

Meeting	CABINET
Time/Day/Date	5.00 pm on Tuesday, 17 January 2017
Location	Board Room, Council Offices, Coalville
Officer to contact	Democratic Services (01530 454512)

All persons present are reminded that the meeting may be recorded and by attending this meeting you are giving your consent to being filmed and your image being used. You are kindly requested to make it known to the Chairman if you intend to film or record this meeting.

The Monitoring Officer would like to remind members that when they are considering whether the following items are exempt information under the relevant paragraph under part 1 of Schedule 12A of the Local Government Act 1972 they must have regard to the public interest test. This means that members must consider, for each item, whether the public interest in maintaining the exemption from disclosure outweighs the public interest in making the item available to the public.

AGENDA

Item	Pages
1. APOLOGIES FOR ABSENCE	
2. DECLARATION OF INTERESTS	
Under the Code of Conduct members are reminded that in declaring disclosable interests you should make clear the nature of that interest and whether it is pecuniary or non-pecuniary.	
3. PUBLIC QUESTION AND ANSWER SESSION	
4. MINUTES	
Minutes of the meeting held on 13 December 2016	3 - 8
5. COUNCIL TAX BASE 2017/18	
Report of the Interim Director of Resources Presented by the Corporate Portfolio Holder	9 - 16



6.	BUILDING CONFIDENCE IN COALVILLE ("COALVILLE PROJECT") - UPDATE	17 - 24
	Report of the Chief Executive Presented by the Leader	
7.	LEISURE CENTRES - ALLOCATION OF FINANCIAL SURPLUS 2015/16	25 - 40
	Report of the Director of Services Presented by the Community Services Portfolio Holder	
8.	AUTHORITY TO AWARD BILL PAYMENT SERVICES CONTRACT	41 - 42
	Report of the Interim Director of Resources Presented by the Corporate Portfolio Holder	
9.	AUTHORITY TO AWARD DATA CENTRE AND WIDE AREA NETWORK CONTRACT	43 - 46
	Report of the Interim Director of Resources Presented by the Corporate Portfolio Holder	
10.	EXCLUSION OF PRESS AND PUBLIC	
	The officers consider that the press and public should be excluded during consideration of the following items in accordance with Section 100(a) of the Local Government Act 1972 as publicity would be likely to result in disclosure of exempt or confidential information.	
11.	COUNCIL HOUSE NEW BUILD PROGRAMME - AWARD OF CONSTRUCTION CONTRACT	47 - 56
	Report of the Director of Housing Presented by the Housing Portfolio Holder	
12.	WAIVER TO COUNCIL'S CONTRACT PROCEDURE RULES - INSURANCE	57 - 60
	Report of the Interim Director of Resources Presented by the Corporate Portfolio Holder	

Circulation:

Councillor R D Bayliss
Councillor R Blunt (Chairman)
Councillor T Gillard
Councillor T J Pendleton
Councillor N J Rushton
Councillor A V Smith MBE

MINUTES of a meeting of the CABINET held in the Board Room, Council Offices, Coalville on TUESDAY, 13 DECEMBER 2016

Present: Councillor R Blunt (Chairman)

Councillors R D Bayliss, T J Pendleton, N J Rushton and A V Smith MBE

In Attendance: Councillors R Adams, J Bridges, N Clarke, J G Coxon, D Everitt, T Eynon, J Geary, J Legrys, S McKendrick, Specht and M Specht

Officers: Mr S Bambrick, Ms C E Fisher, Mr A Hunkin, Mr G Jones, Mr P Padaniya, Mrs R Wallace and Miss E Warhurst

64. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor T Gillard.

65. DECLARATION OF INTERESTS

In accordance with the Code of Conduct, Members declared the following interests:

Councillor N J Rushton declared a pecuniary interest in item 8 - Parking Strategy and Item 9 – Ashby Cultural and Leisure Quarter Project as a car park operator in Ashby town centre, and he would leave the meeting for the consideration of the items.

66. PUBLIC QUESTION AND ANSWER SESSION

No questions were received.

67. MINUTES

Consideration was given to the minutes of the meeting held on 15 November 2016.

It was moved by Councillor R Blunt, seconded by Councillor T J Pendleton and

RESOLVED THAT:

The minutes of the meeting held on 15 November 2016 be approved and signed by the Chairman as a correct record.

Reason for decision: To comply with the Constitution.

68. GENERAL FUND AND SPECIAL EXPENSES REVENUE BUDGET 2017/18

The Corporate Portfolio Holder presented the report to Members, highlighting the fact that it would be the eighth consecutive year without an increase in council tax and this was something that no other authority in Leicestershire had been able to achieve. He referred to the reserves figure which was prudent in the current climate, especially due to the uncertainty with the new homes bonus scheme. He concluded that Cabinet were approving the proposals for statutory consultation and they would also be considered by the Policy Development Group in January.

It was moved by Councillor N J Rushton, seconded by Councillor R D Bayliss and

RESOLVED THAT:

a) The 2017/18 budget proposals be agreed for statutory consultation.

- b) The Localisation of Council Tax Support Grant at the current level of 85 percent continue to be supported.

Reason for decision: Required to complete the 2017/18 budget process.

69. CAPITAL PROGRAMMES - GENERAL FUND, COALVILLE SPECIAL EXPENSES AND HOUSING REVENUE ACCOUNT (H.R.A). PROJECTED OUTTURN 2016/17 AND DRAFT PROGRAMMES 2017/18 TO 2021/22

The Corporate Portfolio Holder presented the report to Members, drawing attention to essential vehicle fleet purchases, over a million pounds in Disabled Facilities Grants, the support of the development of the Ashby Cultural and Leisure Quarter Project and support of the outcomes of the car parking strategy.

The Housing Portfolio Holder presented the Housing Revenue Account section of the report and referred to appendix B. He stated that despite the pressure on housing income from the 1% rent reduction, the authority was still going to maintain the decency standard across 100% of the housing stock, in addition to the investment in building new council homes for the first time in many years. He believed that it was a housing service to be proud of.

It was moved by Councillor N J Rushton, seconded by Councillor R D Bayliss and

RESOLVED THAT:

- a) The estimated General Fund, Coalville Special Expenses and HRA Capital Outturn for 2016/17 and planned financing be noted.
- b) The consultation for the draft Capital Programmes in 2017/18 be approved as detailed at:
- (i) Appendix A – General Fund and Special Expenses Capital Schemes
 - (ii) Appendix B – HRA Capital Schemes
- And in 2018/19 the following scheme only:
- (iii) Paragraphs 3.2 to 3.2.3 - £935,000 for the vehicle replacement programme.
- c) The indicative Capital Programme Schemes for 2018.19 to 2021/22 be noted.
- d) The proposed procurement routes be noted and authority to award the contracts and any associated agreements in furtherance of the projects as detailed in section 7 of the report, be delegated to the Director of Services in consultation with the Portfolio Holder, subject to final approval of the Capital Programmes in February 2017.

Reason for decision: To enable projects to be included in the programmes for consultation.

70. HOUSING REVENUE ACCOUNT (HRA) BUDGET PROPOSALS FOR 2017/18

The Housing Portfolio Holder presented the report to Members. He felt that it was a good budget that built on the current year's performance which had managed to generate a potential surplus of £2.5 million largely as a result of improved performance in letting empty properties. He commented that the 1% rent reduction in accordance with the Work and Welfare Reform Act 2016 had been incorporated which was great for tenants. Overall

he was very pleased with the proposals to deliver a balanced budget and the performance of the service.

Councillor R Blunt commented on the improvement of the performance of the housing service over recent years under a challenging Government agenda, especially since the appointment of the Director of Housing. He believed it was a HRA budget to be proud of and he appreciated the work of the Portfolio Holder.

It was moved by Councillor R D Bayliss, seconded by Councillor N J Rushton and

RESOLVED THAT:

- a) The Assurance Statement by the Deputy Section 151 Officer be noted.
- b) The Draft HRA Budget Proposal as detailed within the report and associated appendices be approved for consultation.

Reason for decision: To enable the Council to set a balanced Housing Revenue Account Budget for 2017/18.

Having declared an interest in items 8 and 9, Councillor N J Rushton left the meeting during consideration and voting thereon. He did not return to the meeting.

71. PARKING STRATEGY

The Community Services Portfolio Holder presented the report drawing Members' attention to the analysis and results of the consultation. It was noted that there would not be a single approach for the whole district as each town had its own requirements and the strategy reflected that. A range of pricing measures had been recommended including 'free after 3pm' in Coalville. This was likely to be introduced at the end of January due to the required 21 day consultation period. She added that a surplus had not been made from parking charges in the past and she did not foresee any change to that in the future. The proposal was to not increase the charges until at least September 2020 and then it would only be subject to a review which would commence in 2019.

Councillor R Blunt agreed that the recommendations within the strategy were the best way forward and he felt it was important to address the parking situation across the district. He believed that the new ticket machines proposed that allowed customers to pay by card were a good idea and he fully supported the recommendations. He also thanked Councillors S McKendrick and J Legrys for the suggestion of the free parking after 3pm in Coalville and believed the scheme would be very successful in encouraging people into the town.

Councillor T J Pendleton fully supported the recommendations and he was pleased that it took into account the needs of the different towns.

It was moved by Councillor A V Smith, seconded by Councillor R Blunt and

RESOLVED THAT:

- a) The Parking Strategy be endorsed.
- b) The following short term actions be agreed:
 - No parking price rises until 2020
 - New short stay car park for Ashby

- Introduction of free parking after 3pm in Coalville, following the 21 day consultation period
 - Purchase of new ticket machines
 - Consider releasing parking space in Coalville for regeneration (if required)
 - Improve website and signage
 - Introduction of new weekly and monthly tickets for Coalville
 - Amend Brook Street car park in Ashby to a maximum of 1 hour stay
 - Discontinue the Coalville refund voucher scheme
 - Develop parish parking action plans
- c) The funding of the revenue implications in 2016/17 be approved.
- d) The funding of the £140,000 capital request for ticket machines and signage from 2016/17 under spends be approved.
- e) The authority to place the order for new ticketing machines be delegated to the Director of Services in consultation with the Portfolio Holder.

Reason for decision: To provide an evidence base and framework for parking related decisions.

72. ASHBY CULTURAL AND LEISURE QUARTER PROJECT

The Community Services Portfolio Holder presented the report to Members, updating the progress of the project since the purchase of the health centre and the proposed improvements to enhance Ashby. She reported that a company had been engaged to undertake the work which would begin in the New Year with a projected completion date of August 2017.

Councillor R Blunt commented that the area did not look good and believed that the proposed improvements would make a great impact. He was pleased that investment was being made in Ashby and the additional parking spaces would encourage more people into the area.

Councillor R D Bayliss commented that as an Ashby Ward Member he fully supported the proposals and he believed they included very good initiatives.

Councillor R Blunt also gave credit to Councillor J G Coxon who as an Ashby Ward Member had supported the project from the start.

It was moved by Councillor A V Smith, seconded by Councillor R Blunt and

RESOLVED THAT:

- a) The vision for Ashby's Cultural and Leisure Quarter be endorsed.
- b) £330,000 be allocated to the project (£230,00 from Reserves and £100,000 from the Ashby Initiatives Fund)
- c) The authority to agree a further five percent of the total project cost for any unforeseen circumstances or additional works to be funded by Reserves be delegated to the Director of Services in consultation with the Portfolio Holder.

Reason for decision: To allocate resources to undertake works.

73. FORMER TENANT RENT ARREARS, CURRENT TENANT RENT ARREARS, COUNCIL TAX, NON DOMESTIC RATES AND SUNDRY DEBTOR WRITE OFFS

In Councillor N J Rushton's absence, Councillor R D Bayliss presented the report to Members.

It was moved by Councillor R D Bayliss, seconded by Councillor T J Pendleton and

RESOLVED THAT:

- a) The write offs over £10,000 as detailed within the report be approved.
- b) The amount written off under delegated powers be noted.

Reason for decision: To comply with proper accounting practices

Councillor N J Rushton left the meeting at 5.12pm.

The meeting commenced at 5.00 pm

The Chairman closed the meeting at 5.30 pm

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NORTH WEST LEICESTERSHIRE DISTRICT COUNCIL

CABINET – 17 JANUARY 2017

Title of report	COUNCIL TAX BASE 2017/18
Key Decision	a) Financial Yes b) Community Yes
Contacts	Councillor Nick Rushton 01530 412059 nicholas.rushton@nwleicesterhire.gov.uk Interim Director of Resources 01530 454833 andrew.hunkin@nwleicestershire.gov.uk Financial Planning Manager/Deputy S151 Officer 01530 454707 pritesh.padaniya@nwleicestershire.gov.uk
Purpose of report	To determine the Council Tax Base for the 2017/18 Financial Year.
Reason for Decision	Statutory requirement to facilitate the setting of Council Tax for the forthcoming Financial Year.
Council Priorities	Value for Money Homes and Communities
Implications:	
Financial/Staff	These are set out in Section 2 of the report.
Link to relevant CAT	None.
Risk Management	Controls are in place to ensure the correct calculation of the Council Tax Base.
Equalities Impact Screening	Not applicable.
Human Rights	There are no Human Rights implications.
Transformational Government	Not applicable.
Comments of Head of Paid Service	The report is satisfactory
Comments of Deputy Section 151 Officer	As report author, the report is satisfactory
Comments of Deputy Monitoring Officer	The report is satisfactory

Consultees	None.
Background papers	Medium Term Financial Strategy (MTFS) 2017 - 2020 – Cabinet 11 October 2016
Recommendations	<p>1. THAT THE CALCULATION OF THE COUNCIL TAX BASE FOR EACH PARISH AND SPECIAL EXPENSE AREA FOR THE FINANCIAL YEAR 2017/18, AS SHOWN IN APPENDIX 2 TO THE REPORT, BE APPROVED AND ADOPTED.</p> <p>2. THAT, IN ACCORDANCE WITH THE LOCAL AUTHORITIES (CALCULATION OF COUNCIL TAX BASE) (England) REGULATIONS 2012 SI 2012/2914, THE AMOUNT CALCULATED BY NORTH WEST LEICESTERSHIRE DISTRICT COUNCIL AS ITS COUNCIL TAX BASE FOR THE FINANCIAL YEAR 2017/18 SHALL BE 31,262.</p> <p>3. THAT THE AMOUNTS OF COUNCIL TAX SUPPORT GRANT FOR EACH TOWN AND PARISH COUNCIL DETAILED IN APPENDIX 3 BE APPROVED FOR THE FINANCIAL YEAR 2017/18.</p>

1.0 INTRODUCTION

1.1 The Local Government Finance Act 1992 requires that the calculation of the Council Tax Base for the financial year 2017/18 be determined by no later than 31 January 2017. This is a necessary component in the setting of the 2017/18 Council Tax. Cabinet has delegated powers from Council to approve the Council Tax Base.

2.0 FINANCIAL IMPLICATIONS

2.1 The Council Tax Base is a measure of the relative taxable capacity of the District, as shown in Appendix 1, and of each part of the District as shown in Appendix 2. It is expressed as the equivalent number of Band D properties in each area. The Council Tax Base multiplied by the Band D Council Tax gives the total Council Tax receivable for the forthcoming financial year.

2.2 The budget requirement of this Authority, and of its Precepting Authorities, to be met by the Council Tax charge is divided by the Council Tax Base figure to arrive at the level of Council Tax to be levied on a Band D property in order to generate that amount of Council Tax income. The actual levy on properties in other Bands is calculated on a pro-rata basis using the following ratios:

Band A = 6/9 of Band D
Band B = 7/9 of Band D
Band C = 8/9 of Band D
Band D = 9/9 of Band D
Band E = 11/9 of Band D
Band F = 13/9 of Band D
Band G = 15/9 of Band D
Band H = 18/9 of Band D

2.3 Where the precept relates to only part of the District (i.e. Parish Precepts and Special Expenses) the appropriate Council Tax Base of the part (as shown in Appendix 2) is used.

Accordingly, all Precepting Authorities will be informed of their appropriate Council Tax Base for 2017/18 once the total Council Tax Base has been determined.

3.0 CALCULATION OF COUNCIL TAX BASE

- 3.1 The Council Tax Base calculation for the financial year 2017/18 has been carried out in accordance with the Local Authorities (Calculation of Council Tax Base) (England) Regulations 2012. Appendix 1 shows the actual number of Band D equivalent properties on the Council Tax database as at 30th November 2016 by Council Tax band.
- 3.2 A bad debt provision of 2% of the base has been applied to allow for non collection and banding appeals.
- 3.3 The adjusted figures for each Parish and Special Expense area are set out in Appendix 2. The respective Council Tax base for each Parish and Special Expense area is used as a basis for charging Special Expenses and Parish Precepts to the Council Tax payers of the appropriate parts of the District.
- 3.4 On 1 April 2013 Council Tax Benefit was replaced by a new Local Council Tax Support Scheme. The new support scheme introduced new discounts into the Council Tax Base calculation, which reduced the tax base significantly in comparison to previous years. For 2014/15 revisions were made to the scheme which reduced the level of Council Tax Support Discounts given which in turn increased the Council Tax Base. In subsequent years, from 2015/16 to 2017/18, there have been no further changes to the scheme.
- 3.5 For 2013/14 only, the Government replaced Council Tax Benefit Subsidy grant with Council Tax Support grant but reduced the level of funding by around 10% for 2013/14. The grant was intended to pay for the Council Tax Support Discounts. Town and Parish Councils do not receive the Government grant in their own right and the District Council intends to pass on to them an element of its own funding to compensate them for the Council Tax Discounts in 2017/18 as it did in prior years. There has been no specific element of funding since 2013/14 but the Council has continued to support the Special Expenses, Town and Parish Councils with this grant.
- 3.6 The Town and Parish Councils will receive the same level of grant that they received in 2016/17 from the District Council, to maintain their level of funding. The District Council will be providing £100,771 in grants to Town and Parish Councils in 2017/18.
- 3.7 As part of the Medium Term Financial Strategy presented to Cabinet on 11 October 2016, Members agreed to reduce the Local Council Tax Reduction/Support Scheme grant to town and parish council's by approximately 25 percent per annum over a four year period. The proposed allocation of Council Tax Support grant to Town and Parish Councils for 2017/18 to 2021/22 is shown in Appendix 3.
- 3.8 Appendix 4 shows the estimated Town and Parish Council Precepts, recommended grants and total estimated funding available for 2016/17 and 2017/18. Although the estimates of the precepts reflect changes in the taxbase, no increase in the council tax level has been assumed. Town and parish councils as independent bodies can increase their own levels of council tax in order to increase their precept.

4.0 NATIONAL NON-DOMESTIC RATES (BUSINESS RATES)

- 4.1 The funding system for Local Government from April 2013 includes the “localisation” of business rates. As part of the Government’s business rates distribution formula, North West Leicestershire District Council will initially retain 40% of all business rates collected within the District, 9% will go to Leicestershire County Council, 1% will go to the Fire Authority, and the remaining 50% known as the “central share” will go to Central Government. There is however also a complex system of “top-ups” “tariffs” and “levies” which results in the District as a “tariff” authority paying a 50% levy on its 40% of additional business rates back to Central Government.
- 4.2 Local Authorities are required to provide details of expected Business Rates income for the following year to the Government by 31 January and this is done on a form called NNDR 1. As business rate income has become a fundamental part of the new funding system for Local Government, the Department of Communities and Local Government (DCLG) has introduced a requirement for the NNDR 1 form to be formally approved. The expectation is that the approval process is to be in line with approval of the Council Tax Base. The Head of Finance as the Council’s Chief Finance Officer has the delegated authority to approve and submit the form.

COUNCIL TAX BASE

BAND	RATIO TO BAND D	NUMBER OF BAND D EQUIVALENTS AS AT 30 NOV. 2016	NON COLLECTION RATE 2%	COUNCIL TAX BASE 2017/18
A	6/9	4,642	93	4,549
B	7/9	8,240	165	8,075
C	8/9	5,589	112	5,477
D	9/9	5,450	109	5,341
E	11/9	4,462	89	4,373
F	13/9	2,066	41	2,025
G	15/9	1,367	27	1,340
H	18/9	84	2	82
TOTALS		31,900	638	31,262

**COUNCIL TAX BASE
PARISH AND SPECIAL EXPENSE AREAS**

Parish / Special Expense Area	Council Tax Base	
	2016/2017	2017/2018
APPLEBY MAGNA	426	438
ASHBY DE LA ZOUCH	4,972	5111
ASHBY WOULD'S	1,132	1175
BARDON	14	9
BELTON	292	294
BREEDON-ON-THE-HILL	410	416
CASTLE DONINGTON	2,314	2388
CHARLEY	76	78
CHILCOTE	53	53
COALVILLE	5,808	5966
COLEORTON	538	553
ELLISTOWN AND BATTLEFLAT	773	788
HEATHER	316	324
HUGGLESCOTE AND DONINGTON LE HEATH	1,259	1283
IBSTOCK	1,969	2135
ISLEY WALTON-CUM-LANGLEY	27	28
KEGWORTH	1,203	1215
LOCKINGTON-CUM-HEMINGTON	240	237
LONG WHATTON AND DISEWORTH	728	739
MEASHAM	1,525	1577
NORMANTON-LE-HEATH	66	64
OAKTHORPE, DONISTHORPE AND ACRESFORD	783	809
OSGATHORPE	184	186
PACKINGTON	347	349
RAVENSTONE WITH SNIBSTON	763	863
SNARESTONE	128	129
STAUNTON HAROLD	62	61
STRETTON-EN-LE-FIELD	20	20
SWANNINGTON	443	461
SWEPSTONE	253	260
WHITWICK	2,635	2684
WORTHINGTON	560	569
TOTALS	30,319	31,262

TOWN / PARISH GRANTS 2017/18 – 2021/22

PARISH	Grant 2016/17	Grant 2017/18	Grant 2018/19	Grant 2019/20	Grant 2020/21	Grant 2021/22
APPLEBY MAGNA	938.00	938.00	703.50	469.00	234.50	-
ASHBY DE LA ZOUCH	24,763.00	24,763.00	18,572.25	12,381.50	6,190.75	-
ASHBY WOULD'S	12,071.00	12,071.00	9,053.25	6,035.50	3,017.75	-
BARDON	-	-	-	-	-	-
BELTON	787.00	787.00	590.25	393.50	196.75	-
BREEDON-ON-THE-HILL	875.00	875.00	656.25	437.50	218.75	-
CASTLE DONINGTON	4,717.00	4,717.00	3,537.75	2,358.50	1,179.25	-
CHARLEY	182.00	182.00	136.50	91.00	45.50	-
CHILCOTE	-	-	-	-	-	-
COALVILLE	-	-	-	-	-	-
COLEORTON	185.00	185.00	138.75	92.50	46.25	-
ELLISTOWN & BATTLEFLAT	2,757.00	2,757.00	2,067.75	1,378.50	689.25	-
HEATHER	1,053.00	1,053.00	789.75	526.50	263.25	-
HUGGLESCOTE & DONINGTON LE HEATH	6,356.00	6,356.00	4,767.00	3,178.00	1,589.00	-
IBSTOCK	7,499.00	7,499.00	5,624.25	3,749.50	1,874.75	-
ISLEY WALTON -CUM-LANGLEY	27.00	27.00	20.25	13.50	6.75	-
KEGWORTH	2,919.00	2,919.00	2,189.25	1,459.50	729.75	-
LOCKINGTON CUM HEMINGTON	346.00	346.00	259.50	173.00	86.50	-
LONG WHATTON & DISEWORTH	594.00	594.00	445.50	297.00	148.50	-
MEASHAM	8,908.00	8,908.00	6,681.00	4,454.00	2,227.00	-
NORMANTON-LE-HEATH	-	-	-	-	-	-
OAKTHORPE, DONISTHORPE & ACRESFORD	4,011.00	4,011.00	3,008.25	2,005.50	1,002.75	-
OSGATHORPE	191.00	191.00	143.25	95.50	47.75	-
PACKINGTON	-	-	-	-	-	-
RAVENSTONE WITH SNIBSTON	3,250.00	3,250.00	2,437.50	1,625.00	812.50	-
SNARESTONE	-	-	-	-	-	-
STAUNTON HAROLD	-	-	-	-	-	-
STRETTON-EN-LE-FIELD	-	-	-	-	-	-
SWANNINGTON	2,122.00	2,122.00	1,591.50	1,061.00	530.50	-
SWEPSTONE	-	-	-	-	-	-
WHITWICK	15,535.00	15,535.00	11,651.25	7,767.50	3,883.75	-
WORTHINGTON	685.00	685.00	513.75	342.50	171.25	-
Totals	100,771.00	100,771.00	75,578.25	50,385.50	25,192.75	-

ESTIMATED PARISH PRECEPTS

PARISH	2016/17 Parish Precept £	2016/17 Grant £	2016/17 Total Parish Budget Requirement £	2017/18 Estimated Parish Precept £	2017/18 Recommended Grant £	2017/18 Total Estimated Parish Budget Requirement £
APPLEBY MAGNA	15,062	938	16,000	15,488	938	16,426
ASHBY DE LA ZOUCH	365,144	24,763	389,907	375,352	24,763	400,115
ASHBY WOULD'S	89,632	12,071	101,703	93,037	12,071	105,108
BELTON	16,713	787	17,500	16,829	787	17,616
BREEDON-ON-THE-HILL	16,000	875	16,875	16,232	875	17,107
CASTLE DONINGTON	270,695	4,717	275,412	279,348	4,717	284,065
CHARLEY	3,818	182	4,000	3,919	182	4,101
COLEORTON	14,348	185	14,533	14,749	185	14,934
ELLISTOWN & BATTLEFLAT	59,743	2,757	62,500	60,905	2,757	63,662
HEATHER	10,947	1,053	12,000	11,223	1,053	12,276
HUGGLESCOTE & DONINGTON LE HEATH	85,776	6,356	92,132	87,411	6,356	93,767
IBSTOCK	185,000	7,499	192,499	200,605	7,499	208,104
ISLEY WALTON -CUM-LANGLEY	368	27	395	382	27	409
KEGWORTH	99,452	2,919	102,371	100,444	2,919	103,363
LOCKINGTON CUM HEMINGTON	7,300	346	7,646	7,210	346	7,556
LONG WHATTON & DISEWORTH	37,000	594	37,594	37,556	594	38,150
MEASHAM	98,774	8,908	107,682	102,142	8,908	111,050
OAKTHORPE, DONISTHORPE & ACRESFORD	43,989	4,011	48,000	45,450	4,011	49,461
OSGATHORPE	3,778	191	3,969	3,819	191	4,010
PACKINGTON	19,526	0	19,526	19,638	0	19,638
RAVENSTONE WITH SNIBSTON	50,167	3,250	53,417	56,742	3,250	59,992
SNARESTONE	6,176	0	6,176	6,224	0	6,224
STAUNTON HAROLD	200	0	200	197	0	197
SWANNINGTON	18,416	2,122	20,538	19,164	2,122	21,286
SWEPSTONE	14,000	0	14,000	14,388	0	14,388
WHITWICK	184,634	15,535	200,169	188,068	15,535	203,603
WORTHINGTON	9,020	685	9,705	9,167	685	9,852
Sub-Totals	1,725,678	100,771	1,826,449	1,785,689	100,771	1,886,460
BARDON	0	0	0	0	0	0
CHILCOTE	0	0	0	0	0	0
NORMANTON-LE-HEATH	0	0	0	0	0	0
STRETTON-EN-LE-FIELD	0	0	0	0	0	0
COALVILLE	0	0	0	0	0	0
TOTAL	1,725,678	100,771	1,826,449	1,785,689	100,771	1,886,460

NORTH WEST LEICESTERSHIRE DISTRICT COUNCIL

CABINET – 17 JANUARY 2017

Title of report	BUILDING CONFIDENCE IN COALVILLE PROGRAMME (“COALVILLE PROJECT”) - UPDATE
Key Decision	a) Financial Yes b) Community Yes
Contacts	Councillor Richard Blunt 01530 454510 richard.blunt@nwleicestershire.gov.uk Chief Executive 01530 454500 christine.fisher@nwleicestershire.gov.uk Head of Economic Development 01530 454773 kay.greenbank@nwleicestershire.gov.uk
Purpose of report	To provide Cabinet with an update on the Coalville Project. To notify Cabinet that £125,000 of the Local Growth Plan Fund has been allocated to phase 1 of the Coalville frontages grant scheme To request Cabinet approval for the introduction of a maximum grant amount of £25,000 to phases 1 and 2 of the Coalville frontages grant scheme, apart from applications of exceptional scale or impact.
Reason for Decision	Cabinet approval needed for introduction of a maximum grant amount in the Coalville frontages grant scheme in order to ensure it has as wide a benefit as possible
Council Priorities	Building Confidence in Coalville Value for Money Business and Jobs Homes and Communities
Implications:	
Financial/Staff	Included within the report
Link to relevant CAT	None
Risk Management	Risks are being managed through the Coalville Project governance process.
Equalities Impact Screening	Not applicable

Human Rights	None
Transformational Government	Working with other public and private partners to deliver a better deal for Coalville and maximising investment to build confidence in the town and community.
Comments of Head of Paid Service	The report is satisfactory
Comments of Deputy Section 151 Officer	The report is satisfactory
Comments of Deputy Monitoring Officer	The report is satisfactory
Consultees	None
Background papers	Report to Cabinet on 11 October 2016 Report to Cabinet on 26 July 2016
Recommendations	<p>THAT CABINET:</p> <ol style="list-style-type: none"> 1. ACKNOWLEDGES ALLOCATION OF £125,000 OF THE LOCAL GROWTH PLAN FUND TO PHASE 1 OF THE COALVILLE FRONTAGES GRANT SCHEME 2. AGREES TO APPLY A £25,000 MAXIMUM GRANT AMOUNT TO PHASES 1 AND 2 OF THE COALVILLE FRONTAGES GRANT SCHEME APART FROM APPLICATIONS OF EXCEPTIONAL SCALE OR IMPACT. 3. SUPPORTS THE PROGRESS MADE BY THE COALVILLE PROJECT

1.0 BACKGROUND

- 1.1 Cabinet received the most recent report on the progress of the Coalville Project on 11 October 2016.
- 1.2 The following report provides a brief update on the range of projects that are contributing to the Building Confidence in Coalville programme.

2.0 COALVILLE FRONTAGE GRANTS

Phase 1 – Hotel Street and High Street

- 2.1 Phase 1 of the Coalville frontage scheme covers Hotel Street and High Street. Following a slow start to participation, seventy five percent of eligible businesses or properties are now in discussion with officers (including the cases detailed in sections 2.2, 2.3 and 2.4).
- 2.2 The following properties have been awarded grants and have either completed work, have work in progress, or are expected to start work soon: Bitter and Twisted, Martin

& Co, Geoff's Toys, Turning Point, La Torre, Holmes Butchers, Coalville Constitutional Club, PJ Collier, Music Maker, 16-28 Hotel Street (which includes four businesses).

- 2.3 In addition, officers are dealing with partially completed applications or enquiries from fourteen other addresses.

Increase demand for grant funding

- 2.4 During November, five new grant applications were submitted to officers, covering projects that are estimated to cost a total of £140,000. If all of these are awarded grants of between 50% and 90%, then £70,000 to £126,000 of grant money would be needed.

- 2.5 This amount, combined with the existing pipeline of applications and enquiries means that demand for grants could be well in excess of the £225,000 allocated by Cabinet in 2014.

- 2.6 Officers have considered the following options: i) close the grant scheme to new applications and allocate the remainder of the £225,000 on a "first come first served" basis; ii) limit the amount of grant that can be awarded to a single property (to ensure fairness of allocation of the remaining funds to those that have already applied); iii) allocation of additional funding to the scheme as set out in 2.7 below.

- 2.7 Cabinet will recall that, during 2014, a decision was made to allocate £500,000 to a Local Business Fund which would "support the delivery of the Growth Plan for North West Leicestershire". This reserve was subsequently renamed the Local Growth Plan Fund. To date £83,169 has been allocated to a series of projects, all related to delivering priorities in the Action Plan for North West Leicestershire's Local Growth Plan. The Action Plan includes a priority to regenerate Coalville's town centre. As such, officers have proposed that the Local Growth Plan Fund is a suitable source of additional funds to enable maximum impact of phase 1 of the frontages scheme.

- 2.8 Statutory Officers have confirmed that the Chief Executive has delegated authority to allocate the Local Growth Plan Fund as described above. Officers discussed this proposal with the Leader and Deputy Leader during a regular review of progress of the Coalville Project (on 22 November 2016). It was agreed that a maximum of £125,000 funds could be allocated from the Local Growth Plan Fund to phase 1 of the Coalville frontages scheme.

Introducing a maximum grant amount

- 2.9 In the early stages of planning the frontages scheme, it was estimated that the potential works on a single-storey, single-width frontage would cost approximately £10,000. This has proven to be a reasonable estimate, with higher grant requests being received for projects that are for wider buildings, and including work on the first floor (for example, replacement of PVC windows with traditional sash windows). The highest grant award to date is £17,898.42. Section 2.4 above mentions that during November 2016, five new applications were received, totalling £140,000. Three of these applications and two already in negotiation are for amounts in excess of £30,000.

- 2.10 It is now proposed to introduce a maximum amount of grant funding (£25,000) that can be requested for a single project, unless the project is of exceptional scale and impact. Introduction of a cap will: enable grant funds to be allocated fairly amongst all

potential recipients; encourage increased negotiation of the cost of works between applicants and their contractors; increase the private sector match that will contribute to total project costs on larger projects.

- 2.11 Officers recognise that some projects in the pipeline are exceptional in terms of scale and impact in phase 1 and phase 2 of the scheme. All grant applications are supported by a recommendation from John Sharpe (Conservation Officer, Leicestershire County Council).

Phase 2 – Belvoir Road, Marlborough Square and a few premises on Ashby Road

- 2.12 Cabinet allocated £300,000 to phase 2 of the frontages grant scheme in July 2016. Subsequently, A Local Development Order covering the new geographical area was adopted during December 2016.
- 2.13 All eligible businesses and property owners have been informed about the availability of grant money to support improvements to frontages, with application forms, FAQs, design guide and website information updated to include the wider geography and introduction of a maximum grant amount. Fourteen enquiries have already been received (representing 23% of the 60 eligible properties), with some obtaining quotes to support an application for financial support. This includes the block of buildings which includes Betfred, Subway and Domino's on Marlborough Square. Cabinet will recall that properties on the south side of Marlborough had £100,000 of the available funds allocated for a limited period.

3.0 EMPORIUM AND ARRIVA BUS DEPOT

- 3.1 Grant support has been agreed for works to the frontages of The Emporium nightclub (Belvoir Road) and the Arriva bus depot (Ashby Road). Works are now underway on both properties, with the Emporium currently expected to be completed in January 2017. Once completed, the Arriva bus depot will become the base for Desirable Car Limited, currently based in Leicester, also bringing new jobs and apprenticeships to Coalville. Completion of the works is expected later in 2017.

4.0 MARLBOROUGH SQUARE

- 4.1 Following two prior meetings, officers are meeting with the Marlborough Square property owners and businesses within the next month to discuss a new design for this area which have been created by the Council's urban designer following agreement of the principles of design in October 2016. A delivery plan is in development.
- 4.2 £523,000 was allocated to the design and delivery of changes to Marlborough Square in July 2016.

5.0 REX CINEMA

- 5.1 The Leader and Chief Executive are monitoring progress on the anticipated sale of the Rex cinema which was advertised for sale during November 2016, at a commercial market rate.

6.0 MEMORIAL SQUARE

- 6.1 Following two prior meetings with stakeholders such as Royal British Legion, local businesses, Arriva and relevant District and County officers, the Council's urban designer is sharing a proposal for a new design for Memorial Square early in 2017.
- 6.2 Once the scheme is agreed, a plan to raise external funds to cover the cost of implementation will be developed. This plan will include remedial and enhancement works on Memorial Tower, being led by the council's Conservation Officer. It is probable that an application will be made to the War Memorial Trust to support related costs.
- 6.3 The timeline for implementation of a new scheme will be respectful of the use of Memorial Square for Remembrance services in November.

7.0 MARKET HALL

- 7.1 Officers continue to progress the Business Development Plan for the Market Hall. Recent achievements include: removal of six stalls to enable the internal space to be used more flexibly (for example to host events); improvement to internal lighting; a significant contribution to the Christmas in Coalville event on 3 December, hosting many heritage and family friendly stalls; additional Christmas events on 10 and 17 December.

8.0 CAR PARKING

- 8.1 Cabinet considered and agreed a Parking Strategy report at the 13 December 2016 meeting. Officers are implementing a range of actions as agreed at that meeting including the 'Free After 3pm' initiative for Coalville and weekly/monthly tickets following the purchase and installation of new modern ticket machines.

9.0 CROPSTON DRIVE

- 9.1 Officers have outlined and are implementing the process supporting the decision to dispose of land off Cropston Drive. This includes determination of the detail of an outline planning application and consideration of stakeholder engagement requirements.

10.0 COMMUNITY ENGAGEMENT – COALVILLE HEROES

- 10.1 Many Members are meeting Deana Wildgoose and Julia Burkin who are delivering the community engagement contract supporting the Coalville Project ("Coalville Heroes"). Monthly contract performance meetings are conducted by the Head of Economic Development and there is strong delivery of outputs.
- 10.2 A recent achievement was the release of a Christmas song about Coalville, created with the support of King Edward VII, Belvoirdale and Warren Hills schools and Mount Saint Bernard Abbey, led by the local band "Jack's Jokers". The song was performed at the Christmas in Coalville event on 3 December, and was promoted on social media prior to Christmas.
Significant levels of local viral interest were generated, leading to local and regional media coverage, including Hermitage FM and BBC Radio Leicester.
- 10.3 It has been agreed that the detail of the Food Heroes part of the contract should be amended based on learning during the initial phase of the contract.

- 10.4 Coalville Heroes are now based in Coalville's Market Hall. Officers have decided not to pursue the lease of an empty unit in the Belvoir Centre as it was originally expected that Coalville Heroes would be the principle user of this space.
- 10.5 Coalville Heroes have been awarded a £9,000 Leicestershire County Council Shire Grant (to fund an increase in scale of the Food Heroes project) and are in discussion with Heritage Lottery Fund (HLF) about a £1million+ consortium bid for Kick the Dust funding, which targets the 11-25 age group. Progress to the next stage of this application process will be confirmed during January 2017.

11.0 HERITAGE AND CULTURE PROJECTS

- 11.1 Officers continue to work with Coalville Heritage Society and other local heritage and cultural partners on the development of a Coalville area heritage strategy, creation of a timeline for Coalville's history for mounting on the Ford site hoardings, and on development of funding applications to HLF. A plan for celebration of Palitoy's 80th birthday is in development and has been discussed with HLF, as well as plans to create a community archive and heritage trails all based on Coalville Heritage Society's archive of pictures, maps and stories.
- 11.2 Officers have agreed an engagement programme related to sponsorship of a performance of Cinderella by the Vienna Festival Ballet company at the Century Theatre on 19 May 2017, arranged by Performing Arts @ Century Theatre. Free tickets will be offered to local dance and primary schools. Activities for local people, also related to the ballet performance, will be arranged.

12.0 COMMUNICATION

- 12.1 Officers continue to monitor all forms of media coverage of Coalville and have issued more than 17 press releases (since the last Cabinet report) covering positive news stories such as the Christmas in Coalville event, Coalville Heroes' Shire Grant award and the Best dressed shop window and market stall competition.
- 12.2 A number of Coalville-related matters have received significant coverage, including the Leicestershire County Council proposal for the future of the Snibston site.

13.0 EVENTS

- 13.1 In continuation of the existing model of collective advertising of "what's on in Coalville", officers created posters covering events during October and November 2016, with a separate one describing many of the Christmas-themed activities during December.
- 13.2 Officers worked closely with Coalville Town Team to deliver the Christmas in Coalville food and drink festival and Christmas lights switch-on on 3 December 2016. This event attracted similar numbers of visitors to previous years, culminating in a performance by a Little Mix tribute act and fireworks. It achieved lots of positive coverage on social media. An evaluation of this event has been undertaken in order to inform future planning.
- 13.3 The current version of the events poster covers January to April 2017.

- 13.4 Officers have confirmed sponsorship and officer support for this year's Coalville Colour Run, due to take place on Sunday, 17 September 2017 and expected to attract 1,000 participants.

14.0 STAKEHOLDER ENGAGEMENT

- 14.1 Meetings of the Coalville Project stakeholder groups are taking place from 11 to 19 January 2017, including discussion of progress and future plans to build confidence in Coalville.

15.0 GOVERNANCE

- 15.1 Programme management of the Coalville Project is confirmed as the responsibility of the recently appointed Head of Economic Development. All other programme governance arrangements continue as previously reported to Cabinet.

16.0 FINANCIAL IMPLICATIONS

- 16.1 Where relevant, prior sections of this report outline the financial implications of the activities outlined. Delivery of these projects will be accommodated within existing Officer time and budgets or arrangements that are already in place following Cabinet approval. The programme board includes a finance officer, and a review of overall programme finances is undertaken at each programme board meeting.

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NORTH WEST LEICESTERSHIRE DISTRICT COUNCIL

CABINET – 17 JANUARY 2017

Title of report	LEISURE CENTRES – ALLOCATION OF FINANCIAL SURPLUS 2015/16
Key Decision	a) Financial No b) Community No
Contacts	Councillor Alison Smith MBE 01530 835668 alison.smith@nwleicestershire.gov.uk Director of Services 01530 454555 steve.bambrick@nwleicestershire.gov.uk Head of Community Services 01530 454832 john.richardson@nwleicestershire.gov.uk
Purpose of report	To advise members of the Council's leisure centres achieving a financial budget surplus in 2009/10, 2012/13 and 2015/16
Reason for Decision	To ensure compliance with the Council's Leisure Centre Local Agreement March 2003
Council Priorities	Value For Money
Implications:	
Financial/Staff	Contained within the report
Link to relevant CAT	N/A
Risk Management	N/A
Equalities Impact Screening	None discernable
Human Rights	None discernable
Transformational Government	Not applicable
Comments of Head of Paid Service	The report is satisfactory

Comments of Deputy Section 151 Officer	The report is satisfactory
Comments of Deputy Monitoring Officer	The report is satisfactory
Consultees	Corporate Leadership Team Trade Unions
Background papers	Executive Board report 28 May 2003 (exempt under Schedule 12a, Paragraph 3)
Recommendations	<p>THAT CABINET ;</p> <ul style="list-style-type: none"> - NOTE THE FINANCIAL SURPLUS ACHIEVED BY THE LEISURE CENTRES IN 2009/10, 2012/13 AND 2015/16 TOTTALLING £43,875 - ALLOCATE AND FUND THE SURPLUS AS OUTLINED IN SECTION 6 AND AS FOLLOWS; - £13,101 IN 2009/10 SPLIT ON A 50/50 BASIS TO QUALIFYING LEISURE CENTRE EMPLOYEES AND TO LEISURE CENTRE INVESTMENT PROJECTS (RETROSPECTIVELY) - £1,418 IN 2012/13 SPLIT ON A 50/50 BASIS TO QUALIFYING LEISURE CENTRE EMPLOYEES AND TO LEISURE CENTRE INVESTMENT PROJECTS (RETROSPECTIVELY) - £29,356 IN 2015/16 SPLIT ON A 50/50 BASIS TO QUALIFYING LEISURE CENTRE EMPLOYEES AND TO LEISURE CENTRE INVESTMENT PROJECTS

1.0 BACKGROUND

- 1.1 In May 2003 the Councils Executive Board approved a revised Local Agreement of Terms and Conditions of Service for Leisure Centre (formerly termed Direct Leisure Services) employees. See Appendix 1 for a copy of this agreement.
- 1.2 The Direct Leisure Services (DLS) was formed in 1992 in response to Compulsory Competitive Tendering (CCT) legislation. The DLS (now Leisure Centres) manage Hermitage and Hood Park Leisure Centres and the Hermitage Recreation Ground facilities.
- 1.3 In establishing the DLS in 1992, a local agreement was reached with staff after lengthy negotiations with staff and trade unions. The Local Agreement was adopted following a ballot of all affected employees.

- 1.4 Essentially, the Local Agreement was introduced to ensure the DLS were 'competitive' and provided 'Best Value' to the Council. It was also to reflect the nature of the leisure operation being 7 days a week, 17 hours a day and 360 days per year.
- 1.5 Enshrined within the Local Agreement was a staff surplus share which in part provided a measure of compensation for a reduced set of terms and conditions and to drive and embed a performance culture within the service.
- 1.6 Following the introduction of the Single Status National agreement in 2002 the Local Agreement was reviewed and a revised agreement supported by staff was approved by the Councils Executive Board on 28 May 2003. This agreement is still in place today despite the removal of the terminology Direct Leisure Services.

2.0 SURPLUS SHARE SCHEME

- 2.1 The DLS generated and reported to the Councils Executive Board a financial surplus (within its agreed annual budget) every year from 1992 until 2005/06. Under the terms of the Local Agreement any financial surplus generated within the cost centre by the service will no less frequently than annually be referred to the Executive Board (now Cabinet) to determine what proportion of any surplus made, if any, is available for distribution to employees of the service (an agreed formulae is established for this distribution per employee based on hours worked, additions for weekend working and overtime, reductions for sickness and a bonus for 100% attendance.)
- 2.2 From 2006/07 there were three years of the Leisure Centres not operating within the annual budget and therefore running a deficit budget and as such no reports were taken through Cabinet as there was no surplus to consider.
- 2.3 In reviewing the financial out turn of the Leisure Centres for 2015/16 it was reported that the Leisure Service achieved a budget surplus of £29,356. This was not forecast as the service reported a year end forecast deficit of £6,412 at period 10. It is important to note that the surplus figure is the amount of surplus under the budgeted figure for Leisure Centres. Overall the Leisure Centres continue to benefit from a very large subsidy each year from the general fund of just under £800,000 per annum.
- 2.4 2015/16 was the first time a surplus budget had been reported in a number of years, however, in reviewing past out turns since 2005/06 two other instances have been found in 2009/10 of £13,101 and in 2012/13 of £1,418 both of which had not been reported to Cabinet for a consideration of allocating the surplus generated. In both years Period 11 financial statements were forecasting deficits, following Period 12 performance and end of year adjustments the position improved to a surplus. This was not highlighted and therefore not reported to Cabinet, this error now needs correcting through re-considering the circumstances of each year, this is outlined in section 4.0.
- 2.5 The 2015/16 surplus was contributed to in the last two months by the following;
 - **Swimming Income**
In P10, the predicted outturn for swimming across both sites was £755,564. However, the Swim Academy had significantly more members join in February and March than anticipated, and the actual outturn was £768,479, an increase of £12,915.

- **Hermitage Recreation Ground Income**
In P10, the predicted outturn for the 3G pitch was £39,000. However, the growth in our internal football leagues, and the securing of additional bookings from Coalville Town Football club meant the actual outturn was £42,918, an increase of £4,918.
- **Fitness Memberships**
In P10, the predicted outturn for fitness memberships across both sites was £971,198. However, whilst we anticipated membership levels would begin to plateau in February and March, they actually continued to slightly increase meaning the actual outturn was £972,402, an increase of £1,204.
- **Gas Consumption**
In P10, the predicted outturn for gas expenditure was £125,000, and this was based on estimated bills for December to March. However, the winter was considerably more mild than anticipated and the actual outturn was £110,808, £14,192 under budget.
- **Hermitage Recreation Ground Electricity Consumption**
In P10, the predicted outturn was £5,000. However, the remote switching on and off of the astroturf lights at the leisure centre meant responsiveness to usage increased significantly with the lights being turned on later and turned off earlier, and the actual outturn was £2,480, a reduction of £2,520.

3.0 ALLOCATION OF FINANCIAL SURPLUS

- 3.1 In previous years when allocating surplus's to staff a number of considerations have been made;
- the financial performance of the cost centre and the level of surplus declared
 - fair and adequate reward, sufficient to maintain high levels of motivation, morale, flexibility and attendance records
 - a balance with the need/opportunity for re-investment on non-recurring items to ensure the facilities are well maintained (in previous years part allocations of surplus have been made to re-investing in the facilities)
- 3.2 Since the last payment in 2005/06 there has been 7 out of 10 years where the Leisure Service did not achieve its budget target. In terms of cost to the council the cumulative sum over budget in these 10 years is £396,219 with an average deficit of £39,622 per year.

4.0 OPTIONS AVAILABLE

- 4.1 Previously there have been a range of options available for consideration each year;
- distribute the total sum to staff through the agreed formulae;
 - distribute a part payment to staff and allocate a sum to an investment project in the leisure centres, as occurred in previous payment years
 - allocate the whole of the sum to an investment project in the leisure centres
- 4.2 However, there is now an additional consideration which is to use any surplus sum to offset any leisure centre budget deficit incurred to the Council in previous years.

- 4.3 In considering which option to take it should be noted that between 1992 and 2005/06 the service never had a deficit making year and so there had never previously been a need to consider whether any surplus should be used to offset previous year's deficit. See table below;

Year	Surplus/deficit	Preceding years deficit	Difference
2009/10	£13,101	- £41,381	- £28,280
2012/13	£1,418	- £79,559	- £78,141
2015/16	£29,356	- £108,236	- £78,880

- 4.4 The Local Agreement at Section 10 states 'The Council will, no less frequently than annually, determine what proportion of any surplus made, if any, is available for distribution to employees of the Direct Leisure Services. As such it is for Cabinet to decide what proportion of the surplus should be made available for sharing amongst qualifying employees.

5.0 INITIAL PROPOSAL/FEEDBACK FROM TRADE UNIONS

- 5.1 Management initially proposed to use the budget surplus in each of the three years to offset the deficits made in the preceding years as per the table at 4.3. The Trade Union (Unison) response to this initial proposal can be seen at Appendix 2. Based on the feedback management have reconsidered this position and have made a revised proposal as outlined in section 6.

- 5.2 The revised proposal was circulated to Trade Unions for further comment and the response has been included at Appendix 3.

6.0 REVISED PROPOSAL

- 6.1 If the surpluses had been reported to Cabinet for the two years (2009/10 and 2012/13), it is likely that some of the surplus would have been allocated to investment projects. The following projects were funded by the General Fund in the following years;

2010/11 Hermitage Leisure Centre Dryside male and female changing room refurbishment costing £56,689

2013/14 Hood Park Leisure Centre pool changing room refurbishment costing £25,000, Hood Park Leisure Centre studio air conditioning costing £11,991 and fitness equipment across both leisure centres costing £60,986

- 6.2 In considering the surplus of £29,356 in 2015/16 the Council is currently investigating the potential for building a new sports and leisure centre in Coalville at an estimated cost of up to £20 million. To date the Council has allocated £150,000 to support the project and to inform a cabinet report in 2017. The service is also looking to improve the flexibility of Hood Park Leisure Centre bar lounge and improve the short term quality of the studio facility at Hermitage Leisure Centre.

- 6.3 It is recognised that the Local Agreement and the surplus share scheme has over the years saved the Council a significant financial sum on an annual basis and continues to do so. The scheme incentivises and rewards staff for focussing on customer care, customer retention, energy efficiency, attendance at work, working unsocial hours and taking care of the facilities. Generating a budget surplus is testimony to the hard work of employees in exceeding income targets and / or reducing expenditure.
- 6.4 It is therefore proposed to allocate the surplus in each year (2009/10, 2012/13 and 2015/16) on a 50/50 basis to qualifying employees (as per the agreed formula contained within the Local Agreement) and to leisure centre investment projects (retrospectively for 2009/10 and 2012/13).

Year	Surplus/deficit	50% Qualifying Employees	50% Investment Projects
2009/10	£13,101	£6,551	£6,550
2012/13	£1,418	£709	£709
2015/16	£29,356	£14,678	£14,678

- 6.5 The surplus share payments to qualifying employees and contribution to investment projects (2015/16 only) will be met from 2016/17 forecast underspends.
- 6.6 Employees that qualified for a payment in 2009/10 and 2012/13 but have now left the Council's employment will be contacted and retrospective payment arrangements made.
- 6.7 All future Leisure Centre budget positions will now be considered annually by Cabinet in accordance with the Local Agreement.
- 6.8 It should be noted that the Local Agreement is a term and condition of leisure centre employees and it will transfer under the Transfer of Undertakings for the Protection of Employees legislation (TUPE) if the Leisure Centre service is outsourced to a new management operator. It would then be for any potential new operator to consider how to work with the terms of the agreement.

NORTH WEST LEICESTERSHIRE DISTRICT COUNCIL

LOCAL AGREEMENT

DIRECT LEISURE SERVICES CONDITIONS OF SERVICE

MARCH 2003

This agreement replaces the appropriate paragraphs detailed below in the nationally agreed terms and conditions of service for Local Government Services and replaces any previous local agreements.

1. OVERTIME WORKING

Replaces Part 3, Section 2.3(a)

Overtime working will be aggregated over a calendar month and paid at plain time. Officers in receipt of a basic or all inclusive salary in excess of spinal column point 28 will remain excluded from overtime payments as previously detailed in the National Conditions of Service.

2. WEEKEND WORKING

Replaces Part 3, Section 2.3(b)

Weekend working will be paid at plain time basic rate.

3. BANK AND CONCESSIONARY HOLIDAYS

Replaces Part 3, Section 2.3(d)

For work on a bank holiday or a concessionary holiday, employees will receive their choice of either:

(a) Double time basic rate for all hours worked in full recompense.

OR (b) Plain time basic rate for all hours worked plus an equivalent number of hours as time off in lieu.

A schedule of Bank and concessionary holiday working will be agreed with management.

4. SHIFT WORKING, NIGHT WORK, IRREGULAR HOURS, SPLIT DUTY AND UNSOCIAL HOURS

Replaces Part 3, Section 2.3(c)

All the above working practices will be paid at plain time basic rate in full recompense.

5. RETURN TO WORK

Included within Part 3, section 2.3(f)

Designated key holders who are called upon to return to work, in accordance with Manual Employees' conditions Section 5(A) paragraph 7(a) and Section 5(A) paragraph 7(b) will qualify for a minimum payment as for two hours at plain basic rate.

6. ANNUAL LEAVE YEAR

The holiday year runs from 1 January to 31 December.

7. TRAINING

The Council will continue to encourage employees to seek further professional qualifications and pay approved expenditure in accordance with the agreed training policy. Time off work for attendance at such training courses will be negotiated.

8. WORK LOCATION

Wherever possible, employees will be expected to work at any contract location.

NOTE: It is not envisaged that staff will be frequently required to change work areas. Wherever possible, 24 hours notice will be given. Special dispensation may be given to individuals who would have severe transportation difficulties.

9. UNSOCIAL HOURS PAYMENT

An annual unsocial hour's payment of £250.00 (pro rata for part-time employees) will be paid to employees who meet one of the following criteria:

- (a) Staff who are contracted to work both Saturdays and Sundays every week.
- (b) Staff who are contracted to work changing shift times and days over a 7 day period, i.e. over a two, three, or four week rota the individual must work on each of the 7 days of the week, with varying start and finish times.
- (c) Staff who are contracted to work changeable shift times and days over a 7 day rota due to seasonal demands.

10. SURPLUS SHARE

The Council's Executive Board will, no less frequently than annually, determine what proportion of any surplus made, if any, is available for distribution to employees of the Direct Leisure Services.

The surplus will be distributed to all registered employees of the Direct Leisure Services employed under the terms of this Local Agreement on the day that any such surplus is declared by the Board in accordance with the following:

- (a) The operating period is the contract year.

- (b) Full time employees will be allocated an index of 100 (whether 37 hours or 36¼ hours).
- (c) Part time employees will be allocated an index pro rata to their full time equivalent. Casual employees will be allocated a pro rata based on the aggregated number of hours worked in the year divided by 52.
- (d) For every 4 complete hours lost through sickness or absence, after the loss of the equivalent of each individual's weekly contracted hours, one index point will be deducted. Employees subject to food handling regulations will lose one index point after the equivalent of 2 weeks' contracted hours. Deductions of index points due to sickness and absence will not reduce index points to less than 30% of the beginning year figure.
- (e) For every 10 hours additional overtime worked, (over and above contracted hours), one index point will be added. For every 10 hours worked at weekends - Saturdays or Sundays - one index point will be added.
- (f) The total index points of all qualifying employees will be divided into the total declared share of the surplus and distributed to employees in direct proportion to their index points.
- (g) A bonus of 10 index points will be allocated to anyone with a 100% attendance record throughout the full financial year.

11. ANNUALISED HOURS

- (a) Individual employees may be offered the opportunity to work under an annualised hour's scheme. Each may choose to retain their present number of contractual hours per week or to increase their hours by an agreed amount over the working year which will be paid at plain time.
- (b) The working year is from 1 January to 31 December.
- (c) Monthly pay will be calculated on the basis of annual hours divided by 12.
- (d) New employees who are contracted to work regular hours through the year will work a simple proportion based on the remaining working days in the year. New employees who work irregular hours would be allocated a mutually agreed number of hours for the remainder of the working year.
- (e) Employees who leave the service of the Council will be paid for hours worked above the level for which payment had been made on the annualised hour's basis. Hours not worked prior to leaving will be deducted from the final pay calculation.
- (f) Working upon an annualised hour's contract will not preclude individuals from paid overtime working above their contracted annual hours.
- (g) Those working upon an annualised hour's contract may not work in excess of 25% above their agreed weekly hours or less than 25% less than their agreed weekly hours except for holiday and sickness leave.

- (h) Pay rises will take effect on the nationally agreed date in direct proportion to the contracted days remaining in the contract year.
- (i) Seven days' notice must be given when a rostered shift is not to be worked.
- (j) Bank and concessionary holidays have not been included as working days.
- (k) At the contract year end, a balance of plus or minus 1% of the agreed annual hours can be carried forward to the next contract year. Excess hours worked above this level will be paid at plain time. Any shortage of hours (outside this level) other than refusal to work additional shifts will be written off.
- (l) An individual's agreed annualised hours may be reviewed after lengthy periods of sickness, 3 refusals to work additional shifts at 72 hours' notice or by mutual agreement.

This annual scheme may be reviewed by the Head of Sport & Leisure in consultation with staff and trade unions.



North West Leicestershire Branch
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9 December 2016

FOA Mike Murphy – Human Resources Manager
North West Leicestershire District Council
Council Offices
Coalville
Leicestershire
LE67 3FJ

Dear Mr Murphy

Leisure Centre Surplus Share Consideration

Further to the Cabinet report to be considered in January 2017 for the purpose of advising members of the Councils leisure centres achieving a financial budget surplus in 2015/16. We have consulted with our members and they would like their trade union to make the following comments and representation on their behalf.

I have received many comments from members and for information I have detailed their valid point and comments below:

Comments from member
We wasn't made aware of the surplus made in 2009/10 & 2012/13. It's been that long since we have received any surplus we had almost thought it had been buried and forgotten. It looks like that's what they want to do now.
My concern is, what they are suggesting is not written the local agreement. It has never been written down that any significant cost made to the council will be paid back by a surplus?
The local agreement was introduced back in 1992 under 'Compulsory Competitive Tendering' the agreement and the surplus was a compensation for the loss of income , i.e. time and half on Saturday, double time Sundays and double time on back holidays, all of which is paid at plain time.
The surplus however small is a credit to the staff for all their hard work.
All of this has been kept on the quiet and we only found out about this surplus from a member of staff at the council offices that we made a surplus. In past years we were continuously informed that we finished the financial year in deficit and no surplus has been made.
All of this has been kept very sly and all we ask is for a bit of fairness.
Nowhere in the local agreement does it say that all of the surplus will be re-invested.
Nowhere in the local agreement does it say that we have to put back any money in to the council if we have made a deficit in previous years.
The surplus share was to compensate time ½ for any overtime worked, time ½ for

Saturday overtime, double time for Sunday overtime and double time with a day off in LIEU for a bank holiday's.

We just want fairness and believe we have been kept in the dark about the surplus made in previous years, we have always been told that we have made a deficit, obviously this is not the case for every year, also we only found out about a surplus this year when someone at the council offices was talking to a member of staff from HLC, this was in July 2016.

First of all that the Leisure Centres achieved a financial surplus in 2009/10 and 2012/13 – I have literally only learned this today! Why is that, where does that sit with **openness and transparency**. Also in point 2.4 I'm lost for words how "*an oversight*" has missed two years where we achieved a surplus amount.

Secondly the surplus which we generated in this last financial year we only became aware of in October – November this year – we had not been made aware of this at all !

In the background where it states 1.1 that the Council's executive board approved a revised local agreement of terms in 2003, I don't remember this being consulted with staff in any way shape or form.

1.5 the staff surplus share was "*enshrined*" within the local agreement as a measure of compensation for a reduced set of terms and conditions.

3.1 the surplus share scheme to provide a *fair and adequate reward* to **maintain high levels of motivation and morale**.

Also I'm confused how a deficit was made in 2008/2009 with staffing cost reductions within the duty manager team at hermitage and hood park and redundancies at both sites which should have significantly reduced the staffing cost across both centres.

I have repeatedly asked during briefings and reflection meetings for details of where we have finished surplus / deficit wise at the end of each financial year – these have NEVER been made available or public to staff members.

I have been an employee for over 25 years and can remember signing the agreement to compensate us for loss of overtime for unsocial hours with the surplus share scheme. For years it was standard practice to be notified if there was a surplus and then obviously in accordance with the local agreement this was distributed amongst staff. For the last couple of years none of the staff have been informed if there has been a surplus or not it has just been assumed that we made a deficit. I would have thought if there was a surplus made and it was decided not to distribute it then the staff should have been informed of this.

The staggering facts that are highlighted in district council leisure staff comments is the fact that:

- They feel that they have been misinformed by the employer failing to disclose a surplus over the past years
- The staff surplus share when the service level agreement was created was to compensate employees for their loss of income due to the removal of overtime, working weekends and bank holidays. This appears to have been forgotten and like a members said "swept under the carpet"

Leisure centre staff are being put under immense pressure to cope with a facility which is overused, oversubscribed, working with a building that is coming to the end of its functional life without significant investment. This is obviously extremely challenging to operate a

professional function from, however this team of staff have managed to do just that. To learn that after facing those pressures the excellent work of those team members to create a surplus is extraordinary and we strongly believe that they should be rewarded as per the service level agreement indicates.

May we take the opportunity to reiterate that the service level agreement does not state that the district council may use any surplus on “other” projects? It states:

“The Council’s Executive Board will, no less frequently than annually, determine what proportion of any surplus made, if any, is available for distribution to employees of the Direct Leisure Services.

The surplus will be distributed to all registered employees of the Direct Leisure Services employed under the terms of this Local Agreement on the day that any such surplus is declared by the Board in accordance with the following”

A recommendation that the surplus be invested in a possible 20 million pound project does not make any reasonable sense. The small amount of surplus is insignificant in the large pool of financial availability for this project we imagine.

Staff morale and future performance will likely suffer should cabinet decide to invest the leisure centre staff surplus share into the leisure centre project, into a project which could possibly see members of staff being transferred under TUPE and having long term financial implications which in itself a daunting and uncertain process.

As the Unison representative I would urge the employer to reconsider the recommendation and take into account what was intended through the Local Agreement, Direct Leisure Services conditions of Service and to consider the long term implications of dismissing agreements, when it is suitable for the district council.

I hope that the above information is considered and members do consider the faithful, strong competent workforce which complies created through being excellent sales people, strong customer services, and energy efficient, innovative and resourceful members of staff when making a final decision.

I look forward to receiving a response to these considerations in due course.

Yours sincerely

Catherine Ridgway
Branch Secretary
UNSION

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North West Leicestershire Branch
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4 January 2017

FOA Mike Murphy – Human Resources Manager
 North West Leicestershire District Council
 Council Offices
 Coalville
 Leicestershire
 LE67 3FJ

Dear Mr Murphy

Leisure Centre Surplus Share Consideration

Further to the Cabinet report to be considered on 17 January 2017 for the purpose of advising members of the Councils leisure centres achieving a financial budget surplus.

Thank you for considering our members comments and our representation submitted on 9 December 2016 and writing to advise of a revised report recommending that there should be a 50/50 share of the surplus between leisure centre staff and the new leisure centre fund.

We have again consulted with our members and they would like their trade union to make the following comments and representation on their behalf.

Comments from members
My comments are that in our local agreement, nothing was agreed on the terms that 50% of a surplus that we helped make would be injected back into the centre. I also find it a concern that this whole process has been kept quiet from us over the years. Certainly not fair and something needs to be put in place/looked at to prevent this happening in the future.
Over the past few years we have had so many cut backs and members of staff not being replaced (from cleaners to management) work load has got bigger and more has been asked of everyone, so finding out we have made a surplus (eventually) is a real bonus and in a way makes us feel appreciated. Nowhere in the local agreement does it mention that we have to give up 50% of our surplus, we just want what is deserved.
I completely agree with the comments made by my colleagues and that nowhere does it say in the local agreement that we have to give up 50% of the surplus

Although we appreciate the reconsideration of the original recommendation to utilise all of the surplus towards the leisure centre project and that the revised recommendation stands at 50%, we would still like to reiterate that the "Local Agreement" states that:

"The Council's Executive Board will, no less frequently than annually, determine what proportion of any surplus made, if any, is available for distribution to employees of the Direct Leisure Services.

The surplus will be distributed to all registered employees of the Direct Leisure Services employed under the terms of this Local Agreement on the day that any such surplus is declared by the Board in accordance with the following"

The local agreement does not state or permit the district council to decide alternative options for spending the surplus intended for leisure centre staff who contributed to the surplus.

50% of the surplus being recommended to be invested in the possible 20 million pound project makes less reasonable sense than 100% as it is an even smaller "drop in the ocean" to a significant project. £21,937 would make minimal difference to the project however it would make a significant difference to each of the leisure centre staff who contributed to the achievement of the surplus over the years.

We strongly believe that the leisure centre staff are entitled to 100% of the surplus as per the terms of the Local Agreement.

I would hope that members reserve the right to request that the Local Agreement, Direct Leisure Services Conditions of Service should be upheld and staff be rewarded 100% as per the agreement.

Unfortunately due to annual leave and the Christmas break it has been difficult to obtain many responses to the consultation of the report however I am sure that if a longer consultation period was provided we would have many more comments to add this this response.

I would also like to reiterate a question raised by our member "how was this surplus missed for so long"? How can this be avoided in the future? What processes will be put in place to avoid this from happening again? A clear and transparent process? If the trade union can assist in this process at all please do not hesitate to contact me.

Our members and your workforce await a suitable and fair and decision in due course.

Yours sincerely

Catherine Ridgway
Branch Secretary
UNSION

NORTH WEST LEICESTERSHIRE DISTRICT COUNCIL

CABINET – 17 JANUARY 2017

Title of report	AUTHORITY TO AWARD BILL PAYMENT SERVICES CONTRACT
Key Decision	a) Financial Yes b) Community No
Contacts	Councillor Nick Rushton 01530 412059 nicholas.rushton@nwleicestershire.gov.uk Interim Director of Resources 01530 454833 andrew.hunkin@nwleicestershire.gov.uk
Purpose of report	The report requests that Cabinet delegates authority to award the Bill Payment Services Contract to the Interim Director of Resources in consultation with the Corporate Portfolio Holder.
Reason for Decision	The level of expenditure on this contract exceeds the authority threshold in the Scheme of Delegation. To ensure the continuity of provision of the bill payment service to the Council.
Council Priorities	Value for Money.
Implications:	
Financial/Staff	Financial implications contained within existing budgets, no staffing implications
Link to relevant CAT	Not applicable
Risk Management	Not applicable
Equalities Impact Screening	Not applicable
Human Rights	Not applicable
Transformational Government	Not applicable
Comments of Head of Paid Service	The report is satisfactory

Comments of Deputy Section 151 Officer	The report is satisfactory
Comments of Deputy Monitoring Officer	The report is satisfactory
Consultees	None
Background papers	None
Recommendations	THAT CABINET DELEGATES AUTHORITY TO AWARD THE CONTRACT FOR THE BILL PAYMENT SERVICE FOR THE PERIOD 1 JUNE 2017 TO 31 MAY 2020 WITH THE OPTION TO EXTEND UNTIL 31 MAY 2021 TO THE INTERIM DIRECTOR OF RESOURCES IN CONSULTATION WITH THE CORPORATE PORTFOLIO HOLDER.

1. BACKGROUND

- 1.1 The Co-operative Bank has given notice to the Council to close our bill payments account we hold with the bank. The bill payment services account enables the Council to receive the income that has been paid to the Council via PayPoint and Post Offices. The account was initially due to close on the 28 February 2017 however we have successfully negotiated an extension to the 31 May 2017. Therefore the Council needs a replacement account from the 1 June 2017.

2. PROCUREMENT ROUTE

- 2.1 It is the intention to move the bill payment services account to Lloyds Bank plc who offers this service in conjunction with All Pay. The Council already holds its main bank account will Lloyds. The contract will be awarded under the ESPO framework 384 for Banking Services. Lot 3 of the framework covers Bill Payments Services and is a single supplier framework so a direct award can be made. This procurement route adheres to the requirements of the Constitution (paragraph 2.6 of the Contract Procedures Rules).

3. FINANCIAL IMPLICATIONS

- 3.1 The proposed fees from All Pay for processing of PayPoint and Post Office transactions are in line with existing fees and therefore these can be met from existing budgets. There will be £5,000 one-off implementation costs for moving the service from the Co-operative Bank to Lloyds. It has been agreed that this can be met from the 2016/17 under-spend.

4. CONTRACT AWARD

- 4.1 In order to award the contract in relation to the bill payment services contract for the period 1 June 2017 to 31 May 2020, with the possibility of extending to 31 May 2021, - Cabinet is requested to delegate authority to the Interim Director of Resources in consultation with the Corporate Portfolio Holder.

NORTH WEST LEICESTERSHIRE DISTRICT COUNCIL**CABINET – 17 JANUARY 2017**

Title of report	AUTHORITY TO AWARD DATA CENTRE AND WIDE AREA NETWORK CONTRACT
Key Decision	a) Financial Yes b) Community No
Contacts	Councillor Nick Rushton 01530 412059 nicholas.rushton@nwleicestershire.gov.uk Interim Director of Resources 01530 454833 andrew.hunkin@nwleicestershire.gov.uk
Purpose of report	The report requests that Cabinet delegates authority to award the Data Centre and Wide Area Network services contract to the Interim Director of Resources in consultation with the Corporate Portfolio Holder.
Reason for Decision	The level of expenditure on this contract exceeds the authority threshold in the Scheme of Delegation. To implement modern ICT network and infrastructure, replacing legacy infrastructure and consolidating suppliers. Also the provision of disaster recovery, business continuity and backup services which reduce the overall ICT infrastructure costs to the Council. This is contained within the ICT Road Map 2016 – 2018
Council Priorities	Value for Money.
Implications:	
Financial/Staff	Financial implications contained within ICT Road map funding which has already been approved by Cabinet on the 26 th July 2016 (ICT Infrastructure scheme), no staffing implications
Link to relevant CAT	Not applicable
Risk Management	Not applicable
Equalities Impact Screening	Not applicable
Human Rights	Not applicable

Transformational Government	Not applicable
Comments of Head of Paid Service	The report is satisfactory
Comments of Deputy Section 151 Officer	The report is satisfactory
Comments of Deputy Monitoring Officer	The report is satisfactory
Consultees	None
Background papers	None
Recommendations	THAT CABINET DELEGATES AUTHORITY TO AWARD THE CONTRACT FOR THE DATA CENTRE AND WIDE AREA NETWORK SERVICES FOR THE PERIOD 1 FEBRUARY 2017 TO 28 FEBRUARY 2020, TO THE INTERIM DIRECTOR OF RESOURCES IN CONSULTATION WITH THE CORPORATE PORTFOLIO HOLDER.

1. BACKGROUND

- 1.1 An ICT strategy has been developed that sets out a long term vision of how ICT will support the Council's business requirements, its future vision, its customers and its members. Its outcomes include: a fully-funded ICT plan that supports new, more efficient, sustainable, flexible, and customer-focused ways of working; an organisation with the right ICT infrastructure and level of resilience; and a workforce with the right IT tools and skills
- 1.2 The Council's ICT infrastructure, telecommunications and server room, is located within the Council building which has been a single point of failure. The infrastructure is 6 years old and needs replacing. The wide area network is provided on expensive lease lines, with smaller sites on public ADSL connectivity, with multiple suppliers. As part of the ICT Road map and ICT strategy, Cabinet has approved the funding to modernise the Council's ICT infrastructure with provision for disaster recovery and business continuity by migrating the server room to a private secure data centre, with modern highly available, and resilient ICT infrastructure with fast secure network connections with a single supplier, reducing overall cost.

2. PROCUREMENT ROUTE

- 2.1 The Council has conducted a mini-competition under the CCS framework RM1045 LOT1 Data Access Services which four bidders have responded to. It is the intention to award the contract to one of the four bidders under this framework. This procurement route adheres to the requirements of the Constitution (paragraph 2.6 of the Contract Procedures Rules).

3. FINANCIAL IMPLICATIONS

- 3.1 The proposed 3 year contact at a value of £350,000 is in line with the ICT road map funding and the savings in revenue budget as a result of this implementation.

4. CONTRACT AWARD

- 4.1 In order to award the contract in relation to the Data Centre and Wide area network services for the period 1 Feb 2017 to 28 Feb 2020- Cabinet is requested to delegate authority to the Interim Director of Resources in consultation with the Corporate Portfolio Holder.

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Agenda Item 11.

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Agenda Item 12.

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