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Meeting	CABINET
Time/Day/Date	5.00 pm on Tuesday, 8 December 2020
Location	Remote Meeting using Microsoft Teams
Officer to contact	Democratic Services (01530 454512)

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	
To confirm the minutes of the meetings held on 10 November and 26 November 2020.	3 - 10
5. GENERAL FUND AND SPECIAL EXPENSES REVENUE BUDGET PROPOSALS FOR 2021/22	
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6. DRAFT HOUSING REVENUE ACCOUNT BUDGET PROPOSALS FOR 2021/22	
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7. 2021/22 - 2025/26 DRAFT CAPITAL PROGRAMMES	
Report of the Strategic Director of Housing and Customer Services	53 - 70

Presented by the Corporate Portfolio Holder

8. REQUEST FOR WAIVER OF THE CONTRACT PROCEDURE RULES TO INSTRUCT PARLIAMENTARY AGENT

Report of the Strategic Director of Place
Presented by the Deputy Leader of the Council

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9. AIR QUALITY UPDATE

Report of the Strategic Director of Place
Presented by the Community Services Portfolio Holder

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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. Members are reminded that they must have regard to the public interest test and must consider, for each item, whether the public interest in maintaining the exemption from disclosure outweighs the public interest in making the item available.

11. NEWMARKET REFURBISHMENT CONTRACT UPDATE

Report of the Strategic Director of Place
Presented by the Community Services Portfolio Holder

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Circulation:

Councillor R Blunt (Chairman)
Councillor R Ashman (Deputy Chairman)
Councillor R D Bayliss
Councillor T Gillard
Councillor N J Rushton
Councillor A C Woodman

MINUTES of a meeting of the CABINET held in the Remote meeting held using Microsoft Teams on TUESDAY, 10 NOVEMBER 2020

Present: Councillor R Blunt (Chairman)

Councillors R Ashman, R D Bayliss, T Gillard, N J Rushton and A C Woodman

In Attendance: Councillors M B Wyatt

Officers: Mrs B Smith, Mr J Arnold, Mr A Barton, Mrs T Bingham, Miss E Warhurst, C Colvin, Mr T Delaney and Mr C Elston

42. APOLOGIES FOR ABSENCE

There were no apologies for absence.

43. DECLARATION OF INTERESTS

There were no declarations of interest.

44. PUBLIC QUESTION AND ANSWER SESSION

No public questions were received.

45. MINUTES

Consideration was given to the minutes of the meeting held on 20 October 2020.

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

RESOLVED THAT:

The minutes of the meeting held on 20 October 2020 be confirmed as an accurate record of the proceedings.

Reason for decision: To comply with the constitution.

46. ECONOMIC RECOVERY PLAN

Councillor T Gillard presented the report to Cabinet. Having received input from all services areas, the Recovery Members Advisory Group and the Community Scrutiny Committee, the Economic Recovery Plan set out the immediate support measures to address the impact of COVID-19 on residents, businesses and communities; whilst maintaining flexibility in the longer term to adapt the plan in response to changes in circumstances and new regional and national recovery strategies as they emerged.

Members spoke in favour of the directed support to tenants and prompt payment to council suppliers. Discussion also referred to the Members' ambassadorial role and the importance of promoting sustainable transport in the district.

It was moved by Councillor T Gillard, seconded by Councillor R Bayliss and

RESOLVED THAT CABINET:

- 1) Reviews and approves the North West Leicestershire Economic Recovery Plan.

- 2) Reallocates £62,000 from the business grants earmarked reserve towards supporting businesses in our towns and local centres to improve their digital footprint.
- 3) Delegates authority to the Strategic Director of Place in consultation with the Planning and Infrastructure Portfolio Holder and the Business and Regeneration Portfolio Holder to review and update the plan, to respond to the changing economic environment and to reflect the emerging regional and national recovery strategies to be published in 2021.

Reason for decision: To seek Cabinet approval for the recommendations set out within the report.

47. ESTABLISHMENT OF COMPANY TO BE KNOWN AS 'EM DEVCO LIMITED'

Councillor R Ashman presented the report to Cabinet alongside the addendum circulated to Cabinet in advance of the meeting. The report and addendum set out the proposal for five local authorities to create an Interim Vehicle as means of progressing towards a statutory 'locally led' development corporation to capitalise on opportunities for regional growth.

Following consideration of the proposals by the Community Scrutiny Committee on 28 October 2020, Councillor Ashman set out that the report and addendum, in particular the High Level Issues and Risk Log, addressed the concerns raised by Scrutiny.

Members spoke in support of the proposals, in particular as a method of working collectively to address the imbalances in investment and infrastructure spending between the East Midlands and the West Midlands.

It was moved by Councillor R Ashman, seconded by Councillor A Woodman and

RESOLVED THAT CABINET:

- 1) Notes the work that has been done to date on this project and the comments which were made by the Community Scrutiny Committee at its meeting on 28 October 2020 as detailed in Appendix D.
- 2) Recommends that Full Council approves making a financial contribution of £500,000 to support the Interim Vehicle over the next 3 years, with the additional funding required to be allocated through the reallocation of existing economic development earmarked reserves no longer required and subject to the agreed funding contributions from other affected local authorities and government funding being secured;
- 3) Recommends that Full Council approves the Council joining the Interim Vehicle and participating in the incorporation of it;
- 4) Recommends that Full Council approves in principle to the Council entering into the Members' Agreement and participating in the incorporation of the Interim Vehicle CLG and delegates authority for agreeing the final form of the Members' Agreement and Articles of Association to the Strategic Director (Place) in consultation with the Planning and Infrastructure Portfolio Holder;
- 5) Appoints the Portfolio Holder for Planning and Infrastructure as Director of the Interim Vehicle subject to the approval of the Full Council, and recommends that the Full Council approve that appointment.

Reason for decision: To determine Cabinet's recommendation to Full Council in respect of the proposal to create an Interim Vehicle.

48. BUILDING CONTROL - PROPOSAL FOR FUTURE SERVICE DELIVERY

Councillor R Ashman presented the report to Cabinet alongside the addendum circulated to Cabinet in advance of the meeting. These set out the proposal to transfer delivery of the Council's Building Control function to Charnwood Borough Council, as a new and collaborative way to deliver a high quality service whilst responding to staffing pressures and competition from Approved Inspectors in the private sector.

It was noted that in the addendum to the report, reference had been made to 'jobs in the system' dating back over the last three years, when this should in fact be from the last five years.

Members were supportive of the proposal as a pragmatic and forward-thinking way to deliver statutory services.

It was moved by Councillor R Ashman, seconded by Councillor N Rushton and

RESOLVED THAT CABINET:

- 1) Note the work which has been done on the Building Control project with Charnwood Borough Council to date and the comments from the Community Scrutiny Committee on 28 October 2020.
- 2) Agrees that the delivery of the Building Control function be transferred to Charnwood Borough Council.
- 3) Agrees that, under section 101 of the Local Government Act 1972, sections 19 and 9ea of the Local Government Act 2000 and regulation 5(2)(a) of the Local Authorities (arrangements for the discharge of functions) (England) Regulations 2012 that delegated authority be granted to Charnwood Borough Council to deliver Building Control services on behalf of North West Leicestershire District Council and in accordance with the terms of a delegation agreement which is to be agreed by both authorities.
- 4) Grants delegated authority to the Strategic Director of Place to negotiate and finalise the terms of delegation agreement with Charnwood Borough Council.
- 5) Notes that the Head of Paid Service has, in accordance with powers vested in her at paragraph 4.1.1 (a) of the scheme of delegation within the Constitution and subject to Cabinet approval of the delegation of the function, made a decision to transfer staff to Charnwood Borough Council in accordance with the provisions of the transfer of undertakings (protection of employment) (TUPE) regulations.
- 6) Approves the transfer from reserves to cover the projected deficit on the fee earning account for the period April 2020 – 3 January 2021.
- 7) Delegates approval for any additional payment to Charnwood Borough Council for "jobs in the system", identified by the Building Control Management Board, to the Strategic Director of Place in consultation with the Planning and Infrastructure Portfolio Holder to be met from reserves for the 2020/21 financial year and budgeted within the general fund for future years.

Reason for decision: To seek Cabinet approval for the delivery of the Councils Building Control function to be transferred to Charnwood Borough Council.

49. CHANGE OF APPROACH FOR CURRENT RENT ARREARS ENFORCEMENT

Councillor R Bayliss presented the report to Cabinet, setting out the proposed changes in approach to managing rent arrears in order to improve the support offered to tenants during the current pressures caused by COVID-19. Therefore, taking the humane approach of better supporting those in need to prevent the risk of child poverty and homelessness, whilst also protecting the Council's HRA income in the long term.

Members were supportive of the proposals, especially the reference to ensuring that tenants in arrears received a direct personal contact and offer of assistance from an officer in the first instance rather than a less personal approach by letter.

It was moved by Councillor R Bayliss, seconded by Councillor T Gillard and

RESOLVED THAT CABINET:

Approves the proposed changes to the approach to managing rent arrears, noting the comments from Community Scrutiny and that the funding is subject to Council approval.

Reason for decision: To enable the Housing Service to implement changes to maximise support and rental income.

50. MINUTES OF THE COALVILLE SPECIAL EXPENSES WORKING PARTY

Councillor A Woodman presented the report to Cabinet, consisting of the minutes of the Coalville Special Expenses Working Party from its meeting on 13 October 2020 and setting out the recommendations made to Cabinet at that meeting. Councillor Woodman also updated Cabinet on the work of the Friends of Coalville Park, having attended a recent meeting of the group.

Councillor Michael Wyatt, Chairman of the Coalville Special Expenses Working Party was invited to speak on the item by the Chairman and spoke in support of the proposals in the minutes and report. Councillor Wyatt highlighted the proposal to look into the feasibility of installing solar panels and a wind turbine at Scotland Bowls Pavilion, in order to reduce the carbon footprint and make the building cost neutral. Councillor Woodman agreed that it could be a beneficial use of funds should it be found to be feasible.

It was moved by Councillor A Woodman, seconded by Councillor R Blunt and

RESOLVED THAT CABINET:

Notes the minutes of the Coalville Special Expenses Working Party and approves the recommendations detailed within the minutes and summarised in the report.

Reason for decision: So that the recommendations of the Coalville Special Expenses Working Party can be considered.

51. AUTHORITY TO RECEIVE DELEGATION OF FUNCTION FROM HARBOROUGH DISTRICT COUNCIL FOR THE PROVISION OF A HR AND PAYROLL SYSTEM

Councillor N Rushton presented the report to Cabinet, setting out the proposal to accept a delegation of function from Harborough District Council in order to deliver a HR and Payroll system on their behalf. It was noted that a waiver from call-in on this decision had

been agreed by the Chairman of the Council in order for the delegation scheme to be signed immediately ahead of an April 2021 start date for the provision of the service.

Members spoke in support of the proposal as a collaborative and forward thinking use of expertise, and a way to achieve economies of scale.

It was moved by Councillor N Rushton, seconded by Councillor R Ashman and

RESOLVED THAT CABINET:

- 1) Notes the work that has been undertaken by the Finance and HR teams on this project.
- 2) Agrees to accept the delegation of the provision of a HR and Payroll system and support from Harborough District Council, as detailed in the report.
- 3) Grants delegated authority to the Strategic Director of Housing and Customer Services to negotiate and finalise the terms of the delegation agreement with Harborough District Council and enter into the agreement.

Reason for decision: Legislation requires Cabinet authority to receive a delegated Function from another Local Authority

52. EXCLUSION OF PRESS AND PUBLIC

It was moved by Councillor T Gillard, seconded by Councillor N Rushton and

RESOLVED THAT:

In pursuance of Section 100A(4) of the Local Government Act 1972, the press and public be excluded from the remainder of the meeting on the grounds that the business to be transacted involves the likely disclosure of exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A to the Act and that the public interest in maintaining this exemption outweighs the public interest in disclosing the information.

Reason for decision: To enable the consideration of exempt information.

53. NWLDC COMBINED CCTV POLICY

Councillor A Woodman presented the report to Cabinet, setting out the need for a consistent approach to CCTV across all Council services whilst adhering to legislative requirements. The proposed policy achieved these aims whilst also providing a robust approach to storage of information and responses to complaints where applicable.

It was moved by Councillor A Woodman, seconded by Councillor R Bayliss and

RESOLVED THAT CABINET:

Approves the Combined CCTV Policy as set out in Annex A.

Reason for decision: To comply with GDPR (2018) and CCTV Code of Practice 92014).

54. 2020 CCTV MANAGEMENT TENDER

Councillor A Woodman presented the report to Cabinet requesting approval to go to tender for a contract to manage the Council's CCTV, in accordance with all relevant

legislative and policy requirements, including the new Combined CCTV Policy agreed by Cabinet earlier in the meeting.

It was moved by Councillor A Woodman, seconded by Councillor R Ashman and

RESOLVED THAT CABINET:

- 1) Approves officers to tender for a new contract to manage the Council's CCTV
- 2) Delegates authority for awarding of the contract to the Head of Community Services in consultation with the relevant Portfolio Holder.

Reason for decision: The existing contract has expired and the new contract is likely to exceed £100,000 in value.

The meeting commenced at 5.00 pm

The Chairman closed the meeting at 5.36 pm

MINUTES of a meeting of the CABINET held in the Remote Meeting using Microsoft Teams on THURSDAY, 26 NOVEMBER 2020

Present: Councillor R Blunt (Chairman)

Councillors R Ashman, R D Bayliss, T Gillard, N J Rushton and A C Woodman

Officers: Mr A Barton, Mrs T Bingham, Miss E Warhurst, M D'Oyly-Watkins and Mr T Delaney

55. APOLOGIES FOR ABSENCE

There were no apologies for absence.

56. DECLARATION OF INTERESTS

There were no declarations of interest.

57. COVID-19 SUPPORT: DISCRETIONARY GRANT FUNDING

Councillor T Gillard presented the report, seeking Cabinet approval for two policies on discretionary business support grants as a response to the impacts of the COVID-19 Pandemic.

The National Restrictions Support Policy aimed to support those businesses which were forced to close or were otherwise severely impacted during the national lockdown; whilst the Local Restrictions Discretionary Support Policy was designed for use should North West Leicestershire stay within tier 2 or 3 restrictions for 28 days or longer.

The report also -confirmed that a request to waiver call-in on the decision had been obtained to allow a timely launch of the scheme, ensuring local businesses received essential grant funding.

Members spoke in support of the policies, citing the importance of providing comprehensive, fair and swift assistance to local businesses and individuals.

Members also praised the hard work of the finance team since the first lockdown in March 2020 and were confident in their ability to quickly and smoothly operate the schemes set out in the appendices.

It was moved by Councillor T Gillard, seconded by Councillor R Bayliss and

RESOLVED THAT CABINET

- 1) Approves the National Restrictions Discretionary Support Policy (Additional Restrictions Grant) at Appendix 1, and the Local Restrictions Discretionary Support Policy at Appendix 2.
- 2) Delegates authority to the Section 151 Officer, in consultation with the Business and Regeneration Portfolio Holder, to:
 - Update these Discretionary policies in response to further guidance or clarification from government, to reflect future restrictions and to ensure the smooth administration of grants.

- Vary the level of grant award to individual businesses and eligibility requirements to ensure the fair distribution of grants.
- Vary the allocation of additional restriction grant funds to the National Restrictions Support Policy and to top up the Local Restrictions Discretionary Support Policy.

Reason for decision: To ensure the council can respond swiftly in the current national restrictions period and in the event of future periods of local or national restrictions.

The meeting commenced at 4.00 pm

The Chairman closed the meeting at 4.06 pm

NORTH WEST LEICESTERSHIRE DISTRICT COUNCIL

CABINET – TUESDAY, 8 DECEMBER 2020



Title of Report	GENERAL FUND AND SPECIAL EXPENSES REVENUE BUDGET PROPOSALS FOR 2021/22	
Presented by	Councillor Nicholas Rushton Corporate Portfolio Holder	
Background Papers	Corporate Scrutiny Draft Minutes – 11 November 2020	Public Report: Yes
		Key Decision: Yes
Financial Implications	The Net Revenue Expenditure for 2021/22 is estimated at £15.13 million and the Total Funding available is £15.18 million. The predicted surplus of £49,000 is assumed will be transferred to the Self-Sufficiency Reserve. The reserve would increase from an estimated £5.12 million at 31/03/21 to £5.17 million at 31/03/22.	
	Signed off by the Section 151 Officer: Yes	
Legal Implications	None	
	Signed off by the Monitoring Officer: Yes	
Staffing and Corporate Implications	None	
	Signed off by the Head of Paid Service: Yes	
Purpose of Report	For Cabinet to approve 2021/22 General Fund and Special Expenses revenue budget proposals for consultation.	
Reason for Decision	Required as part of the 2021/22 budget process.	
Recommendations	CABINET IS RECOMMENDED TO: <ol style="list-style-type: none"> 1. AGREE THE 2021/22 GENERAL FUND AND SPECIAL EXPENSES BUDGET PROPOSALS FOR STATUTORY CONSULTATION; AND 2. THAT THE ASSURANCE STATEMENT BY THE S151 OFFICER BE NOTED. 	

1.0 BACKGROUND

- 1.1 This report seeks Cabinet approval to consult on the draft General Fund and Special Expenses budget proposals for 2021/22, with the outcome of this consultation exercise being fed back into the subsequent reports to Cabinet and Council to seek approval for the final budget in February 2021.
- 1.2 All proposals relate to the Council Delivery Plan and the five key priorities:
- Supporting Coalville to be a more vibrant, family friendly town;
 - Our communities are safe, healthy and connected;
 - Local people live in high quality, affordable homes;
 - Supporting businesses and helping people into local jobs; and
 - Developing a clean and green district.
- 1.3 Since 2018, greater transparency over budget changes from one year to the next has been achieved through the introduction of an 'incremental' approach to setting the annual budget. Alongside the refresh of the Council's Medium Term Financial Strategy in 2018 and introduction of a new bi-annual medium term financial plan review cycle, the Council has been able to attain an improved handle on its financial position, evidenced through the balances now built up in its General Fund and Housing Revenue Accounts.
- 1.4 The specific principles that have guided service areas in determining their service budget position for the forthcoming year has been as follows:
1. **Established starting point** – The organisation, through its five year revenue planning approach and medium term financial plans already has an established 2021/22 budget which will be the assumed budget and for which only necessary changes will be made.
 2. **Fundamental approach** – Changes to the already established 2021/22 budget position will focus only on the fundamentals:
 - a) Council Delivery Plan budgets;
 - b) Cost pressures that need to be picked up as a result of either increased expenditure or reduced income;
 - c) Savings that can be achieved through increased income or reduced expenditure. Specifically, the Finance team will be driving the identification of budgetary savings from across the organisation.
- 1.5 Revenue proposals have been prepared based on budget holders own projections in respect of expenditure budgets and locally generated income forecasts. Where possible, proposed variations to charges have been detailed in the report in line with the revised Corporate Charging Policy approved by Cabinet in September 2019. For example, the prices for Trade Waste Services have been increased to cover inflation increases to ensure full cost recovery and rental charges for Piper Lifeline customers are proposed to increase in line with CPI as at September 2020.
- 1.6 Information in respect of funding changes have been developed by the Finance team with reference to the Spending Review and forthcoming provisional Local Government Finance Settlement, Capital Strategy and Treasury Management Strategy as necessary.

- 1.7 Due to the time constraints associated with developing a budget, proposals are presented in line with best known information, but this is subject to change as further and more detailed work is undertaken to refine proposals and their resultant values in the coming weeks leading up to final budget.
- 1.8 The Councils General Fund financial position is broadly made up of two elements:
- a) Net revenue expenditure - this includes all expenditure incurred net of income generated through fees and charges and other income (including additional grants authorities apply for, which are not part of central government funding) and financing costs, broadly made up of investment income, interest charged in respect of loans and the minimum revenue provision charge made in respect of unsupported borrowing to fund capital expenditure; and
 - b) Funding - The main sources of funding available to finance revenue expenditure which include locally retained Business Rates, Council Tax, and New Homes Bonus.
- 1.9 Given the ongoing pandemic and the impact on staffing resources and ability to plan with certainty over the medium-term, services were not actively encouraged to develop “service developments” for the 2021/22 financial year unless there is a demonstrable payback and improvement of the Council’s financial position.
- 1.10 The approved 2021/22 budget will undergo regular monitoring and scrutiny during the financial year through quarterly performance monitoring and finance clinics, so that when they arise any variances can be identified at an early stage and remedial action taken to deal with them where necessary.

The impact of COVID-19

- 1.11 The latest forecast impact of the COVID-19 pandemic reported to Cabinet in September as part of the Review of Medium Term Financial Plan report. The report set out the forecast impact on the Council’s finances to be a net impact of £1.94 million across all council services, with £1.56 million in the General Fund and £383,000 in the Housing Revenue Account (HRA).
- 1.12 The revised COVID impact forecast at Period 7 on the Council’s finances to be a net impact of £1.37 million across all council services, with £1.15 million in the General Fund and £219,000 in the HRA.
- 1.13 Since an update was last presented to members in September as part of Quarter 1, additional emergency funding of £164k has been announced. The Council can also expected further New Burdens funding to be granted from central government towards the end of the year. Confirmation has also been received from Ministry for Housing, Communities and Local Government (MHCLG) in respect of the sharing of council tax and business rates losses and the spreading of Collection Fund deficits over three (rather than one) financial years.
- 1.14 Currently, it is difficult to quantify with any real certainty the likely ongoing impact the COVID-19 pandemic will have on the Council’s revenue income and expenditure throughout the remainder of the 2020/21 and into the new 2021/22 financial year.

1.15 For the 2021/22 budget proposals, estimates have been created on the best available information at the time of producing the budgets in November with regards to the impact that the pandemic will have next year and will be reviewed again in January for any significant changes in assumptions for the final budget. Below is a table that summarises the budget position of three income generating services that have been negatively impacted.

	2020/21 Original Budget	2020/21 Forecast (Post COVID-19)	2021/22 Indicative Budget	2021/22 Budget (Post COVID- 19)	Notes
Recycling Income	473,930	359,750	483,410	310,680	It is assumed that the value of recycled materials will continue to be impacted due to COVID.
Planning Fee Income	1,140,000	900,000	1,123,100	800,000	it is estimated that 75% (£225,000) of the reduction is due to COVID
Car Parking Income	366,810	99,205	366,810	188,860	It is estimated that £48,000 is due to change of is due to reduce demand for car parking as habits have changed since the start of the pandemic.

1.16 Within the current year, the Council has already received forms of financial support from MHCLG in the form of emergency funding, and income compensation and a commitment to spread the collection fund deficit arising on council tax and business rates over the following three financial years, instead of the standard one following financial year.

1.17 As part of the Spending Review announcements on 25 November, the Chancellor confirmed that further emergency funding support would be provided into the 2021/22 financial year. In addition, the government committed to the funding of up to 75% of irrecoverable council tax and business rates losses in respect of the 2020/21 financial year (through the collection fund) and a continuation of the income compensation scheme for the first quarter of 2021/22.

1.18 The value of financial support the Council can expect to receive in 2021/22 in respect of COVID-19 is yet to be confirmed, however, based on the announcements assumed budgetary values have been included in this draft budget – more detail can be found in paragraph 6.7.

Fiscal Policy

- 1.19 In a regular fiscal policy cycle, central government would ordinarily deliver the annual budget in autumn and publish its spending review shortly afterwards. The Provisional Local Government Finance Settlement (LGFS) would then be published sometime before mid-December for consultation, with the final published in the January/February. This Provisional LGFS confirms the council's funding position for its General Fund.
- 1.20 On 25 November, the Chancellor of the Exchequer set out what the government will spend in 2021/22 through the Spending Review. In it the Chancellor confirmed that the 'one-year roll forward Spending Review' will actually deliver an increase in core spending power of 4.5% - the majority of which will come from greater council tax flexibilities.
- 1.21 Of the headlines, the most significant for the Council is the news that an additional years' bonus payment would be made under the New Homes Bonus payment scheme – more detail can be found around the effect of this below.
- 1.22 Other headlines confirmed were:
- Revenue Support Grant will be increased with inflation. NWL has not received RSG since 2018/19 and actually due to go into negative RSG this year but it was eliminated – we will need to await the settlement for confirmation of whether this will be eliminated again next year.
 - There will be a continuation, in part, of COVID funding - Local government will receive around £3bn additional funding for COVID in 2021-22.
 - Further £254m funding to tackle homelessness and rough sleeping (of which £103m has already been announced).
 - A fundamental review of the Business Rates Retention System will report in Spring 2021. There will not be a reset of the business rates baseline in 2021-22.
- 1.23 As was the case for the previous year, we anticipate that funding for the General Fund will remain consistent with the current financial year, subject to the fluctuations I respect of COVID-19 and we now await the publication of Provisional LGFS towards the end of December 2020.
- 1.24 The Draft budget also presents a pay award assumption for it's own staff that aligns with the proposals set out by the Chancellor in respect of public sector workers – this includes a pay award for staff earning below £24,000 at a minimum of £250.00, with a pay freeze for those earning above £24,000.

Journey to Self-Sufficiency (J2SS) Programme

- 1.25 As detailed within the budget report presented to Council in February 2020, J2SS work stream saving targets were built into the council's revenue budgets as follows:

Stream	Work	2020/21	2021/22-2024/24	Total MTFP
		£'000	£'000	£'000
Commercial		170	680	850
Contract Management		100	800	900
Use of Assets		200	1,600	1,800
Transformational		25	550	575
Finance		50	650	700
Shared Services		25	250	275
Total		570	4,530	5,100

- 1.26 Of the savings budgeted, the forecast for the 2020/21 year has reduced to £56k against a £570k budget for the General Fund and to nil against a £225k budget for the HRA. This was due to the work on the programme being halted in reaction to the demands of the COVID-19 pandemic.
- 1.27 As part of this draft budget, it is planned for original 5 year savings plan to be 'rebased' with 2021/22 as year 1.
- 1.28 The Corporate Leadership Team have also reviewed the programme to reflect the current operating environment, resource constraints and deliverability of commercial savings built into the programme. Recently, we have received strengthened messages from Central Government around Council's acting commercially, the most recent of which have included confirmed changes to lending conditions from the Public Works and Loans Board in respect of 'debt for yield' purposes. Combined with the change in commercial landscape as a result of COVID-19, it has been concluded that the organisation will need to focus more closely on its use of resources to deliver services in order to deliver savings and an ongoing sustainable financial position. This will necessitate a redesign of the J2SS programme.
- 1.29 To support the redesign and launch of the programme in the new financial year, Cabinet has already agreed for £100k to be set aside from the self-sufficiency reserve for the purposes of engaging external expertise to assist in the delivery of savings from 2021 to 2023.
- 1.30 Work to engage support is already underway and it is planned for an agreed mobilisation plan will be available by the end of the financial year, with the new plan mobilised and inflight by April 2021.
- 1.31 We will have a phased approach to reaching the savings gain, with a view to budgetary cuts in cumulative subsequent cycles to meet the burning platform.

2.0 GENERAL FUND 2020/21 – PROJECTED OUTTURN

- 2.1 As at Period 7, the forecast position on the General Fund for 2020/21 is a deficit for the year of £650,000, compared to a budgeted surplus of £630,000. There has been adverse variances due to COVID of £1.15 million (net of emergency funding) and non-COVID variances of £114,000. Explanation of the significant variances (over £50,000) are detailed below:

COVID Variances:

- a) Emergency grant funding of £1.36 million (plus £42,000 in 2019/20) has been received from Government for the COVID-19 Local Support Grant and £130,000 New Burdens Funding;
- b) Additional ICT costs in relation to equipment and licences of £122,000 to enable home working for all council employees;
- c) Reduction in income of £941,000 in relation to Grounds Maintenance, Recycling Income, Coalville Market, Pay and Display Income, Planning Fees, Summons and Investment Income. It is forecasted that £370,000 (£159,000 has been received) of these losses will be covered by the Government's Income Compensation Scheme, whereby compensation is received for 75% of losses for eligible income losses after deducting 5% of the budgeted amount;
- d) £517,000 of the budgeted £570,000 of Journey to Self Sufficiency savings will not be achieved as responding to the pandemic diverted resources away from this important corporate programme;
- e) Additional costs to deliver the refuse and recycling service in line with COVID restrictions of £441,000 in additional staffing and agency costs and £100,000 for hiring of additional costs to allow social distancing, offset against fuel savings due to the drop in the price of oil of £74,000;
- f) £466,000 of additional support to Everyone Active;
- g) £142,000 additional premises costs for alternations, security and additional cleaning;
- h) £85,000 support to Parish Councils;
- i) £95,000 on additional communications with residents;
- j) £218,000 in additional staffing costs for the community hub and administering the business support grants; and
- k) Savings of £212,000 of the repairs on maintenance budget for the council properties as the work has been able to be completed.

Other (non-COVID) Variances:

- a) Increase in the management fee for the Revenues and Benefits Partnership of £116,000;
- b) £110,000 of savings identified through a targeted review of key budget lines;
- c) £75,000 of savings within the planning team as a result of the delay in HS2 and reduction in appeals.

- 2.2 It is anticipated that there will be an impact to the Council's share of business rates and council tax due in 2020/21, however the impact on local taxation is much more difficult to assess. Although we anticipate a reduction in the amounts we will receive for the year, this does not in itself amount to a shortfall of income as sums charged remain due and can be collected long after the year ends. Due to the nature of accounting arrangements, any amounts not collected will not hit the accounts in the current year and instead will be reflected as a charge against the 'Collection Fund', which is usually in the following year, however Government have enacted new regulations which allows the losses to be spread over three years.

3.0 CONSULTATION WITH CORPORATE SCRUTINY

- 3.1 As introduced last year as part of the 2020/21 budget setting process, a report was taken to the Corporate Scrutiny on the 11 November 2020 to seek feedback on early budget proposals. This was designed to enhance member scrutiny of the proposed budget changes for the forthcoming year, and also provide members with an opportunity to feed suggestions into the process.

3.2 A link to the draft minutes is provided in the background papers on page one of the report. Amongst other comments made, a suggestion was made by a Member of the Committee to include an amount with the budget for installation of better cameras to assist in the detection of fly-tipping. It was agreed to take this suggestion to Cabinet and £15,000 has been incorporated into the draft budget. Further details are available in paragraph 4.6.3.

4.0 2021/22 NET REVENUE EXPENDITURE PROPOSALS

4.1 For 2021/22, there has been a reduction in net revenue expenditure of £85,000. The main reasons for this decrease are a combination of factors made up of a number of budgetary pressures (increased expenditure or reduced income) and savings (increased income or reduced expenditure).

4.2 Budget proposals presented in this report have been considered and approved by the Corporate Leadership Team and are categorised as either:

4.2.1 Savings Challenge –In total, the budget holders put forward proposals with a combined value of £1.9 million saving and more detail is included in paragraph 4.4 below.

4.2.2 De-minimums budget movements across the General Fund which totalled additional costs of £133,000.

4.2.3 Staffing increases - which include the cost of the pay award (for salaries below £24,000), pension increases and incremental salary progression for 2021/22. The additional cost of staffing is £255,000.

4.2.4 Cost Pressure - Proposed additional budget provision to cover unavoidable cost pressures. The total of these is £1.46 million and more detail is included in paragraph 4.5 below.

4.2.5 Service Development - Proposed additional budget provision to cover enhancement of the service. The total value of service development proposals is £300,000. Details of these proposals are covered in paragraph 4.6 below.

4.2.6 J2SS - Reduction in Net Revenue Expenditure – As reported in paragraph 1.23, the anticipated savings in 2020/21 have not been achieved due to the council responding to the pandemic, the J2SS programme was placed on hold. The programme was a five year plan of increased savings year on year and it has therefore proposed that the savings programme restarts from year 1 in 2021/22. The target for 2021/22 is therefore £570,000.

4.3 A full breakdown of proposals as outlined above can be found in Appendix A.

Savings

4.4 For information the following paragraphs explain savings that will be built into the 2021/22 budget.

4.4.1 We will reduce the following budgets as these were one-off budget requirements in 2020/21:-

- Development Corporation - £100,000
 - Climate Change Reserve - £885,000
 - Revenue Contribution to Capital (Off-Street Electric Charging Points) - £115,000
 - Pension – Additional Voluntary Contribution - £153,000
 - Leisure Services – Hermitage Recreation Ground Feasibility Study - £50,000
 - Business Focus – Grants - £29,000
 - Cultural Services – Timber Festival - £10,000
 - Finance System Implementation - £50,000
- 4.4.2 We will increase the income budget by £7,000 for the houses in multiple occupation as there are additional licences due for renewal next year. The budget fluctuates year on year.
- 4.4.3 We need to reduce the contractor/client budget by £90,000 in relation to the management fee payable to Everyone Active due to the one year delay in the building of the new Coalville and Whitwick Leisure Centre. As per the contract with Everyone Active, the management fee decreases each year and then we will start receiving a management fee.
- 4.4.4 We will remove the £30,000 budget for the Supporting Families Grant to Leicestershire County Council as they have stated that they no longer require a contribution from the council.
- 4.4.5 We plan to make the following savings within the Planning Service by reducing the following budgets by:
- £10,000 for the Strategic Growth Plan for 2021/22 to reflect the revised timetable for pulling together the plan.
 - £12,000 advertising budget to reflect the savings in the contract and demand.
 - £50,000 for the technical support budget due to it being underspent in previous years. The budget is very dependent on the number of appeals and the amount of technical support required.
 - £25,000 for the planning support budget in relation to HS2 due to national delays of the project which means the council's expenditure has been re-profiled.
- 4.4.6 We will reduce the agency budget for the Internal Audit service by £8,000 as it is only required every five years to undertake an external service review.
- 4.4.7 We have reduced the expenditure by £14,000 on homelessness grants to reflect the current forecast grants to be provided to other organisations to reduce homelessness in the district,
- 4.4.8 We will make a £15,000 saving in relation to staffing in Customer Services. A position has become vacant within the team and a decision has been made to offer up the salary costs as a saving, without impacting on the service to customers.
- 4.4.9 We will make net savings in Housing Benefits of £100,000. There will be savings of £20,000 for rent allowances and £123,000 for rent rebates offset against additional costs of £43,000 for Bed and Breakfast payments. We will

also increase the funding budget by £23,000 as we are expecting to receive additional HB Subsidy Grant next year.

- 4.4.10 We will reduce the Localisation of Council Tax Support by £41,000 to reflect the decision made as part of the 2020/21 budget setting, to phase out the support to Special Expenses over the next four years.
- 4.4.11 We will reduce the Market Towns Support Programme budget by £5,000. Reduced funding required for 2021/22 to assist start-up businesses and encourage young people to become market traders and put themselves forward for the Young Trader Awards We will be working towards self-sufficiency, and therefore will be reducing the budget by £5,000 for the next four years.
- 4.4.12 Additional recharges to the Housing Revenue Account and Special Expenses will generate a saving to the General Fund of £78,000.

Cost Pressures

- 4.5 For information, the following paragraphs explain areas where we will need to increase budgetary provision in order to absorb cost pressures.
 - 4.5.1 We need to increase the fleet budget by £25,000 to cover forecast additional costs in relation to parts, overtime, servicing and labour as vehicles are being retained for longer whilst the council investigated lower carbon options for refuse fleet.
 - 4.5.2 There will be an increase of £9,000 in relation to CCTV surveillance monitoring and staffing as the council is due to go out to tender for a new contract. It is expected that the cost of the new contract will be higher than the current budget due in increases in staffing costs.
 - 4.5.3 We need to increase the budget for contractor payments for pest control by £9,000 due to increased demand for the service, which is a continuation of the upward trend in 2020/21.
 - 4.5.4 We will reduce our planning fee income by £300,000 as result of anticipated lower levels of planning applications due to the economic climate and the knock-on effect of the coronavirus pandemic.
 - 4.5.5 We will reduce the budget for legal fee income by £40,000 following a downward trend in income collected over the last couple of years. The legal income budget for 19/20 and 20/21 was £130,000 per year. This figure was not achieved due to staffing challenges in the legal team and high earning legal commissions coming to an end, most notably the provision of legal support to two local authorities (who managed to recruit to their vacant posts) and some Further Education colleges postponing project work in 2020. A more realistic budget of £90,000 is being proposed for 2021/22. The new Legal Team Manager will take up her post in December 2020, creating and maintaining external legal income will be a priority are of work.
 - 4.5.6 We need to increase the district elections budget by £15,000 to ensure that there is sufficient budget available for the next district election in 2023/24.

- 4.5.7 There will be an additional contribution of £18,000 to Hinckley and Bosworth Borough Council for the Revenues and Benefits Partnership due to additional staffing costs incurred in the normal cyclical course of business (pay award and increments) and inflation.
- 4.5.8 We will enhance our endpoint security by spending £10,000. We will use this to invest in improved anti-virus, anti-malware, anti-spyware and anti-ransomware licences to protect the organisation. £15,000 is also needed for the support and maintenance of Skype for Business.
- 4.5.9 We need to invest an additional one-off £20,000 in the general repairs budget at the Courtyard as the metal roof requires resealing and coating.
- 4.5.10 We need to create a provision of £75,000 for the forecast increase in the bad debt provision as we are expecting the level of bad debts to increase following the fallout of the pandemic.
- 4.5.11 Over the past five years, the number of properties has grown by nearly 4,000 across the district. A review of vehicle routes has recently been carried out to establish their best deployment and to include projected housing growth for the next two years. To meet the increased demand and run the services efficiently, two new rounds are required meaning additional staffing resource of £246,000 is now required in order to meet this need.
- 4.5.12 Reduction of recycling income of £163,000 due to the price of plastic materials plummeting. Due to oil prices being so cheap, virgin plastic is cheaper to manufacture rather than using recycled plastic. There has also been a delay in the Government's Waste & Recycling Strategy due to COVID, which will mean in future producers will have to include a percentage of recyclable materials in any new products and companies will have to pay towards disposal costs.
- 4.5.13 Reduction of car parking income of £64,000, of which £48,000 is due to reduced demand for car parking as habits have changed since the start of the pandemic and £16,000 for the parking income in Coalville due to the new owners of the three sold car parks offering two hours free.
- 4.5.14 Reduction in income for the Community Leisure Scheme of £9,000. This was a recharge to Newbridge High School for a Community Leisure Manager to support them with the management of their 3G pitch and sports hall. Due to financial pressures created by COVID, the school have decided to manage the facilities solely themselves.
- 4.5.15 Reduction in Castle Donington Community College income of £6,000. A number of income generating areas have been removed by the school for exam use now they are a through school. In addition, fitness room income continues to reduce due to poor facilities. The fitness room facilities are in the process of being upgraded which will should see a future increase in income.
- 4.5.16 We are still reviewing the investment income for 2021/22, included within the budget is a reduction of £185,000 to reflect the collapse in interest rates. Interest rates and how much cash we have to invest affect how much investment income we receive. We are still finalising the council's capital programmes, so the amount of cash we have to invest going forward is yet to

be confirmed. We are also continuously assessing the interest rate market, so the return we expect to receive for the cash invested may change.

- 4.5.17 The council will see an increase in its net financing costs for 2021/22 as a result of an increase in value of its capital programme funded through unsupported borrowing. Any capital items funded by 'unsupported borrowing' will incur a minimum revenue provision (MRP) charge where funds are to be set aside from revenue in line with statutory provisions. The increase in net financing costs for the 2021/22 year is £253,000. The majority of the reason for the increase is due to the assumed expenditure on the new leisure facility.

Service Developments

4.6 Below are the proposed service developments to cover enhancements to services:

- 4.6.1 **We will continue with the food waste pilots in Measham and Coalville and to prepare for a full rollout across the district in 2022/23.** Due to the pandemic the initial food waste trial was put on hold and has therefore not been able to be completed as planned during 2020/21. The revenue impact is still in the process of being calculated but will cover the hire of vehicles, fuel and staffing costs. In order to prepare for a full rollout of the food waste recycling, there will also be a number of one-off costs in relation to purchase and delivery of the food storage caddies, route optimisation and system interrogation. Before costs are incurred on the full rollout, a decision will be made by Members to extend the food waste across the district. The budget requirement has been calculated as £173,000 for 2021/22.
- 4.6.2 **We will invest £5,000 in a Graduate trainee in the health and wellbeing team.** We plan to invest further in graduate trainees in the health and wellbeing team. We currently have one trainee that is currently part funded by external contributions. The proposal is to continue recruiting a trainee each year on a 19 month contract subject to the continuation of part funding by Leicestershire and Rutland Sport (LRS). The budget requirement varies each year between £5,000 -£20,000.
- 4.6.3 **We plan to invest £15,000 in additional improved camera equipment.** A suggestion was made by a member of the Corporate Scrutiny Committee to include an amount with the budget for installation of better cameras to assist in the detection of fly-tipping. It was agreed to take this suggestion to Cabinet and £15,000 has been incorporated into the draft budget. The equipment will be used to investigate fly tipping as well as other environmental crimes. The investment will provide improved equipment infrastructure and deliver additional targeted campaigns.
- 4.6.4 **We plan to spend an additional £19,000 on Air Quality Monitoring.** A review of the delivery of the air quality service has been undertaken. The review looked at all aspects of statutory, proactive and collaborative work with Public Health and identified some recommendations. In order to deliver the additional work contained within the air quality delivery plan, additional budget of £19,000 is required in 2021/22, reducing to £16,000 in 2022/23 and £3,000 2023/24 onwards. There is a separate 'Air Quality Update' report on the same agenda as this report detailing what the investment will deliver.
- 4.6.5 **We plan to invest £35,000 in regeneration and development.** This additional funding is to provide a resource to work with specialist consultants

to continue the delivery of regeneration and development projects that contribute to the Building Confidence in Coalville Project.

- 4.6.6 **We plan to invest £32,000 for a new temporary Projects and Transformational Manager.** The post will be responsible for management of the Customer Experience Team and providing project management support to the Journey to Self Sufficiency (J2SS) programme.

5.0 FEES AND CHARGES

- 5.1 The council provides a wide range of services to local residents, businesses and visitors and generates local income as a result. Local income generation, when done in the right way, presents the council with an opportunity to maximise its financial position and an opportunity to reduce its reliance on government grant. In addition, charging for services can also present opportunities to achieve the council's corporate priorities.
- 5.2 Appendix B provides a comparison of 2020/21 and 2021/22 Fees and Charges for those fees that are proposed to change.

6.0 2021/22 FUNDING

- 6.1 As detailed above, the funding for the council's General Fund is dependent upon the provisional LGFS. The assumptions used to determine funding for next year as part of this draft budget have been based on the Spending Review announcements made on 25 November 2020 and remain to be confirmed as part of the provisional LGFS.
- 6.2 For 2021/22, there is an estimated indicative decrease in total funding of £667,000.
- 6.3 The Local Authorities (Collection Fund Surplus and Deficit) (Coronavirus) (England) Regulations 2020 were laid before Parliament and came into force on 1 December 2020. The regulations allow the 'repayment of collection fund deficits arising in 2020/21, to be spread over the next three years rather than the usual period of a year, giving councils breathing space when setting the 2021/22 budget. The key elements of the phasing scheme applies separately to each of the council tax and non-domestic rates collection fund balances. The regulations affect the Council Tax and non-domestic rates estimated collection fund surpluses and deficits in financial years 2021/22, 2022/23 and 2023/24.
- 6.4 Forecast Business Rates income for 2021/22 has been estimated based on the Period 7 performance of Business Rates plus assumptions around the anticipated level of growth in the district based on an assessment of commercial developments underway. The Council will submit its final projections of Business Rates for 2021/22 to the Government at the end of January 2021 and this information will be used to determine the final budget position for 2021/22 which will be presented in the final budget in February 2021. Due to the way Business Rates is accounted for, there will be a significant surplus on the current 2020/21 year that will need to be carried forward into 2021/22 to offset the impact of the deficit that would otherwise occur – this is shown in Appendix C as "Business Rates Reserve". As such, the current anticipated level of budgeted business rates funding for the Council next year is £7.18 million and is made up of budgeted business rates income and the transference of a business rates reserve (reflecting the surplus in 2020/21).
- 6.5 The Council is not planning to increase the District's share of Council Tax in 2021/22. This will be the twelfth year without an increase. The net income foregone by not

increasing council tax for 2021/22 from its 2020/21 level is £109,000. The cumulative loss of income as a result of this policy from 2010/11 to 2021/22 will be £12.9 million and the cumulative average saving to residents of £414 over the twelve years. The draft budgeted level of Council Tax income has been assessed on the likely level of Council Tax Base, level of further anticipated housing growth in 2021/22 and a non-collection of 2%. This has resulted in an increase of £26,000, from £5.48 million to £5.51 million for the 2021/22 year. The Council Tax Base for 2021/22 is due to be approved by members at its Cabinet meeting in January. Therefore, as is the case with Business Rates, the Council Tax budget will be confirmed in the final budget presented to Council in February 2021.

- 6.6 The Council Tax Collection Fund is monitored throughout the year and the forecast deficit will be spread over three years as allowed by new regulations as detailed in 6.3 above. The budget for 2021/22 has reduced from a budgeted surplus position of £66,000 to a deficit of £64,000, which is 50% of the estimated deficit. There will also be deficits of £40,000 in 2022/23 and 2023/24. The step-change in anticipated Collection Fund surplus to a deficit position is a result of the increase in arrears due to the impact of the pandemic on collection funds and lower than expected housing growth.
- 6.7 The level of New Homes Bonus payment to be received in 2021/22 is based on committed historical legacy payments in respect of 2018/19 and 2019/20, plus a new bonus payment for 2021/22 only, in line with the latest position from government as part of the Spending Review. The total level of bonus funding assumed for next year is therefore £2.547m.
- 6.8 As part of the Spending Review the Chancellor announced that there would be additional financial support provided to Local Authorities in the form of COVID-19 emergency funding, sales, fees and charges income compensation for the first quarter of 2021/22 and 75% support for irrecoverable business rates and council tax losses. Whilst finance officers await the detail, amounts received with reference to the total level of sector support confirmed for 2021/22 have been used to estimate the likely funding the Council may expect to receive. As such an additional £283,000 in emergency funding has been assumed alongside a further £50,000 in income compensation. At this stage, the draft budget doesn't include an assumption around the sharing of council tax and business rate losses as more detail around how the loss sharing scheme will work is needed.

7.0 2021/22 DRAFT BUDGET POSITION

- 7.1 Given the proposals in respect of net revenue expenditure and funding forecasts as detailed above, the predicted surplus of £49,000 is assumed will be transferred to the Self-Sufficiency Reserve. The reserve would increase from an estimated £5.12 million at 31/03/21 to £5.17 million at 31/03/22.
- 7.2 The draft Budget Summary for 2021/22 can be found at Appendix C.

8.0 SPECIAL EXPENSES

- 8.1 The forecast outturn for 2020/21 Special Expenses forecast outturn is £608,000 net expenditure, compared to the budget of £667,000. The net cost of Special Expenses are funded through Council Tax and Localisation of Council Tax Support Grant. Any over-spend is funded from Special Expenses Reserves. The forecast position of a surplus of £23,000 will be a contribution to reserves be funded through reserves,

compared to the budgeted deficit of £35,000 (that was planned to be funded through reserves).

- 8.2 The council tax in relation to Special Expenses has been calculated to phase out the Localisation of Council Tax Support Grant over four years commencing in 2021/22 and to provide sufficient funding to cover current deficits and future planned maintenance. The increases in the council tax for Special Expense areas are detailed below:

	20/21	Increase	21/22
Coalville	£67.72	£5.79	£73.51
Whitwick	£8.03	£0.66	£8.69
Hugglescote	£18.45	£0.00	£18.45
Coleorton	£7.21	£1.95	£9.16
Lockington & Hemington	£9.42	£2.48	£11.90
Measham	£1.40	£0.33	£1.73
Oakthorpe & Donisthorpe	£4.38	£0.75	£5.13
Osgathorpe	£1.78	£0.00	£1.78
Ravenstone with Snibston	£0.66	£0.37	£1.03
Stretton-en-le-Field	£61.76	£4.65	£66.41
Appleby Magna	£4.74	£1.30	£6.04

- 8.3 To enable consultation, a draft budget requirement has been produced on an indicative Council Tax Base and is available at Appendix D. The budgeted net expenditure for 2021/22 is estimated £684,000 and the total funding available is £616,000. The predicted deficit of £69,000 will be a contribution from reserves.
- 8.4 The Coalville Special Expenses Working Party will be consulted on the 15 December 2020 in relation to the increase in Council Tax for Coalville. It should be noted that these will likely change once the council tax base has been set and a final position will be shared in February 2020.

9.0 CONSULTATION

- 9.1 The Council will undertake a consultation on the proposed budget provision, its proposed Council Tax freeze for 2021/22 and proposed special expense precept increase for 2021/22. Consultation is required within the business community, through the North West Leicestershire Chamber of Commerce, in compliance with the Non-Domestic Ratepayers (Consultation) Regulations 1992. There will also be consultations with Staff, Unions and Town and Parish Councils.
- 9.2 Between the 21 December 2020 and 7 February 2021 consultation will take place, including draft budget reports being made publicly available via the Council's website for comment. The draft budget will also be presented to the Corporate Scrutiny Committee on 6 January 2021 for final comments before the final budget is presented to Cabinet and Council in February 2021 for approval.

10.0 ROBUSTNESS OF ESTIMATES AND ADEQUACY OF RESERVES

- 10.1 The Local Government Act 2003 requires the Council's Chief Financial Officer (Section 151 Officer) to comment on the robustness of the estimates and also on the adequacy of the proposed reserves. Members must have regard to these comments when making a decision on the budgeted proposals for the forth coming year.

- 10.2 The Section 151 Officer considers that the estimates which form the draft General Fund budget are robust and prudent, and the proposals are deliverable for 2021/22.
- 10.3 The Section 151 Officer also considers that the overall level of General Fund reserves is adequate for 2021/22.
- 10.4 The Section 151 Officer also notes the business, housing and population growth in the district and the need for the future increased expenditure arising from future growth to be funded – this is particularly pertinent going into 2021/22 with the additional expenditure pressures in respect of waste services.
- 10.5 It is widely understood that in the future, all local authorities will have face a reduction in core funding from the Government once changes to the current funding regime (in particular New Homes Bonus and Business Rates) are introduced – particularly against the backdrop of recovering from the impact of COVID-19. The Section 151 Officer is closely monitoring the progress of the Fair Funding Review, the government's departmental multi-year Spending Review (which has been delayed a further year) and the redesign of the national Business Rates Retention System. The council's current projections within the Medium Term Financial Plan (MTFP) make prudent and robust assumptions around the likely level of funding in light of these government-led reviews.
- 10.6 The updated MTFP (presented to Cabinet on 29 September 2020), presents a total deficit between 2020/21 and 2024/25 of £5.3 million, largely as a result of £4.6m targets set in relation to the Journey to Self Sufficiency Programme being absorbed in plans. Therefore there remains a risk that these savings are not delivered and the deficit increases. The MTFP will be updated along with the final budget in February 2021 and reported to Cabinet and Council.
- 10.7 By March 2022, the Council's Self-Sufficiency reserve is forecast to stand at £5.17 million, subject to funding future commercial initiatives presented to Cabinet for approval.

Policies and other considerations, as appropriate	
Council Priorities:	The budget assists the Council to achieve all its priorities.
Policy Considerations:	None
Safeguarding:	None
Equalities/Diversity:	The requirement for equalities impact screening and assessments is being reviewed during the consultations and details if required will be provided as part of the management responses.
Customer Impact:	Fees and Charges as outlined in Appendix B
Economic and Social Impact:	None
Environment and Climate Change:	None
Consultation/Community Engagement:	Between the 21 December 2020 and 7 February 2021 consultation will take place, including draft budget reports being made publicly available for comment on the council's website.
Risks:	The budget will be monitored throughout the year to ensure savings are achieved and services delivered as planned.
Officer Contact	Tracy Bingham Head of Finance and Section 151 Officer tracy.bingham@nwleicestershire.gov.uk

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Budget Proposals

Savings Proposals (reduced expenditure/additional income)

Proposal Title	Amount	One-off / Ongoing
Development Corporation – one-off budget requirement in 2020/21	-£100,000	Ongoing
Audit- reduction in agency budget	-£8,250	Ongoing
Hermitage Recreation Ground - one-off budget requirement in 2020/21	-£50,000	Ongoing
Leisure – reduction in the contractor/client payments	-£90,340	Ongoing
Environmental Protection – increase in income for houses in multiple occupation licences	-£7,370	One-off
Environmental Protection – Market Towns Support Programme	-£5,000	Ongoing
Safer and Stronger – removal of the budget for the support families grant	-£30,000	Ongoing
Planning Policy – reduction in the strategic growth plan budget	-£10,000	One-off
Planning and Development – reduction in the advertising budget	-£12,500	Ongoing
Planning and Development – reduction in technical support budget	-£50,000	Ongoing
Planning Support – reduction in the HS2 support budget	-£25,000	One-off
Business Focus – Grants - one-off budget requirement in 2020/21	-£29,160	Ongoing
Cultural Services – Timber Festival - one-off budget requirement in 2020/21	-£10,000	Ongoing
Strategic Housing – reduction in the homelessness grant expenditure	-£14,090	Ongoing
Customer Services – savings in relation to staffing	-£15,270	Ongoing
Revenues & Benefits – additional funding in relation to HB Subsidy Grant	-£22,830	Ongoing
Revenues & Benefits – net saving in housing benefit	-£99,560	Ongoing
Finance System Implementation - one-off budget requirement in 2020/21	-£50,000	Ongoing
Climate Change Reserve - one-off budget requirement in 2020/21	-£885,000	Ongoing
Localisation of Council Tax Support Grant – reduce in the support grants to parishes	-£41,069	Ongoing
Revenue Contribution to Capital - one-off budget requirement in 2020/21	-£115,000	Ongoing

Proposal Title	Amount	One-off / Ongoing
Recharges to HRA – increases	-£78,173	Ongoing
Pension Additional Contribution - one-off budget requirement in 2020/21	-£153,325	Ongoing
Total	-£1,901,937	

Proposals to cover Cost Pressures (additional expenditure/reduced income)

Proposal Title	Amount	One-off / Ongoing
Legal – reduction in legal fee income	£40,500	Ongoing
Democratic Services – District Elections	£15,500	Ongoing
Refuse and Recycling – Staffing	£245,740	Ongoing
Refuse and Recycling – reduction in recycling Income	£163,250	Ongoing
Fleet – additional expenditure for parts, overtime, servicing and labour	£24,540	One-off
Community Leisure – reduction in Castle Donington College income	£5,940	One-off
Community Leisure – reduction in income for Newbridge High School	£9,270	Ongoing
Environmental Protection – reduction in car parking income	£64,340	Ongoing
Environmental Health – increase in contractor payments in relation to pest control.	£9,000	Ongoing
Safer & Stronger – increase in contractor payments in relation to the CCTV contract	£9,290	Ongoing
Planning and Development – reduction in planning fee income	£300,000	Ongoing
Property Services – general repairs at the Courtyard	£20,000	One-off
Revenues and Benefits – additional partnership payments in relation to staffing	£17,730	Ongoing
ICT – create a budget for support and maintenance for Skype for business	£15,450	Ongoing
ICT – enhancing endpoint security	£9,500	Ongoing
Miscellaneous Finance – increase in the bad debt provision	£75,000	Ongoing

Proposal Title	Amount	One-off / Ongoing
Investment Income	£184,925	Ongoing
Minimum Revenue Provision	£252,744	Ongoing
Total	£1,462,719	

Service Development Proposals

Proposal Title	Amount	One-off / Ongoing
Human Resources – FLM Standby Payments	£20,000	Ongoing
Waste Services – continuation of Food Waste trial	£173,140	Ongoing
Environmental Protection – improved cameras for fly-tipping surveillance	£15,000	Ongoing
Leisure – continuation of the Health & Wellbeing Graduate trainee post	£5,050	Ongoing
Environmental Protection – Air Quality	£19,000	Ongoing
Business Focus – Coalville Regeneration	£35,000	Ongoing
Customer Services – new temporary post within the Customer Experience team	£32,350	One-off
Total	£299,540	

Other Changes affecting the net cost of services

Proposal Title	Amount	One-off / Ongoing
Staffing increases as a result of: increments, pay award (below £24,000), pension increase and other staffing increases (overtime, vacancies and change of hours)	£254,580	Ongoing
Local Support and Income Compensation Grants	£330,000	One-off
De minimus budgetary changes (below £5k)	£133,040	Ongoing/ One-off
Total	£717,620	

Funding

Proposal Title	Amount	One-off / Ongoing
Reduction in New Homes Bonus	£863,027	Ongoing
Reduction in the Council Tax Surplus	£130,159	Ongoing
Council Tax as a result of growth in homes in the district	-£26,325	Ongoing
Reduction in Business Rates	£3,199,709	Ongoing
Business Rates Reserve	-£3,500,000	One-off
Total	£666.570	

APPENDIX B

COMPARISON OF 2020/21 AND 2021/22 FEES AND CHARGES								
Chargeable Service	2020/21		2021/22				Basis for Change	Charging Policy
	Budget 2020/21	Notes	Estimates 2021/22	Increase/ (Decrease)	Percentage Change	Notes		
Appleby Magna Caravan Site Rent	£8,590	Rent: £35.03pw	£8,630	£40	0.50%	£35.20 per week from April 2020 on anniversary of individual rental agreement, an increase of 17p per week from 5 remaining residents	Proposed to increase costs by September 2020 CPI for 21/22	Business Development
Lifelines for private customers	£125,000	£4.19pw Basic; £6.31pw Enhanced. 2.6% increase will also apply to all sensors	£129,830	£4,830	0.50%	£4.21pw Basic; £6.34pw Enhanced. 0.5% increase will also apply to all sensors	Proposed to increase charges by September 2020 CPI for 21/22.	Service development
Environmental Health – Licensing	£270,950	Fee varies between £3 and £64,000	£268,870	(£2,080)	Between 0% - 11.67%	Fee varies between £3 and £64,000	Reduction in demand	Subsidised / Full Cost Recovery
Environmental Health – Health & Safety	£29,310	Fee varies between £4 and £145	£29,460	£150	Between 0% and 3.45%	Fee varies between £4 and £150	Increases in expenditure and reduction in demand	Full Cost Recovery
Environmental Health – Border Post Inspection	£13,350	Fee varies between £25 and £188	£17,480	£4,130	Between 0% and 3.39%	Fee varies between £25 and £192	Anticipated increase in demand for port health inspections post EU exit	Full Cost Recovery

Chargeable Service	2020/21		2021/22				Basis for Change	Charging Policy
	Budget 2020/21	Notes	Estimates 2021/22	Increase/ (Decrease)	Percentage Change	Notes		
Environmental Health – Pest Control	£25,900	Fee varies between £10 and £200	£29,400	£3,500	Between 0% and 5.26%	Fee varies between £16 and £200	First full year of externalised service	Subsidised / Full Cost Recovery
Leisure – Football Pitches	£9,420	Match prices: £28/£49 Team: £273/£492	£9,610	£190	2%	Match prices: £29/£50 Team: £278/£502	Annual increase	Subsidised
Waste – Bulky Collections	£42,660	£25	£43,510	£850	4%	£26	To enable a breakeven position	Full Cost Recovery
Waste – Trade Refuse	£475,840	240l - £7.50 360l - £9.00 770l - £15.00 1100l - £16.15	£438,140	(£37,700)	Between 5.00% - 6.67%	240l - £8.00 360l - £9.50 770l - £15.75 1100l - £17.00	To cover inflation increases	Full Cost Recovery
Waste – Trade Sacks	£7,700	£2.70 per sack (min 50 sacks)	£6,020	(£1,680)	3.70%	£2.80 per sack (min 50 sacks)	To cover inflation increases	Full Cost Recovery
Waste – Trade Recycling	£50,860	240l - £3.30 360l - £3.30 1100l - £5.50	£74,950	£24,370	Between 5.45% - 6.06%	240l - £3.50 360l - £3.50 1100l - £5.80	To cover inflation increases	Full Cost Recovery
Waste – Taxi MOTs	£23,160	£43	£21,860	(£1,300)	3%	£44	To cover increase in costs	Profit Generating
Environmental Protection – Burial Fees	£66,150	Fees range from £68 - £1,370	£76,970	£10,820	5%	Fees range from £71 - £1,440	To cover increase in costs	Full Cost Recovery

NORTH WEST LEICESTERSHIRE DISTRICT COUNCIL SUMMARY BUDGET 2021/22

2020/21 Budget £	2020/21 Forecast Outturn @P7 £	Service	2021/22 Budget £	2022/23 Indicative £	2023/24 Indicative £	2024/25 Indicative £	2025/26 Indicative £
368,460	370,130	Chief Executive	273,898	281,368	289,308	296,898	305,017
642,900	(182,500)	Human Resources	398,738	663,508	678,638	693,308	708,308
1,411,880	1,491,990	Legal & Support Services	1,494,889	1,510,829	1,545,009	1,582,369	1,623,669
2,423,240	1,679,620	Total Chief Executive's Department	2,167,525	2,455,705	2,512,955	2,572,575	2,636,994
359,290	397,080	Strategic Director of Place	346,837	356,637	366,967	376,917	387,117
6,290,430	7,511,520	Community Services	6,828,395	7,102,685	7,044,735	7,035,265	7,135,545
492,260	558,930	Planning & Infrastructure	743,978	604,028	513,218	651,798	691,328
839,190	812,420	Economic Development	838,874	812,834	792,484	809,474	826,804
11,630	11,630	Joint Strategic Planning	10,161	10,411	10,681	10,931	11,191
7,992,800	9,291,580	Total Director of Services	8,768,245	8,886,595	8,728,085	8,884,385	9,051,985
534,500	502,380	Strategic Housing	535,111	558,231	573,821	588,851	604,261
3,099,760	2,931,160	Customer Services	3,066,341	2,770,771	2,856,321	2,943,501	3,030,561
962,050	1,085,490	Finance	1,074,973	1,112,193	1,114,313	1,138,893	1,162,963
4,596,310	4,519,030	Total Director of Housing & Customer Services	4,676,425	4,441,195	4,544,455	4,671,245	4,797,785
15,740	15,740	Non Distributed - Revenue Expenditure on Surplus Assets	16,040	16,160	16,270	16,390	16,510
77,760	75,140	Non Distributed - Retirement Benefits	75,490	75,850	76,210	76,570	76,930
39,440	39,050	Corporate & Democratic Core	38,080	41,140	39,640	42,560	41,100
(570,000)	(56,000)	Targeted savings in relation to J2SS	(570,000)	(895,000)	(1,120,000)	(1,245,000)	(1,270,000)
885,000	885,000	Climate Change Reserve					
15,460,290	16,449,160	NET COST OF SERVICES	15,171,805	15,021,645	14,797,615	15,018,725	15,351,304
(1,470,310)	(1,317,624)	Net Recharges from General Fund	(1,548,483)	(1,583,013)	(1,616,493)	(1,650,623)	(1,685,453)
13,989,980	15,131,536	NET COST OF SERVICES AFTER RECHARGES	13,623,322	13,438,632	13,181,122	13,368,102	13,665,851
		CORPORATE ITEMS AND FINANCING					
		Corporate Income and Expenditure					
1,209,643	1,176,643	Net Financing Costs	1,462,387	2,105,519	2,289,157	2,380,640	2,485,762
(190,800)	(75,742)	Investment Income	(5,875)	(4,895)	(3,445)	(2,047)	(2,047)
88,696	88,696	Localisation of Council Tax Support Grant - Parish & Special Expenses	47,627	31,752	15,876	0	0
115,000	115,000	Revenue Contribution to Capital (Charging Points)	0	0	0	0	0
15,212,519	16,436,133	NET REVENUE EXPENDITURE	15,127,461	15,571,008	15,482,710	15,746,695	16,149,566
630,368	(650,208)	Contribution to/(from) Balances/Reserves	48,856	1,541,776	2,345,093	1,215,163	(2,026,925)
15,842,887	15,785,925	MET FROM GOVT GRANT & COUNCIL TAX (Budget Requirement)	15,176,317	17,112,784	17,827,803	16,961,858	14,122,641

2020/21 Budget £	2020/21 Forecast Outturn @P7 £	Service	2021/22 Budget £	2022/23 Indicative £	2023/24 Indicative £	2024/25 Indicative £	2025/26 Indicative £
3,410,707	3,410,707	Financed By					
66,086	66,086	New Homes Bonus	2,547,680	891,117	0	0	0
5,484,489	5,484,489	Transfer from Collection Fund	(64,073)	(39,331)	(39,331)	0	0
6,881,605	6,824,643	Council Tax	5,510,814	5,601,204	5,691,595	5,781,985	5,872,376
0		National Non-Domestic Rates Baseline	3,681,896	4,864,481	6,756,695	7,111,497	4,921,660
		Business Rates Reserve	3,500,000	317,000	317,000		
		Damping	0	5,478,313	5,101,844	4,068,376	3,328,605
15,842,887	15,785,925	TOTAL FUNDING AVAILABLE	15,176,317	17,112,784	17,827,803	16,961,858	14,122,641

SPECIAL EXPENSES BUDGET SUMMARY

SPECIAL EXPENSES	2020/21		2021/22	2022/23	2023/24	2024/25	2025/26
	Budget	Forecast Outturn @ P7	Budget	Indicative	Indicative	Indicative	Indicative
	£	£	£	£	£	£	£
COALVILLE							
Parks, Recreation Grounds & Open Spaces	327,650	286,581	335,370	386,240	388,870	370,180	417,590
Broomley's Cemetery & Closed Churchyard	39,330	34,805	26,610	29,340	25,080	27,860	26,150
One Off Grants	2,000	2,000	2,000	2,000	2,000	2,000	2,000
CV Public Conveniences, Vehicle Activated Signs & Other Exp	8,620	7,822	8,690	8,870	9,040	9,210	9,400
Coalville Events	71,910	63,840	78,600	79,230	79,910	80,560	81,230
	449,510	395,048	451,270	505,680	504,900	489,810	536,370
WHITWICK							
Cemetery & Closed Churchyard	22,890	18,275	23,390	9,110	9,320	9,340	9,560
Cademan Wood car park & Open Spaces	990	12,585	4,040	4,120	3,660	4,290	4,380
	23,880	30,860	27,430	13,230	12,980	13,630	13,940
HUGGLESCOTE							
Cemetery & Closed Churchyard	33,150	22,209	25,140	19,650	20,040	17,050	15,150
	33,150	22,209	25,140	19,650	20,040	17,050	15,150
PLAY AREAS/CLOSED CHURCHYARDS GROUNDS MAINTENANCE:							
OSGATHORPE	390	306	400	410	420	430	440
COLEORTON	18,820	18,746	6,300	8,780	5,440	5,450	5,570
RAVENSTONE	390	306	3,080	5,720	2,610	2,680	2,760
MEASHAM	4,390	4,388	4,480	7,030	3,500	3,580	3,660
LOCKINGTON-CUM-HEMINGTON	3,410	3,404	2,760	2,820	11,620	2,940	3,050
OAKTHORPE & DONISTHORPE	4,330	4,088	13,940	4,550	4,640	4,730	4,820
STRETTON	2,270	2,266	1,820	1,860	9,550	1,940	1,980
APPLEBY MAGNA	4,020	4,023	13,810	3,400	3,100	3,180	3,260
OTHER SPECIAL EXPENSES	38,020	37,527	46,590	34,570	40,880	24,930	25,540
SPECIAL EXPENSES (NET COST OF SERVICE)	544,560	485,644	550,430	573,130	578,800	545,420	591,000
Service Management recharges/Admin Buildings	122,000	122,000	133,120	135,900	138,610	141,360	144,180
NET COST OF SERVICES AFTER RECHARGES	666,560	607,644	683,550	709,030	717,410	686,780	735,180
Contribution to/(from) Balances/Reserves	(35,403)	22,575	(66,648)	(63,971)	(23,235)	47,817	71,089
MET FROM GOVT GRANT & COUNCIL TAX (Budget Requirement)	631,157	630,219	616,902	645,059	694,175	734,597	806,269
FUNDED BY:							
Precept	514,764	514,764	561,375	612,987	670,319	734,257	805,919
Localisation of Council Tax Support Grant	63,503	63,503	47,627	31,752	15,876	0	0
Asset Protection/External Contributions	52,890	51,952	7,900	320	7,980	340	350
	631,157	630,219	616,902	645,059	694,175	734,597	806,269

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NORTH WEST LEICESTERSHIRE DISTRICT COUNCIL

CABINET – TUESDAY, 8 DECEMBER 2020



Title of Report	DRAFT HOUSING REVENUE ACCOUNT BUDGET PROPOSALS FOR 2021/22	
Presented by	Councillor Nicholas Rushton Corporate Portfolio Holder	
Background Papers	Corporate Scrutiny Draft Minutes – 11 November 2020	Public Report: Yes
		Key Decision: Yes
Financial Implications	This report sets out the draft budget for the Housing Revenue account, which is expected to deliver a balanced budget in 2021/22 with a small surplus of £229k and a £3.7m transfer to the capital programme.	
	The council will also pay the first two HRA loans that fall due 2021/22, totalling £13m. This will be paid from the loan redemption reserve.	
	Signed off by the Section 151 Officer: Yes	
Legal Implications	None	
	Signed off by the Monitoring Officer: Yes	
Staffing and Corporate Implications	Proposals within this budget will increase the headcount by 17 staff:	
	<ul style="list-style-type: none"> • 11 operatives for our in-house repairs team and 5 posts for our commercial services team – all linked to the larger home improvement programme. • 1 additional tenancy management officer, which was approved by Cabinet on 10 November 2020. 	
	Signed off by the Head of Paid Service: Yes	
Purpose of Report	For Cabinet to approve 2021/22 Housing Revenue Account budget proposals for consultation.	
Reason for Decision	Required to enable officers to consult with tenants on the changes to the HRA budgets.	
Recommendations	THAT CABINET: <ol style="list-style-type: none"> 1) NOTE THE ASSURANCE STATEMENT BY THE S151 OFFICER; AND 2) APPROVE THE DRAFT HRA BUDGET PROPOSAL, INCLUDING THE 1.5% RENT INCREASE, AS 	

1.0 BACKGROUND

- 1.1 This report seeks Cabinet approval to consult on the draft Housing Revenue Account (HRA) budget for 2021/22 and the associated changes to rents and services charges. The outcome of the consultation exercise will be fed back into the subsequent reports to Cabinet and Council to seek approval for the final budget.

2.0 UPDATE ON THE CURRENT YEAR (2020/21) FINANCIAL POSITION

- 2.1 The HRA, by virtue of having a stable revenue stream, remains in a strong financial position despite the disruption caused by the pandemic. The HRA's surplus for 2020/21 is currently forecast to be £2.6m against a budgeted surplus of £2.8m, an adverse variance of £144k.
- 2.2 It is estimated that the net impact of Covid-19 will be an adverse variances of £219k, which includes the budgeted surplus on the In-house repairs team £658k, the unrealised savings target from the journey to self-sufficiency programme of £225k. Covid-19 has also been attributed to some savings, including spend on repairs falling by £395k. There have also been net savings of £70k that are not related to Covid-19.

3.0 OVERVIEW OF THE 2021/22 BUDGET

- 3.1 The draft 2021/22 budget surplus is £229k, which is significantly lower than the budget surplus for 2020/21 of £2.8m. This is caused by the increase in the revenue contribution to capital outlay from £0.9m to £3.7m this year. This increased contribution will ensure the ambitious capital programme, which is outlined in the capital budget report, is fully funded. A summary of the HRA budget can be found in Appendix A.
- 3.2 At the end of the 2021/22 financial year the first two of the HRA's self-finance loans become due, totalling £13m. The HRA's loan redemption reserve will be used to repay these loans in full. The HRA retains reserves of £6.6m, £1m of which is retained as a minimum balance. Cabinet has previously agreed to use these reserves flexibly in response to opportunities such as funding the capital programmes or to further repay debt in the future.

4.0 THE IMPACT OF COVID-19

- 4.1 Currently, it is difficult to quantify with any real certainty the likely ongoing impact the COVID-19 pandemic will have on the Council's revenue income and expenditure throughout the remainder of the 2020/21 and into the new 2021/22 financial year.
- 4.2 The impact of the pandemic on the HRA to date has largely impacted the HRA's in-house repairs team, which is accounted for in a trading account within the HRA. The effect of social distancing requirements impacting productivity, along with lower requests for repairs from residents, has moved the trading account into a forecast deficit of £373k. To date, the Housing Revenue Account has received nil funding from central government.

- 4.3 Of the estimates proposed as part of this draft budget, several have been varied to take account of the likely effect of the pandemic. These includes the reductions to service charges to reflect reduced services, and thus costs, as a result of the pandemic in 2020/21 (paragraph 5.4) and proposed changes to how we support residents (paragraph 6.8).

5.0 2021/22 INCOME BUDGETS

Annual Rents

- 5.1 The vast majority of the HRA's income comes from the rent received from our tenants. How much we can vary our rents by is limited by the Ministry for Housing, Communities and Local Government to 1% more than inflation, as measured by the Consumer Price Index in the September before a financial year. For 2021/22 this means rents can increase by 1.5%.
- 5.2 As with previous years, the council is proposing to increase rents by the maximum that it can, 1.5%. As a result rental income is budgeted to increase by £139k, which can be reinvested back into our properties and the services provided to tenants.
- 5.3 This will increase the average rent on our social rented properties by £1.22 per week to £83.56. Average rent for our affordable rent properties will rise by £1.66 per week to £113.19. Our rent policy remains that no rents will exceed the Local Housing Allowance rates, which means all of our rents could be covered by housing benefit or universal credit, should a tenant be eligible for such support.

Other Charges

- 5.4 The HRA also benefits from some additional income from fees and charges that we set for additional services provided to tenants and others. Additional services provided to tenants through their rental agreement form our service charges, which are listed in Appendix D. The charges are set at a level to recovery the council's costs of delivering those services, and the 2021/22 budget includes income of £541k, down by £20k (3.5%) from the previous year. Key changes include:
- **A 14.7% fall in grounds maintenance charges.** The grounds maintenance service was temporarily paused in response to the pandemic, resulting in a cost saving which can be passed on to tenants. This reduces the HRA's income by £16k.
 - **Utility costs for common areas are falling by 5%.** This is the result of invoices being lower in 2020/21 than anticipated, and will reduce income by £2k.
 - **The income from the administration fee is falling by 5.37%.** As the administration fee is set at 15% of chargeable services, the overall reduction in service charges leads to a lower administration fee, reducing HRA income by £3k.
 - **Fire extinguisher servicing costs increasing by 7.5%.** This is because on analysis of the historic cost increases. Whilst the percentage increase is large, the value is very small, with just £64 additional income.
- 5.5 The HRA also sets a number of other fees and charges, which are for optional services we provide, such as contents insurance. This are included in Appendix C, with an overall reduction in income of £3k expected.

5.6 The HRA also earns interest on the cash reserves it holds. The pandemic has resulted in a significant fall in the interest the council can earn on its cash budgets, which

6.0 2021/22 EXPENDITURE BUDGETS

6.1 There has been a small increase in HRA budgeted expenditure of £28k compared to the 2021/22 budget, which is reflective of this year's budget approach to focus on the fundamentals within the Council Delivery Plan. The budget changes over £5k are categories into:

- Savings following review of existing budgets and deliverability.
- Staffing cost increases.
- Unavoidable cost pressures
- Service developments.
- Changes in income

6.2 In addition to these changes there are a number of de minimis changes which total £57k of additional expenditure. The pay freeze announced by government on 25 November 2020 has been incorporated into the budget and has reduced the increases in salaries and corporate recharges by £141k.

Savings

6.3 Officers reviewed key HRA budgets and, based on analysis of historic trends and other new information, identified £285k of savings from the previous year's budgets. This included:

6.3.1 Reducing the £1.5m responsive repairs budget by £100k. This follows sustained reductions in repair expenditure on our properties.

6.3.2 A £150k reduction in the painting programme, which is part of our cyclical maintenance work, as there is no painting programme due for 2021/22.

6.3.3 A £15k saving created by the consolidation of repairs budgets.

6.3.4 Savings of £14k generated from the re-procurement of the heating servicing contract.

6.3.5 Lower planned expenditure on professional fees, saving £6k.

Cost pressures

6.4 The largest cost pressure is £234k for 5 new roles within our commercial services team to facilitate the delivery of the larger home improvement programme, which is an increase contained within the capital budget report.

6.5 The larger home improvement programme will also require an additional 11 operatives to deliver the programme. This will reduce reliance on the use of agency staff (saving £90k) and overall will lead to the in-house repairs team generating an additional surplus of £55k during the year.

- 6.6 The empty home repair budget has had an inflationary increase of £48k. This figure is net of a saving of £26k that is expected through the addition of a tenancy sustainment officer, which features as a service development in paragraph 6.8.
- 6.7 As a result of changes to staff numbers, as well as cost changes within the General Fund report, the recharge from the general fund to the HRA for corporate services has increased by £57k.
- 6.8 The budget includes additional expenditure of £53k in respect to existing staff salaries. This has been budgeted on the basis of a pay freeze for staff earning more than £24,000, as announced by government on 25 November 2020. The total effect of the pay freeze has been to reduce increases in salaries and corporate recharges by £141k.

Service Developments

- 6.9 On 10 November 2020 Cabinet approved a new approach to managing arrears which included a proposal to recruit an additional tenancy support officer that would look to support tenants that fall into arrears, with advice and support on claiming benefits and financial management. This is expected to cost an additional £41k, but that is expected to be offset by £30k of savings through reduced empty homes costs.
- 6.10 An additional one-off budget increase of £19,000 within the income and systems team to bring in additional support whilst the new housing IT system is in its first year of operation.

7.0 CONSULTATION PROCESS

- 7.1 The Corporate Scrutiny Committee reviewed the planned changes to the HRA budget at its meeting on 11 November 2020. Whilst members of the committee asked a number of clarifications, no changes were suggested relating to the HRA. The draft budget will return to the committee on 7 January 2021.
- 7.2 On approval of this budget, we will launch a consultation with tenants during January. Following a suggestion from the Corporate Scrutiny Committee in January 2020, we will include an article about planned changes, including to rent and service charges, in the tenants' magazine, InTouch. This magazine is sent to all tenants, and we will invite tenants to provide any feedback via a short survey on our website.
- 7.3 We will also present the budget to the Tenants and Leaseholders Consultation Forum (the Council's main consultative body of tenants) to ask for their views.

8.0 ROBUSTNESS OF ESTIMATES AND ADEQUACY OF RESERVES

- 8.1 The Local Government Act 2003 requires the Council's Chief Financial Officer (Section 151 Officer) to comment on the robustness of the estimates and also on the adequacy of the proposed reserves. Members must have regard to these comments when making a decision on the budget proposals for the forthcoming year.
- 8.2 Taking into account identified risks, the Section 151 Officer considers that the estimates which form the Draft Housing Revenue Account Budget for 2020/21 are robust and prudent, and the proposals are deliverable.

8.3 The Section 151 Officer also considers that the overall level of Housing Revenue Account reserves are adequate.

Policies and other considerations, as appropriate	
Council Priorities:	Local people live in high quality, affordable homes
Policy Considerations:	The budget changes include a proposal to change our approach to rent arrears enforcement, which Cabinet considered in its November 2020 meeting.
Safeguarding:	None identified
Equalities/Diversity:	All of our tenants will be invited to participate in the consultation this year through an article in the InTouch magazine.
Customer Impact:	All of our tenants will be impacted by the changes in rents, whilst a large number will also be impacted by the changes in service charges.
Economic and Social Impact:	None identified
Environment and Climate Change:	This budget provides funding for the HRA Capital Programme, which includes initiatives to respond to the climate change emergency.
Consultation/Community Engagement:	<ul style="list-style-type: none"> • Corporate Leadership Team • Housing and Property Services Portfolio Holder • Corporate Scrutiny Committee.
Risks:	The Council sets a HRA budget, which is regularly monitored throughout the year to ensure services are delivered within budget. Risks are managed through the corporate risk management process.
Officer Contact	Tracy Bingham Head of Finance and Section 151 Officer 01530 454 707 tracy.bingham@nwleicestershire.gov.uk

APPENDIX A

HOUSING REVENUE ACCOUNT SUMMARY	2020/2021		2021/2022
	Budget £	Forecast (p7) £	Estimate £
1. TOTAL REPAIRS & MAINTENANCE	5,540,720	4,859,920	5,323,102
SUPERVISION & MANAGEMENT			
2. General	2,100,630	2,042,990	2,168,888
3. Special / Supporting People	593,399	560,960	606,411
4.	2,694,200	2,603,950	2,775,299
5. PROVISION -DOUBTFUL DEBTS	100,000	100,000	100,000
6. CAPITAL FINANCING:-			
7. Depreciation - MRA & other	3,139,190	3,139,190	3,178,525
8. Debt Management Expenses	2,750	2,750	2,930
9. TOTAL CAPITAL FINANCE COSTS	3,141,940	3,141,940	3,181,455
10. IN-HOUSE REPAIRS TEAM NET (SURPLUS)/DEFICIT	(285,520)	372,940	(385,523)
11. DEPARTMENTAL ADMINISTRATION	0	(122,820)	0
12. TOTAL EXPENDITURE	10,966,340	10,955,770	10,994,333
13. RENT INCOME			
14. Dwellings	(17,306,320)	(17,273,120)	(17,445,770)
15. Service Charges	(556,770)	(518,370)	(541,340)
16. Garages & Sites	(65,920)	(48,900)	(49,350)
17. Other	(23,140)	(23,140)	(23,198)
18. TOTAL INCOME	(17,952,150)	(17,863,530)	(18,059,658)
19. NET COST/(SURPLUS) OF SERVICES	(6,347,790)	(6,907,760)	(7,065,325)
20. J2SS Cost Savings/Income increases	(225,000)	0	(225,000)
21. CAPITAL FINANCING - HISTORICAL DEBT	125,000	125,000	108,000
22. CAPITAL FINANCING - SELF FINANCING DEBT	3,257,170	3,257,170	3,257,170
23. INVESTMENT INCOME	(109,900)	(43,620)	(3,380)
25. TOTAL DEBT FINANCING COSTS	3,272,270	3,338,550	3,136,790
26. NET OPERATING EXPENDITURE/(SURPLUS)	(3,713,540)	(3,569,210)	(3,928,535)
27. REVENUE CONTRIBUTION TO CAPITAL	934,000	934,000	3,700,000
28. REPAYMENT OF HRA DEBT	0	0	13,000,000
29. TRANSFER FROM LOAN REPAYMENT RESERVE	0	0	(13,000,000)
29. NET (SURPLUS) / DEFICIT	(2,779,540)	(2,635,210)	(228,535)
<u>HRA BALANCES</u>			
30. Balance Brought Forward	(3,699,522)	(3,699,522)	(6,334,732)
31. (Surplus)/Deficit for Year	(2,779,540)	(2,635,210)	(228,535)
32. Transfer to Loan Repayment Reserve	0	0	13,000,000
33. HRA General Balance as at year end	(6,479,062)	(6,334,732)	(6,563,267)
34. Loan Repayment Reserve balance	(13,000,000)	(13,000,000)	0

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HRA Budget Proposals over £5,000

*indicates a change since proposals were considered by the Corporate Scrutiny Committee

Reason for changing the budget	Proposal	One-off / reoccurring	Investment/ (Saving) Amount compared to 2020-21
Cost Pressures	Five additional posts in the commercial services staffing to deliver the larger home improvement programme	Reoccurring	£233,976
	Additional empty home repair costs as a result of inflation. This figure has been reduced by £30,000 as a result of savings expected through the additional tenancy sustainment officer service development.	Reoccurring	£48,354
	*Increase in corporate recharges from the General Fund	Reoccurring	£57,184
Increase/ Decrease in Income	Estimated additional surplus from the In-House Repairs team, in response to increasing home improvement work. This is net of additional staff costs from an additional 11 operatives required to deliver the programme, less £90k savings from reduced agency spend, with additional costs for materials and transport as a result of the higher workload. Included in this figure is £25k additional recharge costs associated with fleet vehicles.	Reoccurring	£-54,999
	*Rents are due to increase by 1.5% for 2020-21. However, the increase to expected income is offset by a higher than anticipated number of right to buys in the last quarter of 2019-20, which reduced the number of stock, and thus decreased our income.	Reoccurring	£-139,450
	*Income from fees and charges, which includes service charges, is expected to decrease. This is largely due to some services pausing during the pandemic, with cost savings being passed onto tenants in 2021/22.	One-Off	£22,686
	*Reduction in investment income due to lower returns since the pandemic.	Reoccurring	£106,520
Service Development	An additional Tenancy Sustainment Officer as a result of a new approach to managing rent arrears. This is part funded by a resulting saving in repairing empty homes	Reoccurring	£40,957
	Additional salary costs to allow continued development the new Housing IT System in its first year of operation.	One-Off	£19,000
Budget Saving	Savings through re-procuring our heating servicing contract and removed historic underspending from compliance budgets result in a net saving of £13,630.	Reoccurring	£-13,630
	Reduction in responsive repairs budget due to sustained improvement in performance by the responsive and minor works repairs teams.	Reoccurring	£-100,000
	Saving as a result of consolidating repairs budgets.	Reoccurring	£-15,380
	Reduction in the painting budget as there is currently no painting programme due for 2021/22	One-Off	£-150,000
	Lower planned expenditure on professional fees	Reoccurring	£-6,000
Total Impact compared to the 2020/21 budgets			£49,218

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APPENDIX C

COMPARISON OF 2020/21 AND 2021/22 HOUSING CHARGES								
Chargeable Service	2020/21		2021/22			Notes	Basis for Change	Charging Policy
	FORECAST 2019/20	Notes	Estimates 2020/21	Increase/ (Decrease)	Percentage Change			
Service Charges	£561,027	See Appendix D	£541,340	-£19,686	0.44%	See Appendix D	Based on assessment of all chargeable services	Full Cost Recovery
Central Heating	£66,640	0 Bed: £6.27pw 1 Bed: £7.57pw 2 Bed: £8.68pw 3 Bed: £9.99pw	£63,310	-£3,330	-5.00%	0 Bed: 6.27pw 1 Bed: £7.57pw 2 Bed: £8.68pw 3 Bed: £9.99pw	Based on revised estimate of usage and forecast energy prices for 2021/22.	Full Cost Recovery
Garage & Garage Site Rent	£49,100	Garage: £7.09pw Garage Site: £4.54pw	£49,350	£250	0.50%	Garage: £7.09 per week Garage Site: £4.54 per week	Charges increasing by inflationary increase.	Profit generating
Tenants Contents Insurance	£44,590	Premiums from £0.28 to £6.23pw	£44,590	£0	0.00%	Premiums from £0.28 to £6.23pw	No increases expected this year from supplier.	Profit generating
Lifelines (East Midlands Housing Association)	£16,200	Various depending on scheme but range from £1.91 to £3.18 pw	£16,280	£80	0.50%	Various depending on scheme but range from £1.92 to £3.20 pw	Based on inflationary increase	Service development
Total Services	£737,557		£714,870	-£22,686	-3.08%			

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APPENDIX D

COMPARISON OF 2020/21 AND 2021/22 SERVICE CHARGES					
Chargeable Service	2020/21	2021/22			Comments
		Estimates 2021/22	Increase/ (Decrease)	Percentage Change	Basis of Increase/(Decrease)
Cleaning of shared/common parts	£65,759	£66,088	£329	0.50%	Contractual inflationary increase.
New Cleaning Contract Blocks	£30,280	£30,431	£151	0.50%	Contractual inflationary increase.
Repairs to shared/common parts	£4,755	£4,755	£0	0.00%	Continuation of freeze of these costs since 2018/19.
Grounds maintenance of shared/common parts	£109,985	£93,817	£-16,168	-14.70%	Reduction due caused by the suspension of the grounds maintenance service during the early stages of the pandemic.
Utility costs of shared/common parts (Electricity)	£69,678	£66,194	£-3,484	-5.00%	Decrease as a result of planned budgetary savings.
Door entry systems	£1,565	£1,560	£-5	-0.32%	Based on falling actual costs.
Repairs and replacement of items in laundry room	£22,790	£22,904	£114	0.50%	Contractual inflationary increase.
Repair and replacement of items in common room/kitchen	£623	£608	£-15	-2.41%	Based on analysis of actual costs.
Support Officer checks in Schemes including fire alarms	£6,383	£6,559	£176	2.75%	Based on forecast salary increases for 2021/22
Servicing of fire extinguishers	£850	£914	£64	7.52%	Based on average of past 6 years actual charges
Maintenance of Control Centre link equipment	£34,709	£34,883	£174	0.50%	Contractual inflationary increase.
Older Persons Service Charge	£161,544	£163,321	£1,777	1.10%	RPI increase based on September RPI figure weekly charge to increase from £3.09 to £3.18 pw
Administration fee	£52,106	£49,306.87	£-2,799	-5.37%	15% of chargeable services
Total Services	£561,027	£541,340	£-19,686	-3.51%	

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NORTH WEST LEICESTERSHIRE DISTRICT COUNCIL

CABINET – TUESDAY, 8 DECEMBER 2020



Title of Report	2021/22 - 2025/26 DRAFT CAPITAL PROGRAMMES	
Presented by	Councillor Nicholas Rushton Corporate Portfolio Holder	
Background Papers	Corporate Scrutiny Draft Minutes – 11 November 2020	Public Report: Yes
		Key Decision: Yes
Financial Implications	As contained in the report.	
	Signed off by the Section 151 Officer: Yes	
Legal Implications	None	
	Signed off by the Monitoring Officer: Yes	
Staffing and Corporate Implications	None	
	Signed off by the Head of Paid Service: Yes	
Purpose of Report	<p>To advise Members of the forecast Capital Outturn and the relevant financing for 2020/21 for the General Fund and the Housing Revenue Account.</p> <p>To seek approval of the Draft General Fund, and HRA Capital Programmes for 2021/22 and to note indications for future years and associated funding for consultation.</p>	
Reason for Decision	To enable projects to be included in the Programmes for consultation.	
Recommendations	<p>THAT CABINET:</p> <ol style="list-style-type: none"> 1) NOTE THE ESTIMATED GENERAL FUND AND HOUSING REVENUE ACCOUNT (HRA) CAPITAL OUTTURN FOR 2020/21 AND PLANNED FINANCING IN APPENDICES A AND B. 2) APPROVES FOR CONSULTATION THE DRAFT CAPITAL PROGRAMMES IN 2021/22 DETAILED IN: <ul style="list-style-type: none"> • APPENDIX A: GENERAL FUND CAPITAL SCHEMES • APPENDIX B: HRA CAPITAL SCHEMES AND IN 2022/23, THESE SCHEMES ONLY: • £526,000 FOR THE VEHICLE REPLACEMENTS AS DETAILED IN PARAGRAPHS 5.10. 	

	<p>3) NOTES THE PROPOSED PROCUREMENT ROUTES IN RESPECT OF VEHICLES, EQUIPMENT AND PLANT AND DELEGATES THE AUTHORITY TO AWARD THESE CONTRACTS AND ANY ASSOCIATED AGREEMENTS FURTHERANCE OF THE PROJECT TO THE RELEVANT STRATEGIC DIRECTOR, IN CONSULTATION WITH THE RELEVANT PORTFOLIO HOLDER, SUBJECT TO FINAL APPROVAL OF THE CAPITAL PROGRAMMES IN FEBRUARY 2021.</p>
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1.0 INTRODUCTION

- 1.1 By Regulation, all local authorities are required to have regard to the Prudential Code when setting their Capital Programmes. The core objectives of the Code are to ensure that Capital schemes are 'Affordable, Prudent and Sustainable'. This is reviewed in conjunction with both the Capital Strategy and the Treasury Management Strategy Statement (TMSS) which contains indicators that evidence compliance with the Code. These strategies will be presented to members with the budget in February 2021.
- 1.2 As part of the process of effectively assessing property items for inclusion in the capital programme, the Council has collated a Planned Preventative Maintenance (PPM) Schedule that prioritises works based on a matrix scoring system. Items of a capital nature that are essential have been included in the capital programme in 2021/22.
- 1.3 Appendix "A" shows the General Fund estimated outturn for 2020/21 and the proposed Capital Programme for 2021/22 to 2025/26.
- 1.4 There are no Special Expenses estimated for 2020/21
- 1.5 Appendix "B" shows the Housing Revenue Account (HRA) estimated outturn for 2020/21 and the proposed Capital Programme for 2021/22 to 2025/26.

2.0 CONSULTATION WITH CORPORATE SCRUTINY

- 2.1 As introduced last year as part of the 2020/21 budget setting process, a report was taken to the Corporate Scrutiny on the 11 November 2020 to seek feedback on early budget proposals. This was designed to enhance member scrutiny of the proposed budget changes for the forthcoming year, and also provide members with an opportunity to feed suggestions into the process.
- 2.2 A link to the draft minutes is provided in the background papers on page one of the report. Members have made comments in relation to the Breedon Gate, Marlborough Square and Memorial Square proposals. None of the schemes have changed as a result of the comments made.

3.0 GENERAL FUND CAPITAL PROGRAMME– ESTIMATED OUTTURN 2020/21

- 3.1 The projected outturn for 2020/21 on General Fund schemes total £11.96 million. This is a decrease in the year of £963k against the original budget of £12.92 million.
- 3.2 This managed decrease is caused by the following:

	£	£
Original Budget 2020/21		12,920,310
Approved Schemes carried forward from 2019/20 and 2020/21 approved virements		
Finance System Review	100,000	
Server and Additional Capacity	14,560	
Telephony Unified Communications	135,092	
Vans – Medium	180,000	
Vans – Box Lorry	20,000	
GM Depot Coalville Park – Concreting	2,367	
District Car Park LED Lighting Replacement	25,000	
Leisure Project – Hood Park Leisure Centre, Ashby	121,420	
Leisure Project – Coalville and Whitwick Leisure Centre	7,251,402	
Linden Way Depot – Welfare Facilities	92,084	
Moira Furnace – Masonry, Drainage, Upgrades, Bridge works	280,000	
Council Offices – Fire Alarm and COTAG Door System	2,482	
Council Offices – Replace obsolete parts to Consumer Unit	75,000	
Council Offices – Replacement LED Lighting	35,000	
Council Offices – Roof Insulation	30,000	
Council Offices – External Works to Roadway	5,000	
Marlborough Square	1,765,868	
New Market Provision	315,662	
Salt Bay	20,000	
Appleby Magna Caravan Site – Redevelopment	130,584	
Total (increase to 2020/21 budget)		10,601,521
Less in year funding Changes		
Disabled Facilities Grant	-44,996	
WAN and DC Renewal	-60,000	
Laptop Replacement	60,000	
Sweeper (Capital Receipt)	7,820	
		(37,176)
Less planned slippage in 2020/21 carried forward to 2021/22		
Refuse Vehicle & Kerbsider	(660,000)	
Market Vehicles/Cars	(30,000)	
Vans – Medium	(420,000)	
Vans – Box Lorry	(20,000)	
Leisure Project – Coalville and Whitwick Leisure Centre	(8,685,050)	
Moira Furnace - Masonry, Drainage, Upgrades, Bridge works	(280,000)	
Council Offices – Replace obsolete parts to Consumer Unit	(75,000)	
Council Offices – Replacement LED Lighting	(35,000)	
Council Offices – Roof Insulation	(30,000)	
Council Offices – install solar panels	(40,000)	
Council Offices – Main Building – Window Installation	(250,000)	
Council Offices – External Works to Roadway	(5,000)	
Whitwick Business Centre – install solar panels	(40,000)	
Car Park – High Street, Ibstock – remove and renew gullies	(35,000)	
Market Hall – Demolish and Make Good	(75,000)	
The Courtyard – renew rainwater goods	(25,000)	

Whitwick Business Centre – Upgrade CCTV	(10,000)	
Market Street Car Park – Resurfacing	(12,000)	
Ashby Town Hall Mews – installing bollard, resurfacing & relining	(15,000)	
Marlborough Square	(1,628,482)	
Appleby Magna Caravan Site	(560,000)	
		(12,930,532)
Forecast under spends in 2020/21 that will not be carried forward		
UPS/Generator	(47,130)	
Appleby Magna Caravan Site – Redevelopment	(177,785)	
		(224,915)
Total (decrease to 2020/21 budget)		(9,588,986)
Indicative Outturn 2020/21		10,329,208

- 3.3 The total planned financing of the General Fund expenditure totalling £10.3m for 2020/21 is broken down in the table below:-

	£
Disabled Facilities Grant	625,314
Revenue Contributions to Capital	115,000
Capital Receipts	7,820
Other Reserves	502,700
Unsupported Borrowing – Internal	9,078,375
Total	10,329,208

- 3.4 The 'schemes carried forward' shown in paragraph 2.2 above, represents expenditure which was originally expected and budgeted for in 2019/20 but slipped into 2020/21. The budgeted financing has also been carried forward. The majority of the slippage relates to the new build leisure centre, Marlborough Square and the Council Offices and the reasons are detailed below:

- a) The recent slippage with the new build project and associated spend is as a result of the protracted nature of the engagement process with the Highways Authority. In order for us to commence works on site we needed formal sign-off for the Section 278 works (highways / public footpath works) and this took more time than originally anticipated;
- b) In relation to Marlborough Square, substantial project activity is ongoing as part of the Section 278 consent process. It has not been necessary to incur significant sums of expenditure as part of this work and therefore we have revised the project's spend profile to reflect this. Peak project spending is now anticipated during the 2021/22 financial year; and
- c) The capital programme for the Council Offices has been rolled a further financial year. This is on the basis that the capital profile presented a minimum state of maintenance and repair for the Council Building. This work remains and is a minimal obligation should the main Council offices continue to be used. However this is profiled, noting a pending decision around the future of Council accommodation. COVID-19 has both delayed this work and also changed the decision making landscape. There have been significant, and lasting changes in working behaviours and occupation levels. Council Officers are now actively

reviewing the impact of these changes on previous works, with a view to committing capital expenditure in 21/22.

4.0 HOUSING REVENUE ACCOUNT (HRA) CAPITAL PROGRAMME – ESTIMATED OUTTURN 2020/21

4.1 The projected outturn for the Housing Revenue Accounts is £9.6 million against a budget of £10.1 million, a decrease of £0.5 million. More detail is provided in the table below.

	£	£
Original Budget 2020/21		10,113,751
Approved Schemes carried forward from 2019/20		
New Supply: General Acquisition of property and land	1,556,000	
Estate Improvements: Mobility Scooter Stores	109,000	
Estate Improvements: Off Street Parking	378,000	
Compliance: Fire Risk Assessment Remedial Works	400,000	
Supported Housing Improvements: Speech Module	100,000	
Supported Housing Improvements: Sheltered Housing Improvements	200,000	
Total (increase to 2020/21 budget)		2,743,000
Less forecast slippage in 2020/21 carried forward to 2021/22		
Home Improvement Programme	(1,869,611)	
Estate Improvement: Place-shaping pilot	(250,000)	
Estate Improvement: Mobility scooter stores	(109,000)	
Fire Risk Assessment Remedial Works	(490,000)	
Supported Housing Improvements: Speech Module	(230,000)	
Forecast over or (under) spends in 2020/21 that will not be carried forward		
New Supply Programme	(1,189,730)	
Estate Improvement Programme	(482,000)	
Major Aids & Adaptations	(75,000)	
Supported Housing Improvements	(270,000)	
Active Asset Management	(160,000)	
New Housing System	319,000	
Capital Salaries	(6,000)	
Total (decrease to 2020/21 budget)		(4,812,341)
Indicative HRA Capital Outturn 2020/21		8,044,410

4.2 The revised funding for the HRA Capital programme for 2020/21 is detailed in the table below. Where budgets are slipping into next year, the funding is also going with them.

	£
Use of Major Repairs Reserve	3,673,112
Right to Buy 'One for One' receipts	1,108,323

Other right to buy receipts	1,068,148
Section 106 Affordable Housing commuted sums	57,000
Revenue Contribution to Capital Outlay (RCCO)	934,000
Other usable capital balances	4,152,438
Total Resources used in 2020/21	10,993,021
Retained for future years	6,004,352

5.0 GENERAL FUND CAPITAL PROGRAMME 2021/22 TO 2025/26

- 5.1 The General Fund capital programme for 2021/22 to 2025/26 is detailed in Appendix A. This programme provides for a continuation of the ongoing and recurring Disabled Facilities Grants Scheme and the Vehicle Replacement Programme as well as funding for various other projects and programmes.
- 5.2 Schemes shown as slippage from 2020/21 and carried forward to 2021/22 are detailed in the table in paragraph 2.2 above.
- 5.3 New schemes for 2021/22, as detailed in the table below, are included in the capital programmes for approval. The total funding requirement for the new schemes is £1.4 million in 2021/22 and £3.04 million in total over the 5 year programme.
- 5.4 2021/22 Capital Programme

	£	£
Indicative Budget 2021/22		8,104,310
New Schemes for 2021/22:		
We plan to invest £1.2 million by purchasing the Marlborough Centre in Coalville. The investment will be subject to a successful Future High Street Funding (FHSF) bid and is in line with the draft bid presented to Scrutiny and Cabinet in May 2020. The FHSF will be used to repair and refurbish the building and convert the upper floor into flats.	1,193,000	
We plan to invest £1.8 million over three years in public realm at Memorial Square, Coalville. The investment will urban forest planting and enlargement of public space to make it a more welcoming environment and reflect Coalville's location as part of the National Forest. It will also include widening of the south side of the road at High Street, Coalville, With the revised road configuration, it will also be undertaken at Belvoir Road, Coalville, which is the busiest of the traditional shopping streets in the town. The investment will be £180k in 2021/22 and £1.8m in total over a three year period and s line with the draft bid presented to Scrutiny and Cabinet in May.	180,000	
We plan to invest £50,000 on installation of a gate on the road leading to at Breedon on the Hill Church. The investment will include obtaining planning permission, design and build of a gate on the road leading to Breedon church. This is a programme of work aimed at protecting a Grade 1 asset within the district that has been subject to long standing anti-	50,000	

social behaviour. The solution is to erect a gate and limit night time activity, an application has been made to the Department for Transport and also some design works and S278 in consultation with the County Council. The budget is to support this work to its conclusion. The Parish Council or the quarry would not have the expertise to be able to deal with the detailed negotiations and design works required.		
		1,423,000
Changes to existing schemes for 2021/22:		
We plan to invest an additional £75,000 in the existing Finance System Implementation programme. We currently have £100,000 in the 2020/21 capital programme and a £400,000 revenue reserve. The authority has engaged a consultant to assist with the procurement stage of the project and they have advised that our current budget will not be sufficient for the implementation of the new finance and cash receipting systems. It is estimated that additional capital funds of £35,000 will be required in 2021/22 and £40,000 in 2022/23. A portion of the implementation costs will be recharged to the HRA, however the accounting treatment for this is still being work through. The amounts and recharge will be confirmed in the final budget.	35,000	
We plan to reduce the laptop replacement programme. There will be a reduction in the laptop replacement programme of £23,000 in 2021/22 due to additional spend in the current year to set up officers to be able to work from home during the pandemic – thereby effectively having brought forward the investment into the current financial year creating a saving next year. However, now that more officers now have laptops these will require replacement every five years and so there will be an additional £150,000 over the 5 year period, but later in the 5 year programme.	-23,000	
We plan to amend the Fleet Programme. The majority of the increase is the vehicles required for the food waste recycling rounds and additional vans required within the housing service. More details in paragraph 4.6 below.	498,320	
We plan to re-profile the budget for the new Coalville and Whitwick Leisure Centre. Due to the delays with the project and the original budget was based on estimates, the planned spend has been re-profiled to reflect the forecast spend. Original there was no budget for 2022/23. There are no savings just reallocation of budget over the years.	-3,004,125	
		-2,528,805
2021/22 Revised Budget		7,033,505

5.5 2022/23 – 2025/26 Capital Programme

There are a number of changes requested to the capital programme for future years and are detailed below:

- Reduce the Wi-Fi replacement programme from £50,000 to £25,000 in 2022/23 due to less work being required than originally anticipated.
- Move the £50,000 Website investment from 2023/24 to 2022/23.
- Move the £70,000 Firewall from 2023/24 to 2022/23.
- Move the £45,000 Windows Professional from 2024/25 to 2022/23; and
- Remove the £120,000 on desktop replacements in 2022/23 as the budget is no longer required.
- An additional £60,000 for a replacement UPS generator in 23/24, this was originally scheduled for 2020/21, however it was agreed to carry out essential repairs and maintenance only in the current year,

Fleet Replacement Programme

5.6 Fleet replacement is a rolling programme. Each year a number of vehicles come to the end of their useful economic life when each of the vehicles are reviewed based on the age, condition, mileage or potential risk of major repairs (due to being out of warranty). A decision is made to replace the vehicle or to extend its life for a further period. These decisions are made in the previous year in order to allow a suitable lead-in period from order to delivery in April, particularly for large items such as refuse vehicles. Many of these vehicles are built to order and these orders have to be placed before October for delivery the following April. Therefore, although they are actually required in April a commitment has to be made in the previous year.

5.7 It should be noted that the current fleet replacement programme is on hold whilst the council investigates lower carbon options compared to the diesel vehicles currently being used.

5.8 Due to service requirements, approval will be sought at Council in February to amend the previously reported 2021/22 fleet budget from £865,000 to £1.36 million, a net increase of £498,000. The majority of this increase is the vehicles required for the food waste recycling rounds and additional vans required within housing services for new operatives commencing in April.

5.9 The total fleet budget for 2021/22 is now as follows:

Vehicles / Plant & Equipment	Original Budget £	Revised Budget £
Refuse / Recycling Vehicles	220,000	240,000
Food Waste Vehicles	-	288,320
Market Vehicles / Cars	90,000	75,000
Vans Small	45,000	37,500
Vans Medium - Housing	32,000	198,000
Vans – Pickup	100,000	90,000
Sweepers	180,000	180,000
Digger/Misc Plant	130,000	172,000
Mowing	68,000	82,500
TOTAL	865,000	1,363,320

5.10 In order to progress with the 2022/23 purchases, approval is sought for the following vehicles:

Vehicles / Plant & Equipment	Budget £
Refuse / Recycling Vehicles	360,000
Vans Small	26,000
Vans Medium - Housing	50,000
Vans – Pickup	90,000
Total	526,000

Disabled Facilities Grants

- 5.11 The Disabled Facilities Grant is a capital grant paid to local authorities that can meet, or contribute towards the costs of adapting a person's home. This can help eligible people to stay in their homes for longer and live safer, healthier and more independent lives. It is proposed to continue with the Disabled Facilities Grant function that has been delegated to the lead authority (Blaby District Council) under the Lightbulb Project Scheme. As this is a rolling programme, the scheme has been updated to include 2025/26 and amounts revised based on the forecast grant to be received.

General Fund Capital Programme (2021/22) Funding

- 5.12 The General Fund Capital Programme (2021/22) will be funded by:

	£
Disabled Facilities Grant	670,310
Reserves	2,204,300
Capital Receipts	1,624,482
Unsupported Borrowing (Internal)	15,640,945
Total (including carry forward from 20/21)	19,964,037

6.0 SPECIAL EXPENSES – ESTIMATED OUTTURN AND INDIVIDUAL SCHEMES

- 6.1 There was no special expenses capital schemes for 2020/21.
- 6.2 There are no new schemes identified to commence in 2021/22.

7.0 HRA CAPITAL PROGRAMME – 2021/22 - 2025/26 INDIVIDUAL SCHEMES

- 7.1 The HRA Capital programme (Appendix B) covers in detail the capital schemes for the period 2021/22 to 2025/26 and how they are funded. The total expected spend over 5 years is £60.7 million, with a £11.9 million budget for 2021/22. In addition this, there is an estimated £1.4m of the 2020/21 HRA capital programme to be carried forward a year, with more detail provided in paragraph 3.1.
- 7.2 Officers have reviewed the HRA Capital Programme for 2021/22 in light of changing priorities, and focus on improving existing homes and buying and building new ones. A new Zero Carbon Programme is the only new capital programme for 2021/22, pending further consideration as to how to fairly share the costs of the new finance with the HRA – funding for our Zero Carbon Programme and the new finance system. Paragraph 6.4 then sets out changes to the indicative 2021/22 capital programme reported to Council in February 2020..

7.3 New Schemes for Consideration for 2021/22

New Schemes for 2021/22	£
Zero Carbon Programme. An initial £250k set aside to pilot works to reduce carbon emissions from our properties and to allow the council to match contributions required by external grants, such as the recently announced Green Homes Grant Scheme funding. This will be a significant area of investment growth over future years.	250,000
Total new Schemes for 2021/22	250,000

7.4 Changes to existing schemes 2021/22

Changes to existing schemes for 2021/22	
The Home Improvement Programme has increased by £553k to £4.5m. This follows a review of the latest stock condition surveys, which have now been completed on over half the stock, to estimate the latest requirement to ensure our homes remain Decent. The planned work has been spread over a five year £22.5m programme. This gives greater certainty over the level of work that will need to be completed by the in-house repairs team allowing for more effective resource planning and reducing the reliance on agency staff to adjust to peaks of workload. However, the programme remains in review as new working practices in response to Covid-19 have reduced the productivity of the team, and may lead to some re-profiling of the work from 2021-22 into later years when presented in the draft budget to Cabinet in December.	553,000
An additional staff member will support the delivery of the New Supply Programme. This will cost an additional £32k per year and will provide support to our current part time new build officer in finding development sites and evaluating them as well as acquiring existing properties and bidding for Section 106 properties where appropriate.	32,000
The New Supply Programme has been re-profiled, reducing expected spend next year by £1.0m to £5.1m. This re-profiling reflects the current status of the new build programme, and provides a small provision of £350,000 for the general purchase of land or properties, either from the open market or through buying back properties previously sold through right to buy. The overall 5 year New Supply programme position has seen a slight increase from £25.9m to £26.5m.	(951,000)
The Sheltered Housing Improvements Programme has been delayed a year, leading to £450k of savings this financial year. The pressures experienced this year has delayed initial design work for the Sheltered Housing Improvements Programme, which will now begin in 2021-22 with a £50k budget provision.	(450,000)
The Estate Improvement Programme has reduced by £220k to £560k. Following the budget setting principles agreed by Cabinet, officers have assessed the ability to deliver the capital programmes in the year. As a result, £220k has been removed from the estate improvements programme, from the following areas: <ul style="list-style-type: none"> • £50k is from work on footpaths and un-adopted roads, which leaves a budget of £50k in 2021-22 for initial scoping consultation and design works • £170k from estates projects, which typically includes wider capital works such as fencing programmes. The remaining budget for 2021-22 is 00,000. 	(220,000)

Total movements compared to indicative 2021/22 figures	(1,036,000)
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8.0 CAPITAL RESOURCES

General Fund

- 8.1 The resources estimated to be needed to finance the General Fund programme 2021/22 to 2025/26 totals £31,843,402 and is as follows:

	£
2021/22	19,964,037
2022/23	5,875,435
2023/24	2,938,310
2024/25	2,303,310
2025/26	762,310
Total	31,843,402

- 8.2 Details of the planned funding of the programmes are included in Appendix A.
- 8.3 Funding is in place in 2021/22 for the Disabled Facilities Grants Scheme £670,000.
- 8.4 A capital receipt of £2 million has been identified for the Leisure Centre Project.
- 8.5 The remaining schemes for 2021/22 (£15.6 million) can be funded by either unsupported borrowing or leasing depending on value for money and for which, provision has been made in the 2021/22 Revenue Budget. Currently the council's default position is to fund through unsupported borrowing unless there are financial benefits to the council to lease.

Housing Revenue Account

- 8.6 Appendix C provides detail on how the five year **Housing Revenue Account capital programme** will be funded. In 2020/21, the funding streams are:

	£
Use of Major Repairs Reserve	3,139,190
Right to Buy 'One for One' receipts	1,115,921
Other right to buy receipts	1,207,609
Proceeds from asset disposals	1,080,450
Section 106 Affordable Housing commuted sums	270,875
Revenue Contribution to Capital Outlay (RCCO)	2,681,804
Other usable capital balances	2,341,693
Total Resources used in 2021/22	11,837,542
Retained for future years	4,139,713

- 8.7 The amount retained for future years comprises £2.9 million right to buy one for one receipts, which can only be used to acquire or build new housing stock. The remaining £1.2m is unrestricted funding to fund future capital programmes.
- 8.8 Included in this year's Housing Revenue Account draft budget is a revenue contribution to capital of £4 million. This contribution is required to ensure there are resourced to

fund the HRA capital programme both this year and to smooth out future capital funding requirements. This level of RCCO is in line with predictions within the Medium Term Financial Plan reported to Cabinet and Council in February 2020.

9.0 PROCUREMENT ROUTES

- 9.1 Where the authority is required to enter into a contract which has a value of more than £250,000 in total, more than £100,000 in any one contract year or more than five years long, Cabinet authority is required prior to award of the contract. As Cabinet is considering the budgetary implications of the Capital Programmes, it is efficient for Cabinet to consider the award of subsequent high-value contracts at the same time. Cabinet may also be asked to address a request for a waiver to the Contract Procedure Rules (CPR) for a particular selection of contract opportunities.
- 9.2 Although the procurement processes may be commenced sooner, the contract award will not take place before Council has approved the budget for the Capital Programmes. The authority's procurement documentation gives it a right not to award a contract, should Council not approve the budget.
- 9.3 Each year, as part of the Fleet, Plant and Equipment Replacement Programme, replacements will need to be made to some of the Council's vehicles, equipment and plant. Officers will select the most appropriate public sector framework or procurement route for each item, considering which offers value for money for the Council at the time of procurement.
- 9.4 Cabinet is asked to delegate award of the subsequent contracts for vehicles, equipment and plant to the Strategic Director in consultation with the Portfolio Holder.
- 9.5 Where not using pre-existing contracts or frameworks all procurement processes for contracts over £25,000 will be advertised and available for local suppliers to submit bids, should they be of interest.

10.0 CONSULTATION

- 10.1 Corporate Scrutiny Committee have already reviewed the planned changes to the capital budgets at its meeting on the 11 November 2020. No amendments or additions were requested by the committee.
- 10.2 Between the 21 December 2020 and 7 February 2021 consultation will take place, including draft budget reports being made publicly available via the Council's website for comment. We will also consult with tenants on the Housing Revenue Account Capital Programme. The draft budget will also be presented to Corporate Scrutiny Committee on 6 January 2021 for final comments before the final budget is presented to Cabinet and Council in February 2021 for approval.

Policies and other considerations, as appropriate	
Council Priorities:	The projects in the Capital Programmes help the Council to achieve all its priorities.
Policy Considerations:	None
Safeguarding:	None
Equalities/Diversity:	None
Customer Impact:	Residents will benefit from improved leisure facilities within the district and other improved assets. Council tenants will be impacted by Council home improvements.
Economic and Social Impact:	None
Environment and Climate Change:	None at this time. At the time of writing this report, officers continue to consider the cost and resource implications of how the Council can achieve carbon neutrality by 2030.
Consultation/Community Engagement:	Between the 21 December 2020 and 7 February 2021 consultation will take place, including draft budget reports being made publicly available for comment on the council's website.
Risks:	The Capital Programmes are monitored at project level to ensure they are delivered on time and within budget.
Officer Contact	Tracy Bingham Head of Finance and Section 151 Officer tracy.bingham@nwleicestershire.gov.uk

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GENERAL FUND CAPITAL PROGRAMME 2021/22 TO 2025/26

PROJECT	2020/21							2021/22	2022/23	2023/24	2024/25	2025/26	DF Grants	Capital Receipts	Reserve	Revenue	Leasing or Borrowing		
	Original Budget	In year virements and 2019/20 carry forward	Carry Forward to 2021/22	Revised Budget	In Year Savings	Actual @ Period 7	Forecast Outturn to end of year		Indicative	Indicative	Indicative	Indicative							
	£	£	£	£	£	£	£	£	£	£	£	£							
Finance System / Review	-	100,000	-	100,000	-	-	100,000	35,000	40,000	-	-	-	-	-	-	-	175,000		
Server and storage additional capacity	-	14,560	-	14,560	-	14,228	14,560	-	70,000	-	-	-	-	14,560	-	-	70,000		
User Screen Bulk Replacement	18,000	-	-	18,000	-	-	18,000	-	-	-	-	-	-	-	-	-	18,000		
WI-FI Replacement	-	-	-	-	-	-	-	-	25,000	-	-	-	-	-	-	-	25,000		
Website Intranet and Internet	-	-	-	-	-	-	-	-	50,000	-	-	-	-	-	-	-	50,000		
LAN Switches replacement	-	-	-	-	-	-	-	-	50,000	-	-	-	-	-	-	-	50,000		
WAN and DC Renewal	60,000	-	60,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Firewall Security Replacement	12,000	-	-	12,000	-	5,500	12,000	-	70,000	-	-	-	-	-	-	-	82,000		
Laptop Replacements	25,000	60,000	-	85,000	-	51,125	85,000	22,000	64,000	44,000	68,000	92,000	-	-	-	-	375,000		
Telephony Unified Communication	-	135,092	-	135,092	-	135,092	135,092	-	-	-	140,000	-	-	-	5,092	-	270,000		
Windows Server 2012 to 2019 Professional services migration	-	-	-	-	-	-	-	-	45,000	-	-	-	-	-	-	-	45,000		
Disabled Facility Grants	670,310	-	44,996	-	625,314	625,314	625,314	670,310	670,310	670,310	670,310	670,310	3,976,864	-	-	-	-		
Refuse Vehicles & Refuse Kerbsider	660,000	-	-	660,000	-	-	-	240,000	360,000	360,000	180,000	-	-	24,300	-	-	1,775,700		
Food Waste Vehicles	-	-	-	-	-	-	-	288,320	-	-	-	-	-	-	-	-	288,320		
Market Vehicles/Cars	30,000	-	-	30,000	-	-	-	75,000	-	30,000	-	-	-	-	-	-	135,000		
Vans - Small	-	-	-	-	-	-	-	37,500	26,000	30,000	-	-	-	-	-	-	93,500		
Vans - Medium	240,000	180,000	-	420,000	-	-	-	198,000	50,000	60,000	180,000	-	-	-	-	-	908,000		
Vans - Pickup	-	-	-	-	-	-	-	90,000	90,000	25,000	81,000	-	-	-	-	-	286,000		
Vans - Box Lorry	-	20,000	-	20,000	-	-	-	-	-	-	50,000	-	-	-	-	-	70,000		
Sweeper	130,000	7,820	-	137,820	-	137,820	137,820	180,000	-	-	-	-	-	7,820	-	-	310,000		
Digger/Misc Plant	-	-	-	-	-	-	-	172,000	-	-	-	-	-	-	-	-	172,000		
Mowing	10,000	-	-	10,000	-	-	10,000	82,500	-	-	70,000	-	-	-	-	-	162,500		
Electrical vehicle charging point installations	115,000	-	-	115,000	-	2,000	115,000	-	-	-	-	-	-	-	-	115,000	-		
Driver ID Fobs and Tachograph download	15,000	-	-	15,000	-	3,965	15,000	-	-	-	-	-	-	-	-	-	15,000		
Phase 2 Recycling Trolley's	10,000	-	-	10,000	-	-	10,000	-	-	-	-	-	-	-	-	-	10,000		
GM Depot Coalville Park - Concreting Grounds	-	2,367	-	2,367	-	859	2,367	-	-	-	-	-	-	-	-	-	2,367		
District Car Parks - LED Lighting Replacement	-	25,000	-	25,000	-	-	25,000	-	-	-	-	-	-	-	-	-	25,000		
Leisure Project - Hood Park Leisure Centre Ashby	-	121,420	-	121,420	-	-	121,420	-	-	-	-	-	-	-	30,000	-	91,420		
Leisure Project - New Leisure Centre Coalville	9,678,000	7,251,402	-	8,685,050	-	1,826,262	8,244,352	1,893,875	3,004,125	-	-	-	-	2,000,000	-	-	19,827,402		
Memorial Clock Tower	-	-	-	-	-	-	-	30,000	-	-	-	-	-	-	-	-	30,000		
Linden Way Depot - Welfare Facilities	-	92,084	-	92,084	-	-	92,084	-	-	-	-	-	-	-	-	-	92,084		
Moira Furnace - Masonry & Drainage/Upgrades to Furnace and Bridge & further remedial works	-	280,000	-	280,000	-	-	-	-	-	-	-	-	-	-	-	-	280,000		
Council Office - Replacement fire alarm & Cotag system	-	2,482	-	2,482	-	-	2,482	-	-	-	-	-	-	-	-	-	2,482		
Council Offices - Replace obsolete parts to consumer units following M&E survey	-	75,000	-	75,000	-	-	-	-	-	-	-	-	-	-	-	-	75,000		
Council Offices - Replacement LED Lighting throughout (Stenson House & Main Building)	-	35,000	-	35,000	-	-	-	-	-	-	-	-	-	-	-	-	35,000		
Council Offices - Insulate roof space to building	-	30,000	-	30,000	-	-	-	-	-	-	-	-	-	-	-	-	30,000		
Council Offices - Install solar power	40,000	-	-	40,000	-	-	-	-	-	-	-	-	-	-	-	-	40,000		
Council Offices - Main Building - Replacement windows generally	250,000	-	-	250,000	-	-	-	-	-	-	-	-	-	-	-	-	250,000		
Council Offices - (Stenson House) External works to roadway outside registry office	-	5,000	-	5,000	-	-	-	-	-	-	-	-	-	-	-	-	5,000		
Council Offices Refurbishment/Boiler heating/Lighting	-	-	-	-	-	-	-	1,576,000	591,000	709,000	864,000	-	-	-	-	-	3,740,000		
Whitwick Business Centre - Installation of Solar Power	40,000	-	-	40,000	-	-	-	-	-	-	-	-	-	-	-	-	40,000		
Car Park - High Street, Ibstock - Remove and Renew Gullies	35,000	-	-	35,000	-	-	-	-	-	-	-	-	-	-	-	-	35,000		
Cropston Drive - External and Internal Renovation of Changing Rooms	-	-	-	-	-	-	-	20,000	-	-	-	-	-	-	-	-	20,000		
UPS/Generator related (reconfiguring electric distribution)	60,000	-	-	60,000	-	47,130	12,870	-	-	60,000	-	-	-	-	-	-	72,870		
Market Hall -Demolish and make good	75,000	-	-	75,000	-	-	-	-	-	-	-	-	-	-	-	-	75,000		
Coalville - Cemetery - provision of a inclusive toilet	25,000	-	-	25,000	-	-	25,000	-	-	-	-	-	-	-	-	-	25,000		
New Garage Roof at Coalville Park	50,000	-	-	50,000	-	-	50,000	-	-	-	-	-	-	-	-	-	50,000		
The Courtyard - renew rainwater goods/door	25,000	-	-	25,000	-	-	-	-	-	-	-	-	-	-	-	-	25,000		
Whitwick Business Centre - Upgrade CCTV	10,000	-	-	10,000	-	-	-	-	-	-	-	-	-	-	-	-	10,000		
Market Street Car Park - Resurfacing	12,000	-	-	12,000	-	-	-	-	-	-	-	-	-	-	-	-	12,000		
Ashby Town Hall Mews - installing bollard, resurfacing & relining	15,000	-	-	15,000	-	-	-	-	-	-	-	-	-	-	-	-	15,000		
Marlborough Square	-	1,765,868	-	1,628,482	-	112,386	137,386	-	-	-	-	-	-	-	1,765,868	-	-		
Marlborough Centre Project	-	-	-	-	-	-	-	1,193,000	-	-	-	-	-	-	-	-	1,193,000		
New Market Provision	-	315,662	-	315,662	-	-	315,662	-	-	-	-	-	-	-	315,662	-	-		
Salt Bay Cover -	-	20,000	-	20,000	-	11,440	20,000	-	-	-	-	-	-	-	-	-	20,000		
Breedon on the Hill Gate	-	-	-	-	-	-	-	50,000	-	-	-	-	-	-	-	-	50,000		
Appleby Magna Caravan Site - redevelopment	610,000	130,584	-	560,000	180,584	177,785	2,800	-	-	-	-	-	-	-	-	-	562,800		
FHSF Public Realm	-	-	-	-	-	-	-	180,000	720,000	900,000	-	-	-	-	-	-	1,800,000		
TOTAL GENERAL FUND	12,920,310	10,564,345	-	12,930,532	10,554,123	-	224,915	2,928,792	10,329,208	7,033,505	5,875,435	2,938,310	2,303,310	762,310	3,976,864	2,032,120	2,131,182	115,000	33,917,445
								cfwd	12,930,532										
								Total	19,964,037	5,875,435	2,938,310	2,303,310	762,310						

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2021/22 - 2025/26 HOUSING CAPITAL PROGRAMME

	Current Year Expenditure			Five Year Capital Programme Expenditure						Restricted Funding				Unrestricted funding	5 Year Funding Total	
	2020/21 budget	2020/21 Forecast	Forecast carry forward to 2021/22	2021/22	2022/23 Indicative	2023/24 Indicative	2024/25 Indicative	2025/26 Indicative	5 Year Total	Major Repairs Reserve	Right to Buy 1-for-1 Receipts	S106 Commuted Sums	Asset Disposals			
2019 - 2024 Home Improvement Programme:																
Home Improvement Programme	3,869,611	2,000,000	1,869,611	4,500,000	4,500,000	4,500,000	4,500,000	4,500,000	22,500,000	15,893,274	-	-	-	6,606,726	22,500,000	
2019 - 2024 Home Improvement Programme Total	3,869,611	2,000,000	1,869,611	4,500,000	4,500,000	4,500,000	4,500,000	4,500,000	22,500,000	15,893,274	-	-	-	6,606,726	22,500,000	
New Supply:																
Phase 2 - Police Station	27,168	57,000	-	-	-	-	-	-	-	-	-	-	-	-	-	
Phase 3 - Cropston Drive	202,166	354,000	-	16,336	-	-	-	-	16,336	-	4,901	-	11,435	-	16,336	
Phase 4 - Various sites	2,117,056	212,000	-	2,531,983	693,778	32,400	-	-	3,258,161	-	706,123	271,325	1,491,695	789,017	3,258,161	
Phase 5 - Various sites	1,464,750	195,000	-	1,773,083	20,250	-	-	-	1,793,333	-	538,000	-	-	1,255,333	1,793,333	
Phase 6 - Various sites	-	-	-	-	4,661,860	64,450	-	-	4,726,310	-	1,417,893	-	45,115	3,263,302	4,726,310	
Phase 7 - TBC	-	-	-	-	-	4,801,716	66,383	-	4,868,099	-	1,460,430	-	378,673	3,028,966	4,868,099	
Phase 8 - TBC	-	-	-	-	-	-	4,945,767	68,375	5,014,142	-	1,504,242	-	401,394	3,108,505	5,014,142	
Phase 9 - TBC	-	-	-	-	-	-	-	5,094,140	5,094,140	-	1,528,242	-	352,138	3,213,760	5,094,140	
Acquisition of sites	1,556,000	3,359,410	-	760,250	1,000,000	-	-	-	1,760,250	-	90,375	-	-	1,669,875	1,760,250	
New Supply Total	5,367,140	4,177,410	-	5,081,653	6,375,888	4,898,565	5,012,150	5,162,515	26,530,771	-	7,250,206	271,325	2,680,451	16,328,788	26,530,771	
Estate Improvements:																
Mobility Scooter Stores	109,000	-	109,000	-	-	-	-	-	-	-	-	-	-	-	-	
Off Street Parking	578,000	284,000	-	250,000	250,000	-	-	-	500,000	-	-	-	-	500,000	500,000	
Footpaths & Unadopted Roads	100,000	-	-	50,000	100,000	100,000	100,000	100,000	450,000	-	-	-	-	450,000	450,000	
Garage Demolition & Replacement	60,000	60,000	-	60,000	60,000	60,000	-	-	180,000	-	-	-	-	180,000	180,000	
Face-shaping pilot	250,000	-	250,000	-	-	-	-	-	-	-	-	-	-	-	-	
Estates Projects - Other	110,000	22,000	-	200,000	370,000	370,000	370,000	370,000	1,680,000	-	-	-	-	1,680,000	1,680,000	
Estate Improvements Total	1,207,000	366,000	359,000	560,000	780,000	530,000	470,000	470,000	2,810,000	-	-	-	-	2,810,000	2,810,000	
Compliance:																
Fire Risk Assessment Remedial Works	525,000	35,000	490,000	100,000	87,000	87,000	87,000	87,000	448,000	-	-	-	-	448,000	448,000	
Compliance Total	525,000	35,000	490,000	100,000	87,000	87,000	87,000	87,000	448,000	-	-	-	-	448,000	448,000	
Major Aids & Adaptations	300,000	225,000	-	300,000	300,000	300,000	300,000	300,000	1,500,000	-	-	-	-	1,500,000	1,500,000	
Zero Carbon Programme	-	-	-	250,000	-	-	-	-	250,000	-	-	-	-	250,000	250,000	
Supported Housing Improvements:																
Speech Module	250,000	-	230,000	-	-	-	-	-	-	-	-	-	-	-	-	
Sheltered Housing Improvements	250,000	-	-	50,000	500,000	500,000	500,000	-	1,550,000	-	-	-	-	1,550,000	1,550,000	
Supported Housing Improvements Total	500,000	-	230,000	50,000	500,000	500,000	500,000	-	1,550,000	-	-	-	-	1,550,000	1,550,000	
Active Asset Management:																
Property Demolition	100,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Capital Works - Voids	350,000	290,000	-	350,000	398,000	350,000	350,000	350,000	1,798,000	-	-	-	-	1,798,000	1,798,000	
Active Asset Management Total	450,000	290,000	-	350,000	398,000	350,000	350,000	350,000	1,798,000	-	-	-	-	1,798,000	1,798,000	
Other Capital Spend:																
New Housing Systems	24,000	343,000	-	-	-	-	-	-	-	-	-	-	-	-	-	
New Finance System - HRA Share of costs	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Other Capital Spend Total	24,000	343,000	-	-	-	-	-	-	-	-	-	-	-	-	-	
Capital Salaries	614,000	608,000	-	645,890	645,890	645,890	645,890	645,890	3,229,450	-	-	-	-	3,229,450	3,229,450	
Total Programme Costs	12,856,751	8,044,410	2,948,611	11,837,543	13,586,778	11,811,455	11,865,040	11,515,405	60,616,221	15,893,274	7,250,206	271,325	2,680,451	34,520,964	60,616,220	

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NORTH WEST LEICESTERSHIRE DISTRICT COUNCIL

CABINET – TUESDAY, 8 DECEMBER 2020



Title of Report	REQUEST FOR WAIVER OF THE CONTRACT PROCEDURE RULES TO INSTRUCT PARLIAMENTARY AGENT	
Presented by	Councillor Robert Ashman Planning and Infrastructure Portfolio Holder	
Background Papers	https://www.gov.uk/government/collections/hs2-phase-2b-crewe-to-manchester-and-the-west-midlands-to-leeds#west-midlands-to-leeds-route-maps https://www.hs2.org.uk/timeline-2b/	Public Report: Yes
		Key Decision: Yes
Financial Implications	Sufficient provision exists to cover the cost of the Parliamentary Agent within the in-year revenue HS2 budget and earmarked reserve.	
	Signed off by the Section 151 Officer: Yes	
Legal Implications	Decision involves a waiver under clause 3.2 of the Council's Contract Procedure Rules.	
	Signed off by the Monitoring Officer: Yes	
Staffing and Corporate Implications	There are none.	
	Signed off by the Head of Paid Service: Yes	
Purpose of Report	In order that the Council instruct a Parliamentary Agent to provide support to the Council as the HS2 hybrid Bill process starts and progresses through Parliament.	
Reason for Decision	To waive the Council's Contract Procedure Rules in order that a direct award of a contract to Sharpe Pritchard LLP to provide Parliamentary Agent Services in relation to HS2 can be made.	
Recommendations	THAT CABINET AGREES TO WAIVE THE STANDING ORDERS AT CLAUSE 5 OF THE CONTRACT PROCEDURE RULES IN ORDER THAT A CONTRACT FOR THE PROVISION OF PARLIAMENTARY AGENT SERVICES IN RELATION TO HS2 BE DIRECTLY AWARDED TO SHARPE PRITCHARD LLP.	

1.0 BACKGROUND

- 1.1 The HS2 project is being delivered in phases. During Phase 2b it is intended to construct railway lines from Crewe to Manchester and from Birmingham to Leeds.

- 1.2** During Phase 2b, it is proposed that a stretch of about 30 kilometres of railway will be constructed which will pass through the north of Leicestershire. A map of the route is available in the background papers.
- 1.3** The Council expects to engage with HS2 Limited to provide information in order that HS2 may develop plans to mitigate the impact of the project on communities in the path of the development. Whether the developer will accede to all the mitigation measures suggested by the Council is unknown.

2.0 THE HYBRID BILL

- 2.1** The Council anticipates that a hybrid Bill will be introduced to create the necessary legislation to authorise the construction and maintenance of future phases of the HS2 project.
- 2.2** HS2 Limited have published a timeline (<https://www.hs2.org.uk/timeline-2b/>) and at this stage, it is anticipated the hybrid Bill will be deposited mid to late 2021. However, the outcome of the Governments Integrated Rail Plan for the Midland and North, due to be published in December 2020, is not yet known and may result in further delay to the Bill in light of this.
- 2.3** If the hybrid Bill passes a second reading it is foreseeable that it will proceed to a Select Committee stage. The Council currently anticipates that it will be necessary for the Council to petition for suitable amendments during the Committee stages of the bill.

3.0 PARLIAMENTARY AGENT

- 3.1** The Council wishes to instruct a Parliamentary Agent to provide support as the hybrid Bill process starts and progresses. A Parliamentary Agent is a solicitor who is licensed by the Houses of Parliament in the United Kingdom to draft, promote or oppose Private Bills. Their instruction is therefore necessary if the Council wishes to be represented in the Houses of Parliament on matters of concern or in relation to mitigation measures the Council see as important and necessary to reduce the impacts of HS2 on our communities and the district. The Parliamentary Agent will be engaged early on in the process and then will play a reactive role as the bill progresses and our need for their assistance fluctuates. The Council will continue to work with Leicestershire County Council monthly as part of the HS2 working group and instructions to the Parliamentary Agent shall stem from there.
- 3.2** A parliamentary agent will be responsible in assisting at the Select Committee stage of HS2;
- Advising on discussions with the promoter before the Bill is introduced in Parliament (including advising on tactics, drafting correspondence, attending meetings where the promoter's solicitors are present);
 - Attending meetings with clients;

- Presenting workshops to local authorities and their clients (parish councils, groups, individuals within the Council) on petitioning;
- Advising on the procedural steps a local authority must take before their petition can be deposited;
- Advising on parliamentary procedure generally;
- Advising on the Bill and supporting documents;
- Drafting petitions / advising on draft petitions prepared by the client;
- Advising on how best to present a case to the Select Committee;
- Drafting evidence for Select Committee hearings / advising on draft documents prepared by the client;
- Advising on the choice of witness(es);
- Advising on the choice of counsel;
- Drafting instructing to counsel and preparing notes of conferences;
- Appearing before Select Committees as advocates; and
- Negotiating and drafting letters of assurance / undertakings with the promoter's solicitors.

4.0 SHARPE PRITCHARD LLP

4.1 There are only eight providers of Parliamentary Agents nationwide, four of whom represent HS2 and would therefore not be able to act for us.

4.2 Sharpe Pritchard act for Leicestershire County Council and have also been instructed by Warwickshire and Derbyshire County Councils. It would therefore be advantageous to have consistency of representation for the authorities who share a common interest, particularly in light of the continuing collaborative work the Council is undertaking with Leicestershire County Council on HS2 through monthly meetings of the HS2 Officer Working Group

4.3 With Leicestershire County Council having instructed Sharpe Pritchard on the same matter this will also offer us an advantage as well as financial benefit due to work not having to be duplicated.

4.4 Sharpe Pritchard are part of the EM Lawshare group, a trusted framework that this Council regularly takes advantage of when instructing external legal firms. Ordinarily the Council would make a direct award of a contract using the framework, which is compliant with both the Councils Contract Procedure Rules and the Public Contracts Regulations 2015. Unfortunately, Sharpe Pritchard have advised that the role of Parliamentary Agent is not covered within the framework services so we are not able to award a contract to them in that way.

5.0 WAIVER

5.1 The Council's Contract Procedure Rules stipulate that the procurement process for a contract of this value, over £25k would be an open tender. To submit a tender the

Council would use the online portal, Contracts Finder which is a 6-12 weeks process. We are not in a position to wait this long.

- 5.2** Further, NWLDC do not have a specification and would need external assistance in drafting a specification in any event to ensure we procure for exactly what we need.
- 5.3** There is also a possibility that Sharpe Pritchard would not win the tender and so the benefits of instructing them, consistency and avoiding paying for duplicated work, would be negated.
- 5.4** Cabinet is however able to waive the Councils contract Procedure Rules in order that a direct award of the contract be made to Sharpe Pritchard without the requirement to run a competitive procurement.
- 5.5** Clause 3.2 of the Contract Procedure Rules (CPR) states:
'If, in exceptional circumstances, authority is sought from Cabinet to waive these Standing Orders, the report to Cabinet must give adequate reasons and specify precisely the procedures to be waived and must first be approved by the Monitoring Officer.'
- 5.6** The Monitoring Officer has approved this Report and is content that it addresses the reasons and procedure for asking Cabinet to waive the contract procedure rule
- 6.0 COSTS**
- 6.1** Sharpe Pritchard have provided a competitive hourly rate, reduced from their usual hourly rate.
- 6.2** An estimate of the costs up to and including depositing the petition would be around £20,000 plus VAT.
- 6.3** If, after depositing the petition, we were to instruct Sharpe Pritchard to assist on negotiations leading to a settlement without the need for a Select Committee appearance, then the estimate costs could be in the region of £35,000 plus VAT.
- 6.4** If a Select Committee appearance were necessary, the estimate of costs would be in the region of £50,000 plus VAT.
- 6.5** These costs assume significant involvement of Sharpe Pritchard. They can therefore be treated as generous. They have acted for several local authorities whose involvement was more passive and so the fees were lower than estimated here.
- 6.6** The estimated value of the contract is comfortably within the delegated authority to directors to authorise. Cabinet is not asked to give authority to award the contract as this will can be provided according to the Scheme of Delegation.
- 6.7** There is an annual budget of £75K for HS2 in addition to an earmarked reserve of £74,469 which is sufficient to cover the cost of the Parliamentary Agent.

Policies and other considerations, as appropriate	
Council Priorities:	<ul style="list-style-type: none"> - Developing a clean and green district - Our communities are safe, healthy and connected
Policy Considerations:	None identified
Safeguarding:	None identified
Equalities/Diversity:	None
Customer Impact:	Robust representation of residents of the district in challenging and mitigating the HS2 Legislation
Economic and Social Impact:	Robust representation of residents of the district in challenging and mitigating the social impact of the HS2 Legislation
Environment and Climate Change:	Robust representation of residents of the district in challenging and mitigating the environmental and climate change implications of the HS2 Legislation
Consultation/Community Engagement:	None undertaken
Risks:	There is a risk of challenge to the decision to waive the Contract Procedure Rules however this risk is considered very low.
Officer Contact	Chris Elston Head of Planning and Infrastructure Head of Legal and Commercial Services chris.elston@nwleicestershire.gov.uk

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Title of Report	AIR QUALITY PROGRESS UPDATE	
Presented by	Councillor Andrew Woodman Community Services Portfolio Holder	
Background Papers	Annual Status Report	Public Report: Yes
	Report to Cabinet – 10 December 2019 Report to Community Scrutiny Committee - 25 November 2020	Key Decision: Yes
Financial Implications	There is a request for additional funds as part of the 2021/22 Draft Budget as presented on the same agenda as this report. The values requested are £19,000 for 2021/22, reducing to £9,000 and £3,000 in the following two financial years.	
	Signed off by the Section 151 Officer: Yes	
Legal Implications	None	
	Signed off by the Monitoring Officer: Yes	
Staffing and Corporate Implications	None	
	Signed off by the Head of Paid Service: Yes	
Purpose of Report	To update Cabinet on the air quality Annual Status Report, the collaborative work being undertaken by the Environmental Protection Team and the outcome of the air quality delivery review. To report the recommendations from Community Scrutiny Committee.	
Reason for Decision	Following Cabinet on 10 December 2019, the Environmental Protection Team agreed to return to a future Cabinet meeting with an update on the air quality delivery review including the proposed delivery plan.	
Recommendations	THAT CABINET: <ol style="list-style-type: none"> 1) NOTE THE REPORT ON THE FUTURE PROVISION OF AIR QUALITY 2) CONSIDER THE RECOMMENDATIONS MADE BY COMMUNITY SCRUTINY COMMITTEE IN APPENDIX 2 TOGETHER WITH THE MINUTES FROM THE MEETING ON 25 NOVEMBER 2020 3) ADOPT THE AIR QUALITY DELIVERY PLAN IN APPENDIX 5, SUBJECT TO COUNCIL APPROVAL AT ITS MEETING IN FEBRUARY 2021 4) RECEMMEND THAT COUNCIL APPROVE THE COSTS IDENTIFIED IN THE FINANCIAL IMPLICATIONS AND RESOURCES IN THE BUDGET FOR 2021/22 & FUTURE YEARS 	

1. BACKGROUND AND WORK OF THE SCRUTINY TASK AND FINISH GROUP

- 1.1 On 20 November 2019, a presentation was made to the Community Scrutiny Committee on the air quality Annual Status Report (ASR) 2019. This was because amendments were being made to the Air Quality Management Areas (AQMA) that would need Cabinet approval.
- 1.2 The ASR was presented to [Cabinet on 10 December 2019](#) Officers' agreed to return to Community Scrutiny Committee with an update on the work being carried out in collaboration with public health, to update on the status of the ASR and to report the outcome of the air quality delivery review including a proposed delivery plan. Then return to Cabinet with a report a recommendations for the future delivery of air quality within the District.
- 1.3 Community Scrutiny Committee requested that since air quality is an important issue for the council and its members that a Scrutiny Task and Finish group for air quality be established, supported by relevant officers.
- 1.4 Task and Finish group meetings were held on 2 October, 30 October and 13 November.
- 1.5 **Appendix 1** sets out the terms of reference approved by the councillors on the group at its first meeting on 2 October. The key outcome for the Task and Finish group was for members to agree a majority consensus for recommendations that would then be submitted to Community Scrutiny Committee.
- 1.6 Officers note the contribution made by the Task & Finish Group and thank them for their time and commitment, which has led to the submission of a comprehensive report containing their recommendations to Community Scrutiny Committee on 25 November 2020.
- 1.7 The recommendations from Community Scrutiny Committee and officer responses are attached to this report at **Appendix 2**. The minutes from Community Scrutiny are attached to this report at **Appendix 3**.
- 1.8 As Cabinet may recall, the Council is required to comply with statutory deadlines for the production of the ASR. The ASR for 20/21 is required to be published by June 2021. In order to meet this deadline, Cabinet decisions are required regarding the delivery plan and recommending additional budget as part of the budget process. It will also be necessary for the council to commission and initiate work to ensure compliance with the deadline and there is a lead in time for some of this work.
- 1.9 Proposals and recommendations have been put forward to Cabinet which are cognisant of the work of the Task and Finish Group, recommendations from Scrutiny and the statutory deadlines.

2. ANNUAL STATUS REPORT

- 2.1 The ASR has been approved by the Department for Environment, Food & Rural Affairs (DEFRA). DEFRA have made some recommendations and these have been taken into consideration for the next report and include some amendments to the location of monitoring tubes.

3. REVIEW OF AIR QUALITY DELIVERY

- 3.1 As a result of Community Scrutiny Committee recommendations and approval by Cabinet in December 2019, a review of the delivery of the air quality service has been undertaken. The outcome of this review was documented in a report which can be found in **Appendix 4**.

- 3.2 The review looked at all aspects of statutory, proactive and collaborative work with Public Health and identified some recommendations. As a result of the review of air quality delivery, a proposed action plan for the future delivery has been drawn up and is at **Appendix 5**. Officer's attended Community Scrutiny Committee on 25 November 2020.

4 . JOINT STRATEGIC NEEDS ASSESSMENT

- 4.1 Public Health have drafted the Joint Strategic Needs Assessment (JSNA) and associated action plan and these were approved at Leicestershire County Council Cabinet on 20 October 2020 <http://politics.leics.gov.uk/ieListDocuments.aspx?CId=135&MId=5998&Ver=4>. Within the JSNA there is an air quality chapter and the Environmental Protection team will work closely with the County Council to ensure that the action plan is implemented.

- 4.2 In June 2017, the following motion was presented at full Council: *Officer's to engage with Leicestershire County Council (LCC) and the Director of Public Health to move forward with an Air Quality Action Plan.*

- 4.3 The council has been actively engaging with LCC through the JSNA and the publication of the action plans will see the continuing collaborative working. North West Leicestershire's role within the JSNA air quality action plan is documented in the future delivery of air quality action plan found at **Appendix 5**. The implementation of the JSNA air quality action plan will be through ongoing meetings with the districts, boroughs and Public Health Leicestershire.

5. CARBON ZERO ROADMAP AND ACTION PLAN

- 5.1 As part of our commitment to be carbon zero by 2050, a Carbon Zero Roadmap and Action Plan has been adopted by the council in March 2020. The Environmental Protection team will work closely with the Climate Change Programme Manager to ensure that the air quality aspects of the action plan are implemented, which will in turn help to reduce air pollution and improve the quality of the air within the district. This has been incorporated in the delivery plan at **Appendix 5**.

6. FINANCIAL IMPLICATIONS & RESOURCES

- 6.1 In order to deliver the additional work contained within the air quality delivery action plan at **Appendix 5**, one of the recommendations to Council will be to increase the air quality budget as part of developing the Council's 2021/22 budget, due to be approved by Council in February 2021. The proposed increase is to cover the following:

	Action	Cost	Financial year	Ongoing
1	Proactive campaigns e.g. clean air day	£3k additional budget Officer time and promotional materials	To start in 2021/2022	Yes
2	Desktop study for PM _{2.5}	£4-12k additional budget	To be completed in 2021/2022	No
3	Planners workshop	£2-4k additional budget	To be completed in 2021/2022	No
4	Supplementary Planning Document	£6k additional budget	To be completed in 2022/2023	No

- 6.2 Implementation of the outcomes of the desktop study in point 2 above will require review and will be picked up as part of the annual budget setting process in 2022/2023. At this stage the outcomes are unknown so cannot be quantified.

6.3 The total additional budget requirements each year are:

Financial Year	Total Additional Budget
2021/2022	£19,000
2022/2023	£9,000 + implementation of outcomes of desktop study
2023/2024	£3,000 + implementation of outcomes of desktop study this may be ongoing for a number of years

Policies and other considerations, as appropriate	
Council Priorities:	<ul style="list-style-type: none"> - Developing a clean and green district - Our communities are safe, healthy and connected
Policy Considerations:	None
Safeguarding:	No concerns
Equalities/Diversity:	None
Customer Impact:	None
Economic and Social Impact:	None
Environment and Climate Change:	Detailed within the report
Consultation/Community Engagement:	Task & Finish Group Portfolio Holder Air Quality task and Finish Group Community Scrutiny Committee
Risks:	Risks have been managed through the detailed review of air quality delivery undertaken independently by AQC
Officer Contact	Paul Sanders Head of Community Services paul.sander@nwleicestershire.gov.uk

Appendix 1

Air Quality Task and Finish Group

Terms of Reference

Role

Members of the Task and Finish group will be responsible for acting as critical friends during key aspects of the review of air quality delivery, in relation to the Scrutiny function, providing comments and feedback as required.

Members of the Task and Finish Group

- Councillor C Benfield
- Councillor T Eynon
- Councillor D Harrison (Chair)
- Councillor M Hay
- Councillor G Hout
- Councillor K Merrie MBE
- Councillor M Wyatt

Officers of the Task and Finish Group

- Paul Sanders, Head of Community Services
- Clare Proudfoot, Environmental Protection Team Manager
- Minna Scott, Public Protection Team Leader
- Other officer's/representatives as appropriate or requested

Who has voting rights on the recommendations?

Only elected Members appointed to the task and finish group have voting rights to form recommendations

What is expected of members of the Task and Finish Group?

Whilst the Task and Finish Group will not be a decision-making body, the group will be asked to:

- Review the information available to date around NWL air quality delivery to include AQC's report currently being commissioned
- Rank and profile key objectives of future non statutory air quality delivery
- Review and recommend to Cabinet future levels of resources for air quality delivery
- Review and recommend to Cabinet future levels of capacity and resource for delivering the air quality objectives of the Joint Strategic Needs Assessment (JSNA)
- Review and recommend to Cabinet future levels of capacity and resource for delivering the air quality requirements of the Carbon Zero agenda
- Agree a majority consensus for recommendation back to the Cabinet

What is expected of officers of the Task and Finish Group?

- Provide professional advice, as required, throughout the review
- Present information, options and issues to members for review and exploration
- To engage and facilitate discussions around key areas to support the forming of consensus and recommendation
- Ensure effective administration of the working group including provision of agendas and minutes

Quorum and substitution?

- A minimum quorum of 3 members (inclusive of chair) and 1 Officer is required for meeting quorum
- Substitution is permitted with notice of 7 calendar days unless otherwise agreed by the chair

How often will the Group meet and Group lifespan?

- A series of three meetings will be scheduled at approximately 4-week intervals

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Task and Finish Group Recommendations and Officer Response

To assist with Community Scrutiny Committee discussions, Officer's and our specialist air quality consultant Clare Beattie have provided advice, guidance and their expert opinion in relation to the recommendations from the Community Scrutiny task & finish group in **Table 1** below.

A summary of the AQC report written by Clare Beattie was presented by Clare Beattie at the first task and finish group in the form of a PowerPoint presentation. The full report is presented to Community Scrutiny in appendix 1 of the main papers to ensure members are furnished with the detailed information. Officers procured this external resource to provide capacity for the team and the cost of the report was £2,360.00.

Officers appreciate that Community Scrutiny will wish to debate and formulate their own recommendations to Cabinet on 8 December 2020. However, Officers felt that their advice and guidance would assist with a focus for these discussions.

Table 1

Recommendation		Officer Response
1	Produces a supplementary planning document to clarify the processes for Air Quality Management	Agree. Suggest an initial action of a workshop for development control planners ahead of the SPD to increase knowledge of air quality issues within planning.
2	Undertakes a review of Local Plan to include improved Air Quality standards	Agree, within timescales of Local Plan revision
3	Responds to DEFRA consultations on Air Quality	Agree.
4	<p>Undertakes a strategic and costed plan, ensuring all the District's monitoring meets the DEFRA guidelines and that the district is screened for poor air quality and not just existing sites. The monitoring of Air Quality is to be to a standard consistent with the Institute of Air Quality Management focusing on areas considered to be at risk from modelling evidence or as a response to community concern including:-</p> <ul style="list-style-type: none"> • The re-instatement of the chemiluminescent instrument at the Broom Leys junction, Coalville to monitor NO₂. If that is now unavailable, install a Zephyr NO₂ sensor; • The installation of a Zephyr PM_{2.5} sensor at the Bardon Road, Birch Tree roundabout, Coalville • The installation of a Zephyr NO₂ or PM_{2.5} sensor at the Tesco A511 Roundabout, Ashby de la Zouch • The installation of a Zephyr NO₂ sensor in High Street, Castle Donington 	<p>Agree that monitoring should meet Defra guidelines and that a strategic view should be taken on monitoring. To note that the whole district is screened for statutory pollutants, and for any non-statutory work a strategic approach in line with County is also suggested (see recommendation 6).</p> <p>The specific sites mentioned in this recommendation, Officer's cannot support or agree to this recommendation. For Local Air Quality Management (LAQM) our reasoning is:</p> <p>Broom Leys Road: The LAQM process assesses air quality against objectives which apply at certain locations. In this case, the annual mean objective applies at residential properties on Broom Leys Road junction. There are already 2 long term diffusion tubes monitoring annual mean NO₂ at this location, which are closer to the road than the residential properties, which have been below the objective since 2013. It is the officers view that further monitoring is not required at this location.</p> <p>Bardon Road; Birch Tree Roundabout – there are no relevant receptors for either hourly, 24</p>

		<p>hour or annual air quality objectives at this location, therefore air quality objectives are not applicable. Monitoring for LAQM is not required at this location.</p> <p>Tesco Roundabout in Ashby de la Zouch - as for the Birch Tree Roundabout, there are no relevant receptors for either hourly, 24 hour or annual objectives. Monitoring for LAQM is not required at this location.</p> <p>Castle Donington – already has a network of monitoring covering the AQMA and outside of the AQMA. The purpose of additional monitoring needs to be considered. It is the officers view that further monitoring is not required at this location.</p> <p>For non LAQM pollutants (ie PM_{2.5}), further work is required before a monitoring strategy/ locations are agreed on. This is covered in the Officer’s recommendations within the scrutiny report.</p>
5	Continues to monitor Kegworth AQMA with diffusion tubes until it shows no exceedences	Agree that some diffusion tubes should be continued in Kegworth at worst case locations. It should be noted that there has not been any exceedences of the annual mean nitrogen dioxide objective since 2014.
6	Compiles a costed Plan to collaborate with County Public Health on the Air Quality JSNA	Agree. The costs of these are included in the financial implications section of Community Scrutiny report.
7	Provides an annual report on air quality across the whole District to the relevant scrutiny with factual data from all the AQMA machines and other measurement sites so elected members can scrutinise and provide further supported recommendations if needed	NW Leicestershire already report annually to Defra through the LAQM process. This report is published on the NW Leicestershire Council website. Any amendments to AQMAs are presented to cabinet.
8	Allocates funding from the General Fund or the Zero Carbon reserve, as necessary, to enable the above actions to be carried out	Any additional air quality work identified within the delivery plan will require additional budget/resource identified in the financial implications section of Community Scrutiny report.

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Appendix 3

MINUTES of a meeting of the COMMUNITY SCRUTINY COMMITTEE held in the Remote Meeting using Microsoft Teams on WEDNESDAY, 25 NOVEMBER 2020

Present: Councillor D Harrison (Chairman)

Councillors B Harrison-Rushton, T Eynon, J Geary, G Houlst, K Merrie MBE and M B Wyatt

Portfolio Holders: Councillors A C Woodman

Officers: Mr J Arnold, C Colvin, N Cotter, Ms C Proudfoot, Mr P Sanders, Mrs M Scott, Mrs R Wallace and Miss E Warhurst

21. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors C Benfield, A Bridgen and D Tebbutt.

22. DECLARATION OF INTERESTS

Councillor B Harrison-Rushton declared a pecuniary interest in item 7 – Update on Carpark Review due to a close relative being a landowner and car park operator within the District.

26. AIR QUALITY PROGRESS UPDATE

Councillor A Woodman, Portfolio Holder, introduced the item to Members.

On behalf of the Air Quality Task and Finish Group, the Chairman of the group Councillor D Harrison, presented the findings and the formulated recommendations to Cabinet as detailed at appendix 4 of the report.

Members spoke positively in relation to the work undertaken by the task and finish Group and the majority of Members were in support of the proposed recommendations. A distinction was made between the statutory amount of air quality monitoring required and the additional monitoring desired by Members. A comment was made regarding the area focus within recommendation 4 as it was felt it should take a more strategic approach across the whole district rather than to state specific monitoring sites. As the view was not shared by all Members, an amendment to the recommendation was not sought.

A Member referred to the audit document at Appendix 1 and asked that paragraph 3.10 be amended to say that liaison with the airport 'should' be increased rather than 'could' be increased. Likewise, it was asked that paragraph 5.8 be amended to say that NWLDC 'should' liaise more closely with the airport rather than 'could' liaise.

It was questioned if High Street in Coalville should be included as a monitoring site as there were plans to widen the pavement to allow people to sit outside the establishments to consume refreshments. This road was extremely busy; often with stationary vehicles queuing at the traffic lights which meant the air quality was poor.

Members were in support of the additional resource proposed for the air quality delivery plan.

A suggestion was made for cabinet to consider a decision making all NWLDC taxi's electric by the year 2030. A decision made now would give enough time to plan for the transition.

Regard was given to the costs involved in the additional air quality monitoring being proposed and a member suggested that consideration be given to the Coalville Special Expenses, as there were budgets available, which could be used to fund equipment and monitoring in the Coalville area.

At the request of Members, Clare Beattie, the Air Quality Consultant, addressed the committee and commented on some of the views shared at the meeting.

Councillors Eynon and Merrie wished their view to be noted that they did not agree with specifying monitoring locations in the fourth recommendation from the Task and Finish group. They felt a more strategic approach was required rather than specifying exact locations. They supported the recommendations overall and were content to support the majority view.

It was moved by Councillor J Geary, seconded by Councillor M B Wyatt and

RECOMMENDED THAT CABINET:

- 1) Produces a supplementary planning document to clarify the processes for Air Quality Management;
- 2) Undertakes a review of Local Plan to include improved Air Quality standards;
- 3) Responds to DEFRA consultations on Air Quality;
- 4) Undertakes a strategic and costed plan, ensuring all the District's monitoring meets the DEFRA guidelines and that the district is screened for poor air quality and not just existing sites. The monitoring of Air Quality is to be to a standard consistent with the Institute of Air Quality Management focusing on areas considered to be at risk from modelling evidence or as a response to community concern including:-
 - The re-instatement of the chemiluminescent instrument at the Broom Leys junction, Coalville to monitor NO₂. If that is now unavailable, install a Zephyr NO₂ sensor;
 - The installation of a Zephyr PM_{2.5} sensor at the Bardon Road, Birch Tree roundabout, Coalville

- The installation of a Zephyr NO2 or PM2.5 sensor at the Tesco A511 Roundabout , Ashby de la Zouch
 - The installation of a Zephyr NO2 sensor in High Street, Castle Donington
- 5) Continues to monitor Kegworth AQMA with diffusion tubes until it shows no exceedances;
 - 6) Compiles a costed Plan to collaborate with County Public Health on the Air Quality JSNA;
 - 7) Provides an annual report on air quality across the whole District to the relevant scrutiny with factual data from all the AQMA machines and other measurement sites so elected members can scrutinise and provide further supported recommendations if needed;
 - 8) Allocates funding from the General Fund or the Zero Carbon reserve, as necessary, to enable the above actions to be carried out.

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**North West
Leicestershire:**
Audit of Local Air Quality
Management

August 2020



Experts in air quality
management & assessment



Document Control

Client	North West Leicestershire District Council	Principal Contact	Minna Scott
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Job Number	J4126
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Report Prepared By:	Dr Clare Beattie and George Chousos
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Document Status and Review Schedule

Report No.	Date	Status	Reviewed by
J4126A/1/F1	3 August 2020	Final	Penny Wilson (Associate Director)

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Executive Summary

This report sets out a review of Local Air Quality Management (LAQM) in North West Leicestershire. It has been carried out by Air Quality Consultants Ltd on behalf of North West Leicestershire District Council.

A review of monitoring sites, Air Quality Management Areas (AQMA) and emissions sources in the district has been carried out to determine whether there are any additional locations where there is a risk of the objective being exceeded. Following this, recommendations are made about future monitoring which may be necessary to determine any further revocations of AQMAs, and identify any potential further exceedances. Wider recommendations around the focus of air quality work are also included.

Air quality across most of the district is good. Monitoring has demonstrated that even within AQMAs annual mean nitrogen dioxide concentrations are often well below the annual mean air quality objective. As a result, it is recommended that the Kegworth, Coalville and M1 AQMAs are revoked and that monitoring sites within the Copt Oak AQMA are moved to the facade of the nearest property if feasible (with a view to revoking this AQMA). The AQAP should therefore focus on the Castle Donnington AQMA, with some more general measures to prevent deterioration of air quality elsewhere in the district. The measures within the AQAP should be proportionate to the level of exceedance, with a view to concentrations reducing further due to the recent completion of the Castle Donnington Relief Road, and improvements to the vehicle fleet.

A review of the district has been carried out to ascertain whether there are any sources of emissions to air that require further investigation. There are a small number of properties very close to roads that warrant further investigation. No sources other than road traffic which have been identified.

The monitoring strategy in the district has also been reviewed. The locations of most the diffusion tubes are appropriate and most should be retained. Some further locations in Ashby-de-la-Zouch Coalville and Ibstock have been identified which should be reviewed in terms of traffic flows and relevant exposure. It is considered that the number of monitoring locations in Kegworth could be reduced.

Areas for further collaborative work have also been highlighted. These include collaboration with planners and public health, both of which could be engaged with in the AQAP process. These additional areas of work, which focus more on public health and the prevention of deterioration of air quality, and less on the achievement of air quality objectives, are likely to require additional resource.

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1 Introduction

- 1.1 This report sets out a review of Local Air Quality Management (LAQM) in North West Leicestershire. It has been carried out by Air Quality Consultants Ltd on behalf of North West Leicestershire District Council.
- 1.2 This review has been carried out to inform future LAQM activities in North West Leicestershire, the requirements for which are set out in Part IV of the Environment Act (1995) (HMSO, 1995) and the relevant Policy and Technical Guidance documents.
- 1.3 A review of monitoring sites, Air Quality Management Areas (AQMAs) and emissions sources in the district has been carried out to determine whether there are any additional locations where there is a risk of the objective being exceeded. Following this, recommendations are made about future monitoring which may be necessary to determine any further revocations of AQMAs, and identify any potential further exceedances. Wider recommendations around the focus of air quality work are also included.

2 Background

- 2.1 The LAQM process places an obligation on all local authorities to regularly review and assess air quality in their areas, and to determine whether or not the air quality objectives are likely to be achieved. Where an exceedance is considered likely the local authority must declare an Air Quality Management Area (AQMA) and prepare an Air Quality Action Plan (AQAP) setting out the measures it intends to put in place in pursuit of the objectives.
- 2.2 The first LAQM report completed by North West Leicestershire District Council was published in 1998. Since then regular reports have been published, as required by the relevant policy guidance at the time. Current guidance (Defra, 2018b) requires Annual Status Reports (ASRs) to be submitted to Defra every year. The ASR should include information about action to improve air quality, monitoring data and any new sources of emissions. If a risk of an objective is identified at a relevant location, the local authority is required to declare an AQMA; either through a fast-track process, or following gathering of additional evidence. Likewise, if an AQMA could be revoked, this would also be reported in the ASR.
- 2.3 Since the inception of LAQM a number of AQMAs have been declared and revoked in North West Leicestershire¹ and there are currently 5 AQMAs declared in the district (as described in Table 1). These are all locations where residential properties are (or were) near to roads, with road traffic being the dominant source of emissions. The AQMAs include locations adjacent to the M1, and in smaller towns where congested narrow streets prevent full dispersion of pollutants and residential properties are close to the road. No exceedances of any of the other regulated pollutants have been identified in the district.

¹ The historical context of LAQM can be found in the latest ASR (North West Leicestershire District Council, 2019)

Table 1: North West Leicestershire AQMAs

Number	Name	Objective	Year Declared	Description
AQMA 1	Kegworth	NO ₂ annual mean	2004	Busy trunk road fronted by residential properties
AQMA 2	M1	NO ₂ annual mean/ NO ₂ 1-hour mean	2004 (annual)/ 2001 (Hourly)	Isolated property close to the M1. The property was removed when the Kegworth bypass was built, so now no relevant exposure
AQMA 3	Castle Donnington	NO ₂ annual mean	2008	An area encompassing the High Street and Bondgate area of Castle Donnington.
AQMA 4	Coalville	NO ₂ annual mean/ NO ₂ 1-hour mean	2008 (annual)/ 2012 (Hourly)	An area encompassing parts of Stephenson Way, Broom Leys Road and Bardon Road in Coalville.
AQMA 5	Copt Oak	NO ₂ annual mean	2009	An area of the village of Copt Oak that lies within the boundaries of NW Leicestershire District Council.

3 Existing Air Quality

3.1 North West Leicestershire District Council carries out monitoring of nitrogen dioxide concentrations using a network of diffusion tubes, and previously at one automatic analyser. All of the monitoring sites are shown in Figure 1. The Council has declared five Air Quality Management Areas (AQMAs) for exceedances of the annual mean and 1-hour mean nitrogen dioxide objectives (see Figure 2).

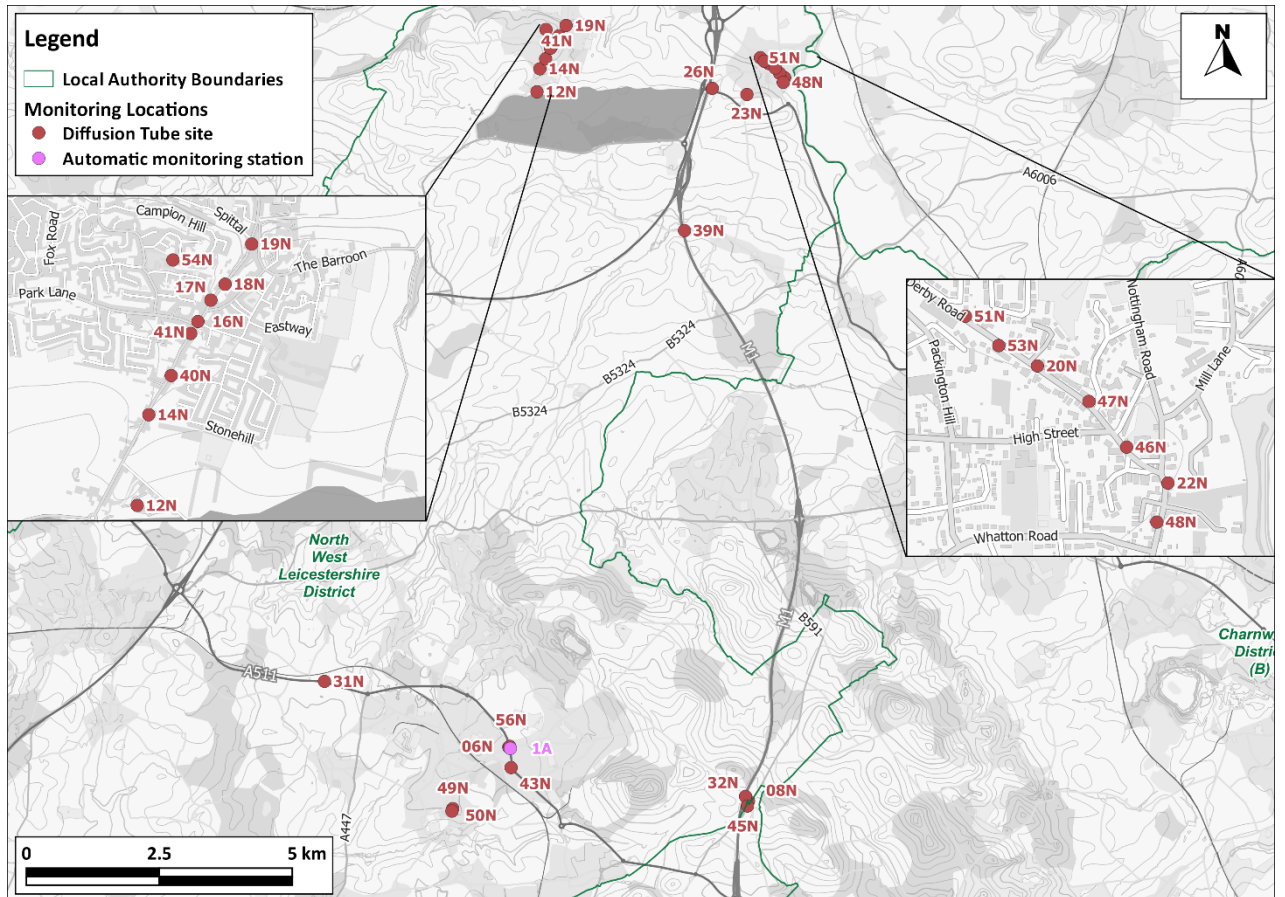


Figure 1: NW Leicestershire Monitoring Locations

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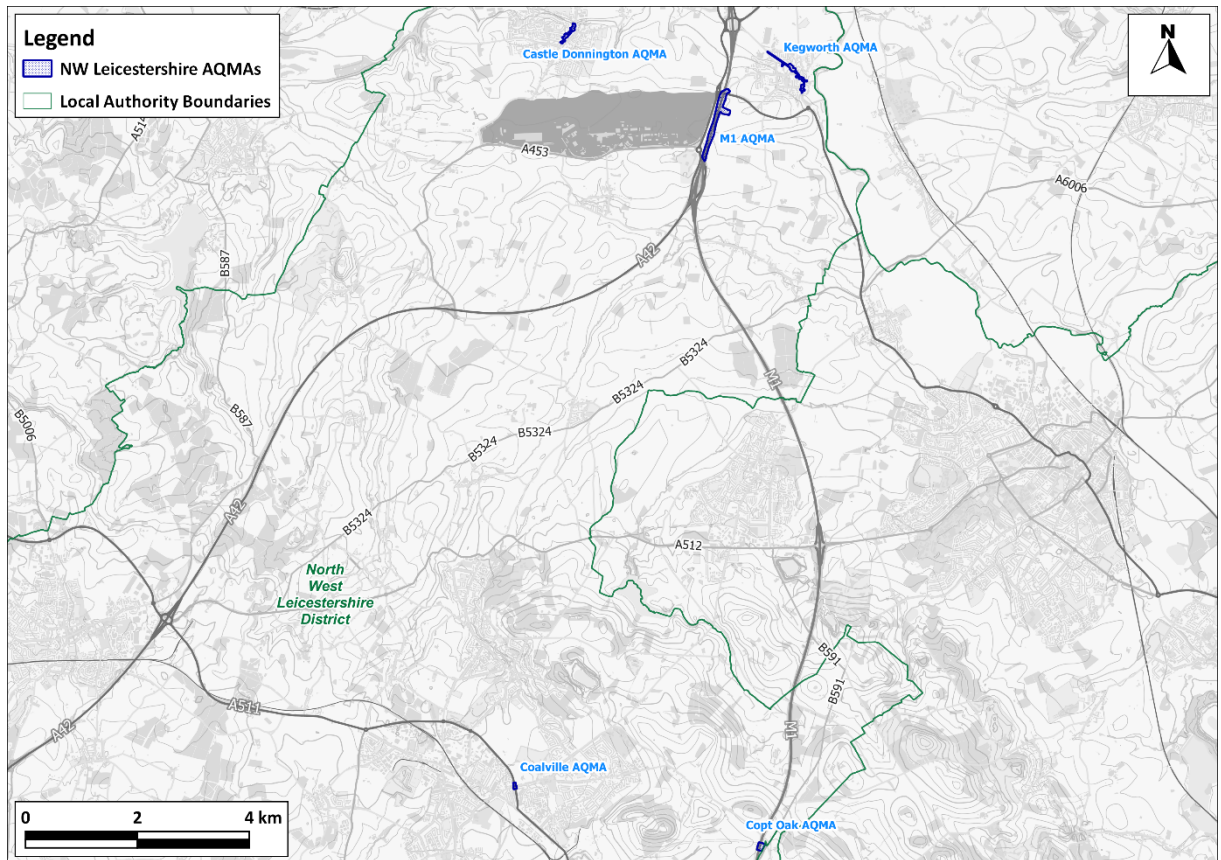


Figure 2: NW Leicestershire Air Quality Management Areas (AQMA)

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- 3.2 The following section presents monitoring data for each of the AQMAs and provides recommendations for North West Leicestershire District Council in relation to each of the AQMAs, for progressing with the LAQM process.

Kegworth (AQMA 1)

3.3 Monitoring is carried out using diffusion tubes at seven locations within the AQMA (20N, 22N, 46N, 47N, 48N, 51N and 53N), as seen in Figure 3. As shown in Figure 4 and Table 2, concentrations at 46N and 48N exceeded the objective in 2013 and 2014, but have been consistently below the objective since 2014, as have concentrations at the remaining diffusion tube sites. There was also a reduction in concentrations at all sites between 2018 and 2019, which coincides with the opening of the Kegworth bypass at the end of 2018. It is recommended that, as these diffusion tube sites represent worst case locations and most are closer to the road than relevant receptors, this AQMA is revoked.

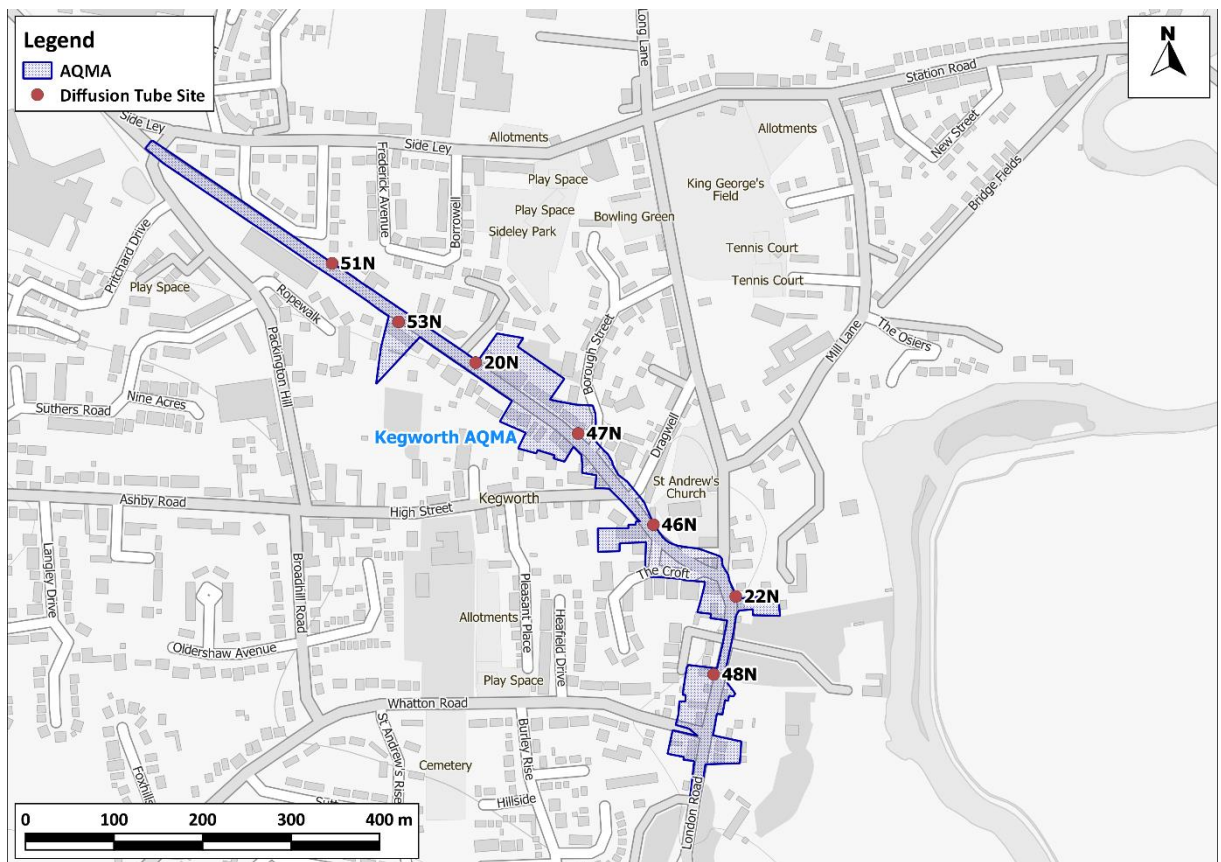


Figure 3: Kegworth AQMA and Nearby Monitoring Sites

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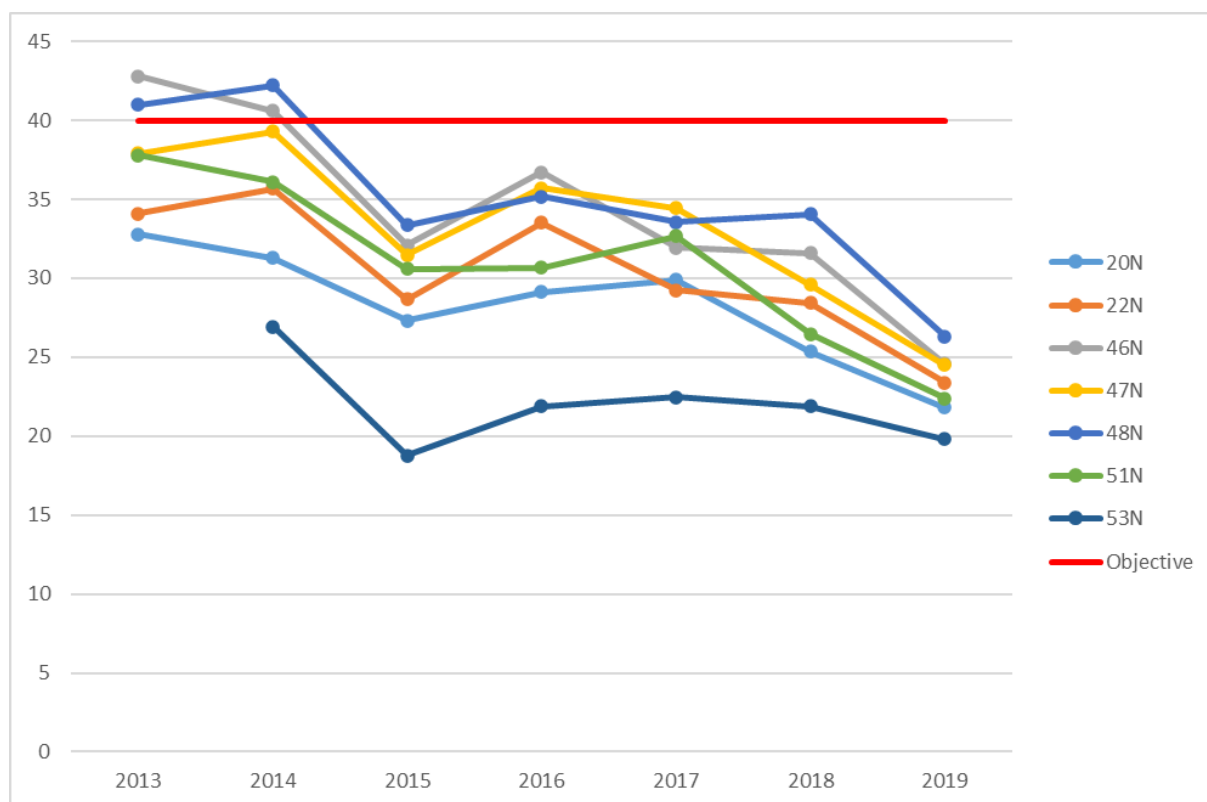


Figure 4: Annual Mean Nitrogen Dioxide Concentrations in Kegworth AQMA (µg/m³)

Table 2: Summary of Nitrogen Dioxide (NO₂) Monitoring (2013-2019) in Kegworth (µg/m³)

Site No.	Site Type	Location	2013	2014	2015	2016	2017	2018	2019
20N	Roadside	Derby Road Kegworth	32.8	31.3	27.3	29.1	29.9	25.4	21.8
22N	Roadside	Kegworth A6 2	34.1	35.7	28.7	33.5	29.2	28.4	23.4
46N	Roadside	PO Derby Road Kegworth	42.8	40.6	32.1	36.7	32.0	31.6	24.6
47N	Roadside	12 Derby Road Kegworth	37.9	39.3	31.5	35.7	34.4	29.6	24.5
48N	Roadside	28 London Road Kegworth	41.0	42.2	33.4	35.2	33.6	34.1	26.3
51N	Roadside	40mph sign N of petrol station	37.8	36.1	30.6	30.7	32.7	26.5	22.4
53N	Roadside	20 mph sign outside 10 Greenhill Road	-	26.9	18.8	21.9	22.5	21.9	19.8
Objective			40						

NB Exceedances of the objectives are shown in bold.

M1 (AQMA 2)

3.4 This AQMA was declared for Mole Hill Farm, which has since been demolished in order to build the Kegworth Bypass. Monitoring is still carried out at one location within the AQMA (26N), as seen in Figure 5, with monitoring previously undertaken at the property itself. This AQMA is to be revoked as there are no longer any sensitive receptors located within this area. In addition, measured annual mean concentrations have been well below the objective since 2013 (see Figure 6 and Table 3).

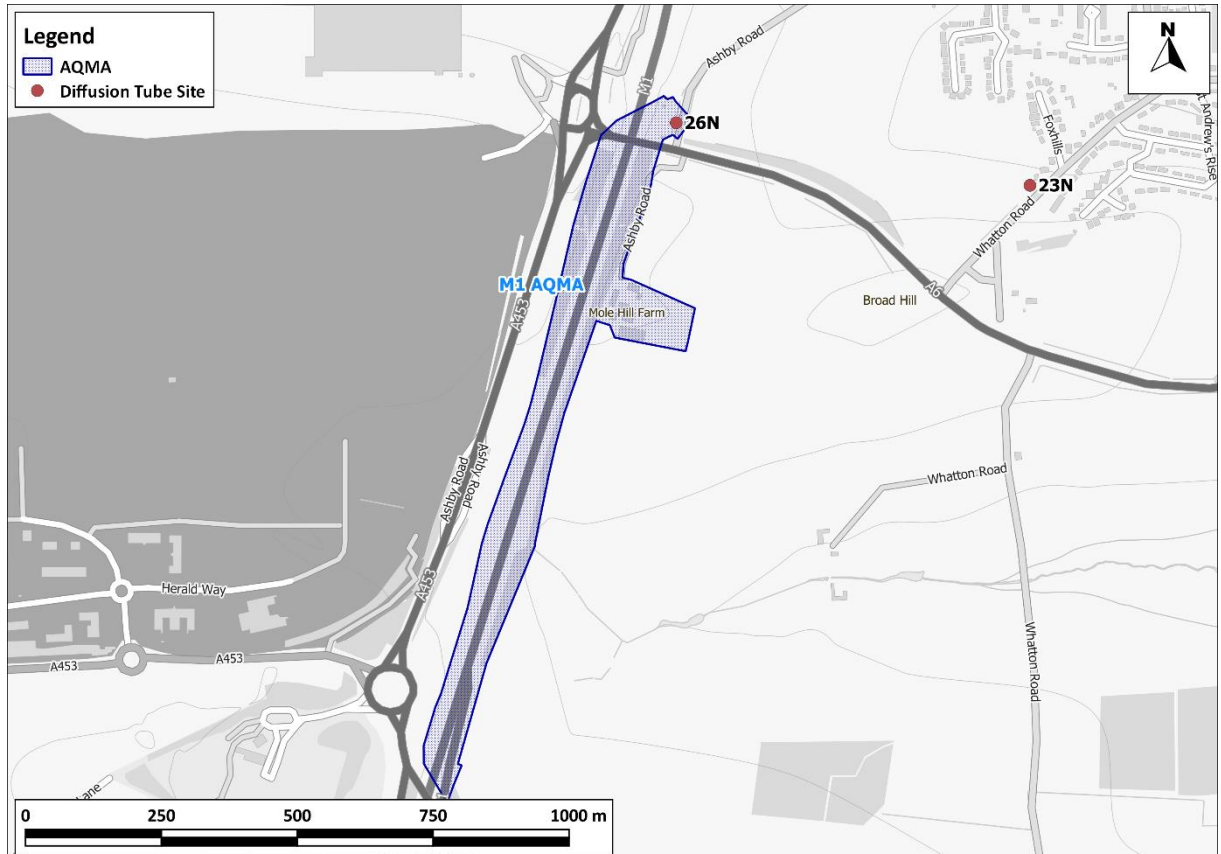


Figure 5: M1 AQMA and Nearby Monitoring Sites

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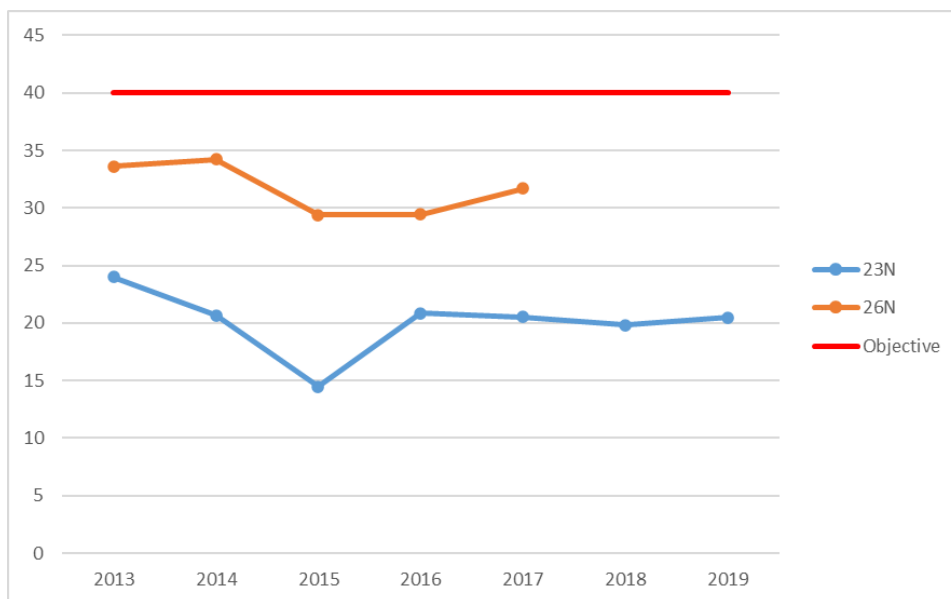


Figure 6: Annual Mean Nitrogen Dioxide Concentrations in M1 AQMA (µg/m³)

Table 3: Summary of Nitrogen Dioxide (NO₂) Monitoring (2013-2019) near the M1 (µg/m³)

Site No.	Site Type	Location	2013	2014	2015	2016	2017	2018	2019
23N	Roadside	120 Whatton Road Kegworth	24.0	20.7	14.5	20.8	20.5	19.8	20.5
26N	Roadside	Molehill House	33.6	34.2	29.4	29.5	31.7	-	-
Objective			40						

Castle Donnington (AQMA 3)

3.5 Monitoring is carried out in Castle Donnington, using six diffusion tubes; 16N, 17N, 18N, 19N, 41N and 54N. Three of them (17N, 18N and 19N) are located within the AQMA (see Figure 7). As shown in Figure 8 and Table 4, concentrations at the 17N and 19N sites have remained below the objective since 2013, whereas 18N has exceeded the objective for all years presented. As site 18N is located on the façade of a property, and therefore represents relevant exposure, the AQMA should be retained. It is likely that the area of exceedance in Castle Donnington is confined to a short section of the road. 18N is located on the façade of a property which fronts onto a narrow pavement, and a wall and dense foliage on the opposite side of the road forms a short street canyon, which prevents full dispersion of pollutants. There also appears to be a slight gradient on this section of the road, which will increase acceleration of vehicles on this section, further increasing emissions locally. It is likely to be a combination of these factors which are contributing to the exceedance. The trend in nitrogen dioxide concentrations appears to be decreasing, which reflects national analysis over this

time period (Air Quality Consultants Ltd, 2020). It is noted that diffusion tube 41N has been close to or exceeding the annual mean nitrogen dioxide objective over the last 7 years, but the tube is 4m closer to the road than the relevant façade.

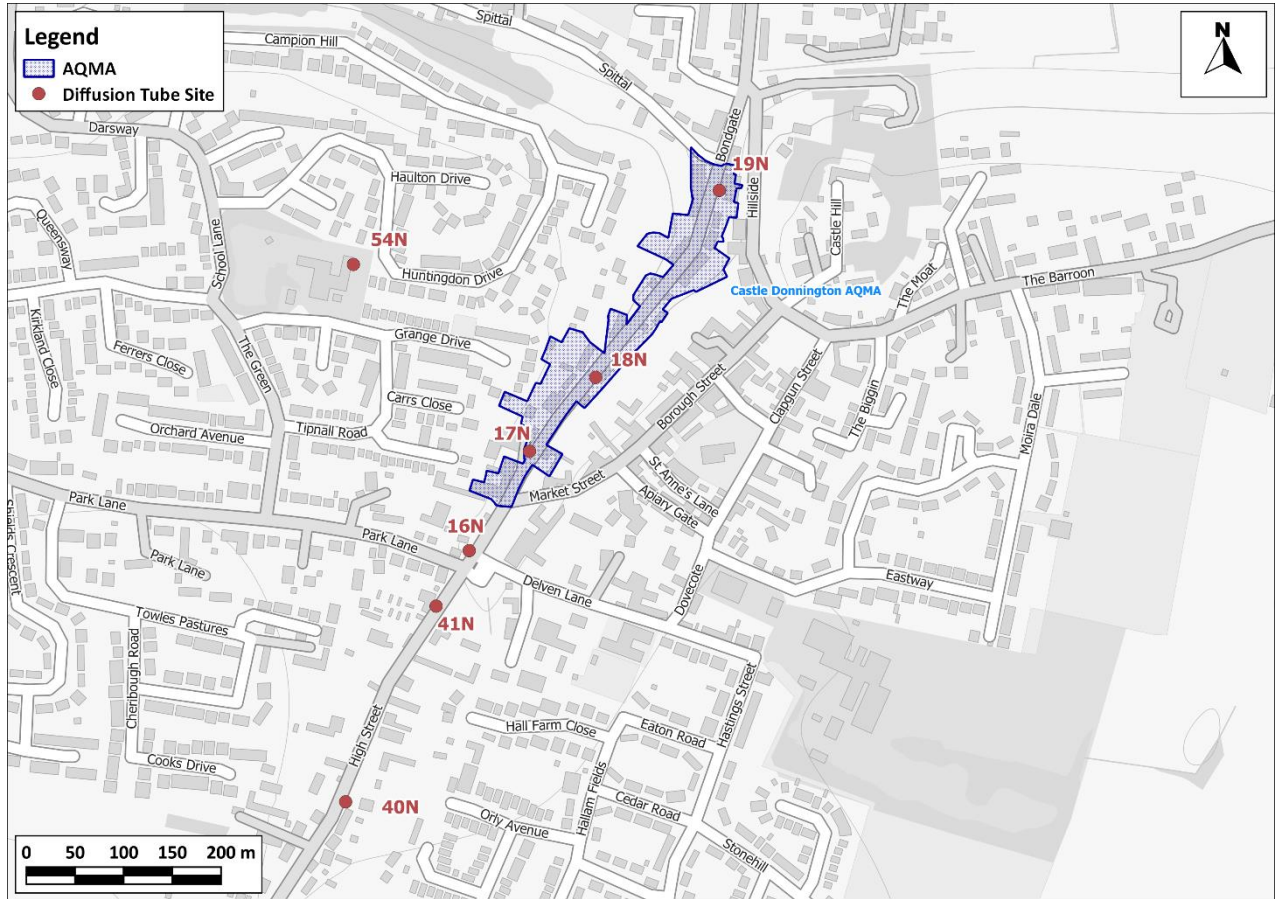


Figure 7: Castle Donnington AQMA and Nearby Monitoring Sites

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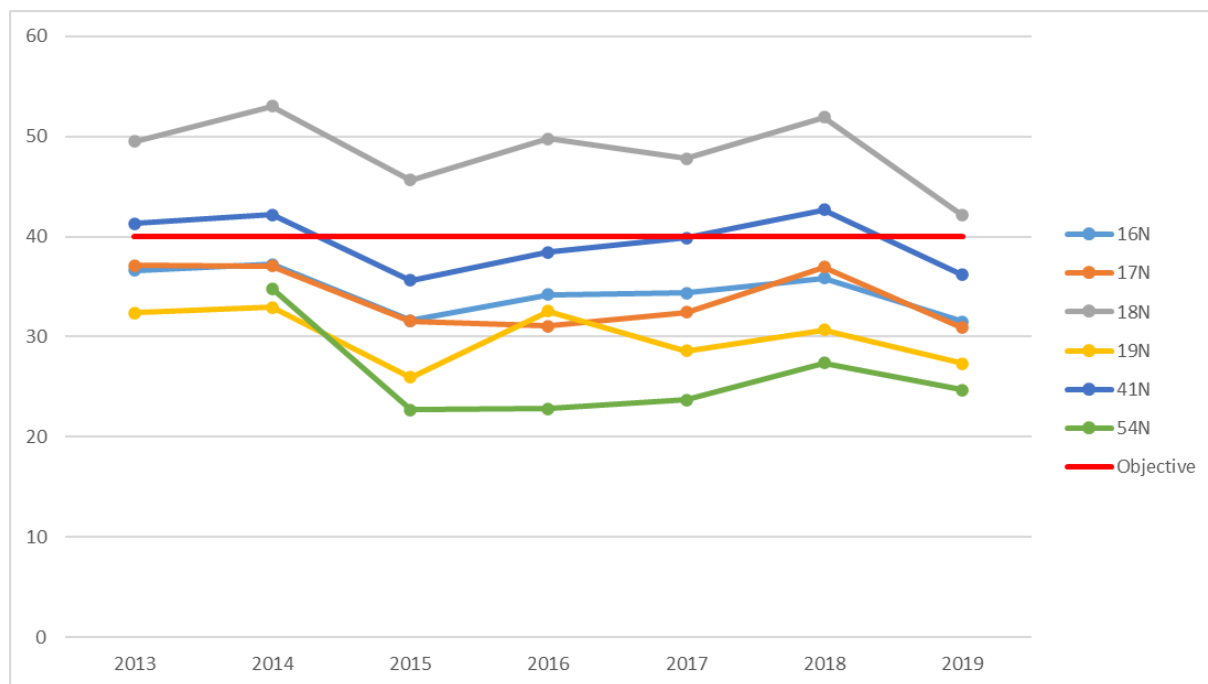


Figure 8: Annual Mean Nitrogen Dioxide Concentrations at Castle Donnington AQMA (µg/m³)

Table 4: Summary of Nitrogen Dioxide (NO₂) Monitoring (2013-2019), Castle Donnington (µg/m³)

Site No.	Site Type	Location	2013	2014	2015	2016	2017	2018	2019
16N	Roadside	Bondgate Crossroads Castle Donnington	36.6	37.2	31.6	34.2	34.4	35.9	31.5
17N	Roadside	13 Bondgate Castle Donnington	37.1	37.1	31.6	31.1	32.4	37.0	30.9
18N	Roadside	34 Bondgate Castle Donnington	49.5	53.0	45.7	49.8	47.8	51.9	42.1
19N	Roadside	94 Bondgate Castle Donnington	32.4	32.9	25.9	32.6	28.6	30.7	27.3
41N	Roadside	18 High Street Castle Donnington	41.3	35.6	38.4	39.9	42.7	-	36.2
54N	Roadside	Parking restrictions sign adjacent to drive 12 & 20 Park Lane Castle Donnington	-	34.8	22.7	22.8	23.7	27.4	24.7
Objective			40						

NB Exceedances of the objectives are shown in bold.

Coalville (AQMA 4)

- 3.6 Monitoring has been carried out in the Coalville AQMA at one automatic monitoring site (A1, where monitoring ceased in September 2018) and two diffusion tube sites (06N and 56N). These monitoring sites are located near to residential properties alongside Stephenson Way (A511), as shown in Figure 9. Figure 10 and Table 5, show that concentrations at the two diffusion tube sites have been below the objective since 2013. In contrast, concentrations measured at the automatic monitoring station exceeded the annual mean objective between 2013 and 2017, before falling below the objective in 2018. Concentrations at the automatic monitoring station have never exceeded the 1-hour objective.
- 3.7 Site A1 was removed in September 2018 and hence 2 years of data showing compliance with the annual mean objective are not available for that location. The monitoring site was, however, located closer to the road than any of the properties representing relevant exposure. Measured concentrations at the diffusion tube monitoring sites are more representative of concentrations at relevant exposure. As these measured concentrations at these sites are below the objective, it is likely that at facades of properties where the air quality objective applies, there are not any exceedances (particularly as the diffusion tubes are also located closer to the road than facades). It is therefore recommended that this AQMA is revoked.

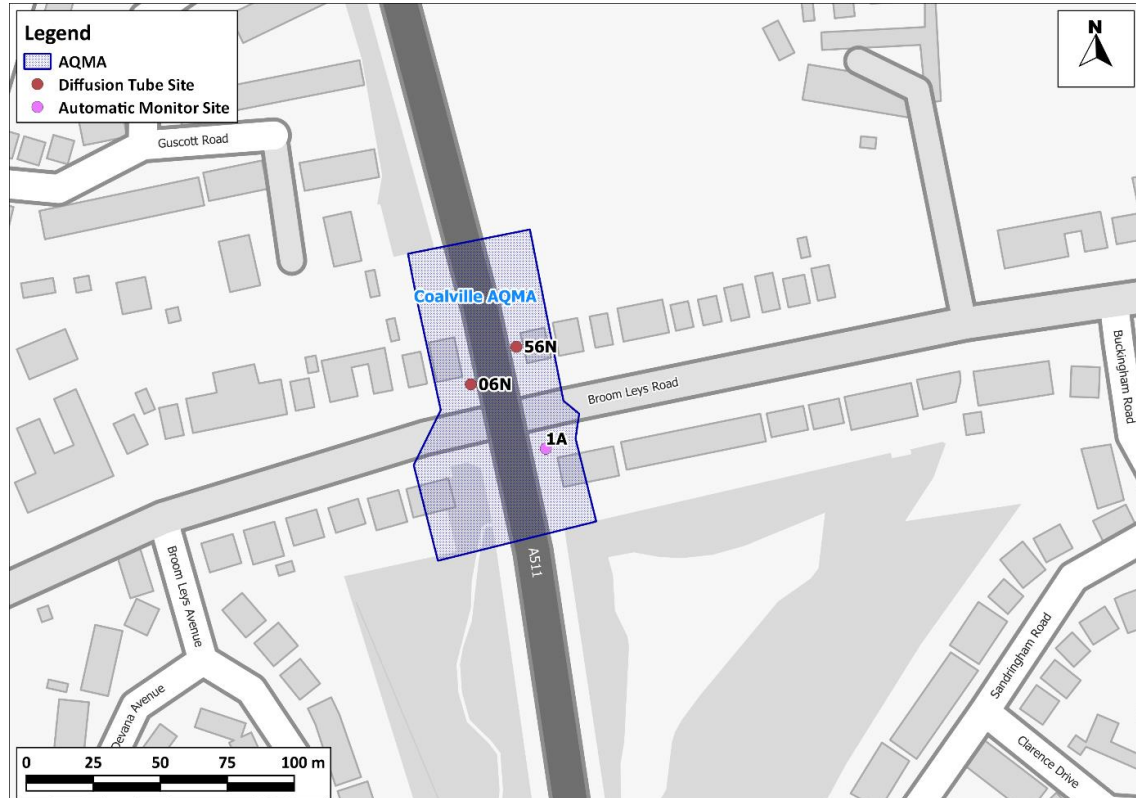


Figure 9: Coalville AQMA and Nearby Monitoring Sites

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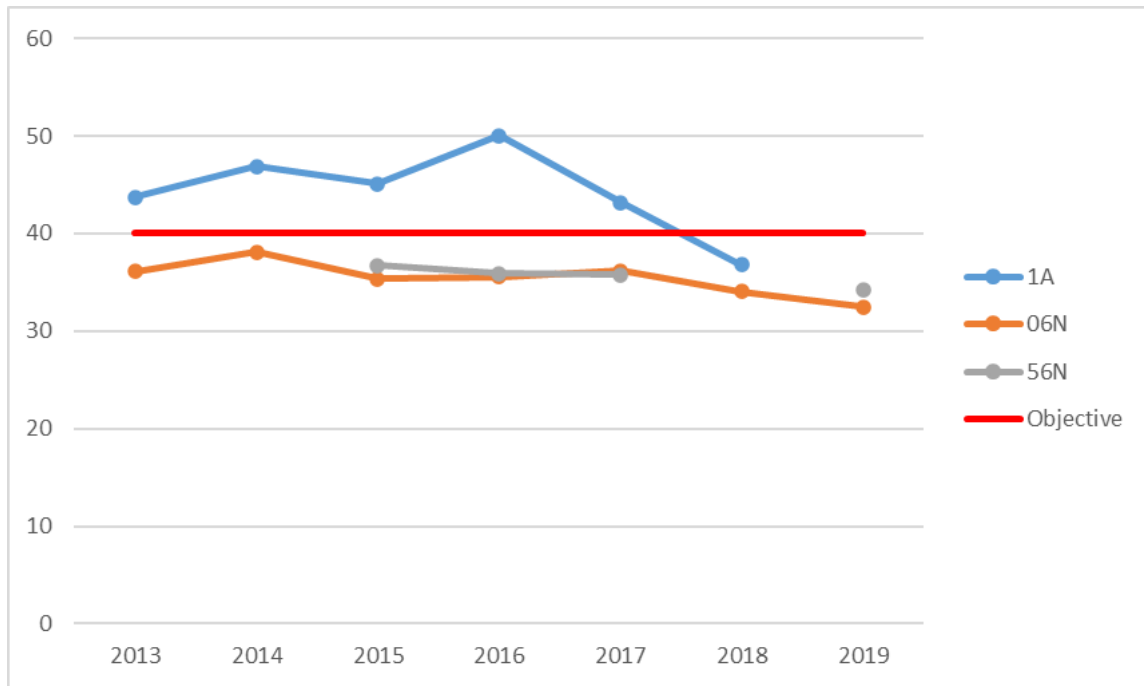


Figure 10: Annual Mean Nitrogen Dioxide Concentrations in Coalville AQMA (µg/m³)

Table 5: Summary of Nitrogen Dioxide (NO₂) Monitoring (2013-2019), Coalville (µg/m³)

Site No.	Site Type	Location	2013	2014	2015	2016	2017	2018	2019
Automatic Monitors - Annual Mean (µg/m³)^a									
1A	Roadside	Coalville	43.7	46.9	45.1	50.0	43.2	36.8	-
Objective			40						
Automatic Monitors - No. of Hours > 200 µg/m³									
1A	Roadside	Coalville	2	7	0	4	0	0 (128.7)	-
Objective			18 (200)^b						
Diffusion Tubes - Annual Mean (µg/m³)^d									
06N	Roadside	Broomleys junction	36.1	38.1	35.3	35.5	36.2	34.1	32.5
56N	Roadside	Lamppost adjacent 27 Broomleys road	-	-	36.8	35.9	35.7	-	34.2
Objective			40						

^a Exceedances of the objectives are shown in bold.

^b Values in brackets are 99.79th percentiles, which are presented where data capture is <75%.

Copt Oak (AQMA 5)

Monitoring is carried out using diffusion tubes at three locations near to the Copt Oak AQMA (08N, 32N and 45N), as seen in Figure 11. As shown in Figure 12 and

- 3.8 Table 6, concentrations at 08N and 45N have been below the objective since 2013, whereas concentrations at 32N have exceeded the objective for all years presented. 32N is located closer to the M1 than either of the properties within the AQMA. Monitoring at this location, although useful for verifying a model, does not indicate whether concentrations at the properties are below or above the annual mean nitrogen dioxide objective. It is therefore recommended that a diffusion tube monitoring site is deployed at the property within the AQMA (this could be instead of 45N or 08N); if this is not feasible, dispersion modelling could be undertaken to ascertain the concentrations at the property, and ultimately whether the AQMA can be revoked.

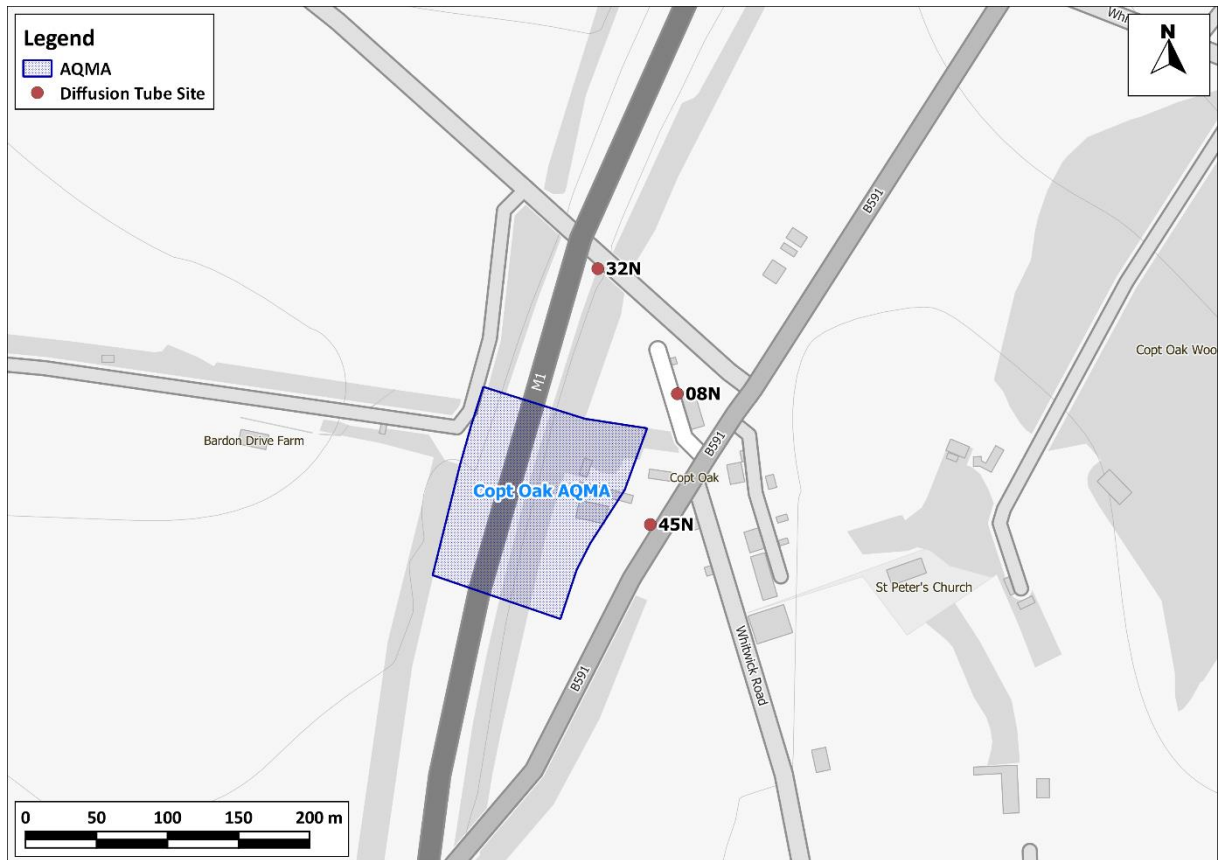


Figure 11: Copt Oak AQMA and Nearby Monitoring Sites

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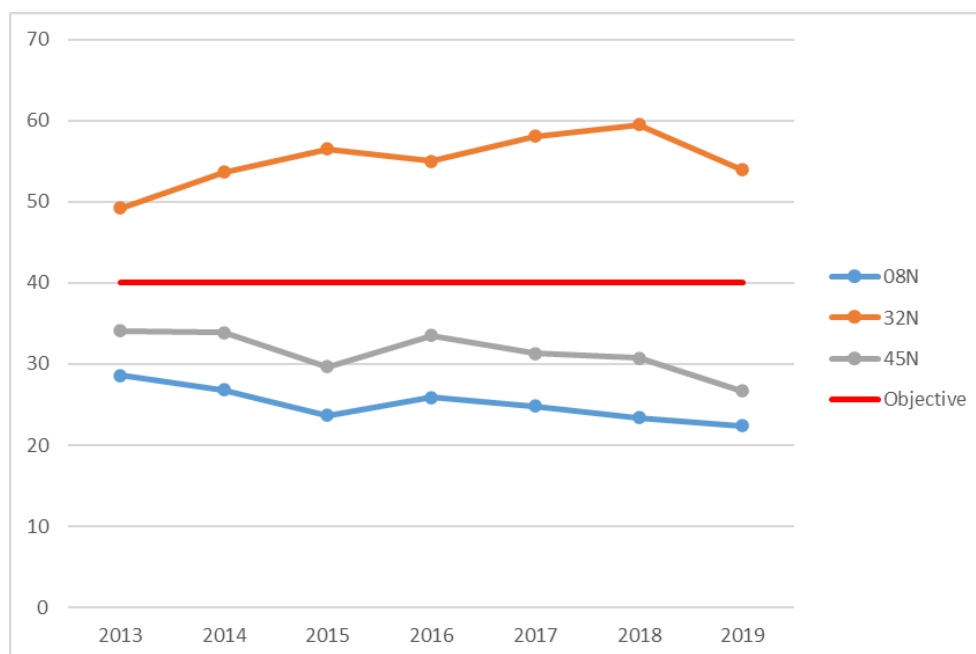


Figure 12: Annual Mean Nitrogen Dioxide Concentrations in Copt Oak AQMA (µg/m³)

Table 6: Summary of Nitrogen Dioxide (NO₂) Monitoring (2013-2019), Copt Oak (µg/m³)

Site No.	Site Type	Location	2013	2014	2015	2016	2017	2018	2019
08N	Rural	End Cottage Copt Oak	28.6	26.8	23.7	25.9	24.8	23.4	22.4
32N	Other	M1 Bridge Copt Oak	49.2	53.6	56.5	55.0	58.1	59.5	53.9
45N	Roadside	Outside Corner Farm Copt Oak	34.1	33.8	29.7	33.5	31.3	30.7	26.7
Objective			40						

NB Exceedances of the objectives are shown in bold.

Other locations and pollutants

3.9 In the future, as nitrogen dioxide concentrations decrease, greater emphasis is likely to be placed on PM₁₀ and PM_{2.5} concentrations. This also aligns with Public Health objectives. It would therefore be prudent to give consideration to installing a PM monitor at a suitable location. This could be coordinated at County level through existing working groups, or by setting up a new group if such a group does not currently exist.

3.10 There are existing PM₁₀ and PM_{2.5} monitoring sites close to East Midlands Airport, operated by the airport, but data do not seem to have been made available online since 2016. Liaison with the airport around air quality could be increased and this data reported in future ASRs for public information.

- 3.11 The review of relevant sources has identified some additional locations where it may be appropriate to carry out monitoring of nitrogen dioxide, as discussed in the next section.

4 Review of Sources

- 4.1 Defra has provided Technical Guidance to local authorities on how to review and assess air quality in their area. The guidance has evolved over the period of 15 years or so, and acknowledges that most of the areas of concern have now been identified. It provides a list of the types of processes or locations where there is a risk that exceedances of the objectives may occur, based on experience throughout the UK. A full review of this list has been carried out to consider whether there are any sources in North West Leicestershire that require further consideration.
- 4.2 The full list and review is set out in Table 7 to Table 10. Any sources that may require further investigation are highlighted and discussed further in the recommendations section.

Table 7: Road Traffic Sources

Source Category	Pollutant of Concern	Objectives of Concern	Criteria	Any in North West Leicestershire?
Narrow congested streets with residential properties close to the kerb.	NO ₂	Long and Short-Term	5,000 vehicles/day-exposure within 2m from kerb - slow moving traffic with frequent stop/start	North West Leicestershire is characterised by small towns and villages which are relatively dispersed and in the main have properties set back from the roads. There do, however, appear to be potential gaps in the monitoring network. Locations initially identified are Ashby-de-la-Zouch, Whitwick, Coalville and Ibstock. NWLDC have recently (15/04/20) started monitoring at some locations in most of these towns. New sites have been established on Nottingham Road and The Callis in Ashby-de-la-Zouch, in North Street and The Green in Whitwick and on Whitwick Road in Coalville.
Busy streets where people may spend 1 hour or more close to traffic	NO ₂	Short-Term	10,000 vehicles/day - exposure within 5m from kerb >= 1-hour	No locations identified. From monitoring undertaken within the AQMAs, hourly nitrogen dioxide objective unlikely to be an issue elsewhere.
Roads with a high flow of HDVs	NO ₂ / PM ₁₀	Long and Short-Term	2,500 HDVs/day - exposure within 10m from kerb (20m in conurbations > 2m inhabitants)	No locations identified.
Junctions	NO ₂ / PM ₁₀	Long and Short-Term	10,000 vehicles/day - exposure within 10m from kerb (20m in conurbations > 2m inhabitants)	Junctions have been identified through the LAQM process (for example the AQMA declared at Broom Leys junction in Coalville). There may be other junctions which would benefit from monitoring (assuming they have not been monitored in the past), such as the junction of the A447 and Ashby Road and the junction of Ashby Road and Leicester Road in Ibstock.
New roads constructed or proposed since the last round of Review and Assessment	NO ₂ / PM ₁₀	Long and Short-Term	if no air quality assessment available from planning application - 10,000 vehicles/day - exposure within 10m from kerb (20m in conurbations > 2m inhabitants)	Two new roads have recently been built; the Castle Donnington Relief Road and the Kegworth bypass. The Castle Donnington Relief Road completed early in 2020 provides access to areas of new housing, and light industrial estates, from the A453. It also provides a route off the A50 to East Midlands Airport without going through Castle Donnington itself. The road should provide a net benefit to the Castle Donnington AQMA by taking traffic for these locations away from Bondgate. Properties are being built along the new road, but with sufficient distance to ensure that the air quality objectives are not being compromised. The Kegworth bypass was completed in 2018 connecting the A453 with the A6, to connect to the East Midlands Gateway, a new rail freight hub and warehouse complex. This has taken a significant proportion of traffic out of Kegworth, particularly HGVs and therefore is providing a net benefit to the town which is evident in the monitoring data. There is currently no relevant exposure anywhere along the route.

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Roads with significantly changed traffic flows	NO ₂ / PM ₁₀	Long and Short-Term	25% traffic increase on roads > 10,000 vehicles/day - exposure within 10m from kerb (20m in conurbations > 2m inhabitants) - Roads previously identified at risk of exceeding (within 10% of objective)	No locations identified within North West Leicestershire.
Bus and coach stations	NO ₂	Long and Short-Term	2,500 bus/coach movements/day ⁽⁵⁾ - exposure within 10m from kerb (20m in conurbations > 2m inhabitants)	None in North West Leicestershire.

Table 8: Non-Road Transport Sources

Source Category	Pollutant of Concern	Objectives of Concern	Criteria	Any in North West Leicestershire?
Airports	NO ₂	Long-term	Determine relevant exposure within 1km of the airport boundary; If exposure has been identified, determine whether the airport total equivalent passenger throughput is more than 10 million passengers per annum (mppa). Freight should also be considered, and converted to equivalent mppa using 100,000 tonnes = 1 mppa; and Identify whether the background annual mean NO _x concentration is above 25 µg/m ³ in these areas.	East Midlands Airport has less than 10 million passengers although the addition of cargo tonnage does mean that in some years the passenger plus equivalent freight has exceeded the criteria in TG16. The air quality impacts of the airport have been previously assessed and monitoring by the airport is ongoing. https://www.eastmidlandsairport.com/community/local-environmental-impacts/air-quality/ Background annual mean NO _x concentration is above 25 µg/m ³ but only in the grid square directly adjacent to the M1. The footprint of the rest of the airport is well below this threshold.
Railway Stationary diesel or steam locomotives:	NO ₂ , SO ₂	Short-term	Identify locations where diesel or steam locomotives are regularly (at least 3 times a day) stationary for periods of 15 minutes or more; and Determine relevant exposure within 15m of the locomotives.	There are no locations where diesel or steam trains are stationary for 15-minutes or more within 15 m of relevant exposure.
Railway - Moving diesel locomotives:	NO ₂	Long-term and short-term	Determine relevant exposure within 30m of the relevant railway tracks (Table 7.2 provides information on which lines should be considered); and Identify whether the background annual mean NO ₂ concentration is above 25µg/m ³ in these areas.	None of the railway lines that travel through the district are listed by Defra as have heavy traffic of diesel passenger trains.
Ports	NO ₂ , PM ₁₀ , SO ₂	Short-term	Is there more than 5,000 large ship movements ⁴³ per year, with relevant exposure within 250m of the berths and main areas of manoeuvring; or Is there more than 15,000 large ship movements per year, with relevant exposure within 1km of these areas?	North West Leicestershire is land locked.

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Table 9: Industrial Sources

Source Category	Pollutant of Concern	Objectives of Concern	Criteria	Any in North West Leicestershire?
Industrial Installations	All Pollutants	Long and Short-Term	If no air quality assessment available from planning application - New source or existing source with significant increase (30%) in emissions - with population exposure nearby	None relevant in North West Leicestershire
Major Petrol Storage Depots	Benzene	Long-Term	-	There are no major petrol storage depots in the district
Petrol Stations	Benzene	Long-Term	Petrol throughput > 2,000m ³ or 2 million litres per year - Near busy road (>30,000 vehicles/day) - Exposure within 10m from the pumps	There are no petrol stations that meet the criteria.
Poultry Farms	PM ₁₀	Long and Short-Term	Poultry farms housing in excess of 400,000 birds (if mechanically ventilated) / 200,000 birds (if naturally ventilated) / 100,000 birds (if turkey unit) - Exposure within 100m from the poultry units	There are no poultry Farms exceeding the criteria in the district

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Table 10: Domestic and Fugitive or Uncontrolled Sources

Source Category	Pollutant of Concern	Objectives of Concern	Criteria	Any in North West Leicestershire?
Commercial and Domestic Gas-Fired CHP Combustion - Individual Installations	NO ₂	Long-Term (NO ₂)	Screen using the CHP Screening Tool (see paras 7.43-7.47)	CCHP in Measham given planning permission. No other relevant installations. Modelling undertaken as part of air quality assessment for planning application.
Commercial and Domestic Biomass Combustion - Individual Installations	NO ₂ / PM ₁₀	Long and Short-Term (NO ₂) / Short-Term (PM ₁₀)	Screen against Target Emission Rate from Biomass Calculator (see paras 7.48-7.53)	
Commercial and Domestic Biomass Combustion - Combined Installations	PM ₁₀	Long-Term (Scotland) / Short-Term (not Scotland)	Screen against Threshold Emissions Density from Biomass Calculator (see paras 7.54-7.62)	There are no areas with high densities of biomass combustion in North West Leicestershire.
Domestic Other Solid-Fuel Combustion	SO ₂	Long and Short-Term	Density of coal burning premises = 100 per 500m x 500m area	There are no areas with high densities of solid fuel combustion in North West Leicestershire.
Fugitive or uncontrolled Sources	PM ₁₀	Long- and short-term	Outside Scotland: exposure within 200m of the source of emission (up to 1km if background PM ₁₀ > 28µg/m ³)	There are no relevant fugitive or uncontrolled sources in North West Leicestershire.

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New Developments

There are two new developments north of Castle Donnington, both for large scale industrial units, storage and distribution warehouses and associated carparking and highways alterations. Both required an Environmental Impact Assessment and air quality assessments undertaken for both of the Environmental Statements concluded that the overall operational air quality effects of the developments are not significant. Although these specific developments do not need to be considered further at this stage, the process of ensuring that the planning system is fully utilised to ensure that air quality does not deteriorate in the future is picked up in Section 5.

5 Recommendations

5.1 There are a number of recommendations as a result of the review, as set out below.

AQMAs

5.2 The following recommendations are made in relation to each of the currently declared AQMAs.

Number	Name	Objective	Recommendation
AQMA 1	Kegworth	NO ₂ annual mean	Based on monitored data it is recommended that AQMA 1 is revoked in the next ASR.
AQMA 2	M1	NO ₂ annual mean/ NO ₂ 1-hour mean	AQMA 2 should be revoked in the next ASR as no relevant exposure.
AQMA 3	Castle Donnington	NO ₂ annual mean	AQMA 3 should be retained and an Air Quality Action Plan (AQAP) produced to reduce concentrations within Castle Donnington
AQMA 4	Coalville	NO ₂ annual mean/ NO ₂ 1-hour mean	Based on monitored data it is recommended that AQMA 4 is revoked in the next ASR.
AQMA 5	Copt Oak	NO ₂ annual mean	If feasible, it is recommended that a diffusion tube is installed on the facade of the property closest to the M1 with a view to revoking this AQMA

5.3 It is only AQMA 3 (Castle Donnington) which currently has a clear exceedance of the annual mean nitrogen dioxide air quality objective. The AQAP should therefore focus on this location with measures specific to Bondgate. However, the Castle Donnington Relief Road, which was completed in early 2020 should help to reduce concentrations along this road, as will improvements to the vehicle fleet, and it is therefore important that any other measures proposed within an AQAP are proportionate to the level of exceedance.

Monitoring

5.4 It has been identified that there may be locations which fit the 'narrow congested street' criteria or 'junction' criteria, as outlined in TG(16), for example in Ashby-de-la-Zouch, Coalville, Whitwick and Ibstock. New monitoring has commenced (April 2020) in Ashby-de-la-Zouch, Whitwick and Coalville, but it is considered that this could be increased particularly in Ashby-de-la-Zouch, Coalville, and Ibstock. Some additional locations have been identified:

- Market Street, Ashby-de-la-Zouch;
- Kilwardby Street, Ashby-de-la-Zouch;
- Belvoir Road, Coalville;
- London Road Coalville (canyon section near to railway crossing);

- Central Road, Coalville; and
- Melbourne Road, Ibstock (terrace houses straight onto pavement).

- 5.5 It is suggested that at these locations a more thorough review of relevant exposure in close proximity to congested streets and junctions, traffic flows and areas of congestion is undertaken. Particular attention should also be paid to locations with gradients which can also increase emissions locally. Any new locations, where at all possible, should be located directly at locations of relevant exposure.
- 5.6 Some of the diffusion tubes in Kegworth could be decommissioned as the AQMA is revoked, and moved to the new locations. At least three long term sites should be left in Kegworth to establish long term trends, prioritising tubes representing relevant exposure.
- 5.7 Monitoring should also be considered in areas which are likely to have large scale development, both to assess any changes in concentrations directly, and provide sites for verification of models used in air quality assessments of these developments.
- 5.8 NWLDC could consider the installation of a PM monitor at a suitable location in order to establish long term trends in background PM, which is most relevant for health (PM_{2.5} monitoring is the most relevant component for health impacts). Defra guidance (Defra, 2016) notes that “*an increase in PM_{2.5} monitoring is desirable given the links to the Public Health Outcomes Framework*”. It is noted that there is currently PM₁₀ and PM_{2.5} monitoring close to East Midlands Airport (although no data after 2016 available on their website). NWLDC could liaise more closely with the airport to better utilise the PM data which already exists.

Planning System

- 5.9 The spatial planning system has an important role to play in improving air quality and reducing exposure to air pollution. Both the development of local planning policies and the determination of individual planning applications are important, the former setting the framework for the latter. NWLDC already ask developers to assess the impacts of developments which may adversely affect air quality in the district. In order for this process to be robust, air quality assessments must be consistently requested and critically appraised, which requires both expertise and sufficient resourcing.
- 5.10 Another important consideration is the cumulative impacts of a number of smaller developments impacting on the same locations. One example of this could be the two developments north of Castle Donnington, which separately may not have a significant effect, but cumulatively may add enough traffic into an AQMA to increase concentrations. In order to ensure that cumulative issues are addressed, it should be ensured that air quality assessments include any nearby committed developments in their future baseline modelling.

- 5.11 East Midlands Airport has expanded its freight operations and is likely to expand further in relation to both freight and passengers. Infrastructure improvements have been made (such as the Castle Donnington Relief Road), but any further expansion should be carefully planned in relation to infrastructure for traffic generation. It is recommended that North West Leicestershire Council work more closely with the airport to ensure that air quality is fully considered in any decision making, and that monitoring at the airport is reviewed and incorporated into the LAQM process.
- 5.12 The action planning process in North West Leicestershire should incorporate measures for planning which will not only help in the achievement of air quality objectives, but also prevent locations currently achieving the objective from deteriorating in the future. Current collaboration with development control should be built upon to proactively manage air quality. The planning system also provides an opportunity for funding action plan measures.

Collaborative work

- 5.13 As concentrations of nitrogen dioxide reduce, the focus of air quality work in the UK is likely to turn to Particulate Matter (PM) which is less locally controllable, but is a more important metric in relation to health effects. Particulate matter is different from the gaseous pollutants in that it is not a clearly defined chemical compound. It can be expressed in a number of ways, by size, composition, origin or other metrics. PM₁₀ and PM_{2.5} are the most commonly used units². In relation to PM, further collaborative work with Public Health is likely, which could be undertaken at local authority level or collaboratively with other local authorities in the County. The work may involve assessing background concentrations of PM_{2.5}, or population weighted concentrations³, and implementing measures to both reduce exposure to PM and reduce overall concentrations of PM_{2.5}.
- 5.14 Another area for collaborative work is ensuring that any updates to the Local Plan have fully considered air quality. This may be through an assessment of the impacts of housing and employment allocations on air quality (which may or may not be quantified), and by ensuring that a robust policy for air quality is included. Any specific guidance for developers could be published separately (where local requirements are beyond what is currently in published guidance), including requirements for air quality assessments, low emission vehicle infrastructure and mitigation.
- 5.15 Providing information to the public is an area which may also need to be prioritised, both as part of the Action Planning process, and more generally through work with Public Health. Ensuring clear messages for the public is difficult for a technical area such as air quality. The messaging should also link in with climate change aspirations. For example, communication around measures such as active travel will assist in modal shift away from private vehicles. Following the Coronavirus

² PM₁₀, or coarse particles are particles that are less than 10 microns (µm) in diameter. PM_{2.5}, or fine particles, are particles that are less than 2.5 µm in diameter

³ One way of estimating exposure for the population as a whole

lockdown, utilising messages at national level to reiterate local advice may provide a useful opportunity to retain and enhance levels of cycling and walking.

- 5.16 It may be that a resource efficient way of encouraging collaboration, and increasing knowledge within NWLDC is to undertake a workshop on air quality which could include planners (development control and strategic planners), transport planners at local and County level and elected members. The aim of the workshop could be to both increase knowledge of air quality and discuss potential options for the Action Plan (focusing on Castle Donnington, but measures could be considered more widely). This could be undertaken as part of the action planning process.
- 5.17 These additional areas of work, which focus more on public health and the prevention of a worsening of air quality, and less on the achievement of air quality objectives, are likely to require additional resource (in terms of staff time, and potentially monitoring of PM_{2.5} which will be more expensive than nitrogen dioxide). Currently NWLDC has half a post which covers air quality, with the officer covering 2 local authorities, while also covering contaminated land. It is considered that the increase in scope is likely to require increasing at least to a whole post. The vast majority of the knowledge of monitoring sites, analysis techniques and the LAQM process also rests with the air quality officer and it is suggested that to ensure resilience in staffing, other members of the team are included in at least some of the areas of work. Assuming the role is increased to cover other collaborative areas, it is suggested that at least two members of staff have experience and knowledge of the air quality area (ie the post could be split between 2 different members of staff).

6 Summary and Conclusions

- 6.1 Air quality across most of the district is good. Monitoring has demonstrated that even within AQMAs annual mean nitrogen dioxide concentrations are often well below the annual mean air quality objective. As a result, it is recommended that the Kegworth, Coalville and M1 AQMAs are revoked and that monitoring sites within the Copt Oak AQMA are moved to the facade of the nearest property if feasible (with a view to revoking this AQMA). The AQAP should therefore focus on the Castle Donnington AQMA, with some more general measures to prevent deterioration of air quality elsewhere in the district. The measures within the AQAP should be proportionate to the level of exceedance, with a view to concentrations reducing further due to the recent completion of the Castle Donnington Relief Road, and improvements to the vehicle fleet.
- 6.2 A review of the district has been carried out to ascertain whether there are any sources of emissions to air that require further investigation. There are a small number of properties very close to roads that warrant further investigation. No sources other than road traffic which have been identified.
- 6.3 The monitoring strategy in the district has also been reviewed. The locations of most of the diffusion tubes are appropriate and most should be retained. Some further locations in Ashby-de-la-Zouch, Coalville and Ibstock have been identified which should be reviewed in terms of traffic flows and relevant exposure. It is considered that the number of monitoring locations in Kegworth could be reduced.
- 6.4 Areas for further collaborative work have also been highlighted. These include collaboration with planners and public health, both of which could be engaged with in the AQAP process. These additional areas of work, which focus more on public health and the prevention of deterioration of air quality, and less on the achievement of air quality objectives, are likely to require additional resource.

7 References

Air Quality Consultants Ltd. (2020). *Nitrogen Oxides Trends in the UK 2013 to 2019*. Retrieved from <https://www.aqconsultants.co.uk/news/january-2020/nox-trends-in-the-uk-2013-to-2019>

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HMSO. (1995). *Environment Act*.

North West Leicestershire District Council. (2019). *2019 Air Quality Annual Status Report*.

8 Glossary

AADT	Annual Average Daily Traffic
AQC	Air Quality Consultants
AQMA	Air Quality Management Area
CHP	Combined Heat and Power
CCHP	Combined Chilling Heat and Power
Defra	Department for Environment, Food and Rural Affairs
Exceedance	A period of time when the concentration of a pollutant is greater than the appropriate air quality objective. This applies to specified locations with relevant exposure
HDV	Heavy Duty Vehicles (> 3.5 tonnes)
HGV	Heavy Goods Vehicle
kph	Kilometres Per hour
LAQM	Local Air Quality Management
µg/m³	Microgrammes per cubic metre
NO₂	Nitrogen dioxide
Objectives	A nationally defined set of health-based concentrations for nine pollutants, seven of which are incorporated in Regulations, setting out the extent to which the standards should be achieved by a defined date. There are also vegetation-based objectives for sulphur dioxide and nitrogen oxides
PM₁₀	Small airborne particles, more specifically particulate matter less than 10 micrometres in aerodynamic diameter
PM_{2.5}	Small airborne particles less than 2.5 micrometres in aerodynamic diameter
Standards	A nationally defined set of concentrations for nine pollutants below which health effects do not occur or are minimal

9 Appendices

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A1 Professional Experience

Penny Wilson, BSc (Hons) CSci MEnvSc MIAQM

Ms Wilson is an Associate Director with AQC, with more than 19 years' relevant experience in the field of air quality. She has carried out numerous assessments for a range of infrastructure developments including power stations, road schemes, ports, airports and residential/commercial developments. The assessments have covered operational and construction impacts, including odours. She also provides services to local authorities in support of their LAQM duties, including the preparation of Review and Assessment and Action Plan reports, as well as audits of Air Quality Assessments submitted with planning applications. She has provided expert evidence to a number of Public Inquiries, and is a Member of the Institute of Air Quality Management and a Chartered Scientist.

Dr Clare Beattie, BSc (Hons) MSc PhD CSci MEnvSc MIAQM

Dr Beattie is an Associate Director with AQC, with more than 20 years' relevant experience. She has been involved in air quality management and assessment, and policy formulation in both an academic and consultancy environment. She has prepared air quality review and assessment reports, strategies and action plans for local authorities and has developed guidance documents on air quality management on behalf of central government, local government and NGOs. She has led on the air quality inputs into Clean Air Zone feasibility studies and has provided support to local authorities on the integration of air quality considerations into Local Transport Plans and planning policy processes. Dr Beattie has appraised local authority air quality assessments on behalf of the UK governments, and provided support to the Review and Assessment helpdesk. She has carried out numerous assessments for new residential and commercial developments, including the negotiation of mitigation measures where relevant. She has also acted as an expert witness for both residential and commercial developments. She has carried out BREEAM assessments covering air quality for new developments. Dr Beattie has also managed contracts on behalf of Defra in relation to allocating funding for the implementation of air quality improvement measures. She is a Member of the Institute of Air Quality Management, Institute of Environmental Sciences and is a Chartered Scientist.

George Chousos, BSc MSc AMEnvSc AMIAQM

Mr Chousos is an Assistant Consultant with AQC, having joined in May 2019. Prior to joining AQC, he completed an MSc in Air Pollution Management and Control at the University of Birmingham, specialising in air pollution control technologies and management, and data processing using R. He also holds a degree in Environmental Geoscience from the University of Cardiff, where he undertook a year in industry working in the field of photo-catalytic technology. He is now gaining experience in the field of air quality monitoring and assessment.

Further Information is available at www.aqconsultants.co.uk.

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Air Quality Delivery PlanKEY

Blue = Statutory for Environmental Protection

Green = Non-statutory already in progress

Grey = Non-statutory work to be discussed at the working group

Within next 12 months			
Category	Action	Status	Timescale/Resource
AQMA's	AQMA 1 Kegworth – Revoke in ASR submitted in 2021/22	Pending	June 2021
	AQMA 2 M1 – Revoke in ASR submitted in 2021/22	Pending	June 2021
	AQMA 3 Castle Donington – Produce an action plan	In progress	Draft AQAP report by month TBC 2021 (Commissioned AQC to complete this work)
	AQMA 4 Coalville – Revoke in ASR submitted in 2021/22	Pending	June 2021
	AQMA 5 Copt Oak – Look to undertake monitoring with a diffusion tube at nearest residential property	In progress	March 2021
Monitoring	Set up monitoring tubes at: <ul style="list-style-type: none"> • Market Street, Ashby – suggested in AQC report – no appropriate receptor • Kilwardby Street, Ashby – suggested in AQC report – no appropriate receptor • Derby Road/The Callis, Ashby – installed following a review of traffic data • Wood Street, Ashby – installed following a review of the traffic data • Belvoir Road, Coalville – suggested in AQC report – no appropriate receptor • London Road, Coalville – suggested in AQC report – following the demolition of the buildings behind the ford dealership this is no longer an issue as the 	Complete	Installed summer 2020

	<p>canyon has been removed</p> <ul style="list-style-type: none"> Central Road, Coalville – already monitored Melbourne Road, Ibstock – suggested in AQC report – awaiting traffic data 		
Monitoring	Develop monitoring plan for use of mobile monitoring equipment	In progress	December 2020
Collaborative working	Work with Climate Change officer to ensure delivery of schemes to get to carbon zero road map will positively impact on air quality (eg EVs/ district heating networks etc)	Ongoing action	To work with Climate Change timescales, can deliver within current resource
Collaborative working	Collaboration with County on Transport Schemes and Promotion of Low Emission Transport	Leicestershire AQ working Forum established. Working group for the LCC joint AQ and Health Action Plan at County level. This is integral part of LCC joint AQ and Health Action Plan	Can deliver within current resources but actions that come out of the group may require additional resources
Public Information	Clean air day, school streets, school education etc. possibly in collaboration with LCC transport/ public health Integral part of LCC joint AQ and Health Action Plan	Suggested action for discussion	Will require additional resource – officer time and promotional material (£3K). Can apply for Defra grant
Collaborative working with County Public Health	Recommendation at the next County Public Health air quality workshop that: <ul style="list-style-type: none"> Desktop study to investigate PM_{2.5} concentrations/sources. Source apportionment for PM_{2.5} based on available information (background maps etc). Undertaken in NWL, which would include source apportionment, 	Suggested action for discussion	Will require additional resource – desktop study £4-12K depending on level of detail within the study Monitoring strategy may include purchase or hire of additional equipment. Would use information obtained in Joint Strategic Needs Assessment Air Quality Action Plan.

	in order to be able target actions better. Investigate strategies and costs for monitoring PM _{2.5}		
Planning	Workshop for planners to increase knowledge of air quality and improve collaborative working. Improving planning process is 1 of main 3 aims of LCC joint AQ and Health Action Plan	Suggested action for discussion	Will require additional resource – probably £2-4K depending on how large the workshop is, number of sessions etc
Within 12-24 months			
Category	Action	Status	Timescale/Resource
Planning	Supplementary Planning Document to recognise the importance of air quality as a material planning consideration and to help ensure consistency in the approach to dealing with air quality when determining planning applications in the district, including the approach to mitigation.	Suggested action for discussion	Will require additional resource – approx. £6K
Collaborative working with County Public Health	Monitoring PM _{2.5} - Use outcomes of investigations re: monitoring and sources, as well as collaboration with County to implement monitoring at key locations as part of wider county strategy.	Suggested action for discussion	Depends on outcome of above. Will require additional resource – officer time/ outsource and additional capital for monitoring. Monitoring costs will depend on how many monitoring sites/ what equipment/ how long monitor.
Within 24-36 months			
Category	Action	Status	Timescale/Resource
Collaborative working with County Public Health	Improving PM _{2.5} - Measures to reduce emissions of PM _{2.5}	Suggested action for discussion	Depends on outcome of above. Unclear until undertaken preparatory work but will require additional resource

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Agenda Item 11.

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