised locally; removing the ring-fencing of incorporated grants and promoting and rewarding local economic growth. Currently 50% of business rates are retained within local government, with a redistribution mechanism in place across individual local authorities.
Business Rates Pilot	In December 2017, the government announced the aim of increasing the level of business rates retained by local government from the current 50% to the equivalent of 75% in April 2020. To test increased business rates retention and to aid understanding of how to transition into a reformed business rates retention system in April 2020, the government has selected several local authorities in England to take part in pilot schemes.
Capital Expenditure	Expenditure on the creation of enhancement of assets, for example: • The acquisition, reclamation, or enhancement of land • The acquisition, construction, preparation, enhancement or replacement of roads, buildings, and other structures • The acquisition, installation or replacement of moveable plant, machinery, and vehicles • The acquisition or preparation of computer programs if these will be used for longer than one year
Capital Financing Charges	Capital financing costs comprise the costs of making a Minimum Revenue Provision (MRP), which is essential the cost of providing for the future repayment of debt, and the interest expenses charged as part of an external loan agreement.
Capital Financing Requirement	A measure of the Council's underlying borrowing need i.e. it represents the total historical outstanding capital expenditure which has not been paid for from either revenue or capital resources. In the revenue account this represents MRP.
Capital Receipt	This is income received from the disposal of an interest in a capital asset. The income can only be used to finance capital expenditure or to reduce future debt liabilities.

CIPFA	The Chartered Institute of Public Finance and Accountancy (CIPFA) is a professional institute for accountants working in the public services and in other bodies where public money needs to be managed. It has a role in setting codes and standards that regulate the use of public money.
Collection Fund	The collection fund is a separate statutory fund, which shows the income received from business rates and council tax, and the distribution to preceptors and the district council.
Contingency budget	A sum put aside to cover unforeseen expenditure during the period of the budget.
Comprehensive Spending Review	A governmental process carried out by HM Treasury to set expenditure limits for the medium term for each central government department.
Core Spending Power	The overall level of resources government estimates is available for funding local authority services (i.e. grants, business rates, fees & charges, and council tax).
Council Tax	A tax on domestic property set by local authorities and based on the value of the property within eight bands, A to H. The council tax value of each band is expressed as a proportion of ban D (e.g. Band A = 6/9, Band H = 19/9).
Council Tax Base	The number of properties from which it is estimated council tax will be collected, expressed as band D equivalent properties.
Council Tax Surplus or Deficit	A surplus/deficit arising from either more or less council tax being collected than expected. This would be because of variations in collection rate or to the estimated increase in the number of properties.
Council Tax Precept	The levy made by the precepting authorities (parishes, Leicestershire County Council, the Office of the Police & Crime Commissioner, and the Leicestershire Fire & Rescue Service on Harborough District as billing authority requiring the latter to collect income from council tax-payers on their behalf.
Council Tax Reduction Scheme	The Council Tax Reduction (CTR) scheme helps people on low incomes and/or certain welfare benefits to pay their council tax bill. CTR replaced the national council tax benefit scheme with effect from 1 April 2013.
Council Tax Requirement	The amount of funding required to be raised from council tax to meet the general fund expenditure budget after considering all other funding available.
Disabled Facility Grant (DFG)	A central government grant that contributes towards the cost of providing adaptations and facilities to enable disabled people to continue living in their own homes.

Earmarked Reserve	Reserves earmarked for a specific type of future spend.
Enhancement (of an asset)	Enhancing an asset is the carrying out of works which are intended too substantially: • lengthen the useful life of the asset. • increase the open market value of the asset. • increase the extent to which the asset can or will be used in connection with the functions of the local authority. Repairs & maintenance is revenue expenditure
External Borrowing	External borrowing is the process of going to an external financial institution to obtain money. The council would generally borrow from the Public Works Loans Board (PWLB) due to its favourable rates for public sector bodies, but other institutions also offer loan finance to councils.
Equity	An ownership interest in a business.
Fairer Funding Review	A review by central government on how to allocate local authority funding to individual councils that was planned to be implemented from 2020/21 onwards. However, it is now delayed to at least 2022/23.
Full Time Equivalent (fte)	A full time officer post based on 37 hours per week.
Financial Management Code	The CIPFA Financial Management Code sets standards of good practice in financial management and local authorities are obliged to have regard" to the code from 2021/22 onwards.
General Fund	The account to which the cost of providing the Council Services is charged that are paid for from Council Tax and Government Grants.
General Fund (Unallocated) Reserve	This is a usable reserve which has not been earmarked for a specific future use. The aim of this reserve is to meet "unforeseen" events and from April 2021 is to be set at 20% of Net Expenditure.
Growth	An increase in expenditure not due to inflation/price changes but arising from growth in service demand, a change in legislation impacting on the service or a decision to invest in council services in line with corporate priorities.
Internal Borrowing	Internal borrowing is the *temporary* use of the council's cash holdings to fund capital expenditure. Whilst this must be repaid it does not represent a formal debt in the same way as external borrowing
Investment Code	Sets out practices that local authorities are "obliged to have regard to" when making investment decisions. Published by the MHCLG.

Local Government Finance Settlement	The annual determination of local authority spending made by the government and debated by parliament. A provisional settlement is announced before Christmas with the final settlement announced in late January.
Medium-Term Financial Strategy	This is the Councils financial plan for the next 5 years; the year the council tax is being set + 4 further years. It reflects the Councils Corporate Plan (priorities) and provides the Council a financial roadmap to enable it to make informed financial decisions that are reflective of future need.
DHLUC	The Department for Housing, Levelling Up and Communities.
Minimum Revenue Provision (MRP)	A statutory charge to the general fund revenue budget for future debt repayments (external borrowing in the capital programme). This charge has an impact on the council's bottom line. The council must set out its MRP policy in the annual Treasury Management Strategy.
MRP Exemption	Following a change in the Council's MRP Policy, approved by Council on 10th December 2018, the Council does not need to pay any MRP costs where the borrowing is undertaken on capital expenditure that will generate future capital receipts. Further, a new Policy from April 2021 will only require MRP to be charged after a capital project is completed.
New Homes Bonus	A grant paid by central government to local councils to reflect and incentivise housing growth in their areas. It is based on the amount of extra Council Tax revenue raised for new-build homes, conversions and long-term empty homes brought back into use.
Net Budget Requirement	Net budget requirement comprises that part of the revenue budget that is funded from retained Business Rates, Council Tax, and any general grants such as New Homes Bonus and Rural Services Delivery Grant.
Non-financial investments	Investments made primarily for a financial return comprising commercial property acquisitions, lending to third parties on commercial terms, equity investments (shareholdings) in third parties (including the Council's wholly owned company) and commercial housing development. They differ from the Council's cash investments in banks and building societies which are made for prudent treasury management reasons.
Office for Budget Responsibility (OBR)	The Office for Budget Responsibility was created in 2010 to provide independent and authoritative analysis of the UK's public finances.

Operational Boundary	This indicator is based on the same estimates as the Authorised Limit for External debt but reflects the most likely prudent but not worst-case scenario but without the additional headroom for borrowing included in the Authorised Limit.
Prudential Code	The Prudential Code for Local Authority Investment was introduced by CIPFA and local government is obliged "to have regard" to the code as part of the Local Government Act 2003. The key objectives of the code are that capital investment plans are affordable, prudent, and sustainable. The code details the indicators that must be set annually and monitored throughout the financial year (in the Treasury Management Strategy. It also sets the requirement for councils to produce an annual Capital Strategy.
Public Works Loans Board (PWLB)	The Public Works Loan Board (PWLB) is a statutory body operating within the United Kingdom Debt Management Office, an Executive Agency of HM Treasury that lends money from the National Loans Fund to local authorities.
Reserves	The accumulation of surpluses and deficits over past years. Reserves of a revenue nature can be spent or earmarked at the discretion of the Council. Reserves of a capital nature may have some restrictions placed on them as to their use.
Revenue Expenditure	Comprises the day-to-day costs associated with running the council's services and financing the council's outstanding debt.
Rural Services Delivery Grant	A general grant given by central government to help fund the delivery of services in rural and sparse communities.
Section 106	In considering an application for planning permission, the Council may seek to secure benefits to an area through the negotiation of a 'planning obligation' with the developer. Such obligations are authorised by Section 106 of the Town and Country Planning Act 1990. The Council may therefore, in some Instances, receive funds to enable it to undertake works arising from these obligations. Examples of works include the provision or improvements of community facilities (parks/play areas), affordable housing and improved transport facilities.
Section 25 Notice	Under Section 25 of the Local Government Act 2003 the S151 officer is required to state in the budget report their view on the robustness of estimates for the coming year, the medium-term financial strategy, and the adequacy of proposed reserves and balances. The council is required to take this into account when making its budget and taxation decisions.

Section 151 Officer	An officer appointed under section 151 of the Local Government Act 1972 which requires every local authority to appoint a suitably qualified officer responsible for the proper administration of its affairs.
Services Grant	A grant for all councils to recognise the cost of delivery.
Special Expenses	All areas of the District are sub-divided into Parish areas, and some have separate Parish and Town Councils; however some do not. Where there is no Parish or Town Council, and specific services are provided to that parished area by the District Council; then these are known as “Special Expense” areas and a separate Council Tax is changed for these areas. However, the charges for these areas are excluded from the Council Tax charged to all other District residents. In this way, only those residents in the special expense area will meet that cost. The charge is paid through council tax by residents of the parishes concerned. The charge is to make sure that people in these parished areas do not pay for the district services which are not being provided in their area.
Spending Review	An announcement made by central government of its future spending plans for the public sector including local government. The last spending review was conducted in the Autumn of 2020 and was for one-year only. The government is expected to provide a further spending review in 2021.
Subjective Analysis	The classification of expenditure and income according to the nature of the items, for example, employee costs, premises, transport, supplies & services, fees & charges income, and grant income.
Treasury management	The management of the local authority’s investments and cash flows, its banking, money market and capital market transactions: the effective control of the risks associated with those activities: and the pursuit of the optimum performance consistent with those risks.
3% Funding Guarantee	A new grant (2023/24) awarded to all councils to ensure that the minimum increase in funding, excluding council tax, is 3%.

Harborough District Council Equality Analysis

Appendix 13

Equality Analysis is an on-going proactive process which requires us to consider the effect our decisions are likely to have on local communities, service users and employees, particularly those most vulnerable and at risk of disadvantage.

This document has been designed to assist in the collation of information and evidence required to support the 'Due Regard' process when introducing new policies/procedures/functions and services or reviewing existing ones.

Name of policy/procedure/function/service being analysed: Final Budget 2024/25 & the Medium-Term Financial Strategy (MTFS) (2025/26 to 2028/29)
Department and section: Corporate Management Team
Name of lead officer: Clive Mason – Director of Resources (& s.151 Officer)
Other people involved (assisting or reviewing – including any service users or stakeholder groups etc.): Cabinet, Corporate Management Team, Senior Leadership Team, Finance Team
Date assessment commenced: The analysis has been evolving as the budget setting process moved through the preparation to democratic approval process. This stage is the latest, where Council approves the Final Budget 2024/25 & the Medium-Term Financial Strategy (2025/26 to 2028/29) based on recommendations by Cabinet.

Date assessment completed for sign off: 16 February 2024 (for Council on 26 February 2024)

Step 1: Defining the policy/procedure/function/service
Is this a new, amended, or reviewed policy? What are the aims, objectives and purpose and how will they be achieved? What are the main activities and which communities are likely to be affected by these activities? What are the expected outcomes?

Harborough District Council has considered its budget priorities for 2024/25 as it continues to address the major impacts of the cost-of-living crisis.

Over the past few months all services have been reviewing their budgets, and the initial revenue proposals were reported to Cabinet in January 2024: report / Apx 3. For 2024/25, there is an increase in service expenditure of £2m; this is split as follows within each service:

- **Finance**; a net saving of £232k. This saving is primarily due to additional income from the investment of cash balances (£691k) and increased tenant income from within The Symington Building (£47k). Which is then netted of by increases in expenditure relating to increases in utility costs (£114k), payroll increase (£119k), ICT licences (£70k), increases in insurance and bank charges (£71k).

- **Planning, Environment and Waste**; a net increase in costs of £1.4m. This increase in costs is primarily due to the acceleration of the local plan (£1.1m), procurement costs relating to the waste contract (£88k), net increases in resourcing within the development management (£55k), payroll increases, including two additional apprenticeships roles within the assets and waste teams (£132k), a reduction in income from neighbourhood planning (£30k) and contractor income (£32k).

- **Wellbeing, Communities and Housing**; a net increase in costs of £79k. This increase in costs is primarily due to payroll increases (£79k), a review of housing provision (£50k), additional contributions to the Lightbulb Partnership at Blaby DC (£27k, this service administers the councils' disabled facilities grants). This is negated by potential additional income from the new leisure contract (£80k).

- **Strateg**y; a net increase in costs of £30k. This increase in costs is primarily due to payroll increases (£39k) and a one-year allocation of funding to support better communication between local businesses (£15k). This is negated by savings because of being able to use UK Shared Prosperity Fund (UKSPF) (£29k).

- **Corporate & Regulatory**; a net increase in costs of £674k. This increase in costs is primarily due to payroll increases (£203k), restructures within the legal service (£169k) and the Control Centre (£13k), a review of discretionary fees & charges and support service recharges (£50k), one year deferment of savings relating to enforcement (£75k) and human resources terms & conditions (£22k), new budget relating to developing the arms forces covenant and support of the arms forces community (£21k), additional support to parish and rural engagement (£51k).

- **Contingency & Inflation**; a net increase in costs of £45k. This increase in costs is primarily due to a one-year deferment of savings relating to a review of the target operating model (£288k), employer oncosts (£47k) and contractor inflation (£78k). This is negated by a reduction in National Insurance of £368k)

At Final Budget stage, further budgetary proposals have been included for 2024/25:

- **Within services**, additional growth of £285k in respect of support for council grant bidding processes (£10k), community resilience (£10k), waste management resilience (£34k), planning enforcement & compliance (£68k), administration support for parish and ward funding/grant schemes (£132k) and support for Christmas lighting and parking (£30k).

- **In addition**, allocations have been made to deliver; Grant to Parishes scheme (£1m), Ward Improvement Fund (£170k), Leisure Strategy Action Fund (£100k), Young Persons Initiative (£100k), Place Narrative/Vision for the District and Market Harborough (£100k), Net Zero2030 Initiatives Fund (£400k) and for 2025/26 Asset Facilitation Fund (£500k) and Waste Vehicle Resilience (£470k).

In summary the Council has a surplus service revenue budget for the first two years of the MTFS and a deficit budget for the last three years. Once these deficits have passed through the General Fund (Unallocated) Reserve (*) the cumulative surplus totals £3.4m (after application of earmarked reserves; before earmarked reserves it is £874k before).

For the surplus budgets in 2024/25 and 2025/26, Council intends to:

a. Share this windfall with its residents, especially considering the cost-of-living crisis and not increase its Council Tax for 2024/25 (i.e. hold it at 0%, which will be the same it has been for the past two years) rather that the full 2.99% permitted by government. This approach enables the council to:
   - support its community by meeting some of the higher, unplanned, inflationary costs itself, but also
   - mitigate the future risks associated with financial sustainability over the medium-term.
b. Apply the accumulated surplus of £5.4m as follows:

   - £1.8m to meet the forecast net deficits of the last three years of the MTFS.
   - £2.5m to be set-aside to meet the “in addition” items noted above.

However, it should be noted that there is an expectation from Government that local authorities should increase their Council Tax to the maximum allowable.

The Council remains ‘committed to financial sustainability and resilience’. The Final 2024/25 Budget and Medium-Term Financial Strategy (2024/25 to 2027/28) (MTFS) has developed a balanced budget for the duration of the MTFS, albeit with the prudent use of reserves. Further it will be able to deliver a significant capital programme that will have a broad reach and benefit across its residential and commercial community.

*The General Fund (Unallocated) Reserve is a reserve held by the Council to meet unforeseen events, such as a disaster (a recent example being the Covid 19 pandemic) or other such disaster. The Council has set a policy of maintaining this reserve at 20% of next expenditure.

Step 2: Data collection & evidence
What relevant evidence, research, data, and other information do you have and is there any further research, data, or evidence you need to fill any gaps in your understanding of the potential or known effects of the policy on different communities? Include quantitative data as well as qualitative intelligence such as community input and advice.

All residents of the district are potentially impacted by the final budget proposals particularly those who pay council tax – although the government expects Council's to increase its tax, the Council has chosen to freeze Council Tax for 2024/25 (the third year it will be at £177.97). However, it is important to understand the demographics of our community. It is also important to acknowledge that a nil increase in Council Tax will benefit all residents but also there are Council Tax reductions/exemptions available which will reduce the impact further for those more financially challenged.

Community demographics (Source ONS Census 2021)
Age

Census Question: What is your date of birth?	**Number of residents**	**% of Harborough District population**
All usual residents:	97,631	100.0%
Aged 16-19 years	4,200	4.3%
Aged 20-24 years	4,344	4.4%
Aged 25-34 years	10,487	10.7%
Aged 35-49 years	18,336	18.8%
Aged 50-64 years	21,570	22.1%
Aged 65-74 years	11,429	11.7%
Aged 75-84 years	7,336	7.5%
Aged 85 years and over	2,733	2.8%

Ethnic Group

Census Question: What is your ethnic group?	**Number of residents**	**% of Harborough District population**
All usual residents:	97,623	100.0%
Asian/Asian British:	5,298	5.4%
Black/Black British/Caribbean/African:	699	0.7%
Mixed/multiple ethnic groups:	2,003	2.1%
White:	88,851	91.0%
Other ethnic group	205	0.24%

Gender

Census Question: What is your sex?	**Number of residents**	**% of Harborough District population**
All usual residents:	97,625	100.0%
Female	49,276	50.5%
Male	48,349	49.5%

Health

Census Question: Are your day-to-day activities limited because of a health problem or disability which has lasted, or is expected to last, at least 12 months?

	Number of residents	**% of Harborough District population**
Day to day activities limited a lot	5296	5.4%
Day to day activities limited	9413	9.6%
Day to day activities not limited	82917	84.9%

Gender Identity

Census Question: Is the gender you identify with the same as your sex registered at birth?

	Number of residents	**% of Harborough District population**
All usual residents aged 16 and over	80,430	100.0%
Gender identity the same as registered at birth	76,560	95.2%
Gender identity different from sex registered at birth but no specific identity given	69	0.1%
Trans woman	44	0.1%
Trans man	40	0.0%
Non-binary	24	0.0%
All other gender identities	15	0.0%
Not answered	3,678	4.6%

Legal Partnership Status

Census Question: What is your legal marital or same-sex civil partnership status?

	Number of residents	**% of Harborough District population**
All usual residents aged 16 and over:	80,428	100.0%
Never Married or registered a Civil Partnership	23,779	29.6%
Married or in a registered Civil Partnership	42,622	53.0%
Separated/Divorced or formerly in a Civil Partnership	8,889	11.0%
Widowed or surviving Civil Partnership partner	5,138	6.4%

Religious Belief

Census Question: What is your religion?	**Number of residents**	**% of Harborough District population**
All usual residents:	97,624	100.0%
Buddhist	256	0.3%
Christian	49,046	50.2%
Hindu	2,477	2.5%
Jewish	118	0.1%
Muslim	1,120	1.1%
Sikh	1,467	1.5%
Other religion	379	0.4%
No religion	37,480	38.4%
Religion not stated	5,281	5.4%

Sexual Orientation

Census Question: Which of the following best describes your sexual orientation?

	Number of residents	**% of Harborough District population**
All usual residents aged 16 and over	80,427	100.0%
Heterosexual or Straight	73,899	91.9%
Gay or Lesbian	923	1.1%
Bisexual	620	0.8%
Pansexual	90	0.1%
Asexual	36	0.0%
Queer	8	0.0%
All other sexual orientations	6	0.0%
Not answered	4,845	6.0%

Household composition

All households	40,414	100.0%
One-person household	10,514	26.0%
Single family household	28,119	69.6%
Other household types	1,781	4.4%

Council Tax discount categories

Discounts apply for those who live on their own and may apply if an adult within the household falls into one of the following categories:

- Full time students **156**, student nurses **0**, apprentices and youth training trainees **7** and foreign language assistants **0**
- 18/19 year olds who are at or have just left school or college **16**
- Patients resident in hospital or being looked after in care homes **20**
- People with severe mental impairments **190**
- People in hostels or night shelters **(information not held)**
- Low paid care workers usually employed by charities **(information not held)**
- People caring for a person with a disability who is **not** a partner or child under 18 years old **47**
- Members of religious communities such as monks or nuns **0**
- People in detention (except for non-payment of council tax or a fine) **1**
- Members of visiting forces, certain international and defence organisations.**0**
- Temporary absences owing to holiday or work will not normally result in discount entitlement **(not known)**.

As at mid-January, there are **2,079** customers (**4.6%**) behind with their council tax bills, **1.5%** having payment arrangements in place.

*Information shown in **bold** is from the Leicestershire Revenue & Benefits Partnership, received between 22 and 24 January 2024.*

Step 3: Consultation and involvement

Have you consulted and if so, outline what you did and who you consulted with and why.

The draft budget was considered by the Council's Cabinet on 15 January 2024, and it was agreed that it should move to consultation.

The draft budget was also considered at the Council's Joint Budget Scrutiny Panel on 25 January 2024.

Public consultation regarding the draft budget has been published online. The consultation launched on 16 January 2024 and will close at 9am on 12 February 2024. Equality monitoring questions have been included as part of the consultation document so that analysis of the characteristics of respondents can be completed. The results of the public consultation will be considered by Cabinet on the 12 February when they consider the Final budget.

Full Council will consider the Final Budget on the 26 February 2024.

Step 4: Potential impact

Considering the evidence from the data collection and feedback from consultation, which communities will be affected and what barriers may these individuals or groups face in relation to Age, Disability, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion or Belief, Sex, Sexual Orientation, Other groups e.g. rural isolation, deprivation, health inequality, carers, asylum seeker and refugee communities, looked after children, current and ex-armed forces personnel (Veterans), deprived or disadvantaged communities and also the potential impact on Community Cohesion. Remember people have multiple characteristics so the impact of a policy on a particular community may impact people within the community differently. Where possible include numbers likely to be affected.
The final budget supports the Council in the delivery of the Corporate Plan and its agreed priorities and so aims to provide support to those most in need of Council Services. The reduced Council Tax for 2024/25 will help the Councils community during this time of high cost-of-living.

Step 5: Mitigating and assessing the impact If you consider there to be actual or potential adverse impact or discrimination, please outline this below. State whether it is justifiable or legitimate and give reasons. If you have identified adverse impact or discrimination that is illegal, you are required to take action to remedy this immediately. If you have identified adverse impact or discrimination that is justifiable or legitimate, you will need to consider what actions can be taken to mitigate its effect on those groups of people. Consider what barriers you can remove, whether reasonable adjustments may be necessary and how any unmet needs have identified can be addressed.
Equality implications arising from this budget, including savings programmes, have been addressed through each of the individual services reviews.
Step 6: Making a decision Summarise your findings and give an overview of whether the policy will meet Harborough District Council's responsibilities in relation to equality, diversity, and human rights. Does it contribute to the achievement of the three aims of the Public Sector Equality Duty – eliminate unlawful discrimination, harassment, victimisation; advance equality of opportunity and foster good relations?
The 2024/25 Final Budget and MTFS (2025/26 to 2028/29) reflects the corporate plan and the provision of the current portfolio of services as well as meeting the expectations of future service and demand change. In respect of Equality, Diversity and Human Rights and the Public Sector Equality Duty, the Council has a broad range of services that help the Council to ensure it meets these duties both internally and externally (human resources, legal, revenues and benefits,

community development, housing etc). The reduced Council Tax increase will be a significant help for the Councils residents, especially in the current climate of high inflation.

Step 7: Monitoring, evaluation & review of your policy/procedure/service change
What monitoring systems will you put in place to promote equality of opportunity, monitor impact and effectiveness, and make positive improvements? How frequently will monitoring take place and who will be responsible?

Impacts of budget proposals will be monitored and adjustments considered if negative impacts identified.

Equality Improvement Plan

Equality Objective :

Action: Analyse characteristics of consultation respondents and identify any gaps
Officer Responsible: Clive Mason **By when:** 12 February 2024 in time for consideration by Cabinet

Equality Objective :

Action: Report consultation respondents to Council
Officer Responsible: Clive Mason **By when:** Report publication deadline for Council

Equality Objective :

Action:
Officer Responsible: **By when:**

Equality Objective :

Action:
Officer Responsible: **By when:**

Signed off by: Clive Mason
Date: 16 February 2024

Once signed off, please forward a copy for publication to Julie Clarke, Equality and Diversity Officer
e-mail: j.clarke@harborough.gov.uk , telephone: 01858 821070.

Notice of Motion **February 26 2024**

First Past the Post (FPTP) originated when land-owning aristocrats dominated parliament and voting was restricted to property-owning men.

In Europe, only the UK and authoritarian Belarus still use archaic single-round FPTP for general elections. Internationally, Proportional Representation (PR) is used to elect the parliaments of more than 80 countries. These countries tend to be more equal, freer and greener.

PR ensures all votes count, have equal value, and that seats won match votes cast. Under PR, MPs and Parliaments better reflect the age, gender and protected characteristics of both local communities and of the nation.

MPs better reflecting the communities they represent in turn leads to improved decision-making, wider participation and increased levels of ownership of decisions taken.

PR would also end minority rule. In 2019, 43.6% of the vote produced a government with 56.2% of the seats and 100% of the power. Fair, proportional votes also prevent 'wrong winner' elections such as occurred in 1951 and February 1974.

PR is the national policy of the Labour Party, Liberal Democrats, Green Party, SNP, Plaid Cymru, Reform UK and Women's Equality Party along with a host of Trade Unions and pro-democracy organisations.

PR is already used to elect the parliaments and assemblies of Scotland, Wales and Northern Ireland. Its use should now be extended to include Westminster.

This Council therefore resolves to write to H.M. Government and the leader of the Labour party calling for a change in our outdated electoral laws and to enable Proportional Representation to be used for all UK elections.

Proposed by Cllr Darren Woodiwiss

Seconded by Cllr Buddy Anderson