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SUMMONS TO ATTEND A MEETING OF THE
NORTH WEST LEICESTERSHIRE DISTRICT COUNCIL

Time/Date 6.30 pm on TUESDAY, 7 MAY 2024
Location Forest Room, Stenson House, London Road, Coalville, LE67 3FN
Officer to contact Democratic Services (01530 454512)



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Chief Executive

AGENDA

Item	Pages
PRAYERS	
1. APOLOGIES FOR ABSENCE	
2. DECLARATION OF INTERESTS	
Under the Code of Conduct members are reminded that in declaring interests you should make clear the nature of that interest and whether it is a disclosable pecuniary interest, registerable interest or other interest	
3. APPOINTMENT OF CHAIRMAN	
To appoint the Chairman of the Council for the ensuing municipal year.	
4. APPOINTMENT OF DEPUTY CHAIRMAN	
To appoint the Deputy Chairman of the Council for the ensuing municipal year.	
5. CHAIRMAN'S ANNOUNCEMENTS	
6. APPOINTMENT OF LEADER	
To appoint the Leader of the Council for the ensuing municipal year.	

Item	Pages
7. LEADER'S AND PORTFOLIO HOLDERS' ANNOUNCEMENTS	
Members are reminded that under paragraph 11.1 of part 3 of the Constitution, questions can be asked of the Leader and Cabinet Members without notice about any matter contained in any address. Questions shall be limited to five minutes in total for each announcement.	
8. QUESTION AND ANSWER SESSION	
To receive questions from members of the public under procedure rule no.10. The procedure rule provides that members of the public may ask members of the Cabinet any question on any matter in relation to which the Council has powers or duties which affect the District, provided that three clear days' notice in writing has been given to the Head of Legal and Support Services.	
9. QUESTIONS FROM COUNCILLORS	
To receive members' questions under procedure rule no.11. The procedure rule provides that any member may ask the Chairman of a board or group any question on any matter in relation to which the Council has powers or duties which affect the District, provided that three clear days' notice in writing has been given to the Head of Legal and Support Services.	
10. MOTIONS	
To consider any motions on notice under procedure rule no. 12.	
11. PETITIONS	
To receive petitions in accordance with the Council's Petition Scheme.	
12. MINUTES	
To confirm the minutes of the meeting of the Council held on 22 February 2024.	5 - 18
13. APPOINTMENTS TO COMMITTEES AND GROUPS, ELECTION OF CHAIRS AND DEPUTY CHAIRS	
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14. SCHEME OF DELEGATION	
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15. APPOINTMENT OF REPRESENTATIVES ON OUTSIDE BODIES	
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16. SCHEDULE OF MEETINGS 2024 - 2025	
Report of the Head of Legal and Support Services and Monitoring Officer	87 - 90

Item	Pages
17. LOCAL GOVERNMENT BOUNDARY COMMISSION FOR ENGLAND - DRAFT WARDING ARRANGEMENTS	
Report of the Chief Executive	91 - 146
18. CAPITAL UPDATE	
Report of the Director of Resources	147 - 152

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MINUTES of a meeting of the COUNCIL held in the Forest Room, Stenson House, London Road, Coalville, LE67 3FN on THURSDAY, 22 FEBRUARY 2024

Present: Councillor R L Morris (Chair)

Councillors K Horn, M Ball, A Barker, D Bigby, M Blair-Park, R Blunt, R Boam, M Burke, R Canny, D Cooper, D Everitt, T Eynon, M French, J Geary, T Gillard, R Johnson, S Lambeth, P Lees, J Legrys, K Merrie MBE, A Morley, P Moulton, J Page, E Parle, G Rogers, N J Rushton, R Sutton, A C Saffell, C A Sewell, S Sheahan, J G Simmons, N Smith, A Wilson, J Windram, L Windram, A C Woodman and M B Wyatt

Officers: Mr A Barton, Mrs A Crouch, Mrs C Hammond, Mr M Murphy, Mr P Stone, Mrs A Thomas, Mrs R Wallace and Miss E Warhurst

69. APOLOGIES FOR ABSENCE

There were no apologies for absence.

70. DECLARATION OF INTERESTS

Councillor K Merrie declared a registerable interest in item 12 – General Fund budget and Council Tax 2024/25 as the Chair of Ellistown and Battleflat Parish Council.

Councillor R Johnson declared a registerable interest in item 12 – General Fund budget and Council Tax 2024/25 as the Chair of Hugglescote and Donington Le Heath Parish Council.

Councillor R Morris declared a registerable interest in item 12 – General Fund budget and Council Tax 2024/25 as the Chair of Breedon Parish Council.

Councillor P Moulton declared a registerable interest in item 12 – General Fund budget and Council Tax 2024/25 as the Vice Chair of Whitwick Parish Council.

Councillor R Sutton declared a registerable interest in item 12 – General Fund budget and Council Tax 2024/25 as the Vice Chair of Kegworth Parish Council.

Councillor A Wilson declared a registerable interest in item 12 – General Fund budget and Council Tax 2024/25 as the Chair of Ashby de la Zouch Town Council.

71. CHAIRMAN'S ANNOUNCEMENTS

The Chairman announced that to date he had raised £5,072 for his chosen charity 'Steps' and he was hoping to double the amount before the end of his term.

72. LEADER'S AND PORTFOLIO HOLDERS' ANNOUNCEMENTS

The Community and Climate Change Portfolio Holder announced that North West Leicestershire District Council had been selected to take part in a 12 month national trial to pilot the collection of plastic bags and wrapping at the kerbside along with other normal recycling. It was noted as an excellent opportunity to test the new collection and would be launched for selected streets in the Coalville and Greenhill areas, along with some rural households.

Several Members spoke in support of the initiative; however a request was made that in future, Members be briefed on matters such as this prior to being publicised in the press.

73. QUESTION AND ANSWER SESSION

There were no questions received.

74. QUESTIONS FROM COUNCILLORS

There was one question asked which is set out below with the responses. Councillor R Sutton who asked the question was invited by the Chair to ask one supplementary question which is also set out together with the response.

Question from Councillor R Sutton

“The Strategic Growth Plan for Leicester and Leicestershire (SGPLL), approved by this Council on 13 November 2018, speaks with pride of the ‘Leicestershire International Gateway (LIG) focused around the northern parts of the A42 and the M1’ and ‘improvements to the A42, the M1, railway lines and services set out in the Midlands Connect Strategy’. This implied dependency is reiterated in the SGPLL under ‘Aligning Infrastructure and Growth’ as follows: ‘we will need the support from government if we are to achieve the step change in the amount and speed of housing and economic growth’.

Can the Council give details of all firm and significant investments by government, county and district since 2018 specifically for infrastructure and growth at the North end of the District, to warrant and support the ambitious Draft Local Plan currently out for consultation, providing, at the same time, any other tangible evidence for members representing communities such as Diseworth, Breedon, Castle Donington, Hemington, Lockington and Kegworth that the cumulative impacts of the Local Plan will not be for them further exposure to relatively deregulated development which satisfies an iconic LIG Freeport’s ambition for urbanisation without prior investment in infrastructure, services, rural preservation and traditional village communities.”

Response from Councillor K Merrie

The Strategic Growth Plan is a non-statutory plan which sets out an agreed strategy to meet the future developments needs of Leicester and Leicestershire up to 2050. It has been jointly prepared by the ten partner organisations in Leicester & Leicestershire to provide a long-term shared vision for Local Plans to address both the challenges and the opportunities that growth presents. The Council’s draft Local Plan aligns with the Strategic Growth Plan in terms of its overall strategy.

The days of new infrastructure being paid for solely from the public purse are gone. Instead, there is a clear expectation from government that new development will make a significant contribution towards the cost of providing the new infrastructure which is required to make a development acceptable.

In recent years both the Kegworth bypass (which opened in November 2018) and the Castle Donington relief road (February 2020) were funded as part of new development (the East Midlands Gateway development and housing off Park Lane respectively). The

East Midlands Gateway development also provided £300,000 to Castle Donington, Kegworth and Lockington & Hemlington Parish Councils to improve community facilities. In addition, the Park Lane development also secured over £1million towards the cost of youth and adult leisure facilities in Castle Donington as well as significant contributions towards health (about £500,000) and education, including a new primary school.

As part of the Council's new Local Plan an Infrastructure Delivery Plan is being prepared. This will identify what new infrastructure is required to support the development proposed as part of the Local Plan. That work, together with a Viability assessment as required by national policy, is now underway and will be reported to Local Plan Committee before any decisions are made regarding the final preferred plan. It is likely that funding will need to come from both the public purse, but also from new development paying its way.

Supplementary question and response

Councillor R Sutton asked if the Council would be setting up a working group to look at the matter further. Councillor K Merrie confirmed that the appropriate forum for this was the Local Plan Committee.

75. MOTIONS

The Chair referred Members to the motion as detailed within the agenda papers and invited Councillor M B Wyatt, who made the submission to speak.

Councillor M B Wyatt spoke to and then formally moved the motion as detailed within the agenda papers. It was seconded by Councillor A Woodman. The motion was then put to the vote.

The motion was CARRIED.

RESOLVED THAT:

- a) Permission be refused for the release of any sky lanterns from any Council owned public open space.
- b) Officers be required to introduce a condition of contract relating to outdoor events and organised functions on land or property owned and/or controlled by the District Council to prohibit the release of any sky lantern.
- c) To provide information on its website drawing attention to the harmful effects of sky lanterns on the environment and animals.

76. PETITIONS

No petitions were received.

77. MINUTES

Consideration was given to the minutes of the meeting held on 30 January 2024.

It was moved by Councillor R Morris, seconded by Councillor K Horn and

RESOLVED THAT:

The minutes of the meeting held on 30 January 2024 be approved and signed by the Chair as a correct record.

78. ROBUSTNESS OF BUDGET ESTIMATES AND ADEQUACY OF RESERVES

Councillor N J Rushton, Corporate Portfolio Holder, presented the report to Members and moved the recommendations. It was seconded by Councillor R Blunt.

No comments were made.

RESOLVED THAT:

The Section 151 Officer's advice set out in section 7 of the report be noted and the contents of the report be carefully considered as part of the approval of the General Fund Budget 2024/25 report, the Housing Revenue Account Budget 2024/25 report and the Capital Strategy and Treasury Management Strategy 2024/25 report.

Approve the recommendations as set out in the report (Motion)	
Councillor Ray Morris	For
Councillor Kenny Horn	For
Councillor Mike Ball	For
Councillor Anthony Barker	For
Councillor Dave Bigby	For
Councillor Murrae Blair-Park	For
Councillor Richard Blunt	For
Councillor Russell Boam	For
Councillor Morgan Burke	For
Councillor Rachel Canny	For
Councillor Doug Cooper	For
Councillor David Everitt	For
Councillor Dr Terri Eynon	For
Councillor Marie French	For
Councillor John Geary	For
Councillor Tony Gillard	For
Councillor Russell Johnson	For
Councillor Simon Lambeth	For
Councillor Paul Lees	For
Councillor John Legrys	For
Councillor Keith Merrie MBE	For
Councillor Alison Morley	For
Councillor Peter Mout	For
Councillor June Page	For
Councillor Elizabeth Parle	For
Councillor Guy Rogers	For
Councillor Nicholas Rushton	For
Councillor Ray Sutton	For
Councillor Tony Saffell	For
Councillor Carol Sewell	For
Councillor Sean Sheahan	For
Councillor Jenny Simmons	For
Councillor Nigel Smith	For

Councillor Avril Wilson	For
Councillor Jake Windram	For
Councillor Lee Windram	For
Councillor Andrew Woodman	For
Councillor Michael Wyatt	For
Carried	

79. CAPITAL STRATEGY, TREASURY MANAGEMENT STRATEGY AND PRUDENTIAL INDICATORS

Councillor N J Rushton, Corporate Portfolio Holder, presented the report to Members and moved the recommendations. It was seconded by Councillor R Blunt.

No comments were made.

RESOLVED THAT:

- 1) The financial indicators required under the prudential code detailed in section 3 of the report be noted and the following limits be approved:
 - a) The authorised limit and operational boundary for external debt as detailed in table B of the Treasury Management Strategy 2024-25.
 - b) The maturity structure of borrowing as detailed in paragraph 6.6 of the Treasury management Strategy 2024-25.
- 2) The following be approved:
 - a) Capital Strategy 2024-25 at appendix 1.
 - b) Treasury management Strategy 2024-25 at appendix 2.
 - c) Minimum Revenue Provision (MRP) Statement 2024-25 at appendix 3.
 - d) Non-Treasury Investment Strategy 2024-25 at appendix 4
- 3) The authority to move a capital scheme from the development pool to the active programme as long as the scheme is within the approve budget, be delegated to cabinet.
- 4) The authority to make any necessary changes to appendices 1-4 be delegated to the Section 151 Officer should any amendments be agreed to the General Fund and Housing Revenue Account budgets at this meeting.

Approve the recommendations as set out in the report (Motion)	
Councillor Ray Morris	For
Councillor Kenny Horn	For
Councillor Mike Ball	For
Councillor Anthony Barker	For
Councillor Dave Bigby	For
Councillor Murrae Blair-Park	For
Councillor Richard Blunt	For
Councillor Russell Boam	For
Councillor Morgan Burke	For
Councillor Rachel Canny	For
Councillor Doug Cooper	For

Councillor David Everitt	For
Councillor Dr Terri Eynon	For
Councillor Marie French	For
Councillor John Geary	For
Councillor Tony Gillard	For
Councillor Russell Johnson	For
Councillor Simon Lambeth	For
Councillor Paul Lees	For
Councillor John Legrys	For
Councillor Keith Merrie MBE	For
Councillor Alison Morley	For
Councillor Peter Mout	For
Councillor June Page	For
Councillor Elizabeth Parle	For
Councillor Guy Rogers	For
Councillor Nicholas Rushton	For
Councillor Ray Sutton	For
Councillor Tony Saffell	For
Councillor Carol Sewell	For
Councillor Sean Sheahan	For
Councillor Jenny Simmons	For
Councillor Nigel Smith	For
Councillor Avril Wilson	For
Councillor Jake Windram	For
Councillor Lee Windram	For
Councillor Andrew Woodman	For
Councillor Michael Wyatt	For
Carried	

80. GENERAL FUND BUDGET AND COUNCIL TAX 2024/25

Councillor N J Rushton, Corporate Portfolio Holder, presented the report to Members.

The recommendations as detailed within the report were moved by Councillor N J Rushton and seconded by Councillor R Blunt.

The Chair referred to an amendment to the motion, which had been circulated in the additional papers. He invited Councillor S Lambeth to put forward his amendment.

Councillor S Lambeth outlined the amendment to the budget as detailed in the additional papers and it was seconded by Councillor S Sheahan.

A full and lengthy debate was held both in support and against the proposed amendment before the Chair put it to the vote. A recorded vote being required, the voting was as detailed below.

The amendment was declared LOST.

The Chair referred Members to the substantive motion as set out in the agenda.

A further debate was held which received support for the budget, however there was some opposition to the development of Stenson Square in 2024/25, the running costs for retaining the old Council Offices and the budget saving in relation to Age UK. Following discussion on Land at Nottingham Road, Ashby identified in the report for potential workspace which caused some Members confusion, it was clarified that it was very early stages and had been identified for future development only.

The Chair put the substantive motion to the vote. A recorded vote being required, the voting was as detailed below.

The motion was declared CARRIED.

RESOLVED THAT:

- 1) The General Fund Revenue Budget for 2024/25 be approved as summarised in section 2 of the report. Including the increase of the District Council's share of Council Tax in 2024/25 by 2.75 percent.
- 2) The General Fund Revenue Indicative Budget for 2025/26 to 2028/29 at appendix 1 be noted.
- 3) The General Fund Fees and Charges approved by cabinet on 31 January 2024 at appendix 3 be noted.
- 4) The proposed General Fund Capital Programme for 2024/25 at appendix 4 and planned financing as set out in section 3 of the report be approved.
- 5) The remaining elements of the General Fund Capital Programme 2025/26 – 2028/29 be noted.
- 6) The Special Expenses Revenue Budget for 2024/25 at appendix 6 and summarised in section 4 of the report be approved. Including setting the special expense Band D Council Tax at the levels detailed in table 4 of this report and the revised Special Expenses Policy as how in appendix 10.
- 7) The continuation of NWLDC in the Leicester and Leicestershire Enterprise Partnership (LEEP) Business Rates Pool in 2024/25.
- 8) The drawdown from reserves to fund the one-off budget proposals as detailed in the General Fund Budget Summary 2024/25 to 2028/29 at appendix 1 be approved.
- 9) The contribution to reserves as detailed in the General Fund Budget summary 2024/25 to 2028/29 at appendix 1 be approved.
- 10) The responsibility to spend £500,000 from the Medium-Term Financial Plan (MTFP) reserve on the Transformation Programme be delegated to the Chief Executive in consultation with the Director of Resources (Section 151 Officer) and the relevant Portfolio Holder.

Amendment to budget as submitted by Councillor S Lambeth (Amendment)	
Councillor Ray Morris	Against
Councillor Kenny Horn	Against
Councillor Mike Ball	Against
Councillor Anthony Barker	For
Councillor Dave Bigby	For
Councillor Murrae Blair-Park	For
Councillor Richard Blunt	Against
Councillor Russell Boam	Against
Councillor Morgan Burke	Against
Councillor Rachel Canny	Against
Councillor Doug Cooper	For
Councillor David Everitt	For
Councillor Dr Terri Eynon	For
Councillor Marie French	Against

Councillor John Geary	For
Councillor Tony Gillard	Against
Councillor Russell Johnson	For
Councillor Simon Lambeth	For
Councillor Paul Lees	Against
Councillor John Legrys	For
Councillor Keith Merrie MBE	Against
Councillor Alison Morley	For
Councillor Peter Mout	For
Councillor June Page	For
Councillor Elizabeth Parle	For
Councillor Guy Rogers	For
Councillor Nicholas Rushton	Against
Councillor Ray Sutton	For
Councillor Tony Saffell	Against
Councillor Carol Sewell	For
Councillor Sean Sheahan	For
Councillor Jenny Simmons	Against
Councillor Nigel Smith	Against
Councillor Avril Wilson	For
Councillor Jake Windram	Against
Councillor Lee Windram	Against
Councillor Andrew Woodman	Against
Councillor Michael Wyatt	Against
Councillor Ray Morris	Against (Casting Vote)
Rejected	
Substantive motion to approve recommendations as set out in the report (Motion)	
Councillor Ray Morris	For
Councillor Kenny Horn	For
Councillor Mike Ball	For
Councillor Anthony Barker	Abstain
Councillor Dave Bigby	Abstain
Councillor Murrae Blair-Park	Abstain
Councillor Richard Blunt	For
Councillor Russell Boam	For
Councillor Morgan Burke	For
Councillor Rachel Canny	For
Councillor Doug Cooper	Abstain
Councillor David Everitt	Abstain
Councillor Dr Terri Eynon	Abstain
Councillor Marie French	For
Councillor John Geary	Abstain
Councillor Tony Gillard	For
Councillor Russell Johnson	Against
Councillor Simon Lambeth	Abstain
Councillor Paul Lees	For
Councillor John Legrys	Abstain
Councillor Keith Merrie MBE	For
Councillor Alison Morley	Abstain
Councillor Peter Mout	Abstain
Councillor June Page	Abstain
Councillor Elizabeth Parle	Abstain
Councillor Guy Rogers	Abstain
Councillor Nicholas Rushton	For
Councillor Ray Sutton	Abstain
Councillor Tony Saffell	For

Councillor Carol Sewell	Abstain
Councillor Sean Sheahan	Abstain
Councillor Jenny Simmons	For
Councillor Nigel Smith	For
Councillor Avril Wilson	Abstain
Councillor Jake Windram	For
Councillor Lee Windram	For
Councillor Andrew Woodman	For
Councillor Michael Wyatt	For
Carried	

81. HOUSING REVENUE ACCOUNT (HRA) BUDGET AND RENT SETTING 2024/25

Councillor A Woodman, Corporate Portfolio Holder, presented the report to Members and thanked the Finance Team for their hard work during the budget setting process.

The recommendations as detailed within the report were moved by Councillor A Woodman and seconded by Councillor N J Rushton.

The Chair referred to an amendment to the motion, which had been circulated in the additional papers. He invited Councillor D Bigby to put forward his amendment.

Councillor D Bigby outlined the amendment to the budget as detailed in the additional papers and it was seconded by Councillor S Sheahan.

A full and lengthy debate was held both in support and against the proposed amendment before the Chair put it to the vote. A recorded vote being required, the voting was as detailed below.

The amendment was declared LOST.

The Chair referred Members to the substantive motion as set out within the agenda.

A further debate was held which received support for the budget, along with further discussions on the desire to build more council homes. The proposed rent increase was acknowledged across the Chamber, as well as the current priority of bringing council homes up to standard.

The Chair put the substantive motion to the vote. A recorded vote being required, the voting was as detailed below.

The motion was declared CARRIED.

RESOLVED THAT:

- 1) The Housing Revenue Account (HRA) Budget for 2024/25 at appendix 1 and summarised in section 2 of the report, including the increase of rents by 7.7 percent be approved.
- 2) The fees and charges approved by Cabinet on 31 January 2024 at appendix 3 be noted.
- 3) The HRA Budget for 2025/26 to 2028/29 at appendix 1 be noted.
- 4) The proposed HRA Capital Programme for 2024/25 at appendix 4 and planned financing as set out in section 3 of the report be approved.

5) The HRA Capital Programme for 2025/26 to 2028/29 at appendix 4 be noted.

Labour Group amendment to budget as submitted by Councillor D Bigby (Amendment)	
Councillor Ray Morris	Against
Councillor Kenny Horn	Against
Councillor Mike Ball	Against
Councillor Anthony Barker	For
Councillor Dave Bigby	For
Councillor Murrae Blair-Park	For
Councillor Richard Blunt	Against
Councillor Russell Boam	Against
Councillor Morgan Burke	Against
Councillor Rachel Canny	Against
Councillor Doug Cooper	For
Councillor David Everitt	For
Councillor Dr Terri Eynon	For
Councillor Marie French	Against
Councillor John Geary	For
Councillor Tony Gillard	Against
Councillor Russell Johnson	For
Councillor Simon Lambeth	For
Councillor Paul Lees	Against
Councillor John Legrys	For
Councillor Keith Merrie MBE	Against
Councillor Alison Morley	For
Councillor Peter Mout	For
Councillor June Page	For
Councillor Elizabeth Parle	For
Councillor Guy Rogers	For
Councillor Nicholas Rushton	Against
Councillor Ray Sutton	For
Councillor Tony Saffell	Against
Councillor Carol Sewell	For
Councillor Sean Sheahan	For
Councillor Jenny Simmons	Against
Councillor Nigel Smith	Against
Councillor Avril Wilson	For
Councillor Jake Windram	Against
Councillor Lee Windram	Against
Councillor Andrew Woodman	Against
Councillor Michael Wyatt	Against
Councillor Ray Morris	Against (Casting Vote)
Rejected	
Substantive motion to approve the recommendations as set out in the report (Motion)	
Councillor Ray Morris	For
Councillor Kenny Horn	For
Councillor Mike Ball	For
Councillor Anthony Barker	Abstain
Councillor Dave Bigby	Abstain
Councillor Murrae Blair-Park	Abstain
Councillor Richard Blunt	For
Councillor Russell Boam	For
Councillor Morgan Burke	For
Councillor Rachel Canny	For

Councillor Doug Cooper	Abstain
Councillor David Everitt	Abstain
Councillor Dr Terri Eynon	Abstain
Councillor Marie French	For
Councillor John Geary	Abstain
Councillor Tony Gillard	For
Councillor Russell Johnson	Abstain
Councillor Simon Lambeth	Abstain
Councillor Paul Lees	For
Councillor John Legrys	Abstain
Councillor Keith Merrie MBE	For
Councillor Alison Morley	Abstain
Councillor Peter Mout	Abstain
Councillor June Page	Abstain
Councillor Elizabeth Parle	Abstain
Councillor Guy Rogers	Abstain
Councillor Nicholas Rushton	For
Councillor Ray Sutton	For
Councillor Tony Saffell	For
Councillor Carol Sewell	Abstain
Councillor Sean Sheahan	Abstain
Councillor Jenny Simmons	For
Councillor Nigel Smith	For
Councillor Avril Wilson	Abstain
Councillor Jake Windram	For
Councillor Lee Windram	For
Councillor Andrew Woodman	For
Councillor Michael Wyatt	For
Carried	

82. COUNCIL TAX RESOLUTION 2024/25

Councillor N J Rushton, Corporate Portfolio Holder, presented the report to Members and moved the recommendations as amended in the additional papers. It was seconded by Councillor R Blunt.

No comments were made.

The Chair put the motion to the vote. A recorded vote being required, the voting was as detailed below.

The motion was declared CARRIED.

RESOLVED THAT:

The Council Tax Resolution 2024/25 as set out in section 2 of the report as included in the additional papers be approved.

Approve recommendations as set out in the updated report in the additional papers (Motion)	
Councillor Ray Morris	For
Councillor Kenny Horn	For
Councillor Mike Ball	For
Councillor Anthony Barker	For
Councillor Dave Bigby	For
Councillor Murrae Blair-Park	For

Councillor Richard Blunt	For
Councillor Russell Boam	For
Councillor Morgan Burke	For
Councillor Rachel Canny	For
Councillor Doug Cooper	For
Councillor David Everitt	For
Councillor Dr Terri Eynon	For
Councillor Marie French	For
Councillor John Geary	For
Councillor Tony Gillard	For
Councillor Russell Johnson	For
Councillor Simon Lambeth	For
Councillor Paul Lees	For
Councillor John Legrys	For
Councillor Keith Merrie MBE	For
Councillor Alison Morley	For
Councillor Peter Mout	For
Councillor June Page	For
Councillor Elizabeth Parle	For
Councillor Guy Rogers	For
Councillor Nicholas Rushton	For
Councillor Ray Sutton	For
Councillor Tony Saffell	For
Councillor Carol Sewell	For
Councillor Sean Sheahan	For
Councillor Jenny Simmons	For
Councillor Nigel Smith	For
Councillor Avril Wilson	For
Councillor Jake Windram	For
Councillor Lee Windram	For
Councillor Andrew Woodman	For
Councillor Michael Wyatt	For
Carried	

83. STATEMENT OF ACCOUNTS 2021/22 AND 2022/23 UPDATE

Councillor N J Rushton, Corporate Portfolio Holder, presented the report to Members and read out a prepared statement in relation to the ongoing process with the external auditors. Members were also informed that following the publication of the report, a change in date of the next Audit and Governance Committee was required from March to April.

The recommendations as set out in the report were moved by Councillor N J Rushton and seconded by Councillor R Blunt.

During the discussion, concerns were raised in relation to further delays in the statement of accounts, and reference was made to the poor financial position of other Local Authorities as reported in recent years. The current issues with External Auditors backlog were acknowledged and it was reported that the situation would continue to be monitored via the Audit and Governance Committee.

RESOLVED THAT:

- 1) The proposed timetable for the completion and audit of the Statement of Accounts 2021/22 and 2022/23 be noted.

- 2) The details of the Government's proposals in addressing the audit backlogs in the sector be noted.

84. ANNUAL REVIEW OF THE COUNCIL'S CONSTITUTION

Councillor N J Rushton, Corporate Portfolio Holder, presented the report to Members and moved the recommendations. It was seconded by Councillor A C Saffell.

Members spoke in support of the proposals and thanked the Legal Team for the work on the review.

RESOLVED THAT:

The proposed changes to the Council's Constitution as set out in appendices A and B be adopted with effect from 7 May 2024.

85. PAY POLICY STATEMENT 2024/25

Councillor K Merrie, Infrastructure Portfolio Holder, presented the report to members and moved the recommendations. It was seconded by Councillor R Blunt.

During discussion, it was suggested that future budgets forecast a higher percentage increase in staff pay as it generally turned out to be more than predicted each year. It was acknowledged that forecasting for a three percent increase was good practice and therefore the advice was to continue with the current level.

RESOLVED THAT:

The Council's Pay Policy Statement 2024/25 as attached at appendix 1 be approved.

86. GENDER PAY GAP 2023

Councillor K Merrie, Infrastructure Portfolio Holder, presented the report to members and moved the recommendations. It was seconded by Councillor R Blunt.

Members spoke in favour and thanked officers for their work on this report.

RESOLVED THAT:

The report be noted and the relevant information as outlined in paragraph 1.2 be reported to Government.

The meeting commenced at 6.30 pm

The Chairman closed the meeting at 8.47 pm

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NORTH WEST LEICESTERSHIRE DISTRICT COUNCIL
COUNCIL – TUESDAY, 7 MAY 2024



Title of Report	APPOINTMENTS TO COMMITTEES AND GROUPS, ELECTION OF CHAIRS AND DEPUTY CHAIRS	
Presented by	Elizabeth Warhurst Monitoring Officer	
Background Papers	The Council's Constitution	Public Report: Yes
Financial Implications	<p>There are no direct additional financial implications associated with appointment to the committees and groups listed in paragraph 1.2.</p> <p>However, in determining the membership of committees, Council should ensure legislative, constitutional and best practice professional guidance in local governance are followed. This will provide the Council with a good governance framework for its financial decision making and promote a strong internal control process in accordance with the Council's Local Code of Corporate Governance.</p> <p>Signed off by the Section 151 Officer: Yes</p>	
Legal Implications	<p>In determining the membership of committees, account must be taken of the requirements of the Local Government (Committees and Political Groups) Regulations 1990 and 1991 made under sections 15 and 16 of the Local Government and Housing Act 1989. These Regulations require that seats on committees and sub-committees are allocated to the political groups in a way which reflects the overall balance on the Council; with some exceptions to any committees/working groups established under the Constitution. All appointments adhere to the requirements under the Constitution.</p> <p>Signed off by the Monitoring Officer: Yes</p>	
Staffing and Corporate Implications	<p>There are no implications</p> <p>Signed off by the Head of Paid Service: Yes</p>	
Purpose of Report	To appoint the committees and groups of the Council and members to serve thereon and also to elect the Chairs and Deputy Chairs.	
Recommendations	<p>THAT COUNCIL</p> <p>1. ENDORSES THE TERMS OF REFERENCE OF THE COMMITTEES AND GROUPS IN APPENDIX A</p>	

	<p>2. MAKES THE APPOINTMENTS TO THE COMMITTEES AND GROUPS LISTED IN PARAGRAPH 1.2 AND APPENDIX B OF THE REPORT.</p> <p>3. APPOINTS CHAIRS AND DEPUTY CHAIRS FOR THE COMMITTEES AND GROUPS LISTED IN PARAGRAPH 3.1 OF THE REPORT.</p>
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1.0 APPOINTMENT TO COMMITTEES AND GROUPS

1.1 In accordance with the Constitution, Members must, at the Council’s Annual Meeting, endorse committee Terms of Reference, receive nominations of Councillors to serve on each board or committee and appoint to those boards or committees.

1.2 The committees and groups include:

- Appointments Committee
- Audit and Governance Committee
- Electoral Review Working Party
- Employee Joint Consultative Committee
- Investigatory Committee
- Licensing Committee
- Local Plan Committee
- Planning Committee
- Community Scrutiny Committee
- Corporate Scrutiny Committee

1.3 The Terms of Reference for each of the above are attached at appendix A.

1.4 A Governance Working Group (5 members), drawn from the Audit and Governance Committee once appointed, will be set up to support the work on the annual review of the Constitution and review of arrangements for dealing with complaints about councillors during 2024/25.

2.0 POLITICAL BALANCE REQUIREMENTS

2.1 In determining the membership of committees, account must be taken of the requirements of the Local Government (Committees and Political Groups) Regulations 1990 and 1991 made under sections 15 and 16 of the Local Government and Housing Act 1989. These Regulations require that seats on committees and sub-committees are allocated to the political groups in a way which reflects the overall balance on the Council; with some exceptions to any committees/working groups established under the Constitution. The allocation of seats on ordinary committees must be the same proportion as the number of Members of the Council as a whole. The Council has a duty when allocating or reviewing the allocation of seats on committees to give effect so far as is reasonably practicable to the following four principles:

- (i) all the seats are not allocated to the same political group;
- (ii) the majority of the seats go to the political group in the majority on the full Council;

- (iii) subject to the above two principles, the total number of seats on the ordinary committees of the Council are allocated to each political group in the same proportion as the group's representation on the full Council; and
- (iv) subject to the above three principles, the number of seats on each committee are allocated to each political group in the same proportion as the group's representation on the Council.

2.2 Appendix B provides guidance on determining proportionality for Political Balance and following the District by-election on 2 May 2024 an additional table showing the methodology for making the calculations will be circulated in the additional papers at the meeting.

3.0 APPOINTMENT OF CHAIRS AND DEPUTY CHAIRS

3.1 Members are asked to appoint the Chairs and Deputy Chairs to the following:

- Appointments Committee
- Audit and Governance Committee
- Community Scrutiny Committee
- Corporate Scrutiny Committee
- Investigatory Committee
- Licensing Committee
- Local Plan Committee
- Planning Committee

4.0 NOMINATIONS

4.1 Nominations for the seats on the above committees and groups will be circulated at the meeting.

Policies and other considerations, as appropriate	
Council Priorities:	Supporting Coalville to be a more vibrant, family friendly town Support for businesses and helping people into local jobs Developing a clean and green district Local people live in high quality, affordable homes Our communities are safe, healthy and connected
Policy Considerations:	The Local Government (Committees and Political Groups) Regulations 1990 and 1991 made under sections 15 and 16 of the Local Government and Housing Act 1989.
Safeguarding:	Not applicable.
Equalities/Diversity:	The process ensures that all committees have a politically balanced make up.
Customer Impact:	Not applicable.
Economic and Social Impact:	Not applicable.

Environment, Climate Change and Zero Carbon:	Not applicable.
Consultation/Community/Tenant Engagement:	Political Group Leaders
Risks:	Failure to appoint to the relevant Committees would put the Council in breach of its duties and compromise the legality and integrity of any future decisions.
Officer Contact	Elizabeth Warhurst Head of Legal and Support Services elizabeth.warhurst@nwleicestershire.gov.uk

Appendix B - Guidance on proportionality to establish political balance

Committees to whom these Proportionality Rules apply

1. The Committees to political balance requirements apply are:

- Planning
- Community Scrutiny
- Corporate Scrutiny
- Audit and Governance
- Licensing (Regulatory)
- Appointments Committee
- Employee Joint Consultative Committee
- Investigatory Committee
- Electoral Review Working Party
- Local Plan Committee

2. Bodies to whom the political balance requirements do not apply are:

- Cabinet
- Licensing Act Sub-committees
- Working Groups/Task and Finish Groups - although political balance is not a requirement the aim, where appropriate, will be to ensure these groups are broadly balanced as defined in the Terms of Reference.

Legislative Requirements

3. The allocation of seats shall conform to the principles of proportionality contained in sections 15 and 16 of the Local Government and Housing Act 1989. There is a duty to give effect to the following principles, as far as reasonably practicable, in the order shown:
 - (a) that not all the seats are allocated to the same political group;
 - (b) that the majority of seats are allocated to the political group that has the majority of the Council's membership;
 - (c) subject to (a) and (b) above, that the total number of all seats of the ordinary committees allocated to each particular political group reflects the group's proportion of the membership of the Council; and
 - (d) subject to (a) – (c) above, that the number of seats allocated to a particular political group reflects that group's proportion of the membership of the Council.

Councillors not in a Political Group

4. For political balance, a group is required to have at least two members in order to be formally constituted as a political group.

5. In the case of councillors who are not members of a political group, a proportion of seats on committees equal to the proportion of Council members who do not belong to a political group has to be reserved, with appointments to these seats being made by the Council at its discretion.

Method to Calculate Places

6. This is the process which is followed to calculate the representation of members on committees:
 - I. Calculate the total number of seats with votes on **all** the committees subject to Political Balance.
 - II. Calculate the proportion that each political group forms of the total membership of the Authority. Reserve an appropriate number of seats for ungrouped members. This should be done by grouping together ungrouped members.
 - III. Apply those proportions to the total number of ordinary seats to give the aggregate entitlement of each group; the requirement to apply the proportions “so far as reasonably practicable” are met by rounding down fractional entitlements of less than half, and rounding up entitlements of a half or more; if this results in a greater aggregate than the number of seats available, the fractional entitlement(s) closest to a half should be rounded in the other direction until entitlements balance the available seats.
 - IV. Apply the proportions to the number of councillors on each committee to give provisional entitlement to seats on that committee.
 - V. Finally, adjust the seats on each committee so that the total allocated to each group is as near as possible to their aggregate entitlement, whilst preserving the results reached at steps (iv) and (v) (thus applying principle (c) above).
 - VI. Unallocated spaces will be available to any independent members (who are not members of a group) – where more than one independent member is nominated for a seat then the seat is allocated at the discretion of Full Council.
 - VII. Proportionality does not always give a perfect calculation but the Council will work to achieve overall balance in so far as practicable whilst engaging with members in this process.

Review of allocation of seats to political groups

7. Subject to, and in accordance with, regulation 17 of the Local Government (Committees and Political Groups) Regulations 1990 the representation of different political groups shall be reviewed at the following times:
 - (a) at the annual general meeting or as soon as practicable.
 - (b) as soon as practicable after a political group is constituted or ceases to be constituted.
 - (c) as soon as practicable the membership of a political group is changed.
 - (d) as soon as practicable after a new member is elected and identified that they wish to become a member of a particular group
8. As per the Local Government (Committees and Political Groups) regulations 1990 appointments are made in accordance with the wishes of a political group, then, so long as that person’s seat continues to be allocated to that group, the authority or

committee which made the appointment shall act in accordance with the wishes of that group in determining whether and when to terminate the appointment.

9. If a group fails to express its wishes within a period of three weeks of being notified of the allocation or vacancy, the Council or Committee may make such appointment as it thinks fit.

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SECTION D1 - LICENSING COMMITTEE

1 COMMITTEE FORM AND STRUCTURE

Composition

- 1.1 The full **Licensing Committee** will comprise 15 Councillors in **Political Balance**.
- 1.2 The **Chair** will be appointed by **Full Council** annually.
- 1.3 Where **Sub-Committees** are established by the **Licensing Committee** on an ad hoc basis to deal with matters under the Licensing Act 2003 and the Gambling Act 2005 and 'general' licensing matters they will comprise three Councillors from the full Licensing Committee.

Quorum

- 1.4 The **Licensing Committee Quorum** will be five **Councillors**. The **Sub-Committee Quorum** will be three Councillors.

Substitutes

- 1.5 Each group may appoint substitutes under the **Councillors' Substitute Scheme Procedure Rules** in **Part 3**.

2 MATTERS RESERVED FOR THE LICENSING COMMITTEE

- 2.1 Functions under both the Licensing Act 2003 and the Gambling Act 2005:
 - 2.1.1 To consider all outstanding licensing matters;
 - 2.1.2 To recommend to Council to resolve not to issue a casino licence;
 - 2.1.3 To determine all licensing matters referred to it with the exception of:
 - (a) The Statements of Licensing Policy under both the Licensing Act 2003 and the Gambling Act 2005;
 - (b) the power to resolve not to issue a casino licencewhich shall be reserved to Council.
- 2.2 To decide on any other matter where it is necessary or desirable for Councillors to make that decision.
- 2.3 Where **Sub-Committees** are convened they will have the following functions under the Licensing Act 2003:
 - 2.3.1 To determine applications to vary designated premises supervisors

following police objections;

- 2.3.2 To determine applications for transfer of premises licences following police and/or Secretary of State objections;
 - 2.3.3 To consider police and/or Secretary of State objections made to interim authority notices;
 - 2.3.4 To determine applications for premises licences and club premises certificates where relevant representations have been made;
 - 2.3.5 To determine applications for provision statements where relevant representations have been made;
 - 2.3.6 To determine applications to vary premises licences and club premises certificates where relevant representations have been made;
 - 2.3.7 To determine valid applications for review of premises licences and club premises certificates;
 - 2.3.8 To decide whether to give counter notices following objections from police and/or environmental health to standard temporary event notices;
 - 2.3.9 To determine applications for grants of personal licences following police objections;
 - 2.3.10 To determine applications for renewals of personal licences following police objections;
 - 2.3.11 To decide on revocation of personal licences where convictions come to light after grant;
 - 2.3.12 To decide whether to object when the local authority is the consultee and not the relevant authority considering the application.
- 2.4 Where **Sub-Committees** are convened they will have the following functions under the Gambling Act 2005:
- 2.4.1 To determine applications for premises licences where relevant representations have been made and not withdrawn.
 - 2.4.2 To determine applications for provisional statements where relevant representations have been made and not withdrawn;
 - 2.4.3 To determine valid applications for review of premises licences;
 - 2.4.4 To determine applications for variations of premises licences where relevant representations have been made and not withdrawn;

- 2.4.5 To determine applications for transfers of premises licences following representations by the Gambling Commission or others;
 - 2.4.6 To determine applications for the re-instatement of premises licences where relevant representations have been made;
 - 2.4.7 To decide whether to give counter notices following objections to temporary use notices;
 - 2.4.8 To determine applications for the grant or renewal of club gaming permits and club machine permits where valid objections have been received and not withdrawn;
 - 2.4.9 To determine proposals to cancel club gaming permits and club machine permits where the holder requests a hearing;
 - 2.4.10 To determine applications for the grant of temporary use notices where objections have been made.
- 2.5 Where a **Hackney Carriage and Private Hire Sub-Committee** is convened it will have the following function:
- 2.5.1 To consider all outstanding hackney carriage and private hire licensing issues which are referred to it.

SECTION D2 - APPOINTMENTS COMMITTEE

1 COMMITTEE FORM AND STRUCTURE

Composition

- 1.1 The **Appointments Committee** will comprise four Councillors in **Political Balance**, one of whom must be a **Cabinet Member**, plus the relevant portfolio holder.
- 1.2 Members and the **Chair** will be appointed by **Full Council** annually.

Quorum

- 1.3 The **Appointments Committee Quorum** will be 3 **Councillors**.

2 MATTERS RESERVED FOR THE APPOINTMENTS COMMITTEE

- 2.1 With regard to appointments of the Councils' **Statutory Officers, Chief Officers** and **Deputy Chief Officers**:
 - 2.1.1 To interview shortlisted candidates for **Head of Paid Service, Strategic Director** and **Head of Service** posts;
 - 2.1.2 To make recommendations to **Full Council** on the appointment of the **Chief Executive/Head of Paid Service**;
 - 2.1.3 To make decisions about all permanent appointments to **Strategic Director** and **Head of Service** posts.
 - 2.1.4 Undertake an annual appraisal of the performance of the **Chief Executive/Head of Paid Service**.
 - 2.1.5 To hear appeals from the **Investigatory Committee**.

SECTION D3 - INVESTIGATORY COMMITTEE

1 COMMITTEE FORM AND STRUCTURE

Composition

- 1.1 The **Investigatory Committee** will comprise five Councillors in **Political Balance**.
- 1.2 Members and the **Chair** will be appointed by **Full Council** annually.
- 1.3 When advising the Council in relation to the proposed dismissal of the **Head of Paid Service, Strategic Directors** and Heads of Service (including Statutory Officers) the Committee will co-opt two (voting) **Independent Persons** in accordance with the Local Authorities (Standing Orders) (England) Regulations 2001 (as amended).

Quorum

- 1.4 The **Investigatory Committee Quorum** will be three **Councillors**.

2 MATTERS RESERVED FOR THE INVESTIGATORY COMMITTEE

- 2.1 To appoint an independent investigator and independent advisors, if required.
- 2.2 To determine whether or not any of the following should be suspended pending investigation into allegations of misconduct or incapability:
 - **Head of Paid Service**
 - **S151 Officer**
 - **Monitoring Officer**
 - **Strategic Director**
 - **Head of Service**
- 2.3 To make a recommendation to Council to dismiss a Statutory Officer.
- 2.4 When making a recommendation to Council to dismiss a Statutory Officer, to meet and consider the matter with an **Independent Person** and prepare a report for Council.
- 2.5 To approve any proposed severance payment to the Head of Paid Service that is no more than £100,000.

SECTION D4 - PLANNING COMMITTEE

1 COMMITTEE FORM AND STRUCTURE

Committee scope

- 1.1 The majority of planning applications are dealt with by Officers under delegated powers from the **Planning Committee**, as they are relatively straightforward. Consequently, the determination of all non-executive decisions under the Planning Acts is delegated to the Strategic Directors, apart from those matters reserved to the Planning Committee under this Section D4.
- 1.2 Where development control functions are discharged by the **Planning Committee**, the meeting will consider applications and related planning matters which are being determined or considered by the Council as the Local Planning Authority.
- 1.3 Without prejudice to the generality of paragraph 1.1 above, the Planning Committee has delegated responsibility for determining the following to the Strategic Directors:
- Agricultural Prior Approval
 - East Midlands Airport Informal Notification
 - Certificate of Alternative Appropriate Development
 - Certificate of Lawful Development – Existing
 - Certificate of Lawful Development – Proposed
 - County Council Consultation
 - Demolition Prior Approval
 - Discharge of Conditions
 - Habitat Regulations Assessment
 - Hedgerow Removal Notice
 - Neighbouring Authority Consultation
 - Non-Material Amendment
 - Overhead Lines Notification
 - Pre-Application Advice
 - Pre-Application Advice - Major
 - Applications querying whether Planning Permission is required
 - Prior Approval for Householder development
 - Works to trees in a conservation area

Composition

- 1.4 The **Planning Committee** will comprise 11 Councillors in **Political Balance**.
- 1.5 The **Chair** will be appointed by **Full Council** annually.

Quorum

- 1.6 The **Planning Committee Quorum** will be three **Councillors**.

Substitutes

- 1.7 Each group may appoint substitutes in accordance with the **Councillors' Substitute Scheme Procedure Rules** in **Part 3**.

2 MATTERS RESERVED FOR THE PLANNING COMMITTEE

- 2.1 The determination of an application that is contrary to the provisions of an approved or draft development plan policy and is recommended for permission, which in the opinion of the relevant Strategic Director the application is likely to:
 - (a) be potentially controversial; or
 - (b) be of significant public interest; or
 - (c) have a significant adverse impact on the environment; or
 - (d) raise matters which should be referred to the Planning Committee.
- 2.2 The determination of an application that is submitted by or on behalf of the Council for its own development, except for the approval of development which is unlikely to have any major impacts and to which no material planning objections (in the opinion of the relevant Strategic Director) have been received.
- 2.3 The determination of an application where a legal agreement (S106 or similar) is required, except in the case of minor non-contentious agreements or minor amendments to existing legal agreements.
- 2.4 Excluding those types of applications detailed at paragraph 1.3 above, the determination of an application where the effective use of the Call- in procedure has been executed in accordance with paragraph 3.
- 2.5 The determination of an application that is recommended for approval by officers and is submitted by:
 - (a) a serving member or officer of the Council; or
 - (b) the close relative of a serving member or officer of the Councilexcept for the approval of an application which in the opinion of the relevant

Strategic Director (or a nominated officer) is unlikely to have any major impacts and to which no objections have been received.

- 2.6 The determination of any application or matter that the relevant Strategic Director refers to the Planning Committee, including (but not limited to) any consultation on an executive function, provided that where the matter referred to the Committee relates to an executive function, the Committee's view shall be subject to being agreed with the relevant portfolio holder or agreed by **Cabinet**.
- 2.7 The making of orders to revoke or modify planning permissions, to impose conditions to remove buildings or repair listed buildings.
- 2.8 To consider objections or other representations in relation to making tree preservation orders.
- 2.9 Serving Building Preservation Notices or Listed Building Repair Notices, except where it is necessary to serve a notice in an emergency.
- 2.10 To determine matters referred to it following the receipt of objections or other representations in relation to:
 - (a) Public Footpath Orders under the Town and Country Planning Act 1990;
 - (b) Footpath Diversion Orders under the Highways Act 1980.

3. **CALL-IN PROCEDURE**

- 3.1 Call -in for the purpose of Para 2.4 is when the Chair of Planning Committee, in consultation with the Strategic Director (or his nominated officer), is satisfied that the following requirements are met:
 - 3.1.1 the notification is supported by one or more material planning grounds;
and
 - 3.1.2 the item relates to a matter of local concern.
- 3.2 If a decision is made that the application does not satisfy 3.3.1 and/or 3.3.2, written reasons shall be given
- 3.3 The Chair of Planning Committee shall have cause to consider a request for Call-in if:
 - 3.3.1 a ward member of the ward to which the application relates or the ward member of an adjoining ward (if that adjoining ward is materially impacted by the application) has notified the relevant Strategic Director (in writing or by email within 28 days of being notified of the application) that the application should be determined by the Planning Committee; or

- 3.3.2 a ward member of the ward to which the application relates or the ward member of an adjoining ward (if that adjoining ward is materially impacted by the application) has not notified the relevant Strategic Director but has a conflict of interest (provided that where the interest falls under para 2.5, the requirements of 2.5 are engaged) then the duty to consider the request for Call-in shall pass to the Deputy Chair.
- 3.4 If the Chair of Planning Committee is the ward member at (3.3.1) or (3.3.2) above, or the Chair has some other conflict of interest (provided that where the interest falls under para 2.5, the requirements of 2.5 are engaged) then the duty to consider the request for Call-in shall pass to the Deputy Chair.
- 3.5 If both the Chair and Deputy Chair have a conflict of interest (provided that where the interest falls under para 2.5, the requirements of 2.5 are engaged) then the duty to consider the request for Call-in shall pass to the Planning Portfolio Holder.
- 3.6 For the purpose of this clause 3 a conflict of interest is where a member has a registerable interest which would prevent them from making a decision in accordance with the Councillors Code of Conduct.

SECTION D5 - LOCAL PLAN COMMITTEE

1 COMMITTEE FORM AND STRUCTURE

Committee Scope

- 1.1 The **Local Plan Committee** will meet at least once every two months but may meet more frequently where necessary.
- 1.2 Other **Councillors** may (at the discretion of the **Chair**) be invited to speak at meetings of the **Local Plan Committee** on any particular matter. Requests to be so invited must be submitted by Councillors to the Democratic and Support Services **Team Manager** no later than 12pm on the last clear day before the meeting. Councillors so invited shall not be entitled to vote.
- 1.3 If appropriate to a particular matter being discussed by the **Local Plan Committee**, the **Chair** may permit relevant experts to speak at a meeting.
- 1.4 Rule 11 of the **Council and Committee Procedure Rules** in **Part 3** which allows members of the public to ask questions shall apply to the **Local Plan Committee** provided that references to “Council” or **Cabinet Members** shall be deemed to refer to the Local Plan Committee or its **Councillors**.
- 1.5 Neither the **Chair** nor **Deputy Chair** of the **Local Plan Committee** shall be the same person who is the Chair or Deputy Chair of the **Planning Committee**.

Composition

- 1.6 The **Local Plan Committee** will comprise 11 Councillors in **Political Balance**.
- 1.7 The **Chair** will be appointed by **Full Council** annually.

Quorum

- 1.8 The **Local Plan Committee Quorum** will be 7 **Councillors**.

Substitutes

- 1.9 Each group may appoint substitutes in accordance with the **Councillors’ Substitute Scheme Procedure Rules** in **Part 3**.

2 MATTERS RESERVED FOR THE LOCAL PLAN COMMITTEE

- 2.1 In relation to Development Plan Documents (DPDs) (the Council’s Local Plan is a DPD):
 - 2.1.1 To receive reports and drafts from **Cabinet** on:
 - (a) proposed DPDs; and

- (b) the functioning of and proposed revisions to existing DPDs;
- 2.1.2 To consider and comment on documents that relate to DPDs including (but not restricted to) policy options and draft policies having regard to evidence prepared to support each DPD;
- 2.1.3 To provide updates to other Councillors who do not sit on the **Local Plan Committee** and to champion the Committee's work on the Local Plan;
- 2.1.4 To keep DPDs under review and monitor progress on the preparation of revisions and updates to DPDs (including the Local Plan);
- 2.1.5 Instructing **Cabinet** to reconsider drafts of DPDs and revisions of them;
- 2.1.6 Deciding to publish DPDs and revisions of them for public consultation;
- 2.1.7 Deciding to submit DPDs and revisions of them for examination by a Planning Inspector;
- (Adoption of DPDs and revisions of them following examination remains a function of **Full Council**).
- 2.2 In relation to Supplementary Planning Documents (SPDs):
 - 2.2.1 To receive reports from the **Cabinet** on:
 - (a) proposed SPDs; and
 - (b) the functioning of and proposed revisions to existing SPDs;
 - 2.2.2 To consider and comment on documents that relate to SPDs including (but not restricted to) draft SPDs;
 - 2.2.3 To keep SPDs under review and monitor progress on the preparation of revisions and updates to SPDs;
 - 2.2.4 Instructing the executive (i.e. Portfolio Holder/Officers) to reconsider drafts of SPDs and revisions of them;
 - 2.2.5 Deciding to publish SPDs and revisions of them for public consultation;
 - 2.2.6 Deciding to adopt SPDs and revisions of them following public consultation.
- 2.3 In relation to HS2:
 - 2.3.1 To keep the Council's HS2 strategy under review and monitor developments on the ground against the parameters set out in the Council's Strategy;
 - 2.3.2 To decide to adopt an amended HS2 Strategy from time to time.

2.4 In relation to other Council functions:

2.4.1 To determine any matters referred to it by **Full Council**.

2.5 Advisory functions (non-decision-making):

2.5.1 Duty to Co-operate:

- (a) To consider and comment on responses to plans being prepared by other local planning authorities or by multiple local authorities working in partnership (such as the Strategic Growth Plan) as part of the “Duty to Cooperate” contained in s33A of the Planning and Compulsory Purchase Act 2004;
- (b) To recommend to Council that a particular inter-authority plan or strategy is adopted in compliance with the “Duty to Cooperate”.

SECTION D6 - SCRUTINY COMMITTEES

1 COMMITTEE FORM AND STRUCTURE

Committee Scope

- 1.1 North West Leicestershire District Council adopts the **Cabinet** system to operate its decision making and there are two **Scrutiny Committees** comprising non-Cabinet Members – the Corporate Scrutiny Committee and the Community Scrutiny Committee.
- 1.2 Where there are references to the “relevant Scrutiny Committee” in this Constitution and there is any doubt as to which Scrutiny Committee it is, the decision of the Monitoring Officer shall be final.
- 1.3 Scrutiny is central to the Council's decision-making process and has two main roles:
 - 1.3.1 The development and review of policies for a wide range of subjects and services; and
 - 1.3.2 The critical examination of the Council's performance and effectiveness of its decisions.
- 1.4 The **Scrutiny Committees** look into areas of local concern and recommend improvements the Council can make to ensure quality of life is improved for all. The main tasks of the **Committees** are:
 - 1.4.1 Performance Monitoring - The Council has to meet corporate priorities set out in the Council Delivery Plan and report against those indicators. **Scrutiny Committees** can examine any aspect of the Council's performance, including services that it delivers through partnerships with other organisations;
 - 1.4.2 Holding the **Cabinet** to Account - Decisions made by the Cabinet but not yet put into practice can be reviewed by the **Scrutiny Committees** and challenged;
 - 1.4.3 Policy review and development - **Scrutiny Committees** can propose new policies or review existing policies and recommend changes to **Cabinet**; and
 - 1.4.4 External Scrutiny - Any issue directly affecting the residents of North West Leicestershire can be scrutinised by the **Scrutiny Committees**, including services provided by another organisation.
- 1.5 The **Scrutiny Committees** are not able to take decisions but make recommendations to either **Cabinet** or **Full Council**.

- 1.6 Below is a non-exhaustive list of the respective areas of responsibility for each **Scrutiny Committee**. Each Committee may receive reports and comment on matters of policy or items of business of a reasonably similar nature to those listed:

Corporate Scrutiny Committee	Community Scrutiny Committee
Asset Management	Business/Economy
Estates and property	Planning and Building Control
Audit	Tourism
Communications	Partnerships
Customer Services	Community Safety
Finance	Leisure
Human Resources	Health and Wellbeing
ICT	Stronger Safer Communities
Legal Services	Environmental Health
Revenue and Benefits	Licensing
Shared Services	Environmental Protection
	Statutory Crime and Disorder Committee
	Strategic Housing - Housing Strategy
	Housing Management
	Economic Development
	Regeneration
	Waste Services

Composition

- 1.7 The **Scrutiny Committees** will each comprise 10 Councillors in **Political Balance**.
- 1.8 Members of the **Scrutiny Committees** must not be **Cabinet Members** or members of the **Audit and Governance Committee**.
- 1.9 The **Chair** and **Deputy Chair** will be appointed by **Full Council** annually.
- 1.10 The **Scrutiny Committees** shall be entitled to recommend to Council the appointment of a number of people as non-voting co-optees.

Quorum

- 1.11 The **Quorum** for each **Scrutiny Committee** will be three **Councillors**.

2 MATTERS RESERVED TO THE SCRUTINY COMMITTEES

The two **Scrutiny Committees** shall have equal status and equal functions as set out below. The Scrutiny Committees:

- 2.1 will discharge the Council's functions under section 9F of the Local Government Act 2000;
- 2.2 will be responsible for the Council's scrutiny function including the preparation, implementation, monitoring and review of an annual **Work Plan** for scrutiny in accordance with the objectives of the Council Delivery Plan and arrangements for the scrutiny of other public bodies particularly where required to do so by law;
- 2.3 may establish such **task and finish groups**, appointing the **Chair** in accordance with the Council's criteria and with such membership as it sees fit, to undertake scrutiny on a task and finish basis;
- 2.4 will, as part of the overall role, ensure the **Chief Executive** and Senior Leadership Team discharge their responsibilities effectively and efficiently in relation to the scrutiny function;
- 2.5 will scrutinise decisions of or actions taken by the **Cabinet**, and offer advice or make recommendations on the matter under scrutiny once the Committee has considered the issues;
- 2.6 may scrutinise matters coming before **Cabinet** for decision and respond appropriately to the Cabinet on the matter once the Committee has considered the issues fully;
- 2.7 will review or scrutinise decisions or actions taken in respect of any functions which are not the responsibility of the **Cabinet** and make reports or recommendations to the **Full Council**, or appropriate body of the Council;
- 2.8 may refer to the Council or appropriate Committee/**Sub-Committee** any matter which, following scrutiny, the Committee determines should be brought to the attention of the **Full Council** or the Committee or **Sub-Committee** and may, if requested, offer any views or advice to the **Cabinet** in relation to any matter referred to the Committee for consideration;
- 2.9 may undertake reviews with a cross-service approach wherever possible and make reports and recommendations to the **Full Council** (or other appropriate Council body) or the **Cabinet** to assist in the review of policies and strategies;
- 2.10 may offer advice and make recommendations to the appropriate body of the Council on the review of policy, services and aspects of services where there is an identifiable need, by itself or through setting up a **Task and Finish Group**;

- 2.11 in performing its role, the Committee may consult and involve the local community and other local public, private and voluntary bodies or organisations;
- 2.12 may review the Council's response to its obligations in respect of the overall performance management regime and, where appropriate, to advise the **Cabinet** or appropriate body of the Council of its findings;
- 2.13 may recommend that a decision made but not yet implemented, and taken in respect of a function which is the responsibility of the **Cabinet**, be reconsidered by the Cabinet;
- 2.14 may scrutinise decisions after implementation to examine their effect and outcomes;
- 2.15 may make reports or recommendations to the appropriate body of the Council in respect of any matters which affect the Council's area or its inhabitants;
- 2.16 may review and make recommendations in relation to matters which are not the direct responsibility of the Council but which affect the social, economic or environmental well-being of an area or the Council's area as a whole or under any statutory requirement or Council contract, procedure or practice;
- 2.17 may invite expert witnesses, Councillors, Officers and partners to answer questions;
- 2.18 will consider and advise the **Cabinet** in respect of "**Call-in**" notices under the Council's relevant procedures;
- 2.19 will create **Task and Finish Groups** and set their Terms of Reference, to fulfil the scrutiny requirements of the Council and the annual **Work Plan**;
- 2.20 will approve an annual **Work Plan**, to be kept under review and updated as required;
- 2.21 will produce an annual report to **Full Council** for the scrutiny process;
- 2.22 will report to **Full Council** as required on the Committee's performance in relation to the terms of reference and the effectiveness of the Committee in meeting its purpose;
- 2.23 will discharge the Council's scrutiny functions in relation to the reduction of crime and disorder pursuant to the Crime and Disorder Act 1998 and:
 - 2.23.1 shall have power to scrutinise decisions or actions taken in connection with the discharge of its crime and disorder functions by any responsible authority and make recommendations or reports to the Council in relation to the discharge of those functions;

- 2.23.2 may co-opt additional members to serve on the Committee;
 - 2.23.3 may require the attendance before it of any Officer or employee of any responsible authority or co-operating body;
 - 2.23.4 may make a report or recommendation to a responsible authority or co-operating body; and
 - 2.23.5 shall exercise its functions in accordance with any appropriate regulations.
- 2.24 Notwithstanding the above, the **Scrutiny Committees** shall not review any decisions of development control or other quasi-judicial matters.

SECTION D7 - AUDIT AND GOVERNANCE COMMITTEE

1 COMMITTEE FORM AND STRUCTURE

Committee scope

- 1.1 The **Audit and Governance Committee** has specific responsibility for governance issues, including audit functions.
- 1.2 The Committee's scope is to:
- 1.2.1 provide independent assurance to those charged with governance of the adequacy of the risk management framework and the internal control environment;
 - 1.2.2 provide independent review of the **Council's** governance, risk management and control frameworks and oversee the financial reporting and annual governance process;
 - 1.2.3 oversee internal audit and external audit arrangements, helping to ensure efficient and effective assurance mechanisms are in place.
- 1.3 The success of the **Audit and Governance Committee** in exercising its audit functions depends upon its ability to remain apolitical. It must adopt a non-political approach to its meetings and discussions at all times. Remaining apolitical also places a duty on **Councillors** not to make inappropriate use of information provided to the Committee for other purposes.

Composition

- 1.4 The **Audit and Governance Committee** will comprise 10 Councillors in **Political Balance**.
- 1.5 Members of the **Committee** should not be members of **Cabinet** or **Scrutiny**.
- 1.6 The **Chair** will be appointed by **Full Council** annually.
- 1.7 Two **Independent Persons** may be co-opted to the **Audit and Governance Committee** to provide appropriate technical expertise but will not be entitled to vote at meetings. It shall be a function of the Audit and Governance Committee to appoint any Independent Person for this purpose.
- 1.8 An Independent Person may be co-opted as required to a Sub-Committee of the Audit and Governance Committee in relation to Councillors Code of Conduct matters. Full Council appoint a pool of Independent Persons which can be drawn on for this purpose.
- 1.9 At least one parish councillor may be present when matters relating to parish councils or their Councillors are being considered. Parish councillors are co-

opted to the **Audit and Governance Committee** as required and will not be entitled to vote at meetings.

Quorum

1.10 The **Audit and Governance Committee Quorum** will be three **Councillors**.

2 MATTERS RESERVED FOR THE AUDIT AND GOVERNANCE COMMITTEE

Governance, Risk and Controls

2.1 The Committee has the right to access all the information it considers necessary to undertake the work of the Committee and may receive reports and refer matters to internal and external auditors.

2.2 To review the Council's corporate governance arrangements against the good governance framework, including the ethical framework and consider the local code of governance.

2.3 To review and approve the **Annual Governance Statement** and consider whether it properly reflects the risk environment and supporting assurances, taking into account internal audit's opinion on the overall adequacy and effectiveness of the **Council's** framework of governance, risk management and control.

2.4 To consider the **Council's** arrangements to secure value for money and to review and scrutinise assurances and assessments on the effectiveness of these arrangements.

2.5 To consider the **Council's** framework of assurance and ensure that it adequately addresses the risks and priorities of the Council.

2.6 To monitor the effective development and operation of risk management in the **Council**.

2.7 To monitor progress in addressing risk related issues reported to the **Committee** such as the [Corporate Risk Register](#).

2.8 To consider reports on the effectiveness of internal controls and monitor the implementation of agreed actions.

2.9 To review the assessment of fraud risks and potential harm to the **Council** from fraud and corruption.

2.10 To monitor the [Anti-Fraud and Corruption Strategy](#), actions and resources.

2.11 To review the governance and assurance arrangements for significant partnerships or collaborations.

2.12 To review and monitor the **Council's** compliance with public sector financial and audit standards and guidance, in accordance with the **CIPFA** Codes and Accounts and Audit Regulations.

2.13 To review and monitor the Council's **Treasury Management** arrangements in accordance with the **CIPFA** Treasury Management Code of Practice.

3 **INTERNAL AUDIT**

3.1 To approve the internal audit charter.

3.2 To approve (but not direct) the risk-based internal audit plan, including internal audit's resource requirements, the approach to using other sources of assurance and any work required to place reliance upon those other sources.

3.3 To approve significant interim changes to the risk-based internal audit plan and resource requirements.

3.4 To make appropriate enquiries of both management and the Head of Internal Audit (currently the Audit Manager) to determine if there are any inappropriate scope or resource limitations.

3.5 To consider any impairments to independence or objectivity arising from additional roles or responsibilities outside of internal auditing of the Head of Internal Audit. To approve and periodically review safeguards to limit such impairments.

3.6 To consider reports from the Head of Internal Audit on internal audit's performance during the year.

3.7 To consider internal audit's annual report:

3.7.1 The statement of the level of conformance with the **Public Sector Internal Audit Standards** and the results of the Quality Assurance and Improvement Programme that supports the statement – these will indicate the reliability of the conclusions of internal audit;

3.7.2 The opinion on the overall adequacy and effectiveness of the **Council's** framework of governance, risk management and control together with the summary of the work supporting the opinion – these will assist the Committee in reviewing the **Annual Governance Statement**.

3.8 To consider summaries of specific internal audit reports in accordance with agreed protocols.

3.9 To receive reports outlining the action taken where the Head of Internal Audit has concluded that management has accepted a level of risk that may be unacceptable to the Council or there are concerns about progress with the implementation of agreed actions.

- 3.10 To contribute to the Quality Assurance and Improvement Programme and in particular, to the external quality assessment of internal audit that takes place at least once every five years.
- 3.11 To provide free and unfettered access to the **Audit and Governance Committee Chair** for internal audit, including the opportunity for a private meeting with the Committee.

4 **EXTERNAL AUDIT**

- 4.1 To support the independence of external audit through consideration of the external auditor's annual assessment of its independence and review of any issues raised.
- 4.2 To consider the external auditor's annual audit letter, relevant reports and the report to those charged with governance.
- 4.3 To consider specific reports as agreed with the external auditor.
- 4.4 To comment on the scope and depth of external audit work and to ensure it gives value for money.
- 4.5 To advise and recommend on the effectiveness of relationships between external and internal audit and other inspection agencies or relevant bodies.

5 **FINANCIAL REPORTING**

- 5.1 To review and approve the annual statement of accounts. Specifically, to consider whether appropriate accounting policies have been followed and whether there are concerns arising from the financial statements or from the audit that need to be brought to the attention of the **Full Council**.
- 5.2 To consider the external auditor's report to those charged with governance on issues arising from the audit of the accounts.
- 5.3 To seek assurances that the **Council** has complied with the **Treasury Management Strategy and Practices** by demonstrating effective control of the associated risks and pursuing optimum performance consistent with those risks.

6 **ACCOUNTABILITY ARRANGEMENTS**

- 6.1 To report to those charged with governance on the Committee's findings, conclusions and recommendations concerning the adequacy and effectiveness of their governance, risk management and internal control frameworks, financial reporting arrangements and internal and external audit functions.
- 6.2 To report to **Full Council**, as required, on the Committee's performance in

relation to the terms of reference and the effectiveness of the Committee in meeting its purpose.

- 6.3 To publish an annual report on the work of the Committee.

7 RELATED FUNCTIONS

- 7.1 Subject to the requirements set out below, to consider all findings of the Local Government and Social Care Ombudsman, including reports resulting in a finding of maladministration against the **Council**, and to make recommendations as to actions that may be necessary in connection with the Ombudsman's findings.

There are statutory obligations which will, in some circumstances, require reports to be taken to **Cabinet** or **Full Council**.

The Ombudsman operates protocols in relation to the timing of the publication of findings. The Council would have to give consideration to those protocols when determining how to manage the **Audit and Governance Committee's Agenda**.

- 7.2 To review any issue referred to it by the **Chief Executive, S151 Officer, Monitoring Officer** or any **Council** body.

8 STANDARDS FUNCTIONS

- 8.1 To assist the Council in fulfilling its duty under the Localism Act 2011 to promote and maintain high standards of conduct by **Councillors** and **co-opted Councillors** of district and parish councils.
- 8.2 To advise the Council on the adoption or revision of its **Councillors' Code of Conduct** in **Part 4**.
- 8.3 To monitor and advise the Council about the operation of its **Councillors' Code of Conduct** in **Part 4** in light of best practice and any changes in the law.
- 8.4 Advising, training or arranging to train councillors and co-opted members on matters relating to the **Councillors' Code of Conduct** in **Part 4**.
- 8.5 Dealing with any report from the **Monitoring Officer** on any matter concerning governance.
- 8.6 To establish **Sub-Committees** for the assessment or determination of matters concerning allegations in relation to Councillor conduct.
- 8.7 To grant dispensations to **Councillors** who require such dispensations for more than one meeting or on more than one occasion from requirements relating to interests set out in the **Councillors' Code of Conduct** in **Part 4** as appropriate.

- 8.8 To advise the Council on, and review as necessary, the arrangements for dealing with complaints or any local protocols regulating the conduct of **Councillors** and to deal with allegations of breach of any such protocol.
- 8.9 To consider and make recommendations to **Full Council** on any other matter that may be referred to the **Audit and Governance Committee** relating to the conduct and training of Councillors.
- 8.10 To consider amendments to the **Constitution** and recommend proposals to **Full Council** for approval, except where specifically delegated to the **Monitoring Officer**.
- 8.11 To undertake an annual review of the **Corporate Governance Policies** and make recommendations to **Cabinet**.

Local Assessment of Complaints About Councillor Conduct

- 8.12 **Sub-Committees** of the **Audit and Governance Committee** are formed on an ad hoc basis to deal with local assessment of **Councillor** conduct complaints.
- 8.13 All **Audit and Governance Committee** members will form a pool from which members will be drawn based on their availability and the requirements of the particular **Sub-Committee** as and when required.
- 8.14 The **Sub-Committee** may co-opt at least one parish councillor when decisions are taken concerning a parish matter.
- 8.15 The **Sub-Committee** may co-opt at least one **Independent Person** as appropriate.
- 8.16 No member who considered a complaint at the initial **Assessment/ Determination Sub-Committee** may consider the same complaint at the **Review Sub-Committee**.
- 8.17 The **Quorum** of the **Sub-Committees** is three **Councillors**.
- 8.18 The **Chair** of each **Sub-Committee** will be a **Councillor**.
- 8.19 The **Sub-Committees** and their functions are set out below:

Assessment Sub-Committee

Assessment of complaints in accordance with the **Council's Arrangements for Dealing with Code of Conduct Complaints** and to either:

- Decide that there is not enough information to make a decision;
- Decide that no action should be taken in respect of the complaint;
- Refer the matter for full investigation; or
- Refer the matter for other action.

Review Sub-Committee

Consideration of requests for a review in accordance with the **Council's Arrangements for Dealing with Code of Conduct Complaints**.

Determinations Sub-Committee

To receive reports from the **Monitoring Officer** or his/her appointed investigating officer and to decide either:

- to determine finding of no failure to comply with the **Councillors' Code of Conduct** in **Part 4**;
- to determine finding of failure to comply with the **Councillors' Code of Conduct** in **Part 4** and impose relevant sanctions; or
- Refer the matter for other action;

in accordance with the **Council's Arrangements for Dealing with Code of Conduct Complaints**.

SECTION D8 - EMPLOYEE JOINT CONSULTATIVE COMMITTEE

1 COMMITTEE FORM AND STRUCTURE

Scope

- 1.1 The **Employee Joint Consultative Committee** shall meet as and when required. The **Chair** or **Deputy Chair** may request the **Monitoring Officer** to call a meeting at any time. A meeting shall also be called within seven days of the receipt of a requisition signed by not less than one third of the members of either side. The matters to be discussed at any meeting of the Committee shall be stated upon the notice summoning the meeting, provided that any other business may be considered if admitted by a majority vote of those present at such meeting.
- 1.2 No resolution shall be regarded as carried unless it has been approved by a majority of the members present on each side of the **Committee**.
- 1.3 The proceedings of any meeting of the **Committee** shall be reported to **Cabinet**.

Composition

- 1.4 The **Employee Joint Consultative Committee** will comprise six Councillors in **Political Balance** on behalf of the Council as employer and six representatives from the recognised trade unions on behalf of employees, in the following proportions:

General and Municipal Union (GMB)	two representatives
Unite	one representative
UNISON	three representatives

- 1.5 If a representative on behalf of the employees ceases to be an Officer of the Council, he/she shall thereupon cease to be a member of the **Employee Joint Consultative Committee** and any vacancy shall be filled by the Council.
- 1.6 The **Chair** and a **Deputy Chair** will be appointed by the **Employee Joint Consultative Committee** annually, at its first meeting following the statutory **Annual Meeting** of the Council. If the Chair appointed is a Councillor on behalf of the Council, the Deputy Chair shall be appointed from the representative on behalf of the employees, and vice versa. The Chair of the meeting shall not have a second or **Casting Vote**.

Quorum

- 1.7 The **Employee Joint Consultative Committee Quorum** will be three **Councillors** and three representatives on behalf of the employees.

Substitutes

- 1.8 Each group may appoint substitute Councillors in accordance with the **Councillors' Substitute Scheme Procedure Rules** in **Part 3**.
- 1.9 Each representative on behalf of the employees may appoint a substitute and is responsible for making their own arrangements.

Advisors and Observers

- 1.10 The following Officers may attend meetings of the **Employee Joint Consultative Committee** in an advisory capacity:

The **Chief Executive**

The **Strategic Directors**

Head of Human Resources and Organisational Development

- 1.11 The Monitoring Officer will be responsible for convening meetings and shall be represented by a Democratic Services Officer for the sole purpose of recording the minutes of the meeting.
- 1.12 Trade Union Officials or organisers will be allowed to attend the meetings and may speak to the meeting. Trade Union Representatives (other than the designated members of the **Employee Joint Consultative Committee**) will be permitted to attend as observers, subject to the provision of two working days' notice to the Head of Human Resources and Organisational Development.

2 FUNCTIONS OF THE EMPLOYEE JOINT CONSULTATIVE COMMITTEE

- 2.1 To provide a means of resolution for those matters that the Employee Consultation Group has been unable to resolve, provided that the decision is not one that should be made elsewhere.
- 2.2 To consider any relevant matter referred to it by a Committee of the Council or by any of the recognised trades unions.
- 2.3 To discharge any other functions specifically assigned to the **Employee Joint Consultative Committee**.
- 2.4 The **Employee Joint Consultative Committee** may refer any question coming before it for the consideration and advice of the East Midlands Regional Joint Council for Local Government Services.

SECTION D9 - INDEPENDENT REMUNERATION PANEL

1 PANEL FORM AND STRUCTURE

Composition

1.1 The Independent Remuneration Panel will comprise five independent members. In order to maintain the independence of the Independent Remuneration Panel, members shall not be:

- a person who has within the period of five years before receiving the date of appointment been a **Councillor** or Officer of the Council;
- a person who is a relative or close friend of a **Councillor** or Officer of the Council; and/or
- a person who does not either live or work in the **District**.

1.2 The term of office for members of the Independent Remuneration Panel is four years.

1.3 The **Chair** will be appointed at the first meeting of the Independent Remuneration Panel each year. The Chair shall have a **Casting Vote**.

Quorum

1.4 The **Independent Remuneration Panel Quorum** will be three members of the panel.

2 MATTERS RESERVED FOR THE INDEPENDENT REMUNERATION PANEL

To make recommendations to Council:

2.1 as to the amount of basic allowance that should be payable to its **Councillors**;

2.2 about the responsibilities or duties which should lead to the payment of a special responsibility allowance and as to the amount of such an allowance;

2.3 about the duties for which a travelling and subsistence allowance can be paid and as to the amount of this allowance;

2.4 as to the amount of co-optees' allowance;

2.5 as to whether the Council's allowances scheme should include an allowance in respect of the expenses of arranging for the care of children and dependents and if it does make such a recommendation, the amount of this allowance and the means by which it is determined;

- 2.6 on whether any allowance should be backdated to the beginning of a financial year in the event of the scheme being amended;
- 2.7 as to whether annual adjustments of allowance levels may be made by reference to an index and, if so, for how long such a measure should run;
- 2.8 as to which members of the Council are to be entitled to pensions in accordance with a scheme made under section 7 of the Superannuation Act 1972;
- 2.9 on whether basic allowances and special responsibility allowances should be treated as amounts in respect of which such pensions are payable.

Title of Report	SCHEME OF DELEGATION	
Presented by	Elizabeth Warhurst Head of Legal and Support Services and Monitoring Officer	
Background Papers	The Council's Constitution Council Report 23 February 2023 re Review of the Constitution	Public Report: Yes
Financial Implications	There are no financial implications arising from this report.	
	Signed off by the Section 151 Officer: Yes	
Legal Implications	As detailed in report.	
	Signed off by the Monitoring Officer: Yes	
Staffing and Corporate Implications	There are no staffing or corporate implications arising from this report.	
	Signed off by the Head of Paid Service: Yes	
Purpose of Report	To ask Council to agree the Scheme of Delegation in order to comply with the requirement in the Constitution for the Scheme of Delegation to be agreed at the Annual Meeting of Full Council.	
Recommendations	THAT THE COUNCIL AGREES THE SCHEME OF DELEGATION IN PART 2 – SECTION G OF THE CONSTITUTION.	

1.0 BACKGROUND

- 1.1 Following the work of a cross party working group, Council agreed to adopt a new Constitution at its meeting on 23 February 2023 and that Constitution came into effect on 9 May 2023. A link to the Constitution is in the background section above. Council considered and agreed some updates to the Constitution in February 2024, and they will come into effect on 7 May 2024.
- 1.2 Under paragraph 1.4.15 of Section A2 of the Council and Committee Procedure Rules in Part 3 of the Constitution, Council is asked to reaffirm the Scheme of Delegation each year at its Annual Meeting.
- 1.3 Council is, therefore, being asked to agree the Scheme of Delegation on this basis. A copy of the Scheme of Delegation is attached at Appendix A.
- 1.4 The Constitution is reviewed annually and the Monitoring Officer will agree the timetable for the next review of the Constitution with the Leader.

Policies and other considerations, as appropriate	
Council Priorities:	The Scheme of Delegation helps the Council to make robust and effective decisions and deliver corporate priorities. A well run council.
Policy Considerations:	N/A
Safeguarding:	N/A
Equalities/Diversity:	N/A
Customer Impact:	The Constitution, which includes the Scheme of Delegation, is made available to customers on the Council's website.
Economic and Social Impact:	N/A
Environment, Climate Change and Zero Carbon:	N/A
Consultation/Community/Tenant Engagement:	N/A
Risks:	The Scheme of Delegation enables officers to make day to day decisions to deliver corporate priorities. Without such a scheme all decisions would have to be made by Councillors which would not be practicable.
Officer Contact	Elizabeth Warhurst Head of Legal and Support Services elizabeth.warhurst@nwleicestershire.gov.uk

SECTION G - OFFICER SCHEME OF DELEGATION

This part of the **Constitution** sets out the ways in which the Officers of the Council can make decisions and which decisions they have the power to make. It is called the **“The Officer Scheme of Delegation”**

It is separated into four parts:

Section G1 - Introduction to the Officer Scheme of Delegation

Section G2 - General Delegations to Designated Officers

Section G3 - Delegations to Head of Paid Service and Statutory Officers

Section G4 - Proper Officer and Specified Officer Functions

SECTION G1 - INTRODUCTION TO THE OFFICER SCHEME OF DELEGATION

- 1 “Officers” is the term used to refer to the people employed, retained or appointed by the Council to advise and support Councillors and implement their decisions. The term “Officers” in this **Constitution** includes all the people who operate in this capacity including contractors, consultants and agency staff.
- 2 The Council operates a “cascade” principle of delegation to ensure that decisions are taken at the most appropriate level closest to those who will be affected. This means that the majority of the Council's decisions and actions will fall into the category of operational day to day decisions taken by its Officers.
- 3 In order to ensure the smooth functioning of the Council and the efficient delivery of services, **Full Council** and the **Cabinet** have delegated to Officers the powers that they need to perform their roles.
- 4 Certain Officers have specific legal duties to ensure that the Council acts within the law, uses its resources wisely and exercises its powers properly. These Officers are known as “Statutory” or “Proper” Officers and some have specific legal titles in addition to their job titles.
- 5 The way the Council structures its services and its officer arrangements changes from time to time to reflect changes in service delivery and best practice. The current arrangements include a **Chief Executive** (as the most senior officer of the Council) supported by the other senior roles which are set out below and which together are referred to as the “**Senior Officers**”:
 - 5.1 **Strategic Directors** one of whom will be the **S151 Officer**;
 - 5.2 Head of Legal and Support Services (**Monitoring Officer**); and
 - 5.3 Heads of Service.
- 6 The **Head of Paid Service**, the **S151 Officer** and the **Monitoring Officer** are also called “**Statutory Officers**” (because every Council is required by statute - the law - to have these posts).
- 7 It is possible (subject to any legal restrictions) for the roles of the **S151 Officer** and/or the **Monitoring Officer** to be combined with another of the **Senior Officer** posts (or with other Officer posts in the Council).
- 8 There are also a number of formal functions which the Council has to allocate to named Officers called “**Proper Officers**”.
- 9 **Section A** of this Part 2 shows the current management structure of the Council, showing more detail about the roles and responsibilities of the **Chief Officers** and the Officers supporting them to deliver all the Council's services.

General Principles Relating to Officer Delegation

- 10 For the purposes of Officer delegated powers, both within this part and any other part of the **Constitution**, the term “**Designated Officers**” shall include the following Officers:
 - 10.1 The **Chief Executive**;
 - 10.2 The **Strategic Directors**;
 - 10.3 Head of Legal and Support Services (**Monitoring Officer**); and
 - 10.4 All **Heads of Service**.
- 11 This scheme gives the power for the **Designated Officers** to take decisions and institute any process or take any steps in relation to all the functions in their areas of responsibility except where:
 - 11.1 a matter is prohibited by law from being delegated to an **Officer**, or
 - 11.2 a matter has been specifically reserved to **Councillors** or excluded from delegation by this scheme, by a decision of the **Full Council**, the **Cabinet/Executive** or a **Committee** or **Sub-Committee**.
- 12 No Officer may take **Key Decisions** unless specifically provided for within the **Constitution** or specifically delegated by the **Leader**, the **Cabinet**, a Committee of Cabinet or a **Cabinet Member**.
- 13 The cascade principle under which this Scheme operates means that any Officer given powers under this scheme can further delegate those powers to other Officers either:
 - 13.1 through a Local Scheme of Delegation (which sets out all the standing delegations given to specific Officers in defined areas of the Council's service areas). There is a list of the Local Schemes of Delegation; or
 - 13.2 through a Specific Delegation in relation to an individual decision which must be evidenced in writing using the agreed standard form, dated and signed by the Officer delegating the power and saved on the register of Specific Delegations. A Specific Delegation does not need to be given where an Officer is given delegated powers to action a particular decision by **Council**, **Cabinet** or a Committee or Sub-Committee.
- 14 The functions delegated to the Strategic Directors under this scheme of delegation are those functions, which fall within their areas of responsibility. However, save where powers are conferred in accordance with the Strategic Directors position as section 151 officer, Strategic Directors can exercise the powers of other Strategic Directors.

General limitations on exercise of powers

- 15 Any matters falling within the scope of the Scheme will be subject to any limitation, imposed by statute, by the **Full Council** or **Cabinet** and/or any duly authorised Committee. In addition, in exercising these powers each **Designated Officer**:
 - 15.1 Will comply with relevant Procedure Rules including the **Financial Procedure Rules** in **Part 3** and **Contract Procedure Rules** in **Part 3**. In the event of any inconsistency or conflict between the **Financial Procedure Rules** and/or **Contract Procedure Rules** and these delegations then the former shall prevail. In the event that the inconsistency or conflict cannot be resolved by the application of this rule then the matter shall be settled by the **Chief Executive** with advice, where necessary and appropriate, from the **S151 Officer** and/or the **Monitoring Officer**;
 - 15.2 Will not depart from any approved policies, scheme, or, any direction of the **Full Council** or **Cabinet** and/or appropriate Committee;
 - 15.3 Will have due regard to the Public Sector Equality Duty;
 - 15.4 Will consult the appropriate professional or technical Officer of the Council, in particular the **Monitoring Officer** and **S151 Officer**, in any case involving professional or technical consideration not within the capacity of the Officer concerned; and
 - 15.5 Will take account of any Council Strategy and the **Budget and Policy Framework** approved by Council in relation to the management functions for which he/she is authorised.
- 16 The exercise by Officers of the powers delegated under this **Constitution** involving the incurring of any expenditure is subject to there being sufficient approved provision within the **Budget** to cover that expenditure.
- 17 Any delegation under the Scheme will be without prejudice to the overriding right of the **Council** or **Cabinet** and any duly authorised **Committee** to withdraw or amend the powers or to decide any matter and, in particular, any **Designated Officer** may, in any case, instead of exercising their powers under the Scheme, refer any matter to the **Council**, the **Cabinet** or **Committee** for decision.
- 18 The Scheme will also be subject to the right of the **Council** or **Cabinet** and/or any duly authorised Committee to rescind the Scheme or any part or parts of the Scheme.

SECTION G2 - GENERAL DELEGATIONS TO DESIGNATED OFFICERS

1 General

- 1.1 To exercise any functions, powers and duties of the **Council** to secure the effective management of their service areas including the authorisation of any procedures or contracts within the framework of **Financial Procedure Rules in Part 3** and **Contract Procedure Rules in Part 3**, and taking and implementing decisions to maintain the operational effectiveness of their service areas where these fall within a policy decision made by the Council or **Cabinet**.
- 1.2 To implement and develop initiatives within the strategic policy framework and other Council plans and policy documents.
- 1.3 To carry out, or authorise the carrying out, of the functions of the **Proper Officer** of the Council in any legislation relating to those areas of responsibility assigned to **Designated Officers**.
- 1.4 To exercise the general power of competence under the Localism Act 2011 where appropriate.

2 Incidental powers

- 2.1 In addition to any of their general and/or specific delegated functions and powers set out below, to enter into arrangements or do anything else which is calculated to facilitate, or is conducive or incidental to, the discharge of such delegated functions.

3 Service Performance

- 3.1 To make arrangements to secure value for money in respect of their service areas, to secure continuous improvement in the way functions are exercised having regard to a combination of economy, efficiency and effectiveness, and to maximise economic, environmental and social value.
- 3.2 To arrange consultation with tax payers, non-domestic rate-payers, service users and other local representatives about fulfilment of the **Best Value** duties and to involve representatives of local persons in the exercise of Council functions.
- 3.3 To meet business critical and key performance indicator targets.
- 3.4 To enter into any agreement with any other public body for the supply of goods and/or services subject to this being in accordance with the Council's **Budget and Policy Framework**, the **Financial Procedure Rules in Part 3** and the **Contract Procedure Rules in Part 3**.
- 3.5 To make arrangements for co-ordinating the activities of the Council and those of any charity established for purposes similar or complementary to services

provided by the Council in the interests of persons who may benefit from those services or from the charity and to disclose to any such charity any information obtained in connection with the services provided by the Council.

- 3.6 To approve any severance payment to any Officer up to £20,000 in consultation with the **S151 Officer** and **Monitoring Officer**, provided that any proposed severance payment to the **Head of Paid Service** will be dealt with either by the **Investigatory Committee** or **Full Council** (dependent on the value of the proposed severance payment).

4 **Legal**

- 4.1 To recommend to the **Head of Legal and Support Services**, where it is necessary to give effect to a decision of the Council, the need to institute, prosecute, defend, conduct, participate in, withdraw or settle any legal proceedings brought by or against the Council, to make any necessary applications and to take steps to enhance or protect the Council's legal position or interest.
- 4.2 To recommend to the **Head of Legal and Support Services**, the negotiation and settling of claims and disputes without recourse to court proceedings including the use of alternative dispute resolution.
- 4.3 Subject to the agreement of the **Head of Legal and Support Services**, to authorise Officers to appear on the Council's behalf in proceedings before any Court or Tribunal.
- 4.4 To prepare, issue and serve any statutory notice, demand, certificate, order, or requisition for information in respect of functions in their area, including the authentication of such documents save that the authentication of documents necessary for any legal procedure or proceedings is reserved to the **Head of Legal and Support Services**.
- 4.5 To authorise Officers to enter and/or inspect any land or premises in respect of which the Council has a statutory power or duty to enter or inspect including the obtaining and enforcement of a search warrant.
- 4.6 To authorise any Officer exercising a power to enter and/or seize items found on premises to exercise the powers of seizure, to give the required notice and to perform the duties to return certain items seized and to secure certain items seized.
- 4.7 To apply, or to authorise other Officers to apply, to a Court for a warrant to enter any land or premises, in exercise of his/her responsibilities.
- 4.8 To certify that any document forms part of the records of the Council for the purpose of admitting that document as evidence in civil proceedings.
- 4.9 To authorise the recovery of sundry debts of any sum to which the Council is entitled.

- 4.10 To take the action necessary to comply with any court order made against the Council.
- 4.11 To appoint Officers as authorised Officers for any statutory purpose.
- 4.12 To accept, hold and administer any property on trust (in consultation with the **Head of Legal and Support Services** and **S151 Officer**).
- 4.13 To supply photocopies of documents to the general public subject to making such charges as may be agreed in an approved scheme in accordance with the provisions of the Copyright, Designs and Patents Act 1988.

5 **Administrative Matters**

- 5.1 Power to deal with requests for access to Council premises by the media.
- 5.2 Power to waive charges, where justified in exceptional circumstances and where this is legally permissible.

6 **Finance**

- 6.1 Officers are referred to the **Financial Procedure Rules** in **Part 3** of the **Constitution**.

7 **Contracts**

- 7.1 Officers are referred to the **Contract Procedure Rules** in **Part 3** of the **Constitution**.

8 **Property Matters**

- 8.1 Any decision concerning the management or use of land held for the operational requirements of the Officers of a service area, subject to the following provisions.
- 8.2 Powers to take any action or sign any document under the Land Registration Rules, including the release of mortgages or charges; and powers to give any undertaking are reserved to the **Head of Legal and Support Services**.
- 8.3 Subject to the agreement of the **S151 Officer**, the power to acquire any land or property with a capital value up to or equalling £100,000 except by use of compulsory powers is reserved to the **Chief Executive** and the **Strategic Directors** in consultation with the relevant Portfolio Holder. The power to acquire any land or property with a capital value over £100,000 is reserved to **Cabinet**.
- 8.4 Subject to the agreement of the **S151 Officer**, the power to dispose of any land or property with a capital value up to or equal to £30,000 is reserved to the **Chief Executive** and the **Strategic Directors** in consultation with the relevant

Portfolio Holder. Disposal of any land or property with a capital value over £30,000 is reserved to **Cabinet**. For clarity, this clause 8.4 does not apply to disposals under Part V Of the Housing Act or disposals made by way of lease of 7 years or greater. This is provided for under paragraph 8.6.

8.5 Subject to the agreement of the **S151 Officer**, the power to take a lease or licence of any land or property for any period where the rent is up to £100,000 per annum is reserved to the **Chief Executive** and the **Strategic Directors** in consultation with the relevant Portfolio Holder. Taking a lease or licence of any land or property for any period where the rent is over £100,000 per annum is reserved to **Cabinet**.

8.6 Subject to the agreement of the Section 151 Officer, the power to grant a lease or licence at Market Rent of any land or property that is part of the Council's Commercial Portfolio for any period up to a maximum of 15 years where the rent is up to £40,000 per annum is reserved to the Chief Executive and the Strategic Directors in consultation with the relevant Portfolio Holder.

9 **Emergencies (e.g. flooding, power failure etc.)**

9.1 Where an emergency or disaster involving destruction of or danger to life or property occurs or is imminent or there is reasonable ground for apprehending such an emergency or disaster, all **Designated Officers** may:

9.1.1 incur such expenditure as is considered necessary in taking action (either by the Council itself or jointly with any other person or body and either in their area or elsewhere in or outside the United Kingdom) which is calculated to avert, alleviate or eradicate in the **District** or among its inhabitants the effects or potential effects of the event; and

9.1.2 make grants or loans to other persons or bodies in respect of any such action taken by those persons or bodies, subject to ratification where necessary, as soon as possible, and subject to agreement of a **Strategic Director** or the **Chief Executive**.

9.2 The preparation of Civil Emergency Plans for the Council, in consultation with all necessary outside bodies and organisations.

10 **Responding to consultations and proposals**

10.1 To respond to consultations and to make comments and representations on matters notified to the Council by third parties including (but not limited to) Government Departments, statutory undertakers and local authorities, in consultation with the relevant Strategic Director and **Portfolio Holder**.

11 **Submission of grant funding bids**

11.1 To submit bids for grant funding and/or other financial assistance to Government departments and other organisations and bodies for projects and initiatives consistent with Council policies, following consultation with the

relevant Strategic Director and **Portfolio Holder**, and to enter into any such agreements and arrangements as necessary to secure such funding, in accordance with the **Contract Procedure Rules** in **Part 3** and the **Financial Procedure Rules** in **Part 3**.

12 **Complaints**

12.1 To take action regarding complaints received.

12.2 To settle any Ombudsman / Complaint Cases:

12.2.1 cases of alleged maladministration where there has not been a finding of maladministration by the Ombudsman; and

12.2.2 complaints that have been brought against the Council under any of its internal complaints procedures in conjunction with the **Head of Legal and Support Services**.

12.3 To approve compensation payments to remedy complaints in accordance with the Council's Complaints Procedure and **Financial Procedure Rules** in **Part 3**.

13 **Attestation of the Common Seal of the Council**

13.1 A decision of the **Council, Cabinet**, a Committee or any Officer with delegated authority, will be sufficient authority for sealing any document necessary to give effect to the decision.

13.2 The Common Seal will be affixed to those documents which in the opinion of the **Head of Legal and Support Services** should be sealed or where required by the **Contract Procedure Rules** in **Part 3**.

13.3 The affixing of the Seal on documents shall be attested by the **Head of Legal and Support Services** or any Officer authorised by him/her.

SECTION G3 - DELEGATIONS TO THE HEAD OF PAID SERVICE AND STATUTORY OFFICERS

The Council is required to designate a number of Officers to discharge statutory functions. The legal provisions and the Officer designated by the Council to discharge each function are listed in the table below. Further detail about the responsibilities of the **Head of Paid Service** and each **statutory Officer** then follows.

A table of designated **Proper Officers** is set out below:

Legislative Provision	Statutory Power the Council Must Delegate to an Officer	Officer Designated as the Statutory Officer
S4 Local Government and Housing Act 1989	Designate one of their Officers as the Head of Paid Service	Chief Executive
S151 Local Government Act 1972	Appoint an Officer responsible for the administration of the authority's financial affairs	Strategic Director for Resources
S5 Local Government and Housing Act 1989	Designate one of their Officers as the Monitoring Officer	Head of Legal and Support Services
S36 Freedom of Information Act 2000	Qualified person in relation to s36 of the Act	Head of Legal and Support Services

1 **Functions delegated to the Head of Paid Service (Chief Executive)**

- 1.1 To act as the Council's statutory Head of Paid Service pursuant to section 4 of the Local Government and Housing Act 1989 and carry out the responsibilities assigned to the Head of Paid Service under the **Constitution** generally.
- 1.2 Where he/she considers it appropriate to do so, to prepare a report to the Council setting out their proposals as to:
 - 1.2.1 the manner in which the discharge by the Council of their different functions is co-ordinated;
 - 1.2.2 the number and grades of staff required by the Council for the discharge of their functions;
 - 1.2.3 the organisation of the Council's staff;
 - 1.2.4 the appointment and proper management of the Council's staff.

- 1.3 To be responsible for and take action in relation to corporate strategy, policy initiatives and integrated planning and service delivery.
- 1.4 The corporate management of the Council and, specifically:
 - 1.4.1 Advice to the Council on the **Policy Framework**;
 - 1.4.2 Preparation of, and consultation on, the draft of the **Executive Decision Notice** on a monthly basis;
 - 1.4.3 The responsibility for the discharge of the Council's functions in implementation of statutory and non-statutory plans including the modernisation, collation, indexation and publication of policies and practices of the Council within the evolving Policy Framework as the **Full Council** and the **Executive** shall determine.
- 1.5 As required to exercise any function delegated to any other Officer of the Council, with the exception of those functions delegated exclusively to the Council's **S151 Officer** or the **Monitoring Officer**. Further, in the event of any dispute or doubt as to the delegated powers of any other **Designated Officer**, the **Chief Executive** shall have the authority to determine which **Designated Officer** is to exercise that power.
- 1.6 To provide the 'certificate of opinion' for an employee making an application to the **Audit and Governance Committee** for exemption of his/her post from political restriction under section 3 of the Local Government and Housing Act 1989 (opinion as to whether the duties of the post involve regularly giving advice to **Councillors** or speaking to journalists/broadcasters).
- 1.7 The power to determine that an emergency has occurred, namely, an event or situation which threatens serious damage to human welfare or to the environment in the **District** or war or terrorism which threatens serious damage to the security of the United Kingdom.
- 1.8 The power to incur expenditure and take any necessary action within local authority statutory functions, including jointly with other authorities, in the event of an emergency or where urgent action is needed to enable the Council to fulfil its functions.
- 1.9 To nominate other **Senior Officers** of the **Council**, whether orally or in writing, to take administrative decisions in the event of an emergency.
- 1.10 In the event that the **Chief Executive** is absent or unable to act for any reason, the **Strategic Directors** may exercise these powers. In the event that the Strategic Directors are absent or unable to act for any reason, the powers in paragraphs 1.8, 1.9 and 1.10 above may be exercised by any other **Chief Officer** who is available to act.
- 1.11 To take urgent **Key Decisions** in place of the **Executive** in accordance with the **Cabinet (Executive) Procedure Rules** in **Part 3**.

- 1.12 In the event that all **Cabinet Members** are removed from office, to exercise all **Executive Functions** in consultation with the **Chair of the Council** until a new **Cabinet** has been appointed.
- 1.13 To discharge the functions of Electoral Registration Officer and to appoint Deputy Electoral Registration Officers.
- 1.14 To act as Returning Officer, Local, Acting or Deputy Returning Officer in local elections, parliamentary elections, police and crime commissioners' elections and referenda.
- 1.15 The review of electoral arrangements and **District** boundaries.
- 1.16 To carry out all activities in connection with the Council's Human Resources function including:
 - 1.16.1 To determine all staffing matters in accordance with the **Officer Employment Procedure Rules** in **Part 3**. This includes determining matters relating to structure (additions, reductions and other changes to the establishment) as he/she considers appropriate following consultation with the Leader and Deputy Leader.
 - 1.16.2 The appointment, dismissal or discipline of staff, except in relation to those posts listed in paragraph 1.2 of the said Rules.
 - 1.16.3 Where the decision of the Head of Paid Service taken under (a) above requires consideration of the financial/budgetary implications and a decision in that respect only, then the matter will be referred to the **Cabinet**, provided that the remit of the Cabinet shall be limited to decisions on financial matters only.
 - 1.16.4 To approve any severance payment to any Officer between £20,000 and £100,000 with the agreement of the **Leader** and in consultation with the **S151 Officer** and **Monitoring Officer**, provided that any proposed severance payment to the Head of Paid Service will be dealt with either by the **Investigatory Committee** or **Full Council** (dependent on the value of the proposed severance payment).
 - 1.16.5 The Head of Paid Service may delegate the discharge of this function to another Officer.
- 1.17 To co-ordinate, direct and monitor the Council's initiatives to achieve **Best Value** in the delivery of its functions.
- 1.18 To be responsible for performance review issues.
- 1.19 To suspend the Strategic Directors where their continued presence at work may prejudice an investigation or where there is a prima facie case of gross misconduct (**Cabinet** to be notified as soon as possible after the action is taken in accordance with the Employment Procedure Rules contained in the

Constitution).

- 1.20 To make interim appointments to fill vacancies, and to make interim designations as **S151 Officer** and **Monitoring Officer** where a vacancy arises in such position, the term of each such appointment or designation not to extend beyond 18 months without the confirmation of the **Appointments Committee**.
- 1.21 To make agreements with other local authorities and external agencies in compliance with the **Contract Procedure Rules** in **Part 3** for the placing of staff and joint working arrangements (including committing expenditure within authorised budgets).
- 1.22 To authorise the use of juveniles and vulnerable adults as covert human intelligence sources under the Regulation of Investigatory Powers Act 2000.

2 Functions delegated to the S151 Officer (Strategic Director for Resources)

- 2.1 To act as the Council's statutory chief finance Officer pursuant to section 114A Local Government Finance Act 1988 and carry out the responsibilities assigned to the S151 Officer under the Council's **Financial Procedure Rules** in **Part 3** and under the **Constitution** generally, including carrying out all **Treasury Management** functions and activities in accordance with the approved **Treasury Management Strategy**.
- 2.2 To make arrangements for the proper administration of the Council's financial affairs in accordance with section 151 of the Local Government Act 1972.
- 2.3 To contribute to the corporate management of the Council, in particular through the provision of professional financial advice.
- 2.4 Maintaining strong financial management underpinned by effective financial controls by:
 - 2.4.1 Advising on effective systems of internal management and financial control;
 - 2.4.2 Ensuring that financial management arrangements are sound and effective;
 - 2.4.3 Ensuring a prudential financial framework is in place;
 - 2.4.4 Ensuring that any partnership arrangements (or other innovative structures for service delivery) are underpinned by clear and well documented internal financial controls;
 - 2.4.5 Securing effective arrangements for prudential borrowing, **Treasury Management**, pensions and trust funds;
 - 2.4.6 Ensuring there is an effective internal audit function and assisting management in providing effective arrangements for financial scrutiny;

- 2.4.7 Advising on anti-fraud and anti-corruption strategies and measures;
 - 2.4.8 Securing effective systems of financial administration; and
 - 2.4.9 Ensuring that statutory and other accounts and associated claims and returns in respect of grants are prepared.
- 2.5 To approve the detailed format of the financial plan and the **Budget** prior to approval by the **Full Council**.
 - 2.6 To approve the annual calculation of the Council's council tax requirement in accordance with section 31A Local Government Finance Act 1992 prior to approval by the **Full Council**.
 - 2.7 To report annually to Council on the robustness of the **Budget** and adequacy of reserves as required by section 25 Local Government Act 2003.
 - 2.8 To provide advice on the scope of powers and authority to take decisions, maladministration, financial impropriety, probity and **Budget and Policy Framework** issues to Council Officers and **Councillors**.
 - 2.9 To report to Councillors, in consultation with the **Monitoring Officer**, if there is or there is likely to be unlawful expenditure or an unbalanced **Budget** as required by sections 111-116 Local Government Finance Act 1988.
 - 2.10 To establish and maintain the general fund and collection fund of the Council in accordance with the provisions of the Local Government Act 1988.
 - 2.11 To manage the capital programme flexibly and to make adjustments to the phasing of approved projects within the limits of available capital resources.
 - 2.12 To approve the draft Council's Accounts and Accounting Policies each year in accordance with the Accounts and Audit (England) Regulations 2015.
 - 2.13 To approve the terms of release of staff aged 55 or over and made redundant or retired early with a claim on the pension scheme, in accordance with agreed procedures, save in relation to **Chief Officers** which is reserved to the Independent Remuneration Panel.
 - 2.14 To write off uncollectible debts relating to the management of tenanted properties, up to the level equivalent to four months' rent. All debts written off this way would be reported to **Cabinet** for information through the quarterly reporting procedures.
 - 2.15 To provide financial information to the media, members of the public and the community.

3 **Functions delegated to the Monitoring Officer (Head of Legal and Support Services)**

- 3.1 To act as the Council's statutory **Monitoring Officer** pursuant to section 5 and 5A Local Government and Housing Act 1989 and carry out the responsibilities assigned to the Monitoring Officer under the **Constitution** generally.
- 3.2 To ensure that the Council, its Officers and its elected **Councillors** maintain the highest standards of conduct.
- 3.3 To contribute to the corporate management of the Council, in particular through the provision of professional legal advice.
- 3.4 To establish and maintain the **Councillors' Code of Conduct** in **Part 4** to address the conduct that is expected of **Councillors** and co-opted members of the Council when they are acting in that capacity.
- 3.5 To establish and maintain a register of interests of Councillors and co-opted members of the Council in accordance with the provisions of the Localism Act 2011.
- 3.6 To contribute to the promotion and maintenance of high standards of conduct through provision of support to the **Audit and Governance Committee**.
- 3.7 To receive and act on reports made by the **Audit and Governance Committee**.
- 3.8 To consider complaints against **Councillors** including conducting investigations into matters as appropriate and the making of reports or recommendations in respect of them to **Sub- Committees** of the **Audit and Governance Committee**.
- 3.9 To provide advice on the scope of powers and authority to take decisions, maladministration, financial impropriety, probity and **Budget and Policy Framework** issues to Council Officers and **Councillors**.
- 3.10 To report to **Councillors** on any actual or potential breaches of the law or maladministration as required by section 5 Local Government Housing Act 1989.
- 3.11 To advise whether decisions of the **Cabinet** are in accordance with the **Budget and Policy Framework**.
- 3.12 To be responsible for the maintenance and operation of the **Constitution**. The **Monitoring Officer** has authority to make minor amendments and corrections to the Constitution to ensure that:
 - 3.12.1 legislative references are updated;
 - 3.12.2 it reflects the Council's structures and decision-making requirements;

3.12.3 consequential amendments are made as a result of Council, Executive (**Leader, Cabinet, Cabinet Member**) and Committee decisions; and

3.12.4 it is clear and unambiguous and maintains efficiency of operations.

- 3.13 To advise and assist the Democratic and Support Services **Team Manager** with the proper performance of the **Access to Information Procedure Rules** in **Part 3**.
- 3.14 To fulfil the requirements of the ‘qualified person’ in relation to section 36 of the Freedom of Information Act 2000.
- 3.15 To designate “Proper Officers” for the purpose of particular statutory functions and to make any changes needed to the table at 1.5 in Section G4 of this Part of the **Constitution**.
- 3.16 After consultation with the **Chair** of the **Audit and Governance Committee**, to make compensation payments of up to £500 to victims of maladministration.
- 3.17 To instruct Counsel and to retain the services of costs specialists, parliamentary agents or outside solicitors and to obtain expert advice on any matter affecting or likely to affect the interests of the Council.
- 3.18 Authority to sign any document necessary in legal proceedings on behalf of the Council and authority to sign informations and complaints, and lay them on behalf of the Council for the purpose of Magistrates Court proceedings unless Statute provides otherwise.
- 3.19 May grant dispensations to **Councillors** who require such dispensations for one meeting or on one occasion from requirements relating to interests set out in the **Councillors’ Code of Conduct** in **Part 4** as appropriate.

For the purpose of carrying out these functions, the **Monitoring Officer** shall be provided with the following resources:

- 3.20 The right of access to all documents and information held by or on behalf of the Council, including documents and information held by any Officer or **Councillor** of the Council. For the purpose of clarification, this right does not extend to documents and information held by or on behalf of any political group represented on the Council;
- 3.21 The right of access to any meetings of Officers or **Councillors** (or both) of the Council, whether or not such meetings include any other persons. For the purpose of clarification, this right does not extend to any meetings held by or on behalf of any political party represented on the Council;
- 3.22 The right to require any Officer or **Councillor** of the Council, or any contractor of the Council, to provide an explanation of any matter under investigation;

- 3.23 A right to report to the **Full Council**, the **Audit and Governance Committee**, and to the **Cabinet**, including a right to present a written report and to attend and advise verbally;
- 3.24 The right to require the assistance of any Officer of the Council in carrying out an investigation and to delegate to that Officer any of the powers of the post of Monitoring Officer;
- 3.25 A power to mediate a local resolution to any complaint of breach of the **Councillors' Code of Conduct** in **Part 4**, in accordance with the **Council's** relevant procedures;
- 3.26 The right of access to the **Head of Paid Service/Chief Executive, Strategic Directors** and the **S151 Officer**; and
- 3.27 The right, after consultation with the **Head of Paid Service/Chief Executive** and/or the **S151 Officer** where appropriate to notify the Police, the Council's auditors and other regulatory agencies of his/her concerns in respect of any matter and to provide them with information and documents in order to assist them with their statutory functions.

SECTION G4 - PROPER OFFICER AND SPECIFIED OFFICER FUNCTIONS

- 1.1 Many legislative provisions require the appointment of a "**Proper Officer**" or "Specified Officer" to undertake formal responsibilities on behalf of the Council.
- 1.2 Statutory provisions and regulations are from time to time amended, replaced or re-enacted. When a statutory provision or regulation is amended, replaced or re-enacted, the appointments in the table below shall be effective in relation to the corresponding new provision.
- 1.3 Substitutes are identified to act where the Proper Officer is absent or otherwise unable to act.
- 1.4 The **Chief Executive/Head of Paid Service** shall be the **Proper Officer** of the Council for the purposes of the Local Government Act 1972, the Local Government Act 2000 and for all other statutory purposes unless:
- 1.4.1 such designation is given by the Council to any other Officer or
- 1.4.2 the **Chief Executive/Head of Paid Service**, exercising the powers given to him/her by this **Constitution**, appoints another Officer of the Council to be the **Proper Officer** for a specific service area or function.

SPECIFIED OFFICERS

Statutory Requirement	Allocated to	Substitute
Local Government and Housing Act 1989 Section 4 Head of Paid Service	Chief Executive	Strategic Directors
Representation of the People Act 1983 Section 8 Electoral Registration Officer	Chief Executive	A deputy, as appointed by the Electoral Registration Officer
Representation of the People Act 1983 Section 28 Acting Returning Officer (Parliamentary)	Chief Executive	As appointed by the Acting Returning Officer
Representation of the People Act 1983 Section 35 Returning Officer (Local Elections)	Chief Executive	As appointed by the Returning Officer

Local Government and Housing Act 1989 Section 5 Monitoring Officer	Head of Legal and Support Services (Monitoring Officer)	Legal Team Manager and Deputy Monitoring Officer
Local Government Act 1972 Section 151 Chief Finance Officer	Strategic Director for Resources (S151 Officer)	Head of Finance and Deputy S151 Officer

1.5 A table of designated **Proper Officers** is set out below:

Section of the Local Government Act 1972 and Proper Officer's Functions	Proper Officer	Alternative Proper Officer
Section 13 To act as a Parish Trustee	Chief Executive	Strategic Directors
Section 83 (1) to (4) Witness and receipt of Declarations of Acceptance of Office	Chief Executive	Head of Legal and Support Services (Monitoring Officer)
Section 84 Receipt of Declaration of Resignation of Office	Chief Executive	Head of Legal and Support Services (Monitoring Officer)
Section 86 Declare any vacancy in office	Chief Executive	Head of Legal and Support Services (Monitoring Officer)
Section 88 (2) Convening of meeting of Council to fill casual vacancy in the office of Chair	Chief Executive	Head of Legal and Support Services (Monitoring Officer)
Section 89 (1) (b) Receipt of notice of casual vacancy from two local government electors	Chief Executive	Head of Legal and Support Services (Monitoring Officer)
Section 99 Signature of summons to council meetings	Chief Executive	Head of Legal and Support Services (Monitoring Officer)

Section 100B Exclusion of reports, etc. from inspection	Head of Legal and Support Services (Monitoring Officer)	Legal Team Manager and Deputy Monitoring Officer
Section 100C Written Summary where minutes would disclose exempt information	Head of Legal and Support Services (Monitoring Officer)	Legal Team Manager and Deputy Monitoring Officer
Section 100D Compilation of list of background papers	Head of Legal and Support Services (Monitoring Officer)	Legal Team Manager and Deputy Monitoring Officer
Section 100F Exclusion from production to Councillors of documents disclosing exempt information	Head of Legal and Support Services (Monitoring Officer)	Legal Team Manager and Deputy Monitoring Officer
Section 115 (2) Receipt of money due from Officers	Strategic Director for Resources (S151 Officer)	Head of Finance and Deputy S151 Officer
Section 146 (1) (a) and (b) Declarations and service with regard to securities	Strategic Director for Resources (S151 Officer)	Head of Finance and Deputy S151 Officer
Section 191 Functions with respect to Ordnance Survey	Head of Legal and Support Services (Monitoring Officer)	Strategic Directors
Section 210 (6) and (7) Charity functions of holders of offices with existing authorities transferred to holders of equivalent offices with new authorities or, if there is no such office, to Proper Officer	Chief Executive	Strategic Directors
Section 223 Authorise Officers to appear in legal proceedings	Head of Legal and Support Services (Monitoring Officer)	Legal Team Manager and Deputy Monitoring Officer

Section 225 (1) Receipt and retention of documents deposited with the Authority	Head of Legal and Support Services (Monitoring Officer)	Strategic Directors
Section 228 (3) Making accounts open to inspection by any Councillor of the Authority	Strategic Director for Resources (S151 Officer)	Head of Finance and Deputy S151 Officer
Section 229 (5) Certification of Photographic copies of Documents	Head of Legal and Support Services (Monitoring Officer)	Strategic Directors
Section 234 Authentication of Documents	Head of Legal and Support Services (Monitoring Officer)	Legal Team Manager and Deputy Monitoring Officer
Section 234 Officer authorised to sign forms of notice to give effect to planning applications	Head of Planning and Regeneration	Planning and Development Team Manager
Section 236 (9) and (10) To send copies of byelaws to Parish Council	Head of Legal and Support Services (Monitoring Officer)	Legal Team Manager and Deputy Monitoring Officer
Section 238 Certification of byelaws	Head of Legal and Support Services (Monitoring Officer)	Legal Team Manager and Deputy Monitoring Officer
Section 248 Officer who will keep the Roll of Freemen	Head of Legal and Support Services (Monitoring Officer)	Strategic Directors
Schedule 12, Para 4 (2) (b) Signature of summonses to Council Meetings	Chief Executive	Head of Legal and Support Services (Monitoring Officer)

Schedule 12, Para 4 (3) Receipt of notice regarding address to which summonses to meetings are to be sent	Head of Legal and Support Services (Monitoring Officer)	Legal Team Manager and Deputy Monitoring Officer
Schedule 14, Para 25 (7) Certifying resolutions applying or dis-applying provisions of Public Health Acts 1875-1961	Head of Legal and Support Services (Monitoring Officer)	Strategic Directors
Local Government Act 1974	Proper Officer	Alternative Proper Officer
Section 30(5) To give notice that copies of an Ombudsman's report are available	Chief Executive	Head of Legal and Support Services (Monitoring Officer)
Section of the Local Government (Access to Information) Act 1985 amending the Local Government Act 1972 and Proper Officer's Functions	Proper Officer	Alternative Proper Officer
Section 100B (2) Exclusion of whole or part of reports from public inspection	Head of Legal and Support Services (Monitoring Officer)	Legal Team Manager and Deputy Monitoring Officer
Section 100B (5) Withholding of reports containing exempt information	Head of Legal and Support Services (Monitoring Officer)	Legal Team Manager and Deputy Monitoring Officer
Section 100B (7) (c) Supply of papers to press	Head of Legal and Support Services (Monitoring Officer)	Strategic Directors
Section 100C (2) Summaries of Minutes	Head of Legal and Support Services (Monitoring Officer)	Strategic Directors
Section 100D Inspection of background papers	Head of Legal and Support Services (Monitoring Officer)	Strategic Directors

Section 100F Councillors' right to papers	Head of Legal and Support Services (Monitoring Officer)	Strategic Directors
Section of the Local Government Finance Act 1988 and Proper Officer's Functions	Proper Officer	Alternative Proper Officer
Section 114 Duty to report etc	Strategic Director for Resources (S151 Officer)	Head of Finance and Deputy S151 Officer
Section of the Local Government and Housing Act 1989 and Proper Officer's Functions	Proper Officer	Alternative Proper Officer
Part 1 (s.2.4, 3, 4, 5, 15) and regulations made thereunder	Chief Executive	Strategic Directors
Section 2 and Section 3 Preparation and deposit of politically restricted posts and issue of certificate in respect of politically restricted posts	Chief Executive	Strategic Directors
Section of the Party Wall etc Act 1996 and Proper Officer's Functions	Proper Officer	Alternative Proper Officer
Section 10(8) Appointing Officer	Chief Executive	Strategic Directors
Section of the Public Health Act 1936 and the Public Health Act 1961	Proper Officer	Alternative Proper Officer
Sections 84 and 85 of the Public Health Act 1936 Proper Officer functions	Strategic Directors	Head of Community Services
Section of the Food Safety Act 1990	Proper Officer	Alternative Proper Officer
Section 5 Authorised Officer to act in matters arising under the Act	Strategic Directors	Head of Community Services

Section 27 Nomination of a Public Analyst	Strategic Directors	Head of Community Services
Section 49 Signature on documents authorised or required under the Act	Strategic Directors	Head of Community Services
Local Government Act 2000 and Regulations made thereunder and Proper Officer functions	Proper Officer	Alternative Proper Officer
Proper Officer functions	Chief Executive	Strategic Directors
Section of the Freedom of Information Act 2000 and Proper Officer Functions	Proper Officer	Alternative Proper Officer
Section 36 the “qualified person”	Head of Legal and Support Services (Monitoring Officer)	Legal Team Manager and Deputy Monitoring Officer
Section of the Regulation of Investigatory Powers Act 2000 and Proper Officer Functions	Proper Officer	Alternative Proper Officer
Part II Authorised Officers who may authorise, review or cancel the carrying out of directed surveillance or the use of covert human intelligence sources	Chief Executive Strategic Directors	Heads of Service
Part II Senior Responsible Officer	Chief Executive	Strategic Directors

Miscellaneous: Statutory Provision and Proper Officer Functions	Proper Officer	Alternative Proper Officer
Section 41 Local Government (Miscellaneous Provisions) Act 1976 Certifying true copies of minutes	Head of Legal and Support Services (Monitoring Officer)	Legal Team Manager and Deputy Monitoring Officer
Section 321 (3) Highways Act 1980 Certifying copies of approved plans	Chief Executive	Strategic Directors
Section 61 Building Act 1984 Receive notification of and having free access to repairs of drains	Strategic Directors	As delegated by the Strategic Directors
Section 149 Environmental Protection Act 1990 Discharging functions relating to stray dogs	Head of Community Services	Environmental Health Team Manager
Section 2 Planning (Listed Buildings and Conservation Areas) Act 1990 Lists of protected buildings	Strategic Directors	Head of Planning and Regeneration
Proceeds of Crime Act 2002 Part 7 Nominated Officer to receive disclosures of suspected Money Laundering	Strategic Director for Resources (S151 Officer)	Head of Finance and Deputy S151 Officer

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NORTH WEST LEICESTERSHIRE DISTRICT COUNCIL

COUNCIL – TUESDAY, 7 MAY 2024



Title of Report	APPOINTMENT OF REPRESENTATIVES ON OUTSIDE BODIES	
Presented by	Elizabeth Warhurst Monitoring Officer	
Background Papers	None	Public Report: Yes
Financial Implications	There are no financial implications.	
	Signed off by the Section 151 Officer: Yes	
Legal Implications	The Constitution advises that the Council has nomination rights to many different organisations referred to as, outside bodies.	
	Signed off by the Monitoring Officer: Yes	
Staffing and Corporate Implications	There are no staffing and corporate implications.	
	Signed off by the Head of Paid Service: Yes	
Purpose of Report	To approve the nominations for representatives on outside bodies for the forthcoming year.	
Recommendations	THAT THE REPRESENTATIVES BE APPOINTED TO SERVE ON THE OUTSIDE BODIES LISTED AT APPENDIX 1.	

1.0 BACKGROUND

- 1.1 The Council is requested to put forward representatives to various outside bodies as attached at appendix 1. The list of outside bodies is reviewed regularly to ensure it remains current.
- 1.2 A review was last undertaken in February 2024. During the review, it was established that the following outside body no longer require representation:
- Home Start – North West Leicestershire
- 1.3 Members are asked to appoint representatives to the remaining outside bodies for the forthcoming municipal year. Members are reminded that any outside bodies they are appointed to by the Council need to be recorded in their register of interests. The requisite form will be circulated to members following the meeting.
- 1.4 The Council has been requested by the County Council, as the host for the Police and Crime Panel, to put forward a Conservative nomination for the Panel. This is to maintain the political balance of the panel across the Police and Crime Panel area.

1.5 The Council has been requested by Ashby de la Zouch Endowed Schools Foundation for a representative to be appointed for a four-year term to align with the District Council's elected Members term of office. Therefore, the appointment of Councillor K Horn in May 2023 following the District Council Elections still stands, and a nomination is not required this year.

2.0 NOMINATIONS

2.1 Nominations to the outside bodies will be circulated at the meeting.

Policies and other considerations, as appropriate	
Council Priorities:	All
Policy Considerations:	Terms of reference for each outside body.
Safeguarding:	Not applicable.
Equalities/Diversity:	The process ensures that the most appropriate Member is appointed to the outside body.
Customer Impact:	Not applicable.
Economic and Social Impact:	Not applicable.
Environment, Climate Change and zero carbon:	Not applicable.
Consultation/Community Engagement:	Political group leaders.
Risks:	Failure to appoint to the relevant outside bodies would put the Council in breach of its duties and compromise the integrity of its relationship with outside bodies in the district.
Officer Contact	Elizabeth Warhurst Head of Legal and Support Services elizabeth.warhurst@nwleicestershire.gov.uk

ANNUAL COUNCIL

APPOINTMENT OF REPRESENTATIVES ON OUTSIDE BODIES

NOMINATIONS

Any Changes/additions to the nominations will be considered at the meeting

Body	Current Appointments	Nominees for 2024/25
Alderman Newton Education Foundation (1 seat)	Councillor J Geary	
Ashby de la Zouch Endowed Schools Foundation (1 seat appointed for District term (every 4 years))	Councillor K Horn	Councillor K Horn (as appointed in May 2023)
Bredon Quarry Liaison Committee (1 seat)	Councillor R Morris	
Charnwood Forest Regional Park Steering Group (1 seat)	Councillor A Wilson	
Cliffe Hill Quarry Liaison Committee (1 seat)	Councillor R Boam	
Coalville and District Town Twinning Association (2 seats)	Councillor J Simmons and J Page	
Coalville Town Football Club Committee (1 seat)	Councillor J Geary	
East Midlands Airport Independent Consultative Committee (1 seat & 1 substitute)	Councillors R Sutton and N J Rushton (Substitute)	Nominations for the two appointments from the following four district wards covering the airport area – Kegworth, Long Whatton and Diseworth, Daleacre Hill, and Castle Donington Castle
East Midlands Freeport Board (1 Seat & 1 substitute)	Infrastructure Portfolio Holder	Infrastructure Portfolio Holder and a substitute Portfolio Holder
Former Lount Landfill Site Liaison Committee (2 seats)	Councillors R Morris and M Blair-Park	
Grace Dieu Priory Trust (2 seats)	Councillors D Everitt and J Simmons	
Interlink South Country Park Board Meeting (1 seat)	Councillor K Merrie	
Leicester, Leicestershire and Rutland Police and Crime Panel (1 seat)	Councillor A Woodman	Conservative Member (see pgh 1.4 of report)
Local Government Association – General Assembly (1 seat)	Leader of the Council	Leader of the Council
Moira Furnace Trust (1 seat)	Councillor D Cooper	

Body	Current Appointments	Nominees for 2024/25
MSV Donington Park Consultative Forum (7 seats)	Councillors for as Castle Donington Central Ward, Kegworth Ward, Castle Donington Park Ward, Long Whatton and Diseworth Ward, Castle Donington Castle Ward, Daleacre Hill Ward and Worthington and Breedon Ward	Councillors for as Castle Donington Central Ward, Kegworth Ward, Castle Donington Park Ward, Long Whatton and Diseworth Ward, Castle Donington Castle Ward, Daleacre Hill Ward and Worthington and Breedon Ward
North West Leicestershire Hackney Carriage and Private Hire Taxi Licensing Forum (3 seats)	Councillor A Barker, Chair of Licensing Committee and Deputy Chair of Licensing Committee	Chair of Licensing Committee and Deputy Chair of Licensing Committee
PATROL (Parking and Traffic Regulations Outside London) Adjudication Joint Committee	Community Services Portfolio Holder	Community Services and Climate Change Portfolio Holder
Ravenstone Hospital Charity (2 seats)	Councillors J Page and N Smith	
Redbank Manufacturing Liaison Committee (1 seat)	Councillors S Sheahan	
Safer North West Leicestershire Partnership (1 seat)	Community Services Portfolio Holder	Community Services and Climate Change Portfolio Holder
Whitwick Quarry Liaison Committee (3 seats)	Councillors A Barker, P Moulton and T Gillard	

NORTH WEST LEICESTERSHIRE DISTRICT COUNCIL

COUNCIL – TUESDAY, 7 MAY 2024



Title of Report	SCHEDULE OF MEETINGS 2024 - 2025	
Presented by	Elizabeth Warhurst Monitoring Officer	
Background Papers	None	Public Report: Yes
Financial Implications	There are no financial implications.	
	Signed off by the Section 151 Officer: Yes	
Legal Implications	The Constitution advises that the Council will agree its schedule of meetings each forthcoming municipal year.	
	Signed off by the Monitoring Officer: Yes	
Staffing and Corporate Implications	There are no staffing and corporate implications.	
	Signed off by the Head of Paid Service: Yes	
Purpose of Report	To agree the schedule of meetings for the forthcoming municipal year.	
Recommendations	THAT THE PROPOSED SCHEDULE OF MEETINGS FOR 2024 - 2025 BE AGREED.	

1.0 BACKGROUND

- 1.1 Each year Council is asked to approve the schedule of meetings for the forthcoming year. The proposed schedule of meetings is attached at Appendix 1 to the report.
- 1.2 For reasons of administrative efficiency, the schedule of meetings for 2024 - 2025 includes dates for June 2025. This is to enable members to have notice of these meetings well in advance.

2.0 MAIN FEATURES OF THE SCHEDULE

- 2.1 When compiling the schedule of meetings, regard has been had to the Council's service and financial planning timetable which includes the budget process, and the proposed schedules of Leicestershire County Council and the Parish Council's within North West Leicestershire.
- 2.2 Meetings of the main committees have been programmed for the municipal year as follows:

Audit and Governance Committee	6
Cabinet	12
Coalville Special Expenses Working Party	5

Corporate Scrutiny Committee	5
Community Scrutiny Committee	5
Council	5 + 1 provisional
Licensing Committee	4
Local Plan Committee	6
Planning Committee	12

- 2.3 A provisional meeting has been scheduled for Council to consider the Local Plan in accordance with the current adoption timescales. Members will receive confirmation of this meeting nearer the time.
- 2.3 Please note that the Cabinet meetings are included in the schedule for information only as the frequency, dates and times are agreed by the Leader.
- 2.4 The meetings of the Coalville Special Expenses Working Party are also included for information only as the dates are agreed by the Working Party.

Policies and other considerations, as appropriate	
Council Priorities:	All Council priorities.
Policy Considerations:	The terms of reference for each committee.
Safeguarding:	Not applicable.
Equalities/Diversity:	Not applicable.
Customer Impact:	Not applicable.
Economic and Social Impact:	Not applicable.
Environment, Climate Change and zero carbon:	Not applicable.
Consultation/Community Engagement:	Corporate Leadership Team Performance Team Leicestershire County Council
Risks:	Failure to agree the schedule of meetings will put the Council in breach of its constitutional duties and compromise the integrity of its decision-making processes.
Officer Contact	Elizabeth Warhurst Head of Legal and Support Services elizabeth.warhurst@nwleicestershire.gov.uk

DRAFT SCHEDULE OF MEETINGS

MAY 2024 – JUNE 2025

Audit & Governance Committee (6.30pm)

Weds, 7 Aug 2024
Weds, 25 Sep 2024
Weds, 20 Nov 2024
Weds, 5 Feb 2025
Weds, 12 Mar 2025
Weds, 23 April 2025
Weds, 4 June 2025

Cabinet (5.00pm)

Tues, 21 May 2024
Tues, 25 Jun 2024
Tues, 23 Jul 2024 (*Q1 budget/performance monitoring*)
Tues, 20 Aug 2024
Tues, 24 Sep 2024
Tues, 22 Oct 2024 (*Q2 budget/performance monitoring*)
Tues, 26 Nov 2024
Tues, 17 Dec 2024 (*Draft Budget*)
Tues, 28 Jan 2025 (*Budget*)
Tues, 25 Feb 2025 (*Q3 budget/performance monitoring*)
Tues, 25 Mar 2025
Tues, 22 Apr 2025 (*Q4 budget/performance monitoring*)
Tues, 20 May 2025
Tues, 24 Jun 2025

Coalville Special Expenses Working Party (6.30pm)

Tues, 11 Jun 2024
Tues, 13 Aug 2024
Tues, 8 Oct 2024
Tues, 10 Dec 2024
Tues, 11 Feb 2025
Tues, 10 Jun 2025

Community Scrutiny Committee (6.30pm)

Thu, 27 Jun 2024
Thu, 19 Sep 2024
Thu, 12 Dec 2024
Thu, 6 Feb 2025
Thu, 10 Apr 2025
Thu, 26 Jun 2025

Corporate Scrutiny Committee (6.30pm)

Thu, 23 May 2024 (*Q4 budget/performance monitoring*)
Thu, 29 Aug 2024 (*Q1 budget/performance monitoring*)
Thu, 5 Dec 2024 (*Q2 budget/performance monitoring & Draft budget*)
Thu, 13 Mar 2025 (*Q3 budget/performance monitoring*)
Thu, 8 May 2025 (*Q4 budget/performance monitoring*)

Council (6.30pm)

Tues, 18 Jun 2024
Tues, 10 Sep 2024
Tues, 5 Nov 2024 (*Boundary Review*)
Thu, 20 Feb 2025 (*Budget*)
Tues, 25 Feb 2025 (*Provisional – Local Plan*)
Tues, 13 May 2025 (*Annual Council*)
Tues, 17 Jun 2025

Licensing Committee (6.30pm)

Weds, 19 Jun 2024
Weds, 18 Sep 2024
Weds, 6 Nov 2024
Weds, 19 Feb 2025
Weds, 18 Jun 2025

Local Plan Committee (6.00pm)

Weds, 22 May 2024
Weds, 3 Jul 2024
Thu, 1 Aug 2024
Weds, 11 Sep 2024
Weds, 13 Nov 2024
Weds, 29 Jan 2025
Weds, 19 Mar 2025
Weds, 21 May 2025

Planning Committee (6.00pm)

Tues, 4 Jun 2024
Tues, 2 Jul 2024
Tues, 6 Aug 2024
Tues, 3 Sep 2024
Tues, 1 Oct 2024
Tues, 12 Nov 2024
Tues, 3 Dec 2024
Tues, 14 Jan 2025
Tues, 4 Feb 2025
Tues, 4 Mar 2025
Tues, 1 Apr 2025
Wed, 7 May 2025
Tues, 3 Jun 2025

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NORTH WEST LEICESTERSHIRE DISTRICT COUNCIL

COUNCIL – TUESDAY, 7 MAY 2024



Title of Report	LOCAL GOVERNMENT BOUNDARY COMMISSION FOR ENGLAND - DRAFT WARDING ARRANGEMENTS	
Presented by	Allison Thomas Chief Executive	
Background Papers	LGBCE technical guidance Council Report – Council Size Submission – 30 January 2024	Public Report: Yes
Financial Implications	<p>There are no immediate financial implications as the decision being sought is the approval of a proposal for consideration by the Local Government Boundary Commission for England (LGBCE) within its review. The decision as to the warding pattern is ultimately that of the Local Government Boundary Commission.</p> <p>Signed off by the Section 151 Officer: Yes</p>	
Legal Implications	<p>The LGBCE has functions under the Local Democracy, Economic Development and Construction Act 2009. It may at any time conduct a review of the area of the Council and recommend whether a change should be made to the electoral arrangements. The Council is required to co-operate with the Commission and must provide any information that it may reasonably require in connection with its functions (Section 56). The Council has provided information to the LGBCE as part of the first stage of the review process.</p> <p>As part of the review, the Council and others may make submissions proposing electoral arrangements as part of the LGBCE process.</p> <p>Legal advice has been provided by the Legal Services Team throughout the process.</p> <p>Signed off by the Monitoring Officer: Yes</p>	
Staffing and Corporate Implications	<p>There are no implications at this stage.</p> <p>Signed off by the Head of Paid Service: Yes</p>	
Purpose of Report	To present Members with the final submission, developed by officers and the Electoral Review Working Party, regarding Phase Two (Warding Patterns) to the Local Government Boundary Commission in respect of the forthcoming Electoral Review.	
Recommendations	<p>THAT COUNCIL:</p> <p>1. APPROVES AND AGREES THE SUBMISSION OF THE “DRAFT RECOMMENDATIONS ON THE NEW</p>	

	<p>ELECTORAL ARRANGEMENTS FOR THE NORTH WEST LEICESTERSHIRE DISTRICT COUNCIL”, ATTACHED AS APPENDIX A AS THE COUNCIL’S SUBMISSION TO THE LGBCE’S CONSULTATION ON WARDING ARRANGEMENTS.</p> <p>2. DELEGATES TO THE CHIEF EXECUTIVE, THE SUBMISSION OF THE “DRAFT RECOMMENDATIONS ON THE NEW ELECTORAL ARRANGEMENTS FOR THE NORTH WEST LEICESTERSHIRE DISTRICT COUNCIL” TO THE LGBCE.</p> <p>3. NOTES THAT PROPOSALS ON WARDING PATTERNS MAY ALSO BE PROVIDED TO THE LGBCE BY ANY MEMBER OF THE PUBLIC, EXTERNAL BODY, GROUP OR ORGANISATION WISHING TO MAKE RECOMMENDATIONS BY THE CLOSE OF THE CONSULTATION ON 27 MAY 2024.</p>
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1.0 BACKGROUND

- 11. In 2022, the LGBCE informed the Chief Executive of the Council of its intention to carry out an Electoral Review of the Council. The last electoral review of North West Leicestershire was undertaken in 2013.
- 1.2 The review process began in mid-2023. Any changes that are made regarding council size and ward boundaries will come into effect for the local government elections in May 2027.
- 1.3 In the first phase of the review, the size of the Council was considered. On 30 January 2024, the Council made a formal submission which supported the size of the Council remaining at 38 councillors, with a preference for single-member wards. On 12 March 2024 the LGBCE made a determination that the Council should remain at the same size, at 38 Councillors, and noted the preference for single-member wards where possible, taking the statutory criteria into account as set out at 2.1 below.
- 1.4 On 19 March 2024, the public consultation on future warding arrangements commenced. This gives the Council, individuals and community organisations the opportunity to provide the LGBCE with views on the positioning of ward boundaries, based on the identity and interests of local communities alongside the other statutory criteria.
- 1.5 It is recognised that the shape and size of existing wards will need to change to reflect the change in population and housing developments (and demolitions) since the last review 10 years ago.

2.0 APPROACH

- 2.1 In considering the warding pattern for an authority, the LGBCE has regard to the statutory criteria set down in the Local Democracy, Economic Development and Construction Act 2009. These are:
 - the need to secure equality of representation (taking future growth into account);
 - the need to reflect the identities and interests of local communities; and
 - the need to secure effective and convenient local government.

- 2.2 Officers developed the initial warding proposals and these were considered by the cross-party Electoral Review Working Party at four meetings between 22 February 2024 and 10 April. Comments and suggestions by Members were taken into account in revised proposals. On 17 April 2024, an all-Member Briefing was held on the draft proposals for the warding arrangements developed by the Working Party. Comments were received on the proposals during and following the briefing. It was agreed that a meeting of the Working Party would be held on 22 April 2024 to consider the comments and any changes which had been made to wards to ensure that they better reflected the local interests and identities of communities, alongside the other statutory criteria. The minutes of the meeting of the Working Party at which the draft proposals were agreed for consideration by Council are attached at appendix A
- 2.3 In drafting the proposals, officers have:
- Reviewed where existing wards can remain unchanged and remain within the electoral equality criteria, on the basis that if change to boundaries is not necessary then it makes sense to retain them (leading to more effective and convenient local government, and on the basis the previous boundaries would have been drawn to reflect local community interests originally).
 - Grouped smaller parishes together to create new or amended wards.
 - Agreed that, as far as possible, rural parishes will not be merged with parts of more urban towns simply to balance the electorates, recognising the different identities, interests and concerns between rural and urban populations (noting that rural/urban is relative).
 - Identified areas of the District where a new split of parishes will be required to ensure electoral equality (for example, Castle Donington will have three Councillors). New wards are based, where possible, on existing wards in these areas taking the three statutory criteria into account and other identifiable features and landmarks.
- 2.4 Consideration was also given to the forecasted ratio of one councillor to 2,358 electors. This equates to a maximum 10% variance of 2,593 electors and a minimum 10% variance of 2,123 electors.
- 2.5 There is a balance to be made in each of these steps, and ‘fixing’ any ward arrangements has a knock-on effect across the District. It is important to recognise that almost every ward will be changed through this process, even where the current ward has good electoral equality.
- 2.6 During the process it became apparent that splitting the communities in the south-west corner of the district (part of Appleby, Oakthorpe & Donisthorpe, Ashby Woulds and part of Blackfordby), could not be done in such a way, to create three single member wards, without artificially splitting the communities to create electoral equality required. Considerable thought and careful discussion were given to this area by the working party and a number of proposals put forward. Following comments made at the all-member briefing and further consideration by the working party, it was agreed that a proposal for a one three-member ward to cover the whole area would be the best solution, to avoid the splitting of communities.
- 2.7 The final version of the Council’s submission can be found at appendix B.

3.0 IMPLICATIONS

3.1 The LGBCE technical guidance says the following in relation to participation in the review process:

“5. Making your views known to us

“Throughout the conduct of the review, we are keen to encourage councils, their partners and the public at large to tell us what they would like to see in the electoral arrangements for their local authorities. We do this when we invite proposals and when we arrange consultations on our draft recommendations and occasionally, on alterations to draft recommendations”.

The Council is encouraged by the LGBCE to provide a consultation submission on warding arrangements and this will form the basis of the proposals considered by the LGBCE, along with any other representations it receives during the consultation period. The Council’s submission provides a good representation of communities in the council area from across the political spectrum. If the Council does not submit proposals on the warding arrangements, the LGBCE will take any other representations into account in formulating the draft electoral arrangements.

4.0 WHAT HAPPENS AFTER THE SUBMISSION IS MADE?

4.1 The LGBCE will consider all the representations and submissions received before the closing date of 27 May 2024 and will formulate draft recommendations on the warding proposals. These are expected to be published in August 2024.

4.2 A further 12-week period of consultation on the LGBCE’s proposals is due to commence in September 2024. Meetings of the Electoral Review Working Party will meet to prepare a response to the proposals, which will then be considered by Council. The LGBCE will then finalise and publish the new wards early 2025, with the order then being laid before Parliament in Spring 2025.

4.3 New wards are scheduled to come into effect at the 2027 District and Parish elections.

Policies and other considerations, as appropriate	
Council Priorities:	A well-run council
Policy Considerations:	The (LGBCE is a parliamentary body established by statute to conduct boundary, electoral and structural reviews of local government areas in England.
Safeguarding:	There are none at this stage.
Equalities/Diversity:	There are none at this stage.
Customer Impact:	The Commission will work to achieve electoral equality and will consider representations made to it by other public authorities, community groups, residents associations, electors, political and other stakeholders during later stages. There will be an impact to those communities where wards will need

	to change so that electoral equality can be achieved.
Economic and Social Impact:	There are none at this stage.
Environment, Climate Change and zero carbon:	There are none at this stage
Consultation/Community Engagement:	The LGBCE is responsible for running any consultations during the review.
Risks:	If the Council does not submit proposals on the warding arrangements, the LGBCE will take any other representations into account in formulating the draft electoral arrangements.
Officer Contact	Elizabeth Warhurst Head of Legal and Commercial Services elizabeth.warhurst@nwleicestershire.gov.uk

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APPENDIX A

MINUTES of a meeting of the ELECTORAL REVIEW WORKING PARTY held in the Abbey Room, Stenson House, London Road, Coalville on MONDAY, 22 APRIL 2024

Present: Councillor M B Wyatt (In the Chair)

Councillors K Merrie MBE, A C Woodman, M B Wyatt, D Bigby (Substitute for Councillor C A Sewell) and J Legrys (Substitute for Councillor S Sheahan)

In Attendance: Councillors P Moulton, M Ball, A Barker, D Cooper, R Johnson and D Everitt

Officers: Mrs C Hammond, Miss E Warhurst, Mr R Beesley and Mrs A Thomas

37 APOLOGIES FOR ABSENCE

Apologies were received from Councillors C Sewell and S Sheahan.

38 DECLARATION OF INTERESTS

There were no interests declared.

39 MINUTES OF THE PREVIOUS MEETING

Consideration was given to the minutes of the meeting held on 10 April 2024.

By affirmation of the meeting it was

RESOLVED THAT:

The minutes of the meeting held on 10 April 2024 be approved as an accurate record of the proceedings.

40 ELECTORAL REVIEW OF NORTH WEST LEICESTERSHIRE - WARDING ARRANGEMENTS

Officers presented the report to members and drew their attention to the comments that had been at the all member briefing and that had been received following it. They then presented to updated proposals document, with the amendments shown in tracked changes, to the group and they considered each ward in turn taking into account any changes that had been made following the briefing.

Heather and Packington

No changes since the briefing.

The decision to include the proposal as set out in the document was agreed 3 votes for, with 2 abstentions.

Ravenstone and Snibston

No changes since the briefing.

The decision to include the proposal as set out in the document was agreed 3 votes for, with 2 abstentions.

Worthington and Coleorton

No changes since the briefing.

The decision to include the proposal as set out in the document was agreed 3 votes for, with 2 abstentions.

Breedon and Belton

No changes since the briefing.

The decision to include the proposal as set out in the document was agreed 3 votes for, with 2 abstentions.

Castle Rock

No changes since the briefing.

The decision to include the proposal as set out in the document was agreed 3 votes for, with 2 abstentions.

Bardon

No changes since the briefing.

The decision to include the proposal as set out in the document was agreed 3 votes for, with 2 abstentions.

Kegworth

Changes had been following the proposal and were set out in tracked changes in the document. The proposed name change to Kegworth South and Long Whatton was noted.

The group discussed and considered the changes.

The decision to include the proposal as set out in the document, as amended following the briefing, was agreed 3 votes for, with 2 abstentions.

Daleacre Hill

Changes had been made following the briefing and were set out in tracked changes in the document. The proposed name change to Kegworth North and Daleacre Hill was noted.

The group discussed and considered the changes.

The decision to include the proposal as set out in the document, as amended following the briefing, was agreed 3 votes for, with 2 abstentions.

Castle Donington Ward Group

No changes since the briefing.

The decision to include the proposal as set out in the document was agreed 3 votes for, with 2 abstentions.

Measham Ward Group

Changes had been made following the briefing and were set out in tracked changes in the document.

The group discussed and considered the changes.

The decision to include the proposal as set out in the document, as amended following the briefing, was agreed unanimously.

Ashby and Woulds Groups

Changes had been made following the briefing and were set out in tracked changes in the document. As the changes made to the Ashby Wards had a knock-on effect to the Woulds wards later in the document, it was agreed to consider both groupings together.

The group discussed and considered the changes to both groups, including the option of a three-member ward for the Woulds grouping, therefore not splitting any of the communities in that area. Proposed ward names were put forward for Ashby Money Hill (Ashby Knights Chase) and Blackfordby (Ashby Blackfordby Annswell).

Ashby Group

The decision to include the proposals as set out in the document and amended following the briefing, and the name of Ashby Blackfordby Annswell, was agreed unanimously. It was agreed that the current ward member would be consulted on the suggested ward name of Ashby Knights Chase.

Woulds Group

The decision to include the option of a three-member ward for the Woulds group as set out in the document and amended following the briefing was agreed unanimously. It was agreed that the current ward members for the areas included in the new ward be asked to submit suggestions for the ward name.

Coalville Ward Group

Changes had been made following the briefing and were set out in tracked changes in the document.

The group discussed and considered the changes.

The decision to include the proposal for the ward group without the changes following the briefing was agreed 3 votes for, with 2 abstentions.

Ellistown and Ibstock Ward Group

No changes since the briefing.

The decision to include the proposal as set out in the document was agreed 3 votes for, with 2 abstentions.

Whitwick Ward Group

Changes had been made following the briefing and were set out in tracked changes in the document. A verbal update was provided on suggestions that had been made over the weekend, since the publication of the agenda.

The group discussed and considered the changes.

The decision to include the proposal for the ward group without the changes following the briefing was agreed 3 votes for, with 2 abstentions.

Hugglescote Ward Group

Changes had been made following the briefing and were set out in tracked changes in the document.

The group discussed and considered the changes.

The decision to include the proposal as set out in the document, as amended following the briefing, was agreed 3 votes for, with 2 abstentions.

The recommendations were then put to the vote.

An amendment to recommendation 3 was moved by Councillor D Bigby and seconded by Councillor J Legrys to request that a Extraordinary meeting of Council be held in between 7 May and 27 May to consider the Council's submission, therefore allowing more time for consultation on the proposals.

The amendment was put to the vote and LOST.

It was moved Councillor A Woodman, seconded by Councillor K Merrie and

RESOLVED THAT:

1. The comments made by the working party be noted and the final document be updated;
2. Ward members be consulted on ward names as agreed by the working party;
and
3. The document be endorsed for consideration at Annual Council on 7 May 2024.

The meeting commenced at 1.00 pm

The Chairman closed the meeting at 2.07 pm

Submission on behalf of North West Leicestershire Council

Electoral Review of North West Leicestershire

Warding submission

Version date: 24 April 2024

Introduction

This document contains the warding arrangements developed by North West Leicestershire council in response to the current Local Government Boundary Commission for England (LGBCE) electoral review. This is the formal submission of the authority, having been approved by Full Council at the meeting of [DATE].

Background

The Local Government Boundary Commission for England (LGBCE) are currently undertaking a review of electoral arrangements for the district. This is necessary due to electoral inequality (where some Councillors represent more electors than others) that is outside of the permitted tolerance.

The LGBCE review is split into two phases:

- The first is to determine Council Size – how many Councillors there will be to serve the district. Full Council considered this in January 2024 and, following their decision, a formal submission for 38 Councillors was submitted to the LGBCE. The Commissioners will consider the submission, alongside any other submissions they receive, and decide the future Council Size.
- The second phase is to develop warding patterns. This draws the boundaries for every ward for the district. Officers and the Member Working Group will draw up proposals for consideration by full Council and submission to the LGBCE. This document outlines the process and timing for this stage of the work.

Approach taken

In developing draft ward arrangements, there must be a balance between the three statutory criteria:

- the need to secure equality of representation (taking future growth into account);
- the need to reflect the identities and interests of local communities; and
- the need to secure effective and convenient local government.

In developing proposals, we have been mindful of the guidance from the LGBCE (https://www.lgbce.org.uk/sites/default/files/2023-06/technical-guidance-june_2023.pdf).

The Council has requested that the review considers implementing single member wards, and although this does not override the statutory criteria, the presumption is that single member wards will be delivered.

Initial proposals were developed by officers, and then discussed and revised through a cross-party Member Working Group. The revised versions have been discussed at a Member briefing, open to all Councillors, before being finalised ahead of debate at Full Council.

In drafting the proposals in this document, we have:

- Reviewed where existing wards can remain unchanged and remain within the electoral equality criteria, on the basis that if change to boundaries is not necessary then it makes sense to retain them (leading to more effective and convenient local government, and on the basis the previous boundaries would have been drawn to reflect local community interests originally).
- Grouped smaller parishes together to create new or amended wards.
- Agreed that, as far as possible, rural parishes will not be merged with parts of more urban towns simply to balance the electorates, recognising the different identities, interests and concerns between rural and urban populations.
- Identified areas of the District where a new split of parishes will be required to ensure electoral equality (for example, Castle Donington will have three Councillors). New wards are based, where possible, on existing wards in these areas taking the three statutory criteria into account and other identifiable features and landmarks.

There is a balance to be made in each of these steps, and 'fixing' any ward arrangements has a knock-on effect across the District. It is important to recognise that almost every ward will be changed through this process, even where the current ward has good electoral equality.

The LGBCE have expressed that warding arrangements are often the 'least worst' configuration, particularly for areas that are complex. There is, therefore, a degree of compromise and flexibility required in developing warding patterns.

The expectation is that in 2030, every ward will have a variance less than $\pm 10\%$, although the other statutory criteria are also balanced in the overall consideration of warding arrangements.

Existing parishes



Warding arrangements

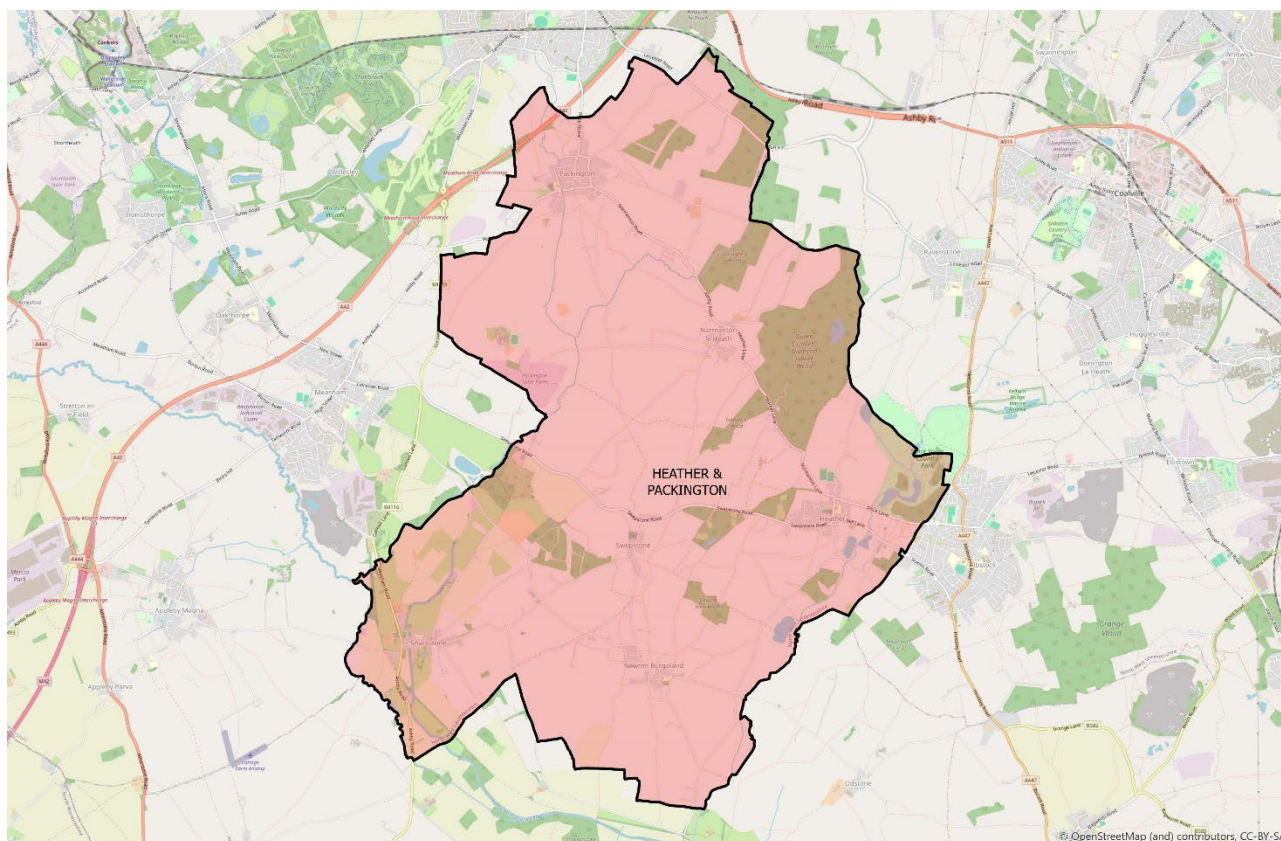
Introduction

The pages that follow show each proposed ward, or group of wards, in turn along with a summary about the ward and justification for the proposed configuration. In each case, the current Councillors that serve the area are included. This is for information only, to enable Councillors and members of the public to easily identify their own local area.

Considerable work has been undertaken to explore how rural parishes can be grouped to create wards with an acceptable electoral variance. There are, however, very few possible configurations that work across the entire District. It is important to recognise that some existing combinations of parishes cannot continue under the new warding arrangements, and some parish wards are placed into different wards, due to the need for electoral equality across the entire district area.

HEATHER & PACKINGTON

Ward	Electorate 2023	Variance	Electorate 2030	Variance
HEATHER & PACKINGTON	2458	14%	2458	3%



This ward comprises the parishes of Heather, Packington, Snarestone, and Swebstone & Newton Burgoland, and the unparished community of Normanton le Heath. To the west is the urban area of Measham, to the north-west is Ashby-de-la-Zouch, and to the east the communities of Ibstock.

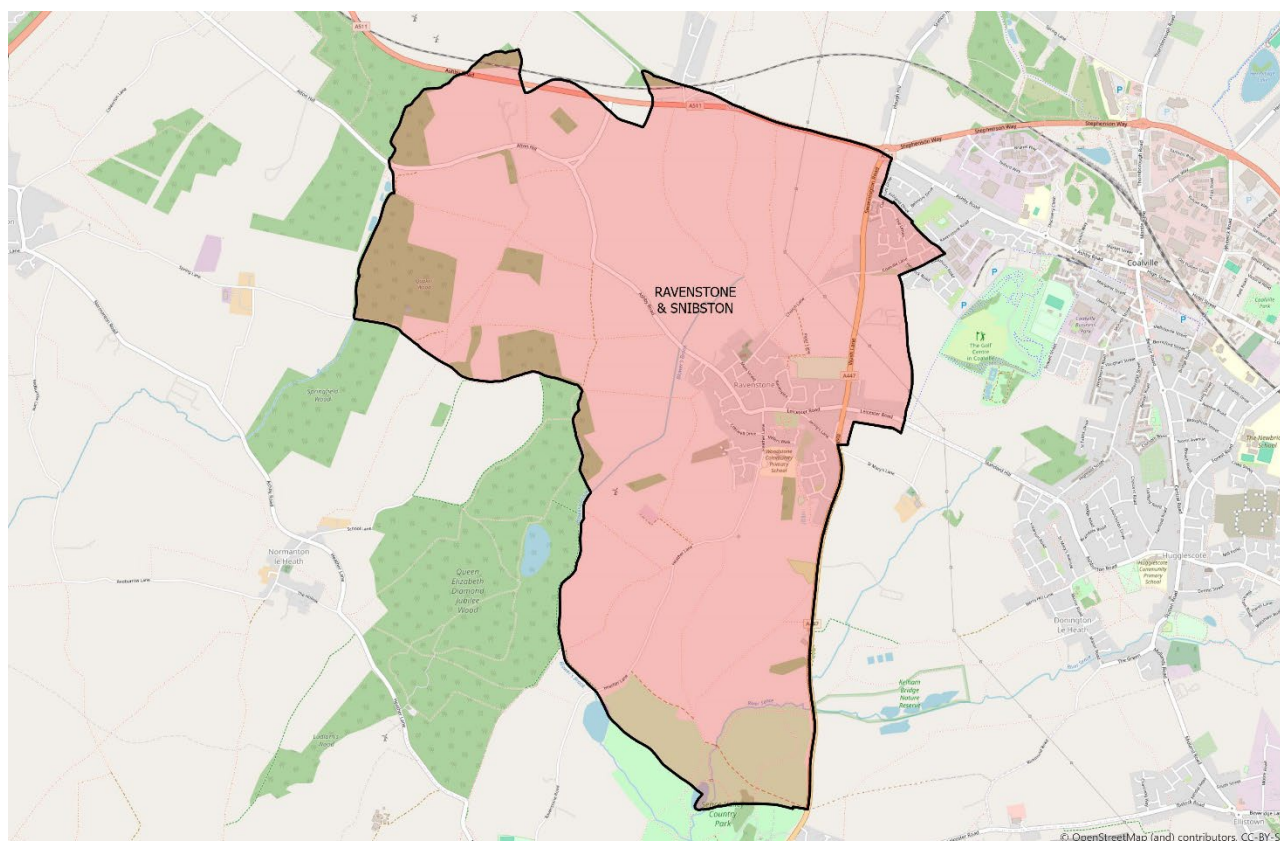
Whilst this ward includes parts of three former wards, it includes only rural parish areas which appear to have closer affiliation with each other than the nearby urban centres, all of which have good rural road links between them. The matters of concern in Heather are more similar to those in Swebstone than in the more urban areas of Ibstock or Measham, for example.

This ward includes parts of the following current wards:

Current ward	Current Councillor (for information)
Appleby	Cllr Richard Blunt
Sence Valley	Cllr Guy Rogers
Ravenstone & Packington	Cllr Nigel Smith

RAVENSTONE & SNIBSTON

Ward	Electorate 2023	Variance	Electorate 2030	Variance
RAVENSTONE & SNIBSTON	2187	1%	2224	-7%



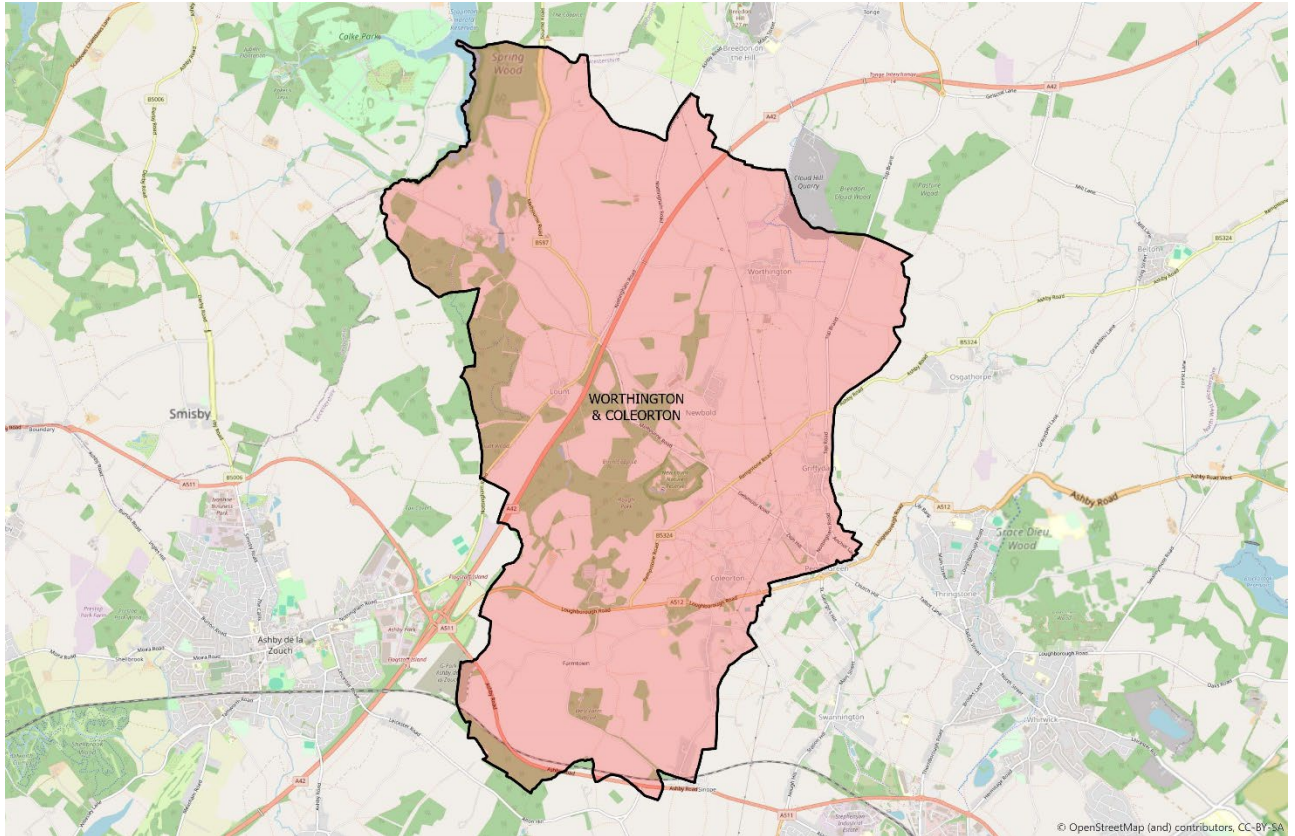
This ward comprises the parish of Ravenstone with Snibston. In the current warding arrangement, this parish is split between two different district wards. This new arrangement brings both parts of the parish back into a single member ward. This better reflects the identities and interests of the communities, and supports effective and convenient local government – it is much easier for electors and elected representatives where entire parishes are within the same ward (where possible).

This ward includes parts of the following current wards:

Current ward	Current Councillor (for information)
Ravenstone & Packington	Cllr Nigel Smith
Snibston North	Cllr John Geary

WORTHINGTON & COLEORTON

Ward	Electorate 2023	Variance	Electorate 2030	Variance
WORTHINGTON & COLEORTON	2355	9%	2355	-1%



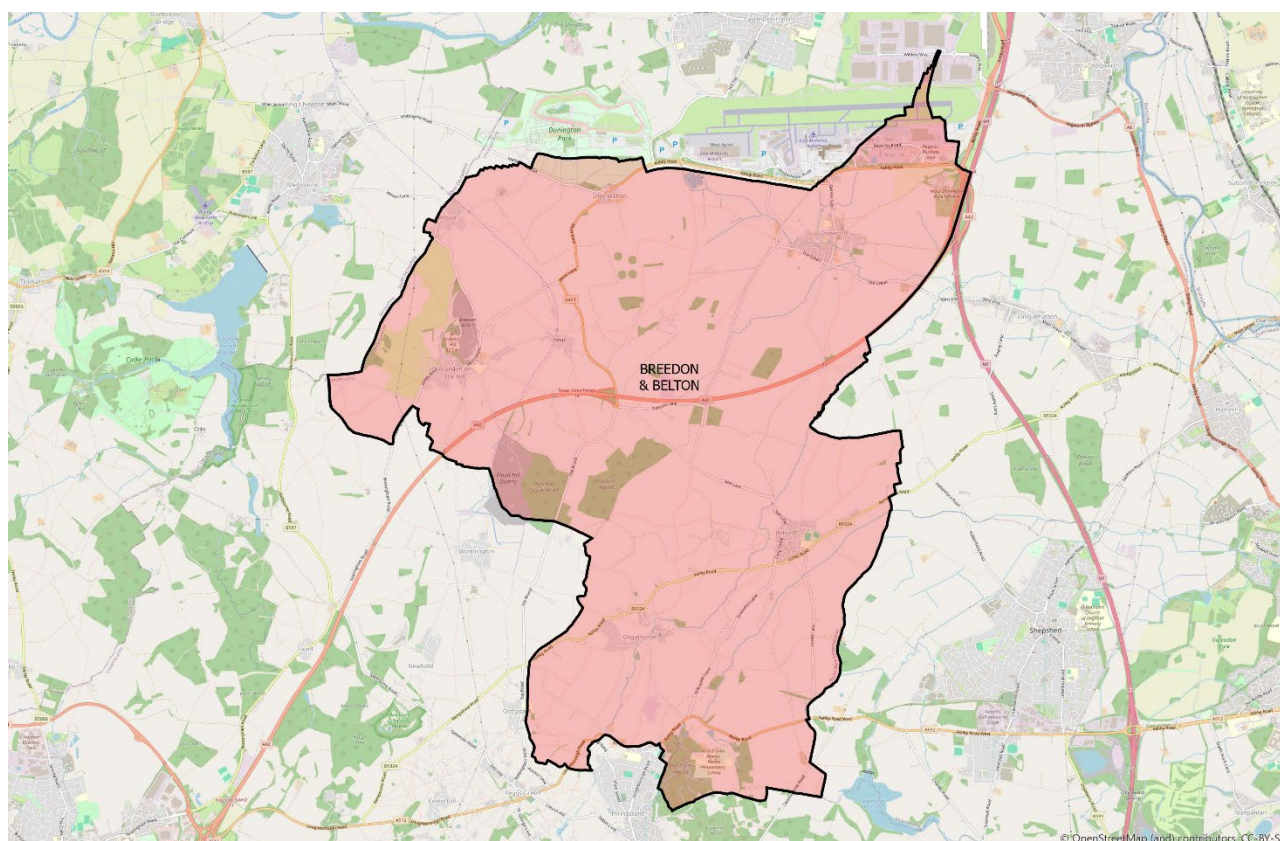
This ward comprises the parishes of Coleorton and Worthington, and the unparished community of Staunton Harold. Coleorton was previously split between two wards. As with other examples in this proposal, bringing the entire parish into one ward benefits both the residents and elected representatives and ensures more effective and convenient local governance.

This ward includes parts of the following current wards:

Current ward	Current Councillor (for information)
Valley	Cllr Russell Boam
Worthington & Breedon	Cllr Ray Morris

BREEDON & BELTON

Ward	Electorate 2023	Variance	Electorate 2030	Variance
BREEDON & BELTON	2545	18%	2580	8%



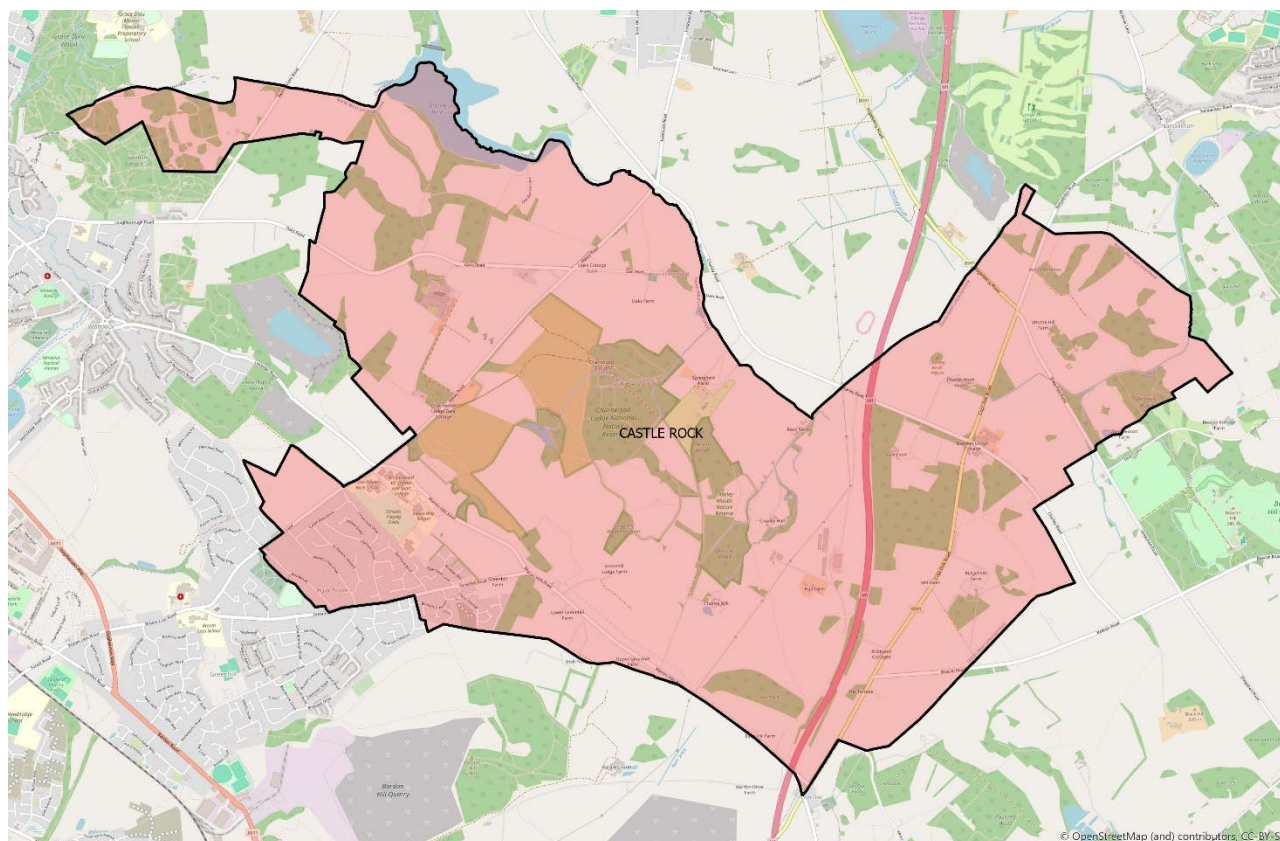
This ward includes the parishes of Belton, Breedon on the Hill, and Osgathorpe, plus the Diseworth ward of Long Whatton & Diseworth parish. Geographically this is a large ward, comprising a number of relatively sparsely populated parishes and communities. These rural areas are more closely aligned with each other than with the urban communities they border.

This ward includes parts of the following current wards:

Current ward	Current Councillor (for information)
Worthington & Breedon	Cllr Ray Morris
Long Whatton & Diseworth	Cllr Nicholas Rushton
Valley	Cllr Russell Boam

CASTLE ROCK

Ward	Electorate 2023	Variance	Electorate 2030	Variance
CASTLE ROCK	2229	3%	2359	-1%



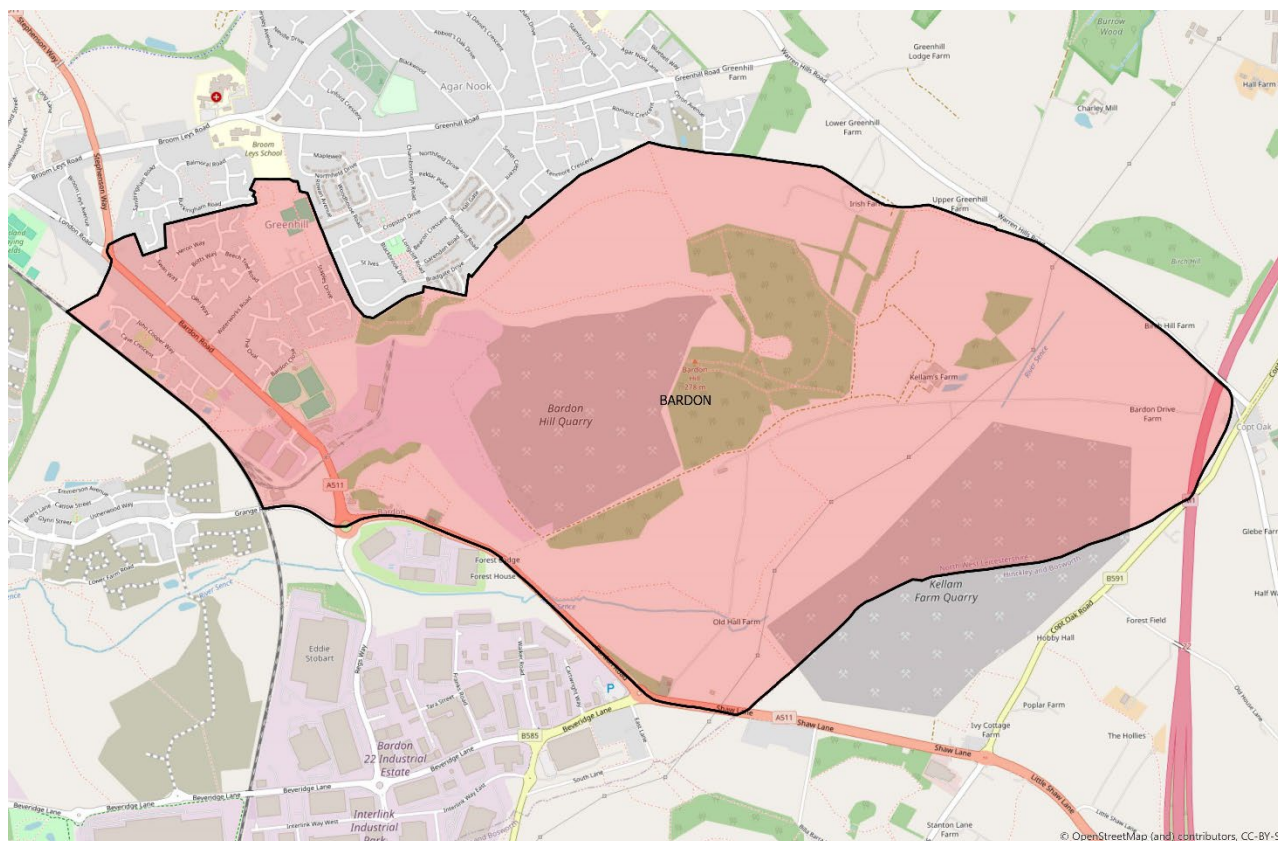
This ward is largely unchanged from the current ward, and includes the parish of Charley and part of Coalville. One small adjustment moves the boundary between Castle Rock and Broom Leys from the centre of the Blackwood road such that properties on both sides of the road are in Castle Rock. This affects 89 electors, but reflects the fact that the residents of Blackwood consider themselves part of the Castle Rock community regardless of which side of the road they live on. Blackwood is not a natural barrier between communities, with the open spaces of the cricket ground and cemetery being clear demarcations between the two communities.

This ward includes parts of the following current wards:

Current ward	Current Councillor (for information)
Castle Rock	Cllr Michael Wyatt

BARDON

Ward	Electorate 2023	Variance	Electorate 2030	Variance
BARDON	2256	4%	2440	2%



This ward is largely unchanged from the current ward, and includes the unparished area of Bardon, and part of Coalville. The one adjustment is that the whole of Cropston Drive is now included in Greenhill ward; it is currently split with a small number of properties (and 21 electors) in Bardon. The revised boundary is more logical and ensures the entire road (including both sides of the road) is within the same ward.

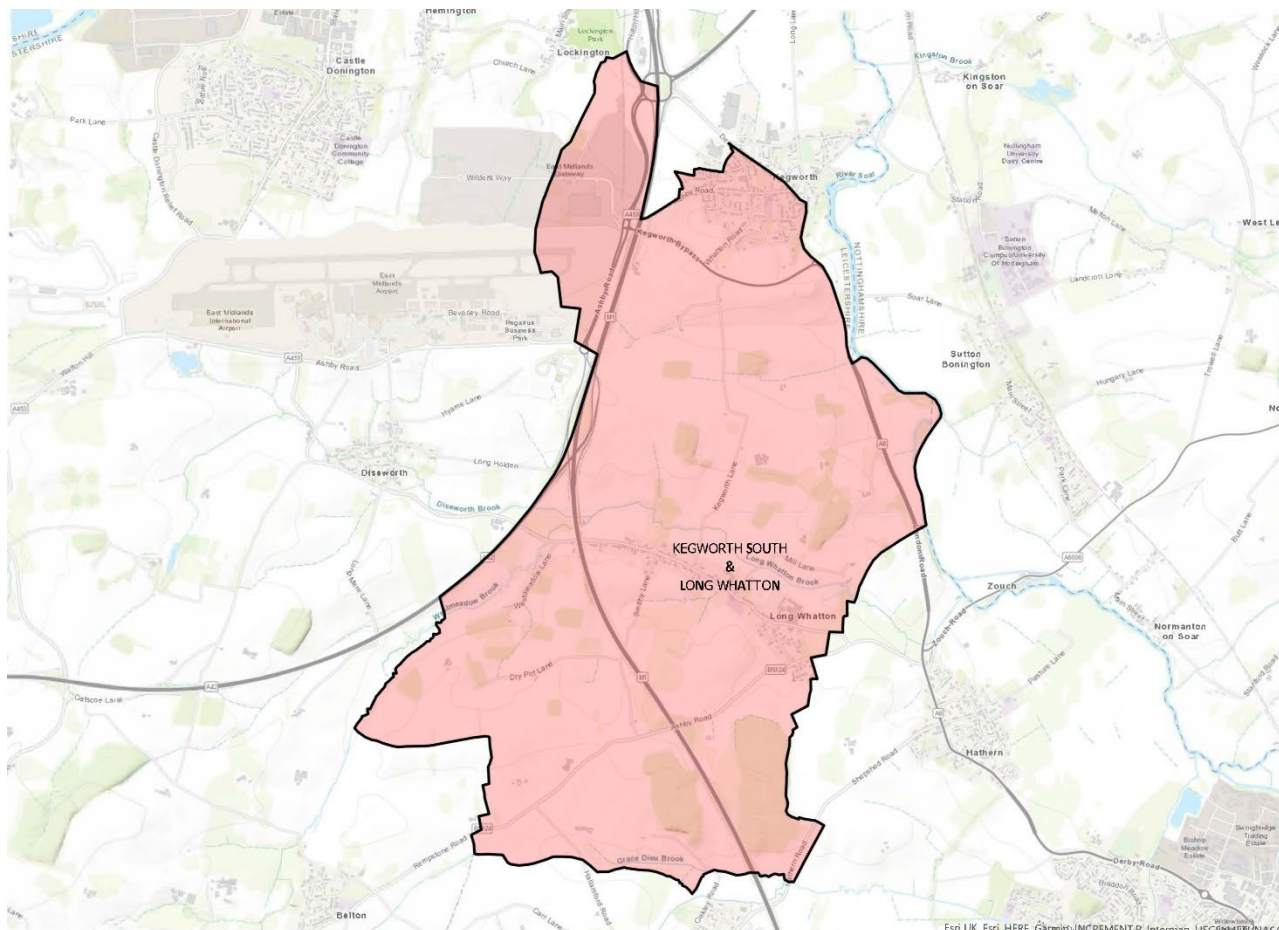
This ward includes parts of the following current wards:

Current ward	Current Councillor (for information)
Bardon	Cllr Morgan Burke

KEGWORTH SOUTH AND LONG WHATTON

Ward	Electorate 2023*	Variance	Electorate 2030	Variance
KEGWORTH SOUTH AND LONG WHATTON	2662	23%	2573	8%

* Based on current ward boundaries, not revised.



This ward includes the current South ward of Kegworth parish, and the Long Whatton ward of Long Whatton & Diseworth parish. However, this gives a variance of +11%, which means there are too many electors in this ward at present. Therefore, the boundary between Kegworth North and Kegworth South will be adjusted to transfer electors from the south to the north, giving greater electoral equality in this area. This electoral imbalance can be resolved by adjusting the boundary slightly:

- Pritchard Drive moves to Daleacre Hill ward instead of Kegworth ward; this is relatively self-contained in that it does not link to other residential roads in Kegworth, and is accessible by vehicle only from Packington Hill close to Derby Road, which is the current boundary between the wards.
- The new developments planned to the west of Pritchard Drive will be accessible only from the north and south access roads, with no direct link to the rest of Kegworth

ward. These, too, therefore move to Daleacre Hill as they become a self-contained group of properties.

- To ensure the boundary between the two wards is clear and reflects the natural boundaries whilst delivering electoral equality, the western boundary then follows the M1 south to the parish boundary.

Whilst this new arrangement splits Kegworth parish, this is already the case in the existing warding arrangements.

Members suggested retaining the area west of the M1 in Kegworth ward, as this includes part of the airport which can cause issues for local residents of Kegworth. Local representation suggested that including the airport within the ward gives a greater opportunity for the views of local residents of Kegworth to be represented in discussions regarding the airport. As a result, the boundary between Kegworth and Daleacre Hill now reverts to the parish boundary. There are no electors in this area. Consideration has been given to tidying-up what is currently the northern part of Long Whatton & Diseworth parish as it extends over the airport; however, the communities in that parish are also affected by the airport and ensuring they have representatives covering the airport area ensures local voices can be heard.

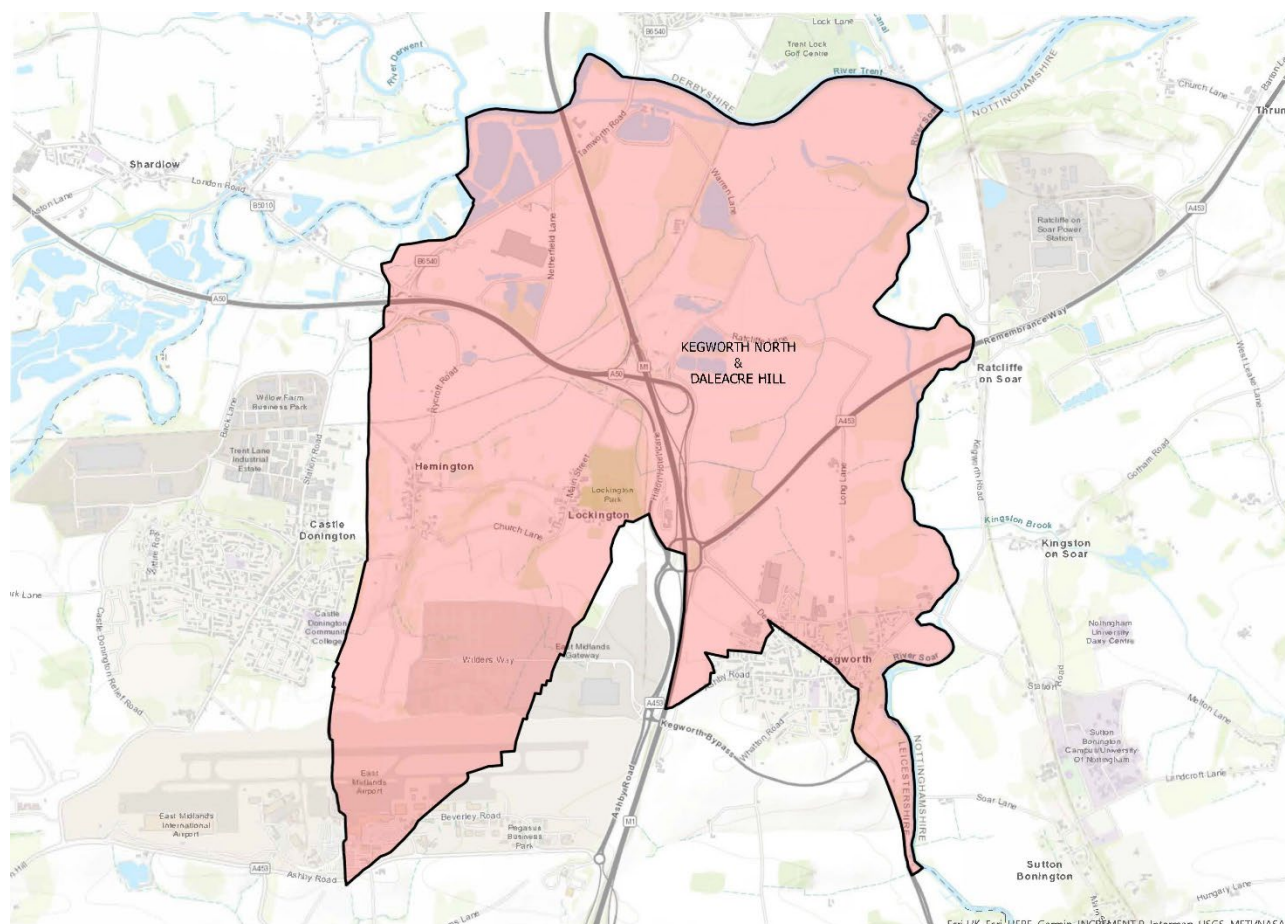
This ward includes parts of the following current wards:

Current ward	Current Councillor (for information)
Kegworth	Cllr Ray Sutton
Long Whatton & Diseworth	Cllr Nicholas Rushton

KEGWORTH NORTH & DALEACRE HILL

Ward	Electorate 2023*	Variance	Electorate 2030	Variance
KEGWORTH NORTH & DALEACRE HILL	1960	-9%	2552	7%

* Based on current ward boundaries, not revised.



This ward is based on the current ward. It includes the parish of Lockington & Hemington and the current North ward of Kegworth parish. However, this gives a variance of -11%, which means there are too few electors in this ward at present. Therefore, the boundary between Kegworth North and Kegworth South will be adjusted as noted above in 'Kegworth'.

This ensures the whole of the existing ward is kept together, with a slight extension due to electoral inequality. The new development now included in the proposed Daleacre Hill has yet to be built, and so the residents of the site will not have the close affiliation with Kegworth that some of the more established communities do. In addition, this site is only accessible from the north or south access routes, and not directly east into Kegworth. As such, being a distinct community, it's link to Daleacre Hill via this warding arrangement leads to electoral equality without compromising on local representation.

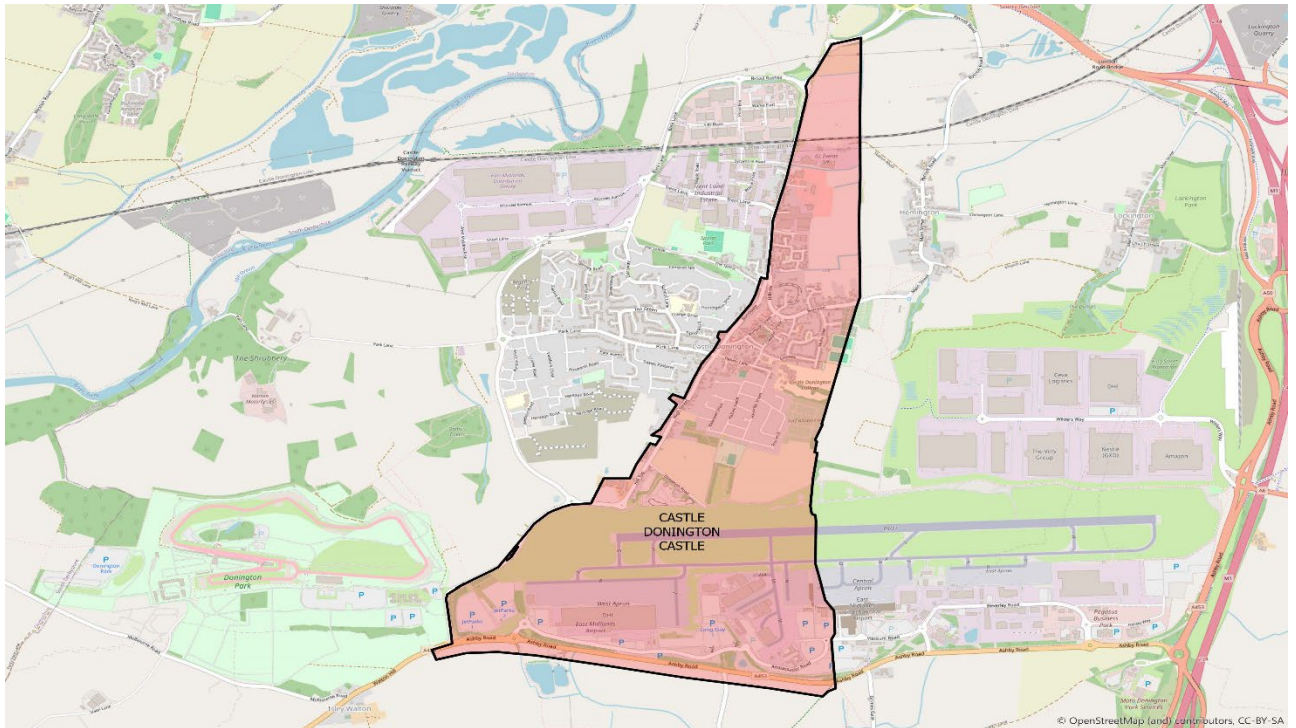
This ward includes parts of the following current wards:

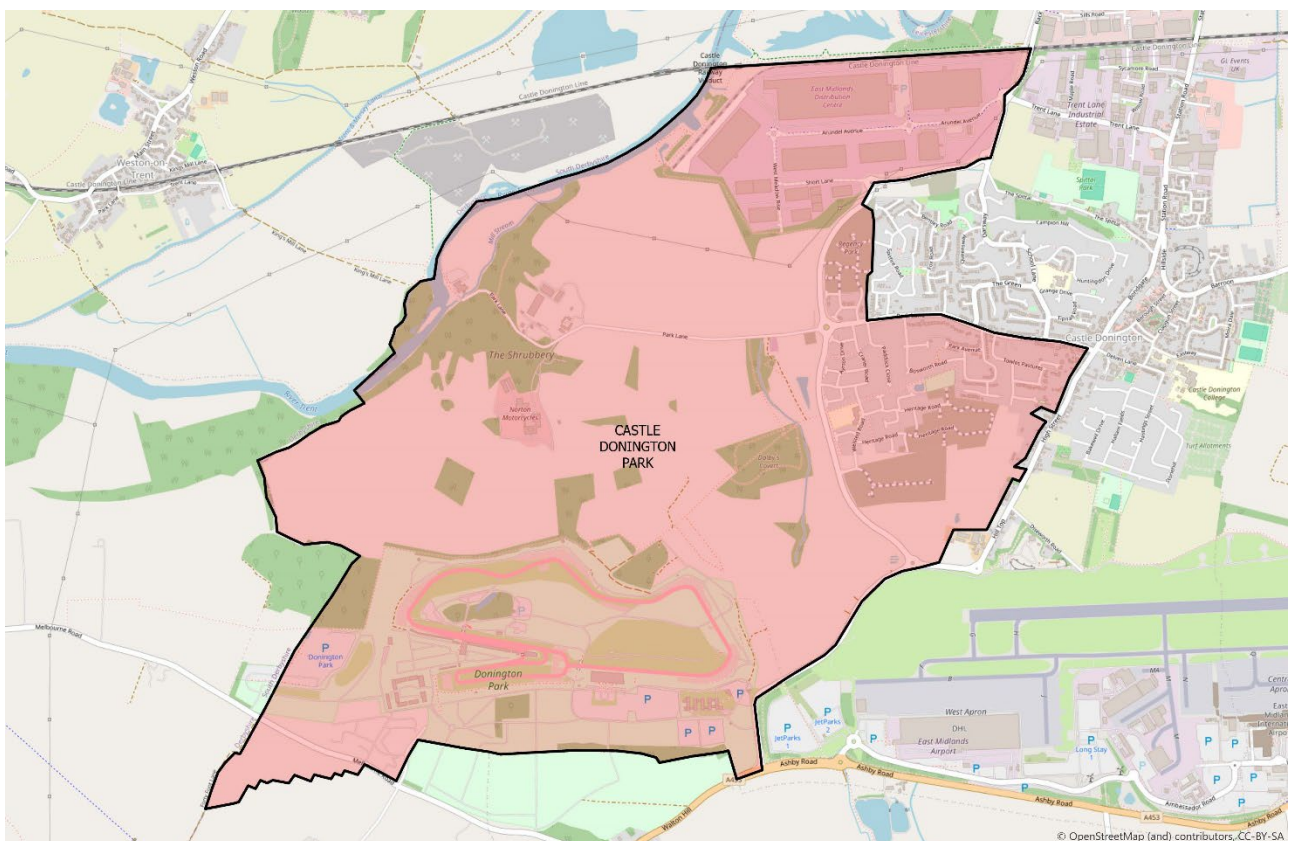
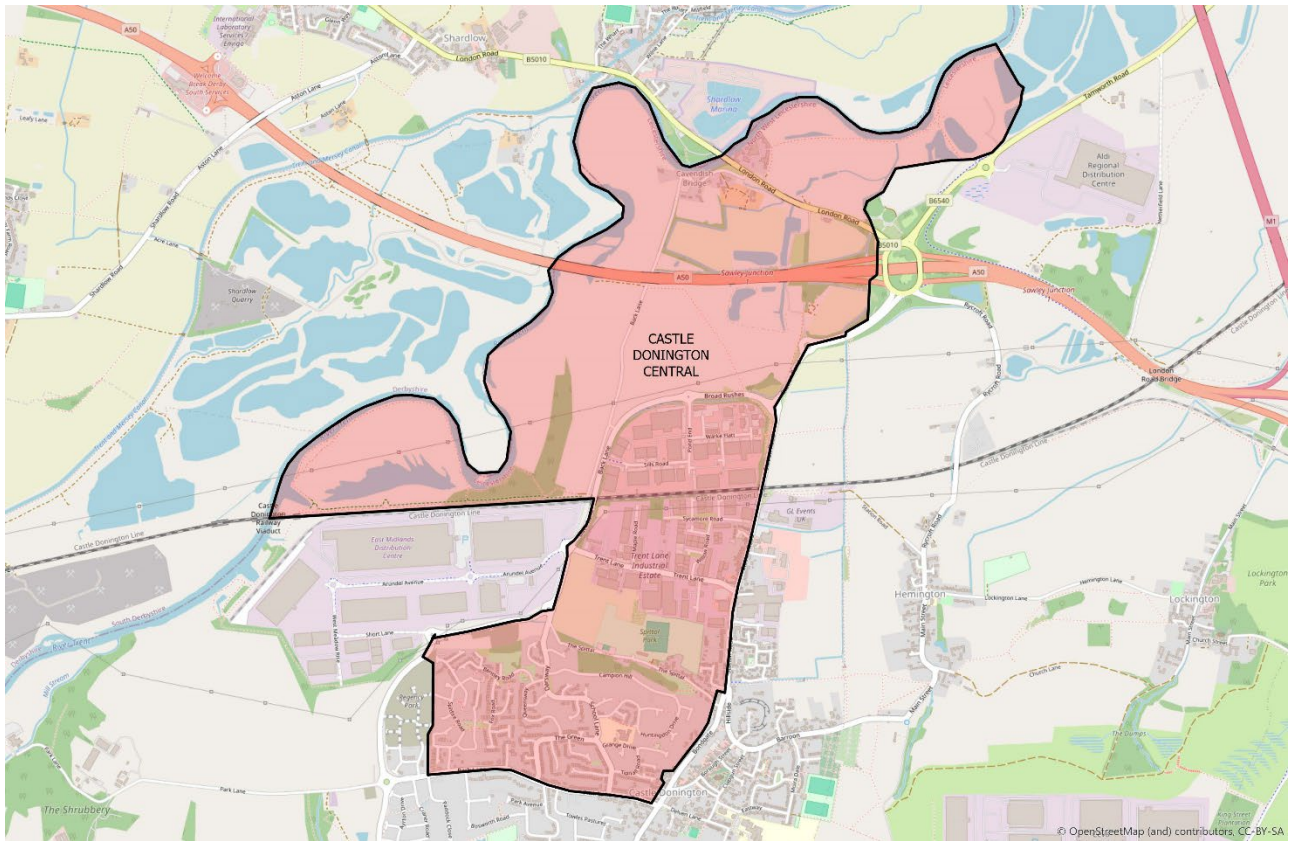
Current ward	Current Councillor (for information)
Kegworth	Cllr Ray Sutton
Daleacre Hill	Cllr Carol Sewell

GROUP: CASTLE DONINGTON

Ward	Electorate 2023*	Variance	Electorate 2030	Variance
CASTLE DONINGTON CASTLE	2040	-6%	2161	-10%
CASTLE DONINGTON CENTRAL	1916	-11%	2298	-4%
CASTLE DONINGTON PARK	2104	-3%	2198	-8%

* Based on current ward boundaries, not revised.





Castle Donington is a discrete town in the north of the district, forming a triangle bordered on one side by the district boundary, on the second by Daleacre Hill, and the third by Breedon & Belton. As a more urban centre, the concerns and priorities of residents in Castle Donington are different to those of the more rural communities in neighbouring parishes. As a result, a

priority has been to adjust the wards within Castle Donington without extending any outside of the parish boundary.

The town has two main possible 'natural boundaries' – the main road, which runs north-south, and the railway running east-west. However, neither divide the town into appropriately-sized communities for new wards. Existing wards have therefore been used as a basis for creating new possible wards.

The revised Central ward include the roads off Spitfire Road. This tidies the boundary which currently cuts off the end of Bentley Road, and brings the whole of this distinct community into the same ward.

To adjust the electorate figures, a small number of properties (the western edge of Bondgate) are moved from Central to Castle. This means the rear of the properties are the new boundary, rather than the middle of the Bondgate road.

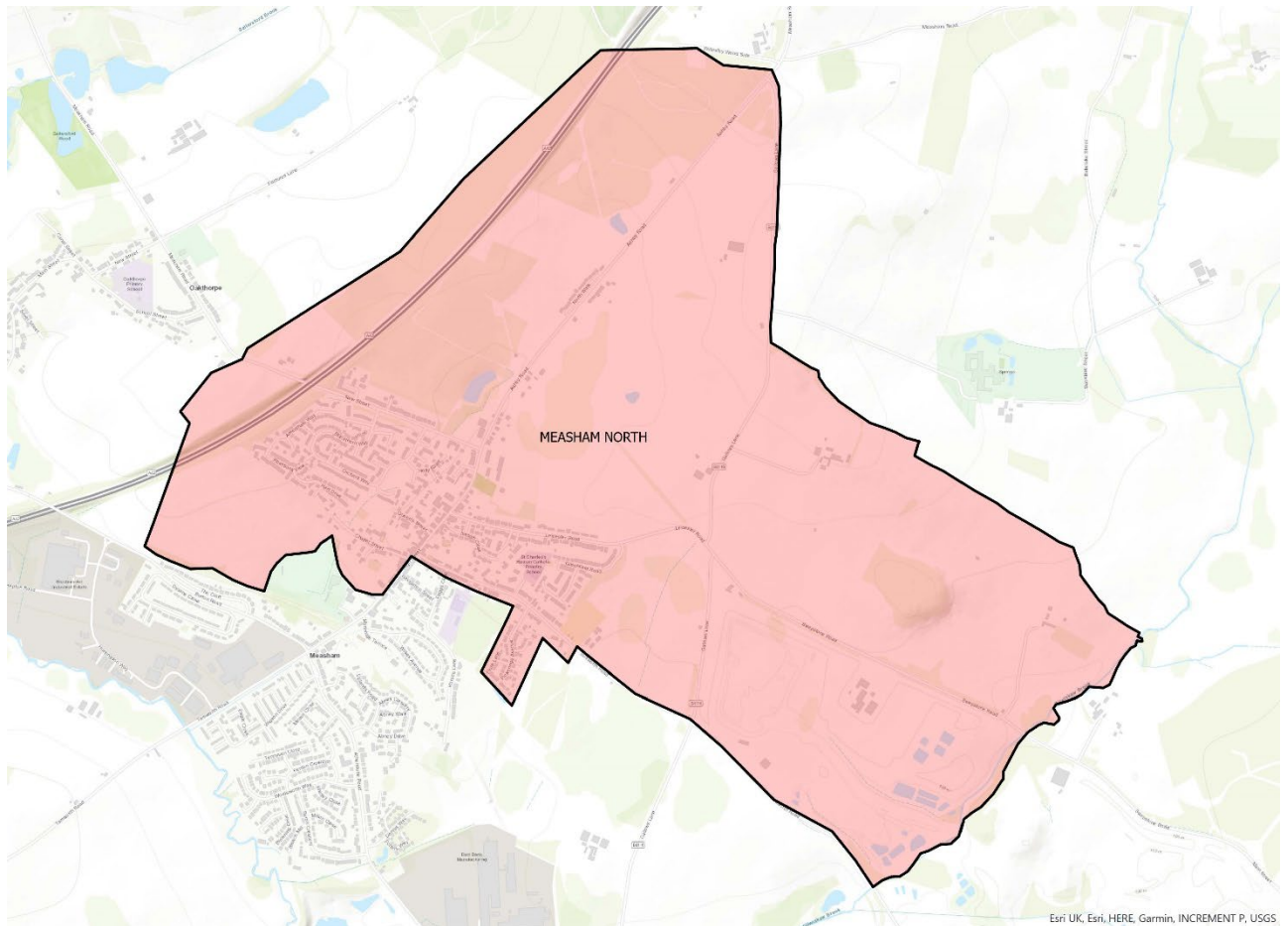
To equalise electorates, the boundary between Park and Castle is also adjusted, to run behind the properties on the western side of High Street and Hill Top, bringing both sides of the road into Castle ward.

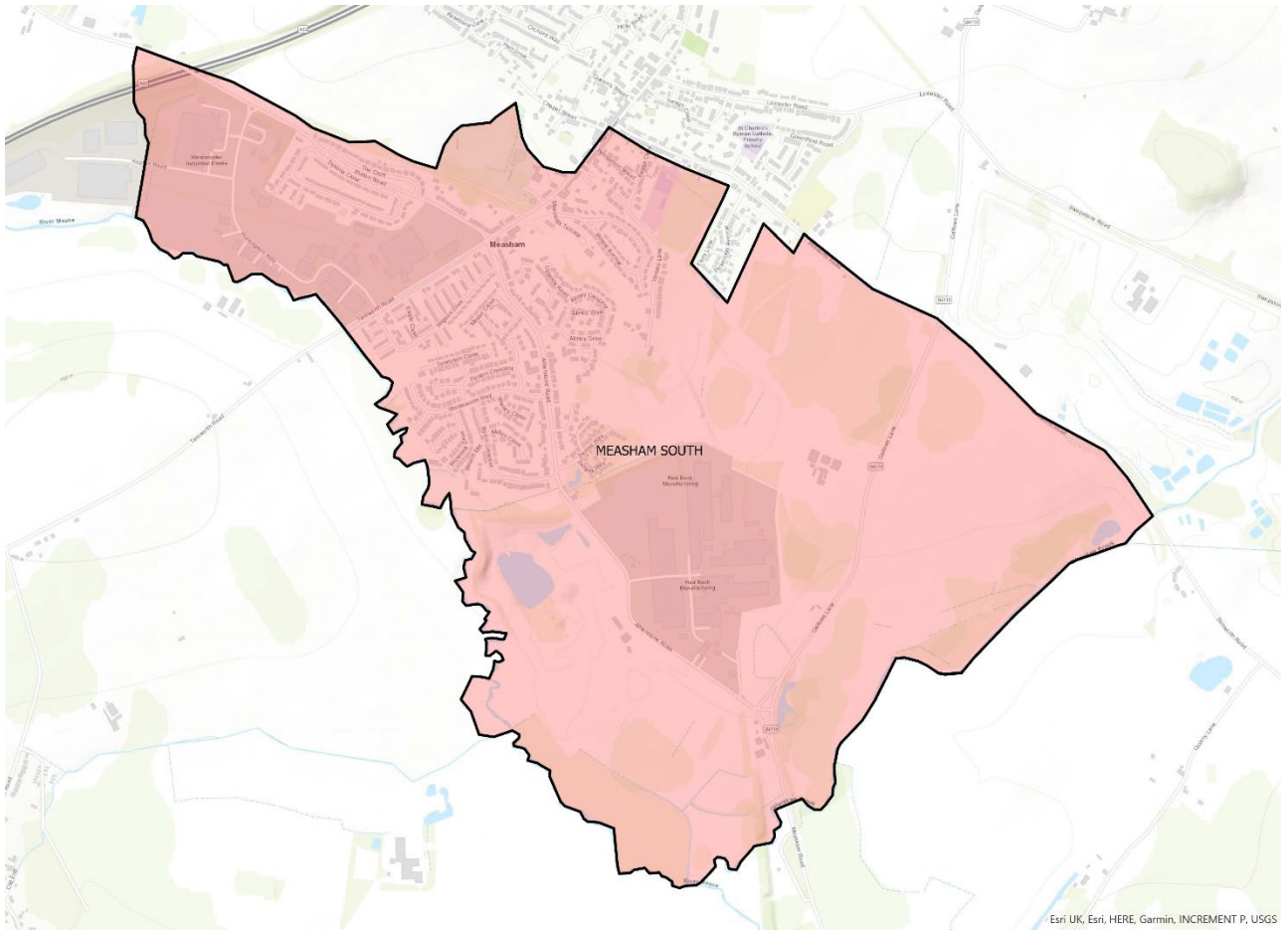
Current ward	Current Councillor (for information)
Castle Donington Castle	Cllr Tony Saffell
Castle Donington Central	Cllr Rachel Canny
Castle Donington Park	Cllr Alison Morley

GROUP: MEASHAM

Ward	Electorate 2023*	Variance	Electorate 2030	Variance
MEASHAM NORTH	2067	-4%	2177	-9%
MEASHAM SOUTH	2031	-6%	2387	0%

* Based on current ward boundaries, not revised.





Measham is a town which will be served by two councillors in two single-member wards. If no changes are made to the boundary between the north and south wards, the electoral variance in 2030 will be +6% and -15% respectively, owing to the large development taking place in the north ward. To balance the electorates between the two wards, a relatively small number of electors need to be moved. Having reviewed the current ward boundaries and borders and communities within Measham, there is one small change that creates electoral equality whilst supporting the cohesiveness of communities in the town.

The small area to be moved is between the current boundary which runs along Navigation Road, to the centre of Bosworth Road, following this to the eastern boundary of the parish. This change also removes the anomaly in which the properties on Horses Lane will be included in the same ward as their neighbours in Wilkes Avenue and Abney Crescent.

Local members felt that placing the new ward boundary along the centre of Bosworth Road may be unhelpful, as both sides of the road are affected by the same local issues (such as speeding). As a result, the revised boundary is proposed to include both sides of Bosworth

Road. This adds an additional 102 electors to Measham South (variance 0%) from Measham North (variance -9%).

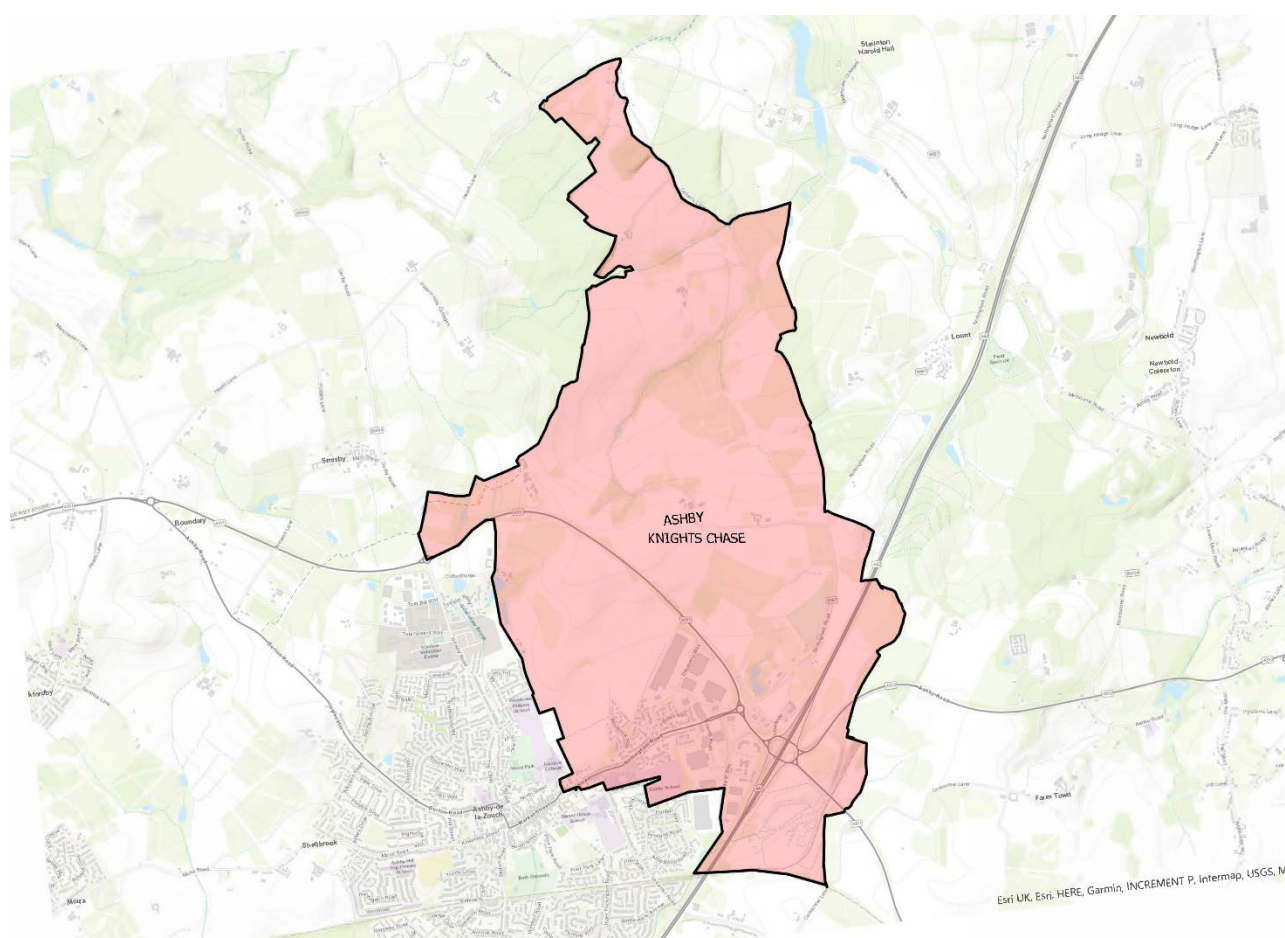
One local Member also felt that Pickerings Avenue and Centenary Place are more closely affiliated with the North than the South of Measham; however these roads run directly from Bosworth Road and the identity is aligned to that street rather. Any alternative split would require parts of the north-west of Measham becoming part of Measham South, which would affect communities across a wider area.

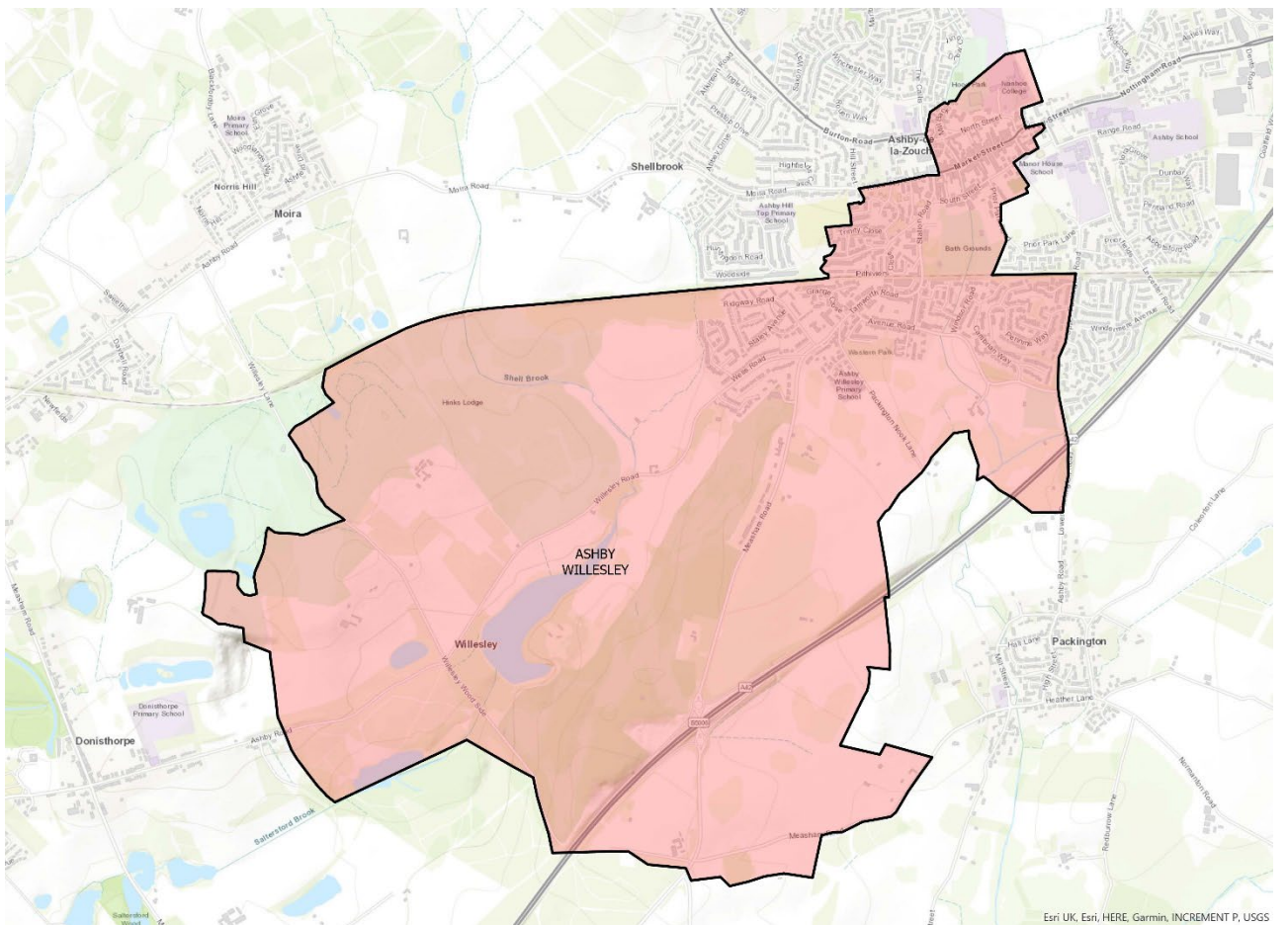
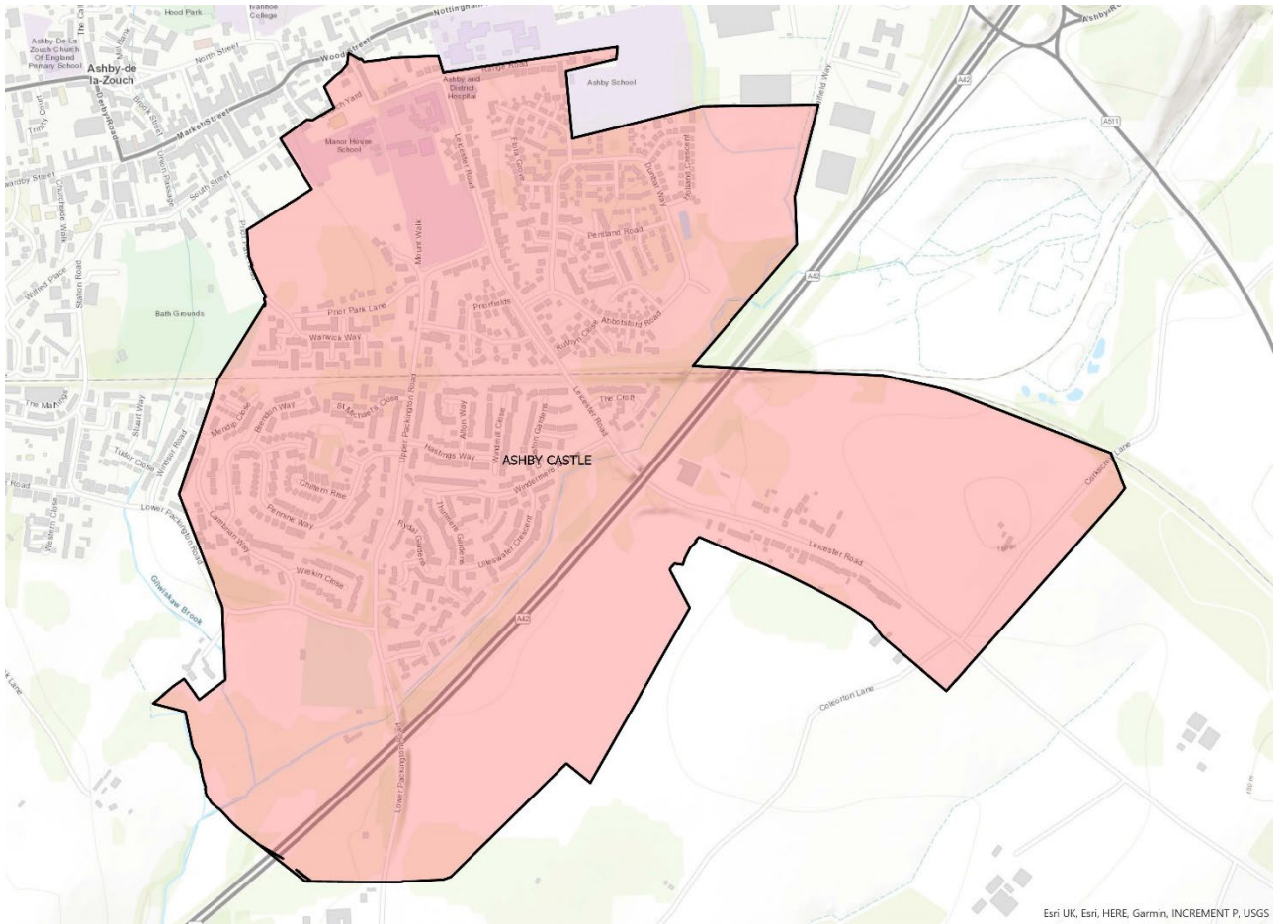
Current ward	Current Councillor (for information)
Measham North	Cllr Paul Lees
Measham South	Cllr Sean Sheahan

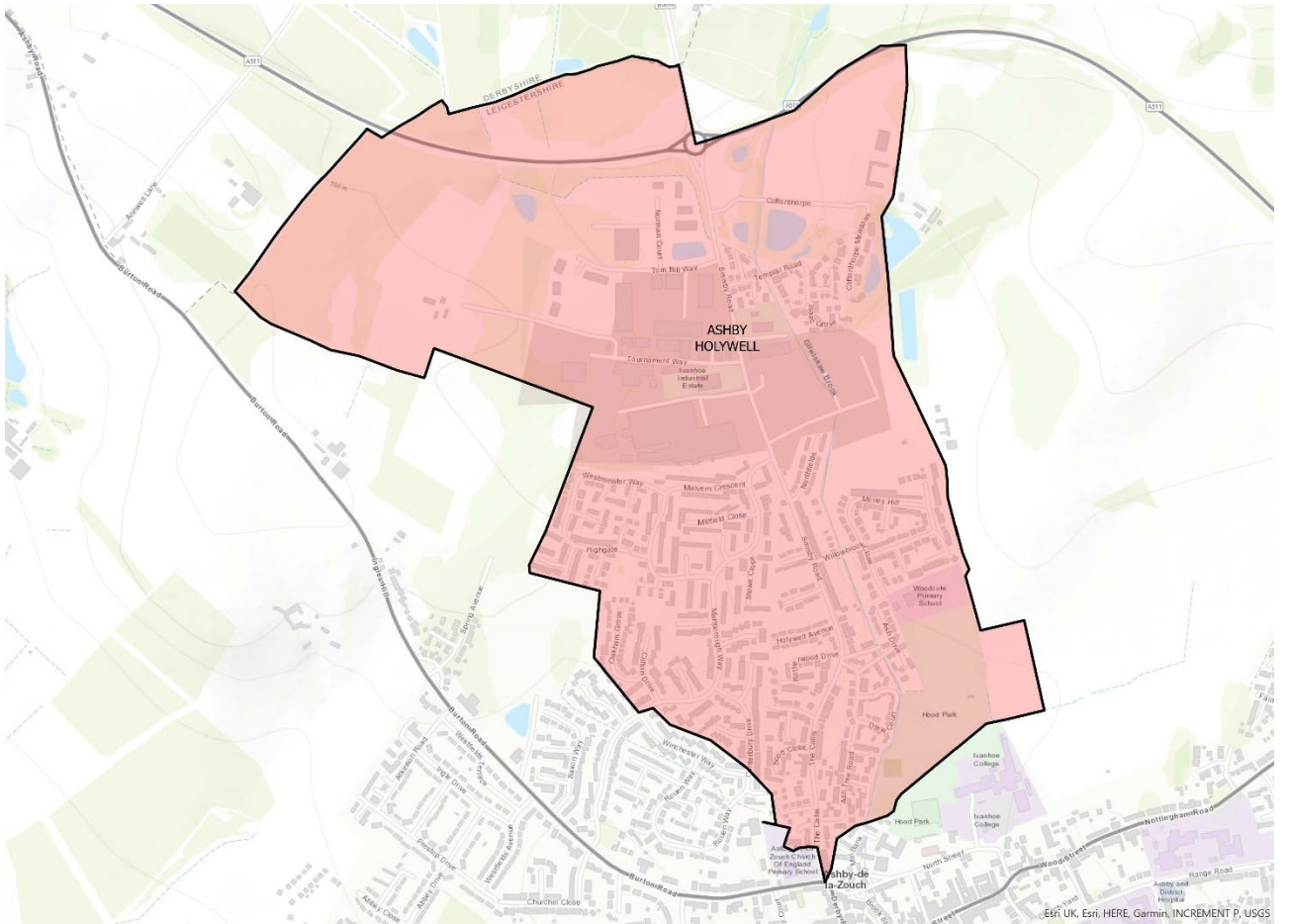
GROUP: ASHBY-DE-LA-ZOUCH

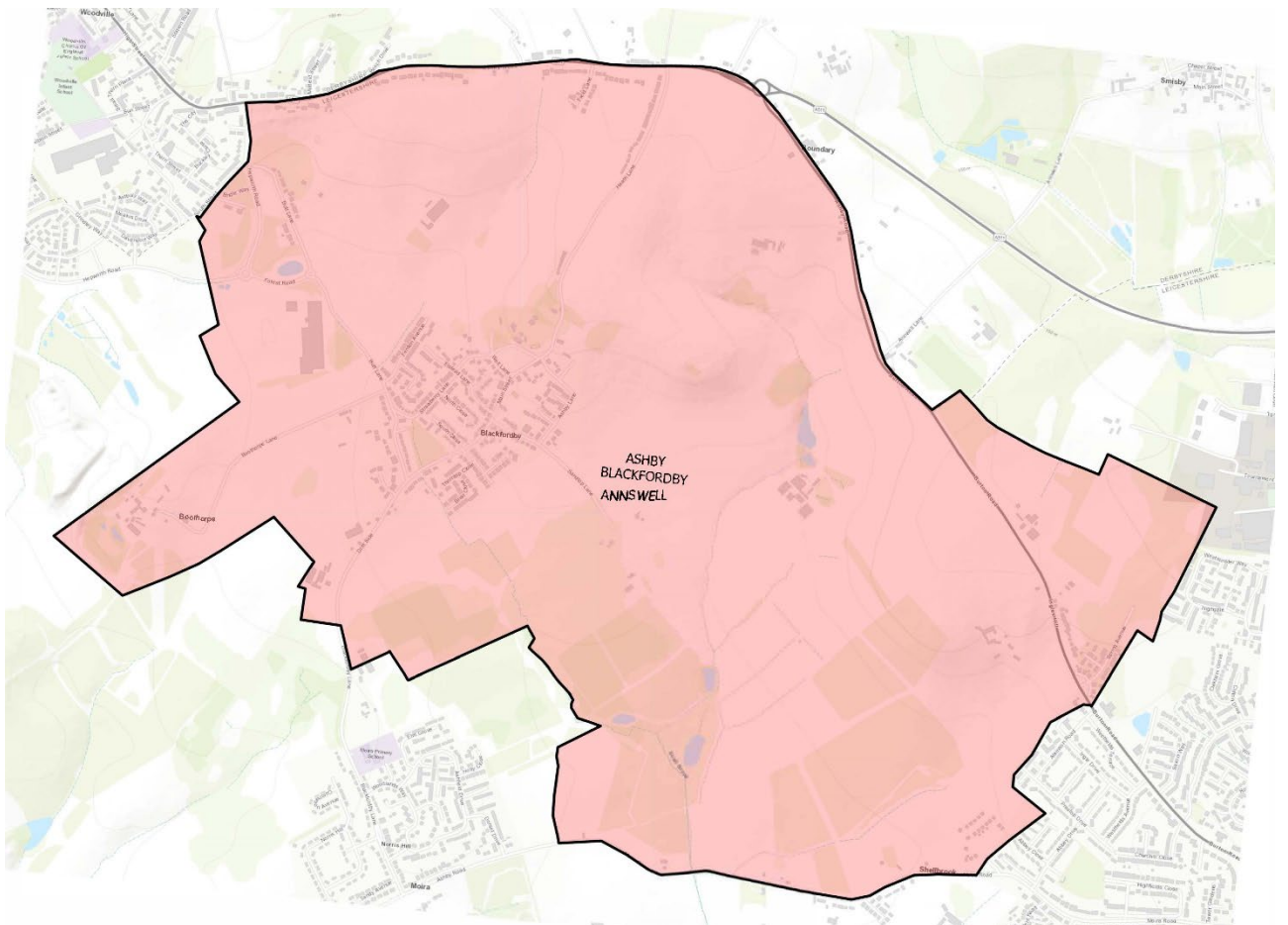
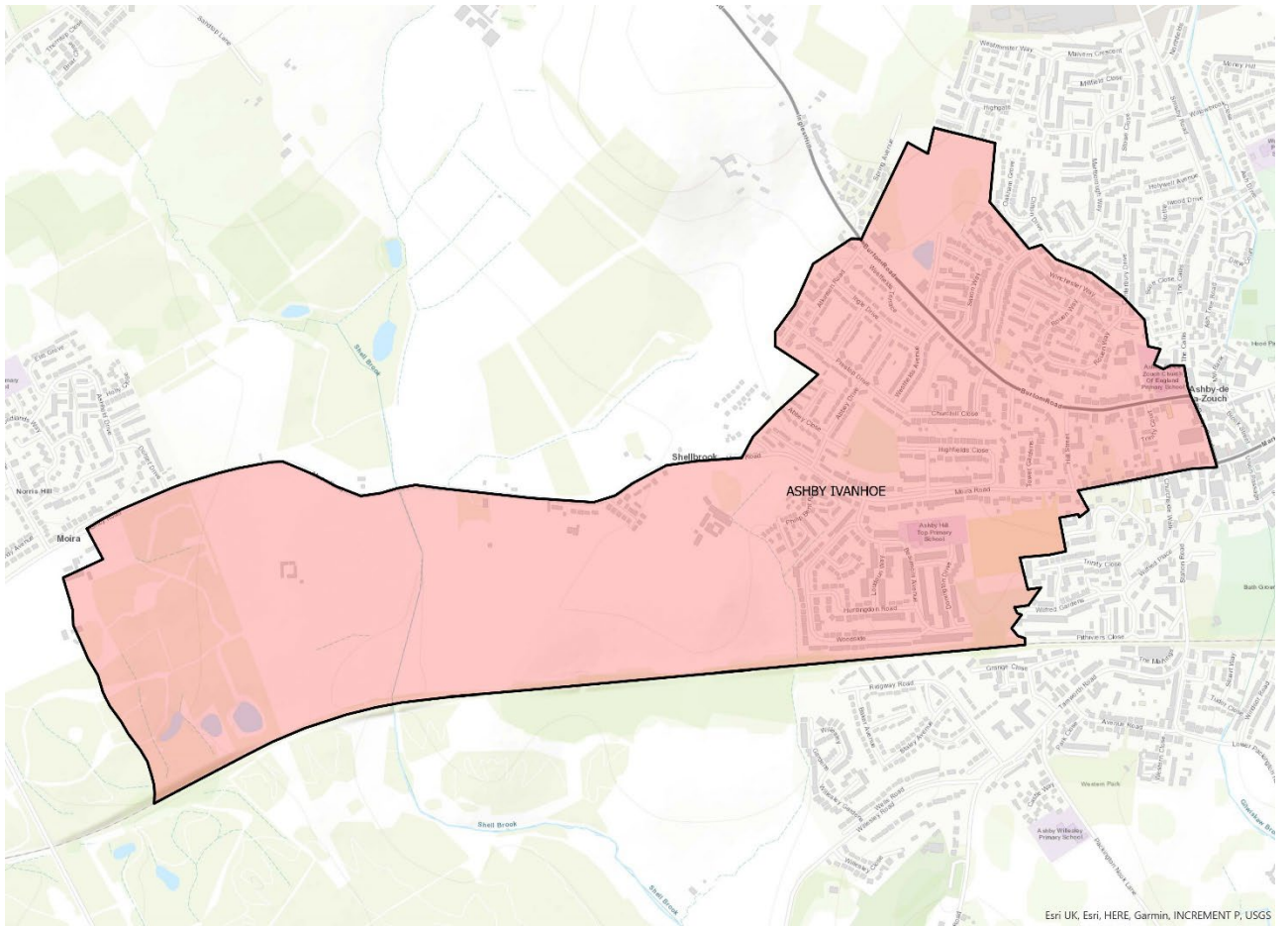
Ward	Electorate 2023*	Variance	Electorate 2030	Variance
ASHBY KNIGHTS CHASE	2325	8%	2576	8%
ASHBY CASTLE	2387	10%	2387	0%
ASHBY WILLESLEY	2073	-4%	2282	-4%
ASHBY HOLYWELL	2504	16%	2441	2%
ASHBY IVANHOE	2601	20%	2462	3%
ASHBY BLACKFORDBY ANNSWELL	n/a	n/a	2611	9%

* Based on current ward boundaries, not revised.









Ashby-de-la-Zouch will be served by six single-member wards. The parish council area covers a wide area, and a number of distinct communities, including a mix of new residential developments in the east, older housing in the centre, and rural communities in the south and west. It is a challenge to ensure wards reflect the different communities within them, particularly given the very significant new development site in the current Money Hill ward. These proposals outline how the new wards differ from existing wards, with which Councillors and local residents are familiar.

The very significant development in Money Hill means that, with no changes, it would have a variance of +61% in 2030. To remove that variance, substantial changes are needed to this ward and, consequentially, to other wards in the town. It is prudent to keep the new development in one ward, as they are similar styles of housing, built at the same time, and will form a new community. Therefore, until the properties are built and occupied, this ward will have a relatively small electorate although that will resolve over time. The new ward has an expected variance of 11%, but that depends on every property in the new development being completed, occupied, and electors registered by 2030; this may not be realistic, in which case the variance will remain within the 10% tolerance. The proposals here are:

- The area to the east of the main road (Smisby Road) through to (but excluding) the new development site is moved to Holywell
- The area around Market Street, South Street and the leisure centre is moved to Willesley
- The area south of Wood Street and Nottingham Road (including the properties on both sides of those roads) move to Castle
- To bring the electorate of Castle into alignment, the area west of Upper Packington Road is moved to Willesley
- The area to the west of and including Saxon Way is moved from Holywell to the new Blackfordby. This also ensures the whole of the area off Spring Lane is in the same ward, whereas it is currently split between two wards:
- In order to deliver electoral equality, and to ensure the whole of Ashby-de-la-Zouch boundaries are included in this group of wards, the existing Ivanhoe ward is split with the western side becoming Ashby Blackfordby with the addition of the Blackfordby parish ward. Following discussion with the Member Working Group, the communities of Woodville and Boothorpe, which look to Blackfordby as part of their community, have been included within this new Ashby ward. The split takes place to the west of development off Atkinson Road, and includes the rural households to the west of the town but excludes the properties that form the western edge of the current town

Following the Member briefing, the following alternative warding arrangement is proposed:

- (1) Ashby Castle boundaries remain unchanged from the present boundary.

- (2) Woodville remain outside of the Ashby wards. Members also suggested that Boothorpe remain outside of Ashby; however the very small community here is only accessed from Blackfordby, so is proposed to remain with Blackfordby.
- (3) All other wards in Ashby have been revised in line with proposals from local Councillors, to better reflect the local communities.

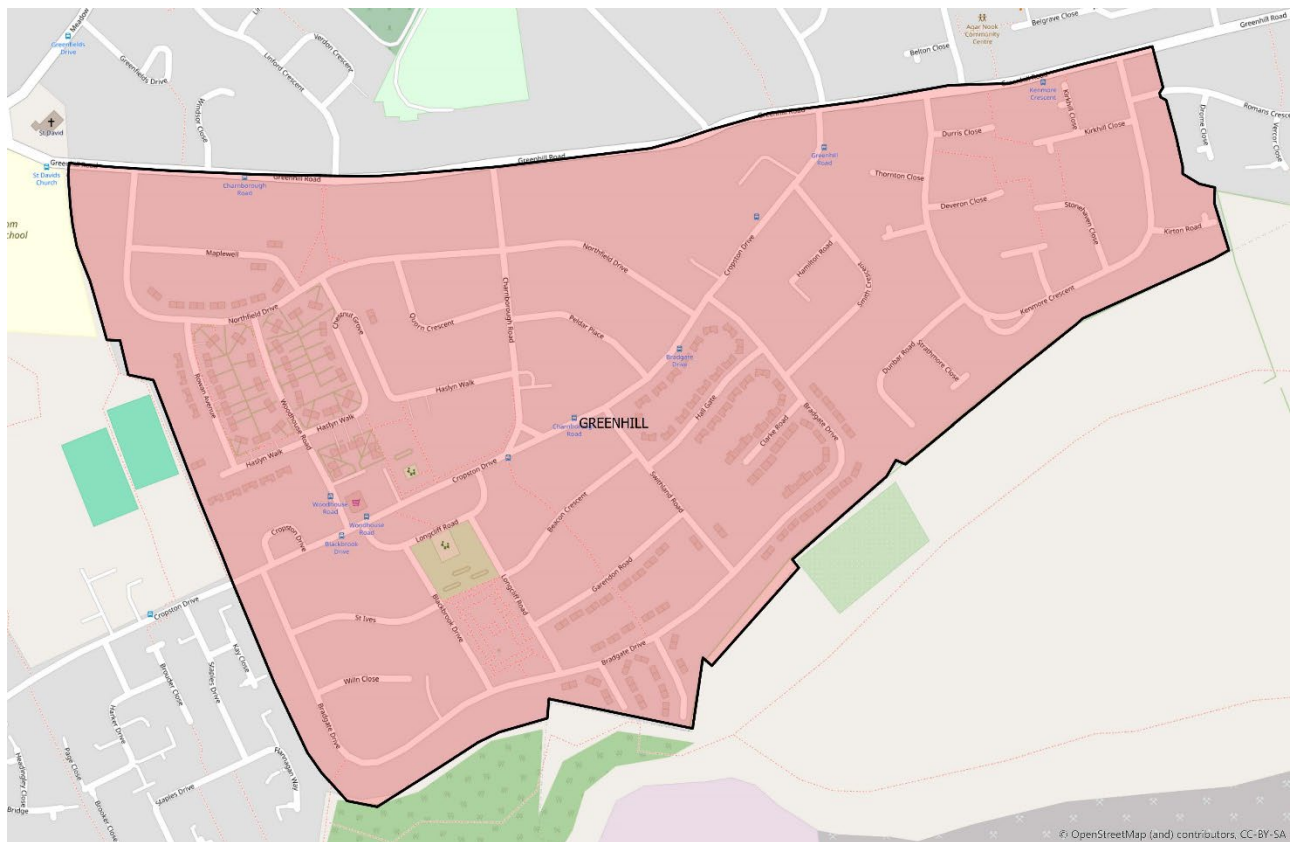
The knock-on impact of this is that an additional 338 electors from Woodville are moved to the Ashby Woulds group of wards.

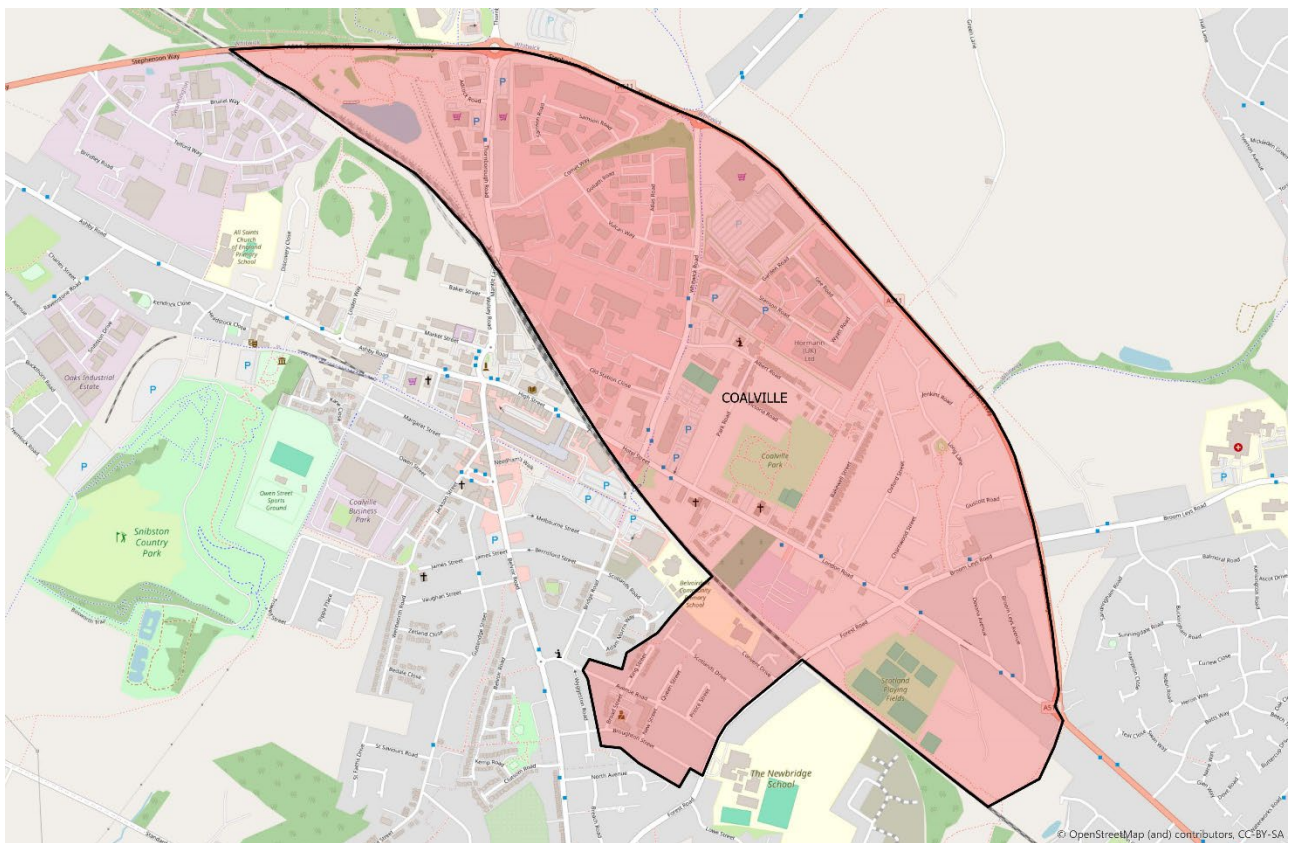
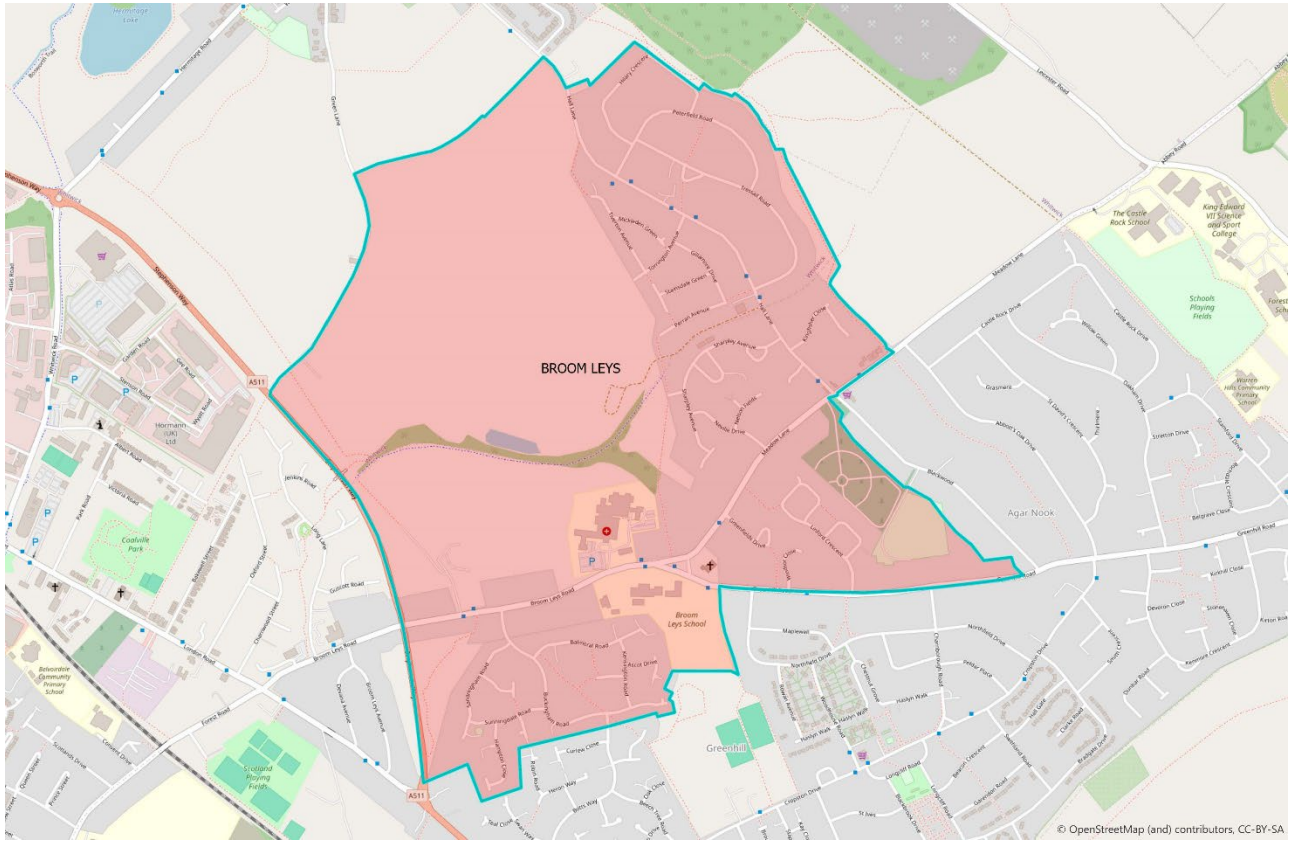
Current ward	Current Councillor (for information)
Ashby Castle	Cllr Kenny Horn
Ashby Holywell	Cllr Avril Wilson
Ashby Ivanhoe	Cllr Elizabeth Parle
Ashby Money Hill	Cllr Murrae Blair-Park
Ashby Willesley	Cllr Dave Bigby
Blackfordby	Cllr Andrew Woodman

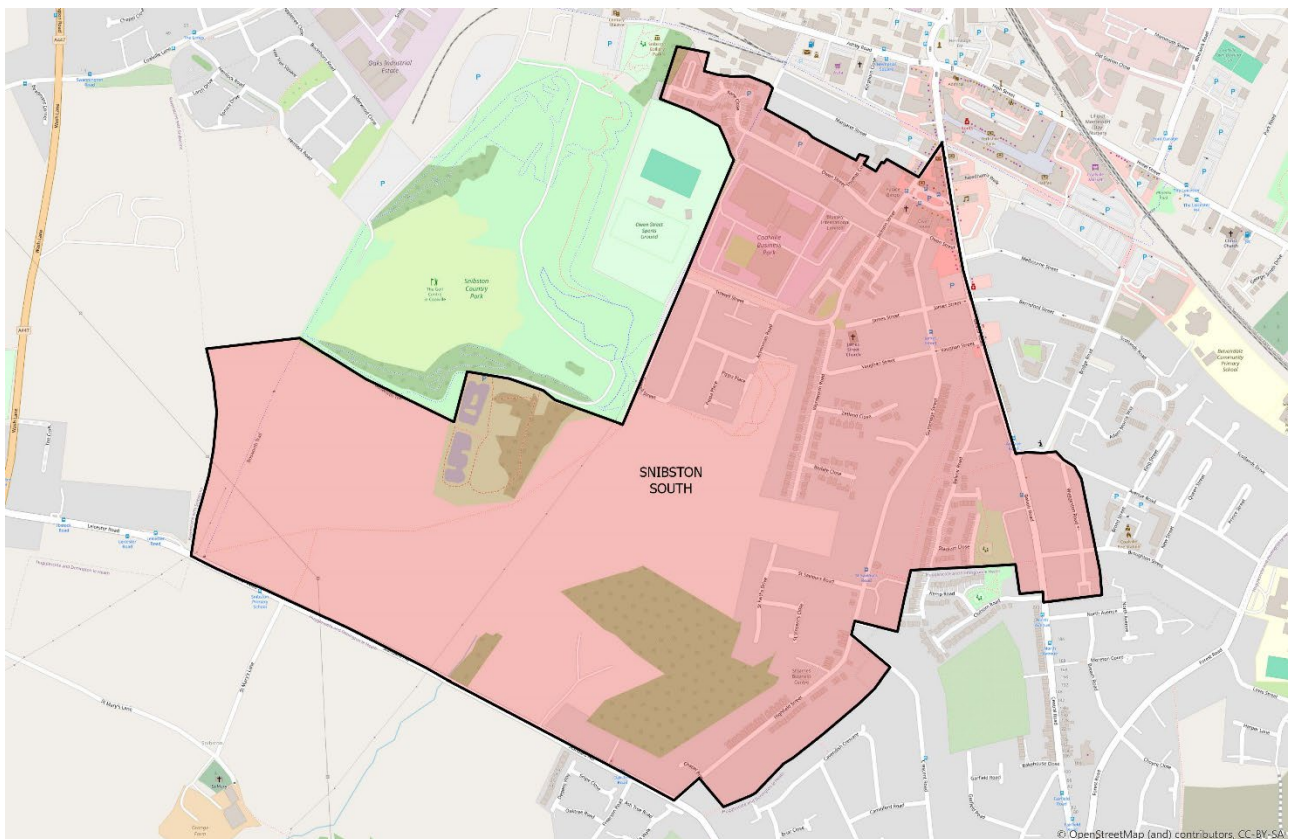
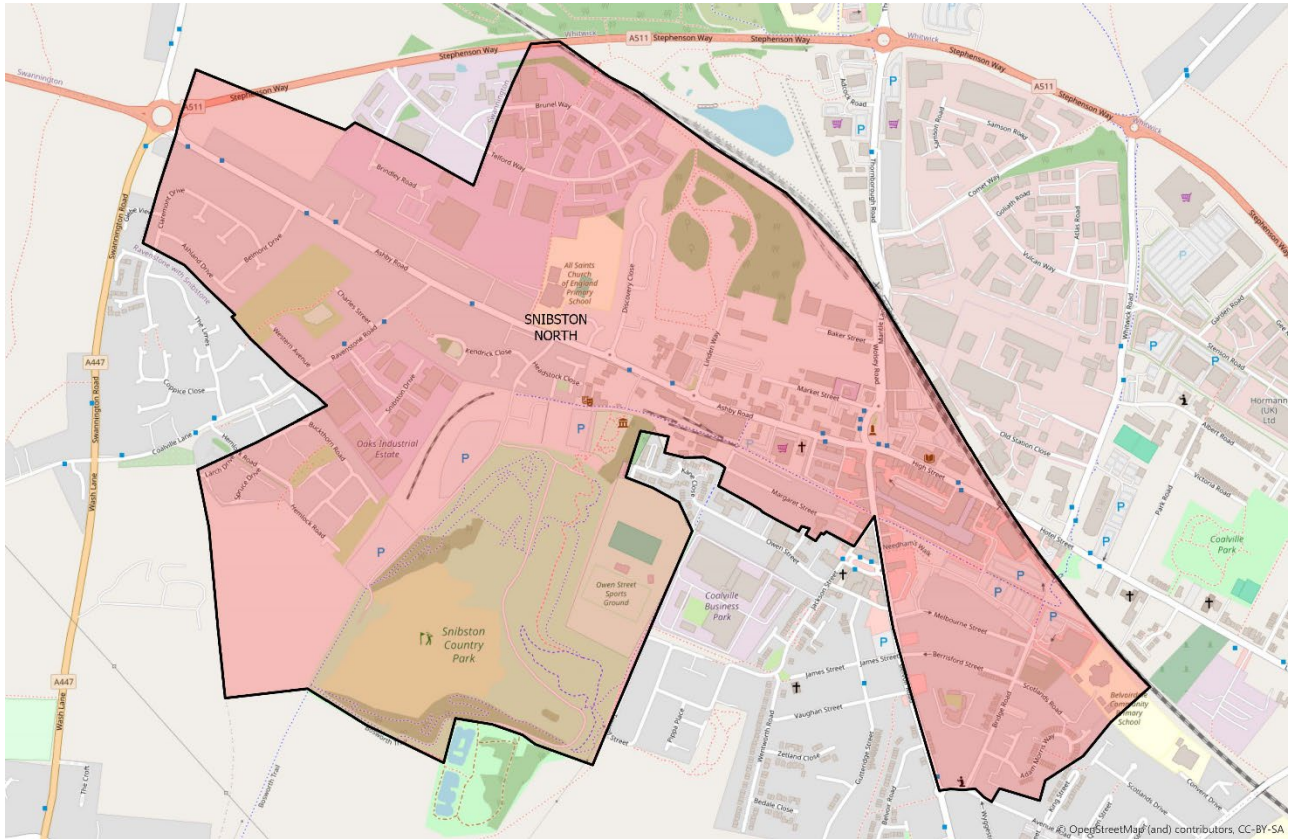
GROUP: COALVILLE

Ward	Electorate 2023*	Variance	Electorate 2030	Variance
GREENHILL	2099	-3%	2241	-6%
BROOM LEYS	2702	25%	2460	3%
COALVILLE EAST	1997	-8%		
COALVILLE WEST	1849	-14%		
COALVILLE	n/a		2546	7%
SNIBSTON NORTH	2620	21%	2684	12%
SNIBSTON SOUTH	1993	-8%	2607	9%

* Based on current ward boundaries, not revised.







Coalville as a whole will be served by 5 Councillors.

As it currently stands, Greenhill ward will have a variance of -12% in 2030. However, a minor adjustment brings that variance into an acceptable limit. Moving the northern boundary so it

follows the centre of Greenhill Road brings in an additional 121 electors. It also ensures the boundary line continues along the same Greenhill Road, which is also the boundary between Castle Rock and the current Greenhill ward. In addition, the whole of Cropston Drive is moved into Greenhill, which ensures a clearer boundary; it was previously split with some of the road and a small number of electors in Bardon.

Broom Leys is extended to include part of what is currently Coalville East, bringing the electorate variance up to an acceptable level. The new boundary follows the A511, which forms a natural barrier and demarcation line. As noted above, the boundary is adjusted such that the entire Blackwood Road is included in Castle Rock as the road is not a boundary between communities, but residents on both sides of the road consider themselves part of the same community of Castle Rock. In addition, The Pines is moved from the existing Broom Leys to Holly Hayes, noting that the small number of electors in this road are more closely aligned with the latter than the rest of Broom Leys (this adjustment also affects two properties on Hall Lane).

To bring the remaining areas into alignment, whilst reflecting community interests and identities, there are further changes between the current Coalville ward and Snibston wards. The whole of CTB and CWB polling districts, along with the eastern side of CWA (including Avenue Road and surrounds) form the new Coalville ward. The northern edge of Snibston North, north of the railway line, is also moved to Coalville as it is not accessible other than through Coalville, although this affects no electors.

The remainder of CWA forms part of Snibston North, which extends to the centre of Belvoir Road. The south-western corner of Snibston North now includes all properties in the Larch Drive, Bruce Drive area, resolving a long-standing boundary anomaly. One further adjustment moves Des Starbuck Close into Snibston South as it is only accessible from Kane Close (also in Snibston South).

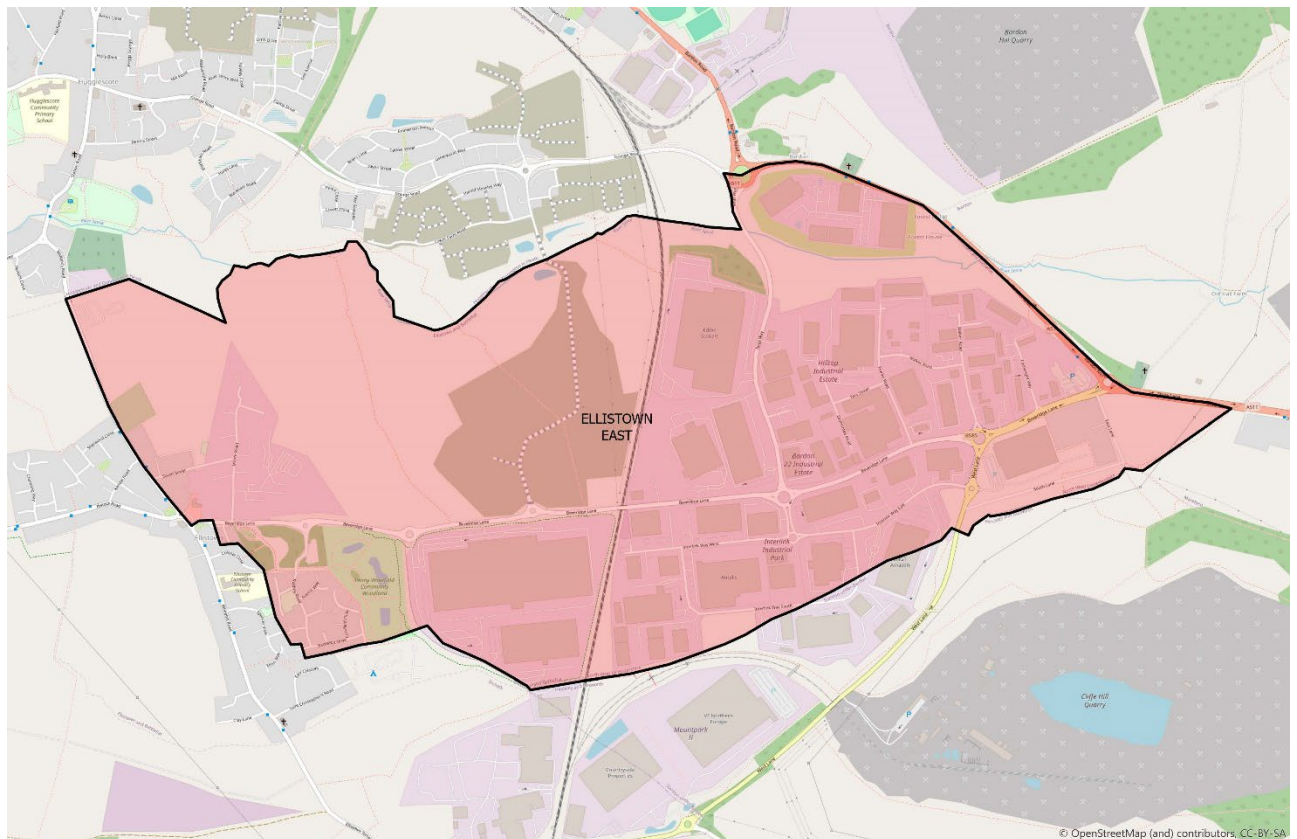
Although Snibston North as proposed has a variance of 12%, this reflects the boundaries and community identities in the area.

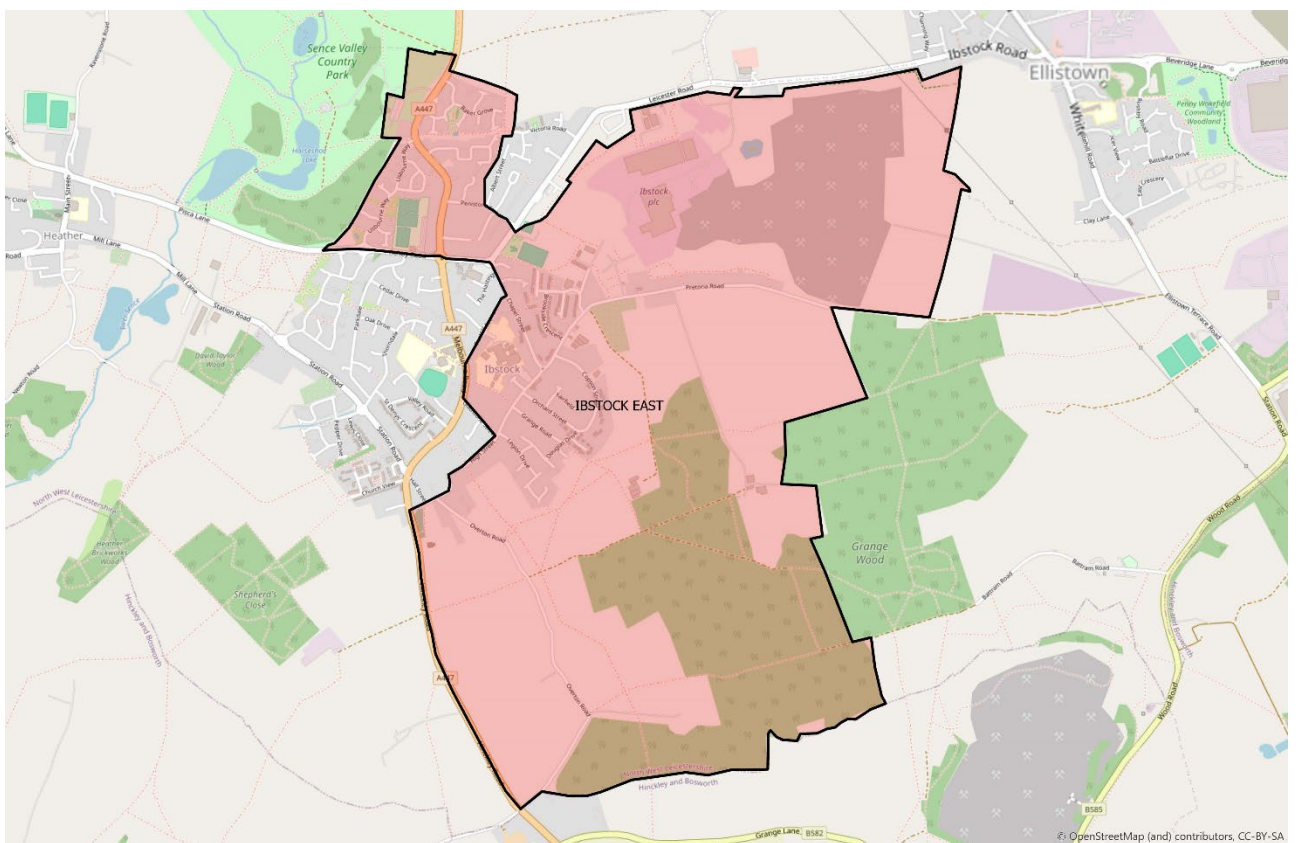
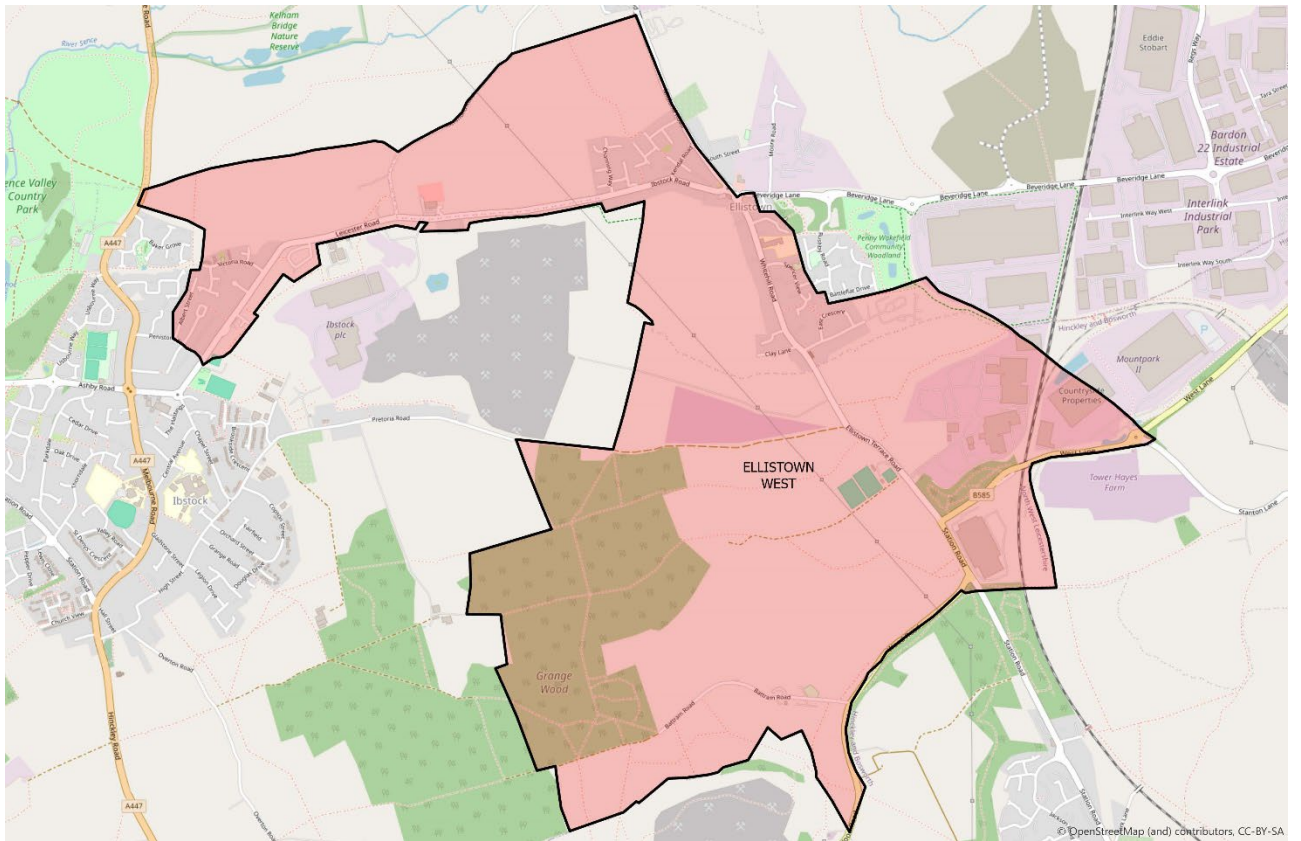
Current ward	Current Councillor (for information)
GREENHILL	Cllr Jake Windram
BROOM LEYS	Cllr Lee Windram
COALVILLE EAST	Cllr Marie French
COALVILLE WEST	Cllr John Legrys
SNIBSTON NORTH	Cllr John Geary
SNIBSTON SOUTH	Vacant

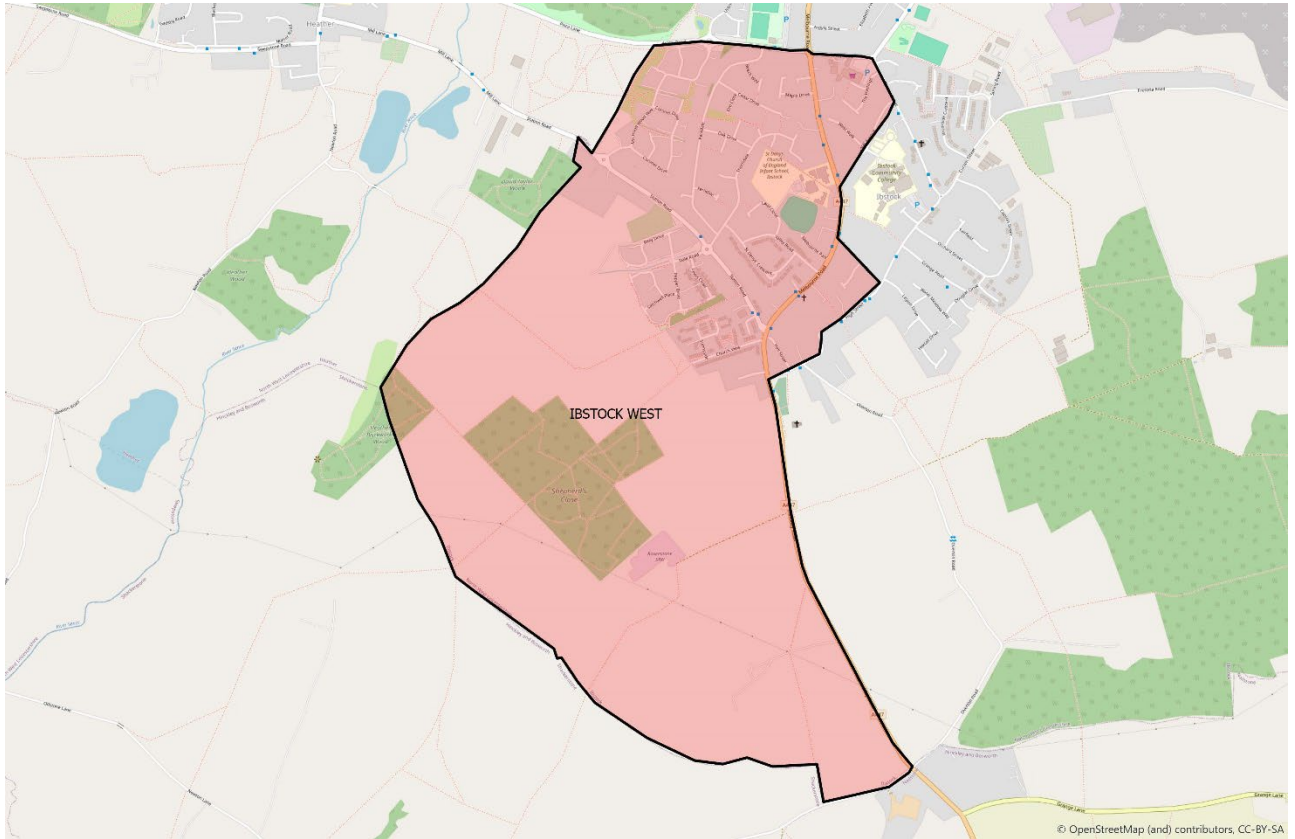
GROUP: IBSTOCK & ELLISTOWN

Ward	Electorate 2023*	Variance	Electorate 2030	Variance
Ellistown East	n/a		2344	-2%
Ellistown West	n/a		2292	-4%
Ellistown & Battleflat	2,058	-5%		
Ibstock East	3182	47%	2612	9%
Ibstock West	2378	10%	2378	0%

* Based on current ward boundaries, not revised.







The communities of Ibstock and Ellistown will, together, grow from an area served by three Councillors to one served by four. Much of this growth is in the large residential development in the east of Ellistown. However, to accommodate this growth, changes are required across the area to ensure electoral equality. In addition, the significantly smaller wards of Ibstock require some rebalancing.

This proposal places the whole of the new development, and the roads to the east of Midland Road, and south of Beveridge Lane, into the new Ellistown East ward. It is important that this new development is not split, as it is expected to become a community hub in its own right due to the size of the residential growth there.

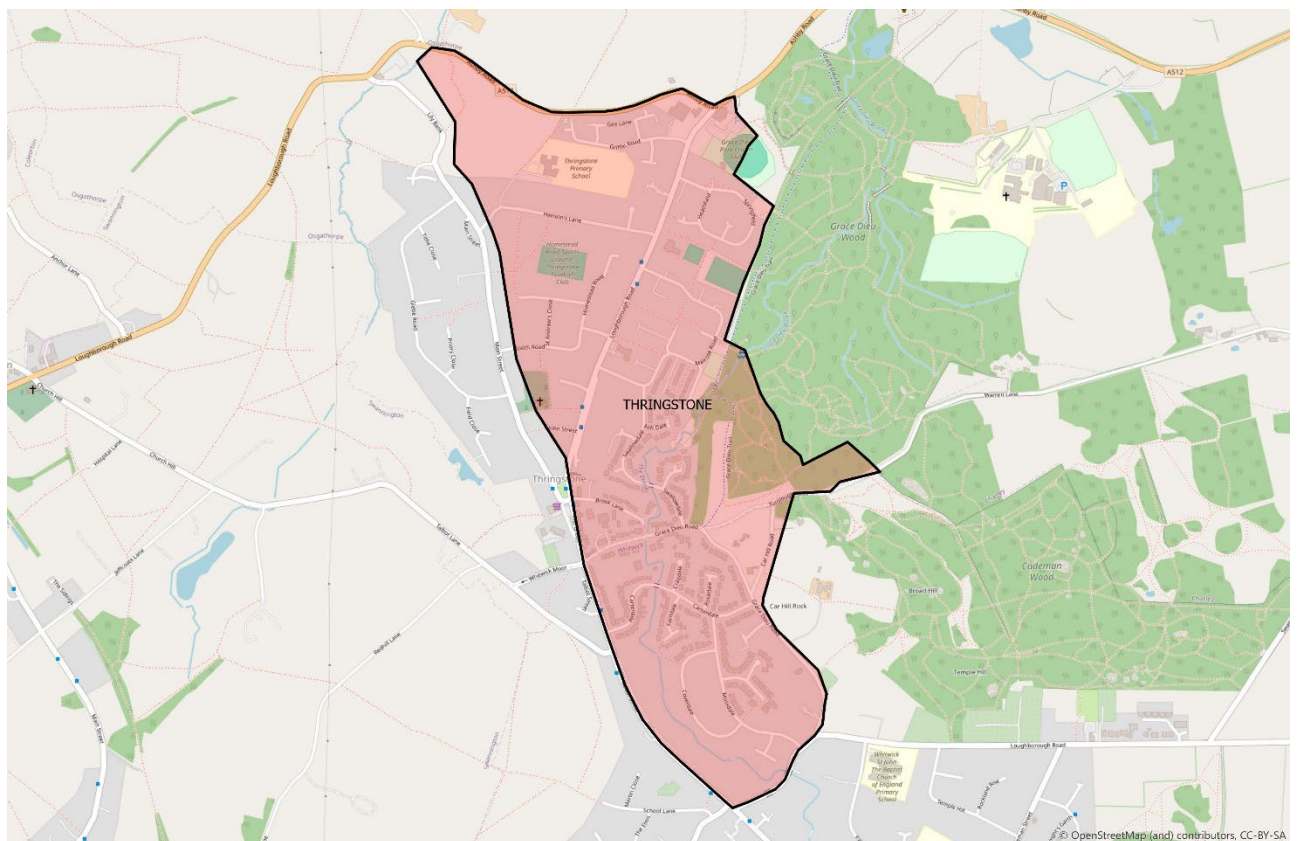
The remainder of Ellistown joins polling district IEB from the old Ibstock East, which is only accessible from Ellistown, along with parts of the northern edge of Ibstock (Leicester Road and a few residential roads to the north of it).

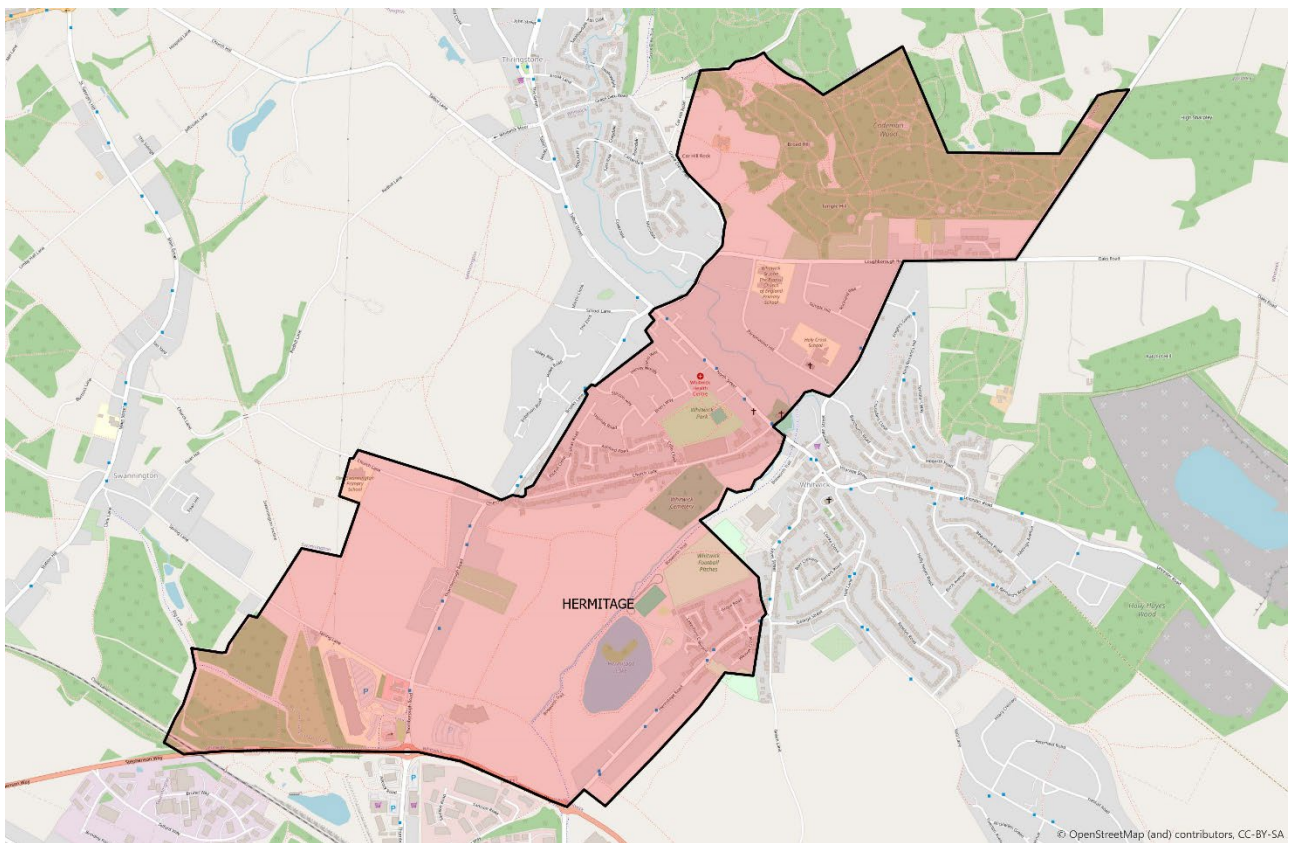
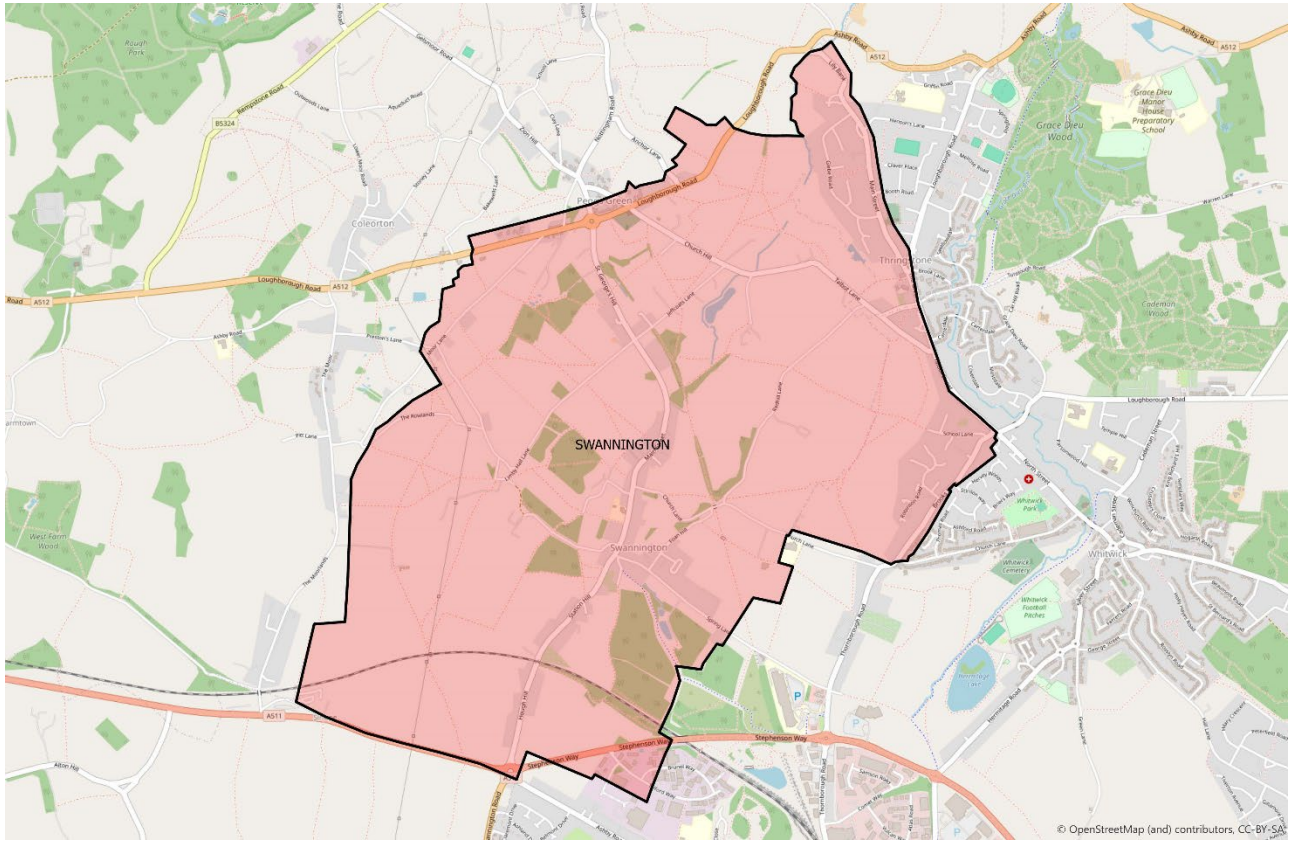
Ibstock West is unchanged.

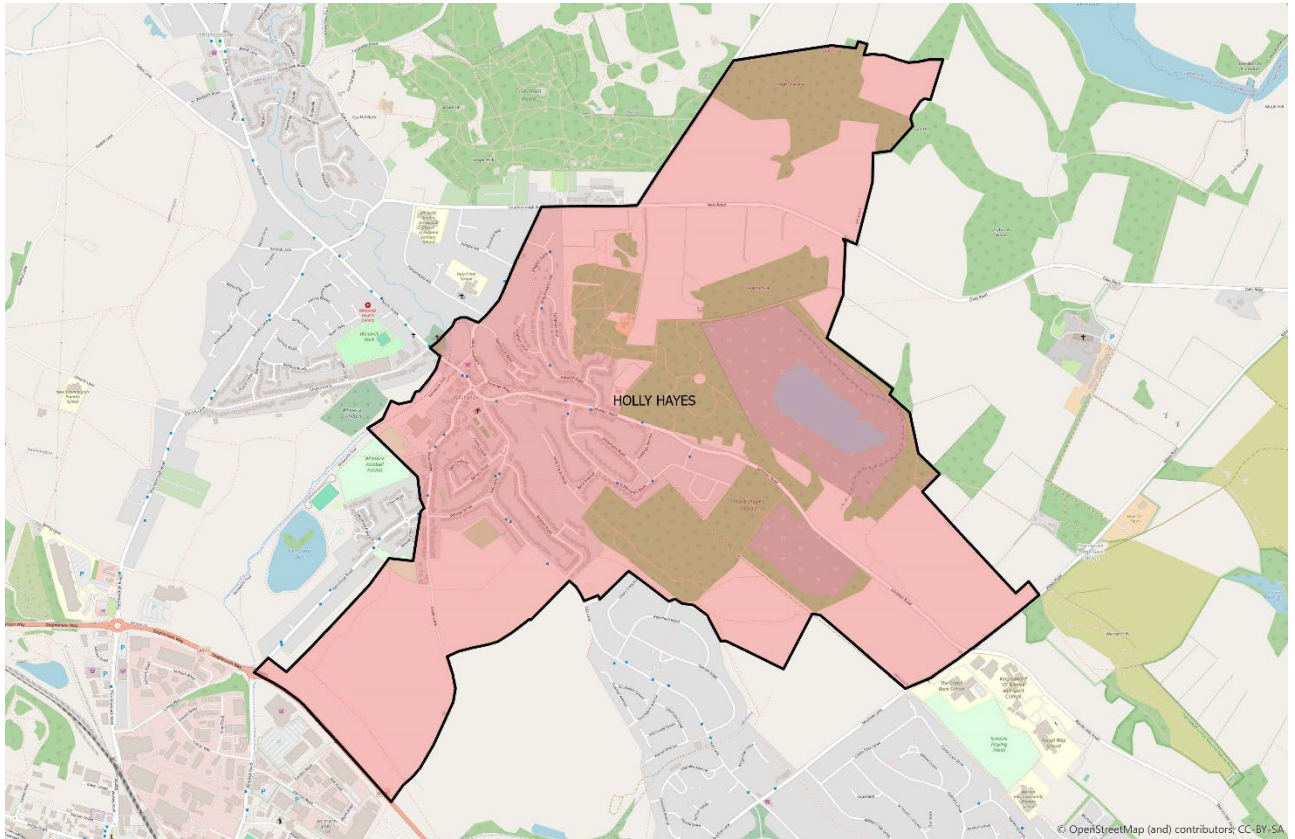
Current ward	Current Councillor (for information)
Ibstock East	Cllr Jenny Simmons
Ibstock West	Cllr Simon Lambeth
Ellistown & Battleflat	Cllr Keith Merrie

GROUP: WHITWICK & THRINGSTONE

Ward	Electorate 2023*	Variance	Electorate 2030	Variance
THORNBOROUGH	2057	-5%		
THRINGSTONE	3244	50%	2151	-10%
VALLEY	2282	6%		
SWANNINGTON			2273	-5%
HERMITAGE	2672	24%	2224	-7%
HOLLY HAYES	1932	-11%	2319	-3%







Due to electoral growth, this area will be served four (up from 3) Councillors.

Swannington alone is too small for a single Councillor, so is joined by the western part of Thringstone (Main Street and roads to the west of it) and the majority of the TBA polling district (excluding the southern part).

The new Hermitage ward takes on part of Thornborough, the rest of TBA polling district, and the majority of HE (Hermitage parish ward of Whitwick parish council) excluding Silver Street and roads to the north of it, which form a neater alignment with Holly Hayes.

The new Holly Hayes ward is the existing parish ward of that name, with the addition of a small part of Hermitage ward as noted above. In addition, The Pines is moved from the existing Broom Leys to Holly Hayes, noting that the small number of electors in this road are more closely aligned with the latter than the rest of Broom Leys (this adjustment also affects two properties on Hall Lane).

Thringstone ward, having donated the western edge to Swannington, takes on the northern part of TBB polling district (which was in Thornborough ward). Despite parish boundaries, these properties form a continuous flow.

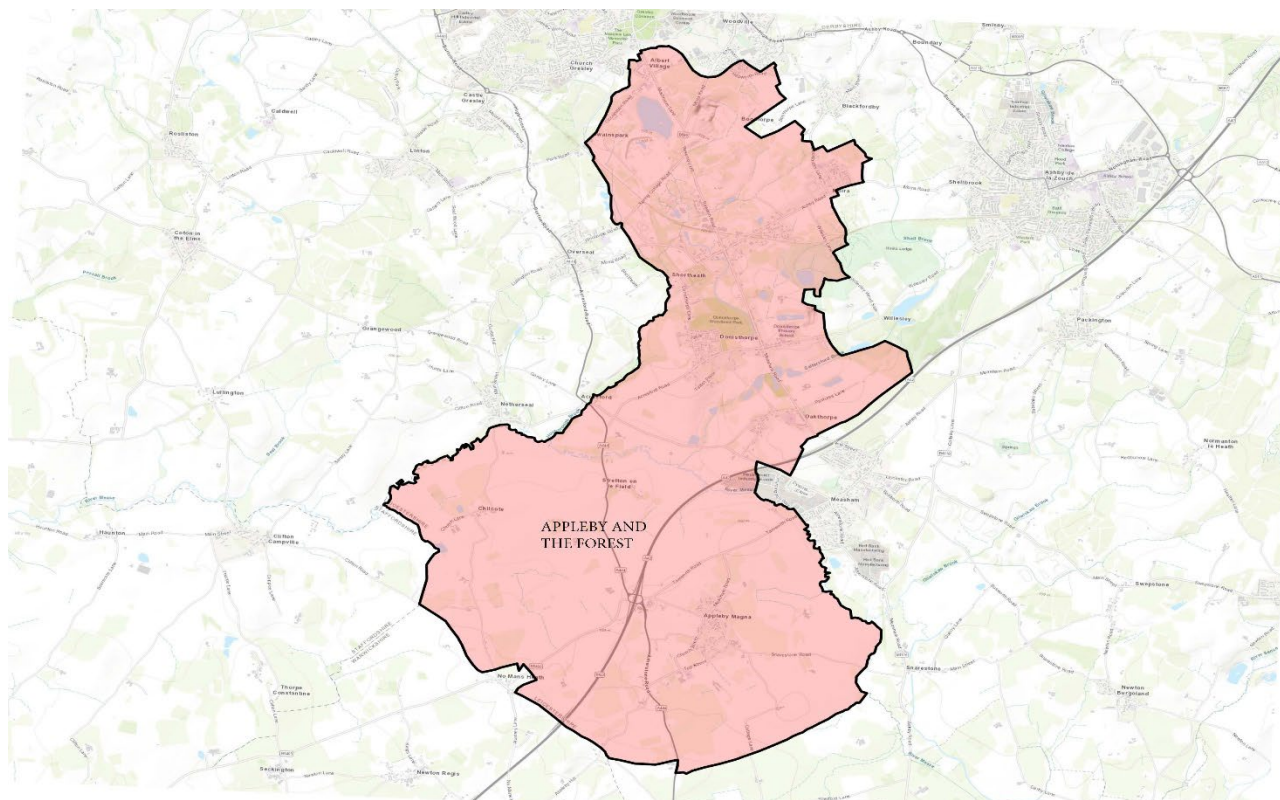
These new wards each have intra-ward access and good community representation.

These proposals do result in communities being split and reconfigured into new district wards. This is because each parish is too small to be a ward alone, and too big to be joined in pairs.

Current ward	Current Councillor (for information)
THORNBOROUGH	Cllr Peter Moulton
THRINGSTONE	Cllr David Everitt
VALLEY	Cllr Russell Boam

GROUP: APPLEBY AND THE FOREST

Ward	Electorate 2023	Variance	Electorate 2030	Variance
APPLEBY AND THE FOREST Three-Member ward	6878	6%	6912	-4%



The communities of the south-west corner of the district will be served by 3 councillors in total. However, it is not straightforward to create three single-member wards in this area as it results in splitting communities artificially. After considerable thought and careful discussion by the Member Working Group, a solution was developed that ensured communities were kept together, and links between communities were preserved, whilst attempting to minimise the overall size of the ward.

The proposal for the area was:

- One two-member ward, serving Moira, Albert, Norris Hill, Oakthorpe, and the eastern side of Donisthorpe, with the boundary following clearly identifiable features (the stream, edge of woodland and footpath) to include Ramscliff Road and everything east of it. This ward has good community links, keeping the communities of Moira, Albert and Norris Hill together and supplementing with the smaller community of Oakthorpe. Good road links join these areas together.
- One single-member ward, serving the majority of Donisthorpe (west of Ramscliff Road), Appleby Magna, Chilcote, Stretton-en-le-Field, and Acresford. This ward also has

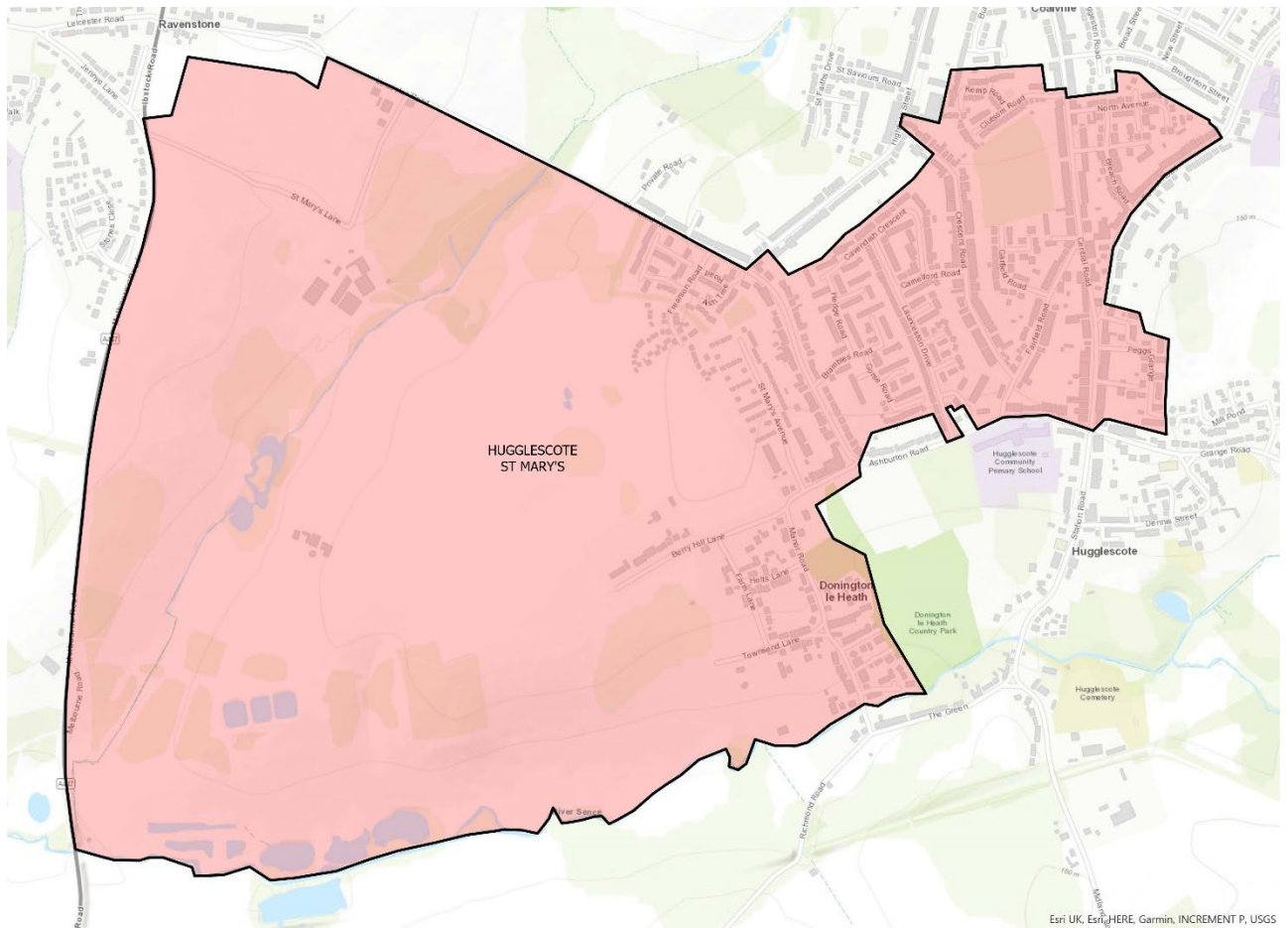
good intra-ward roads, and ensures smaller communities are not split further for the sake of electoral equality.

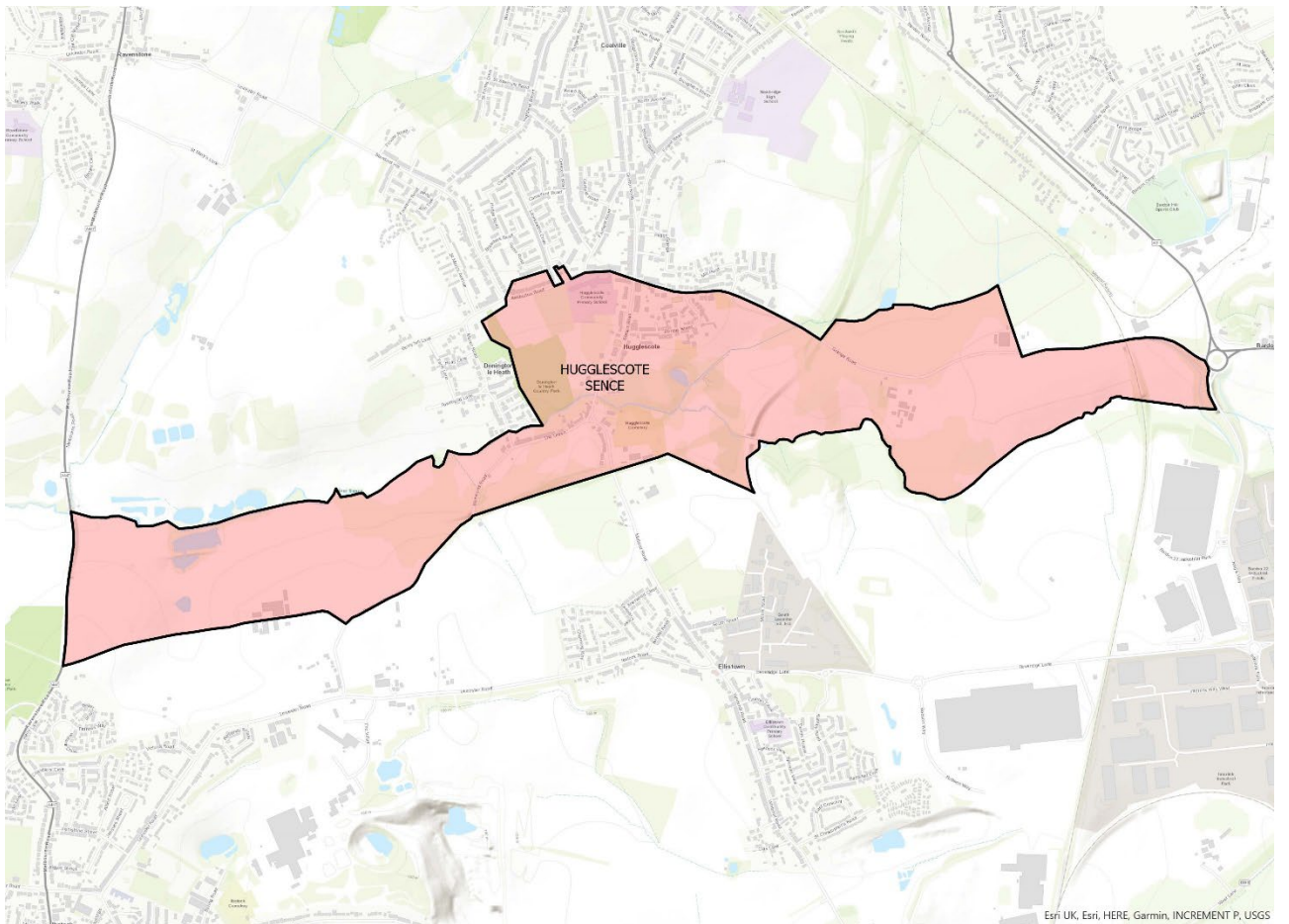
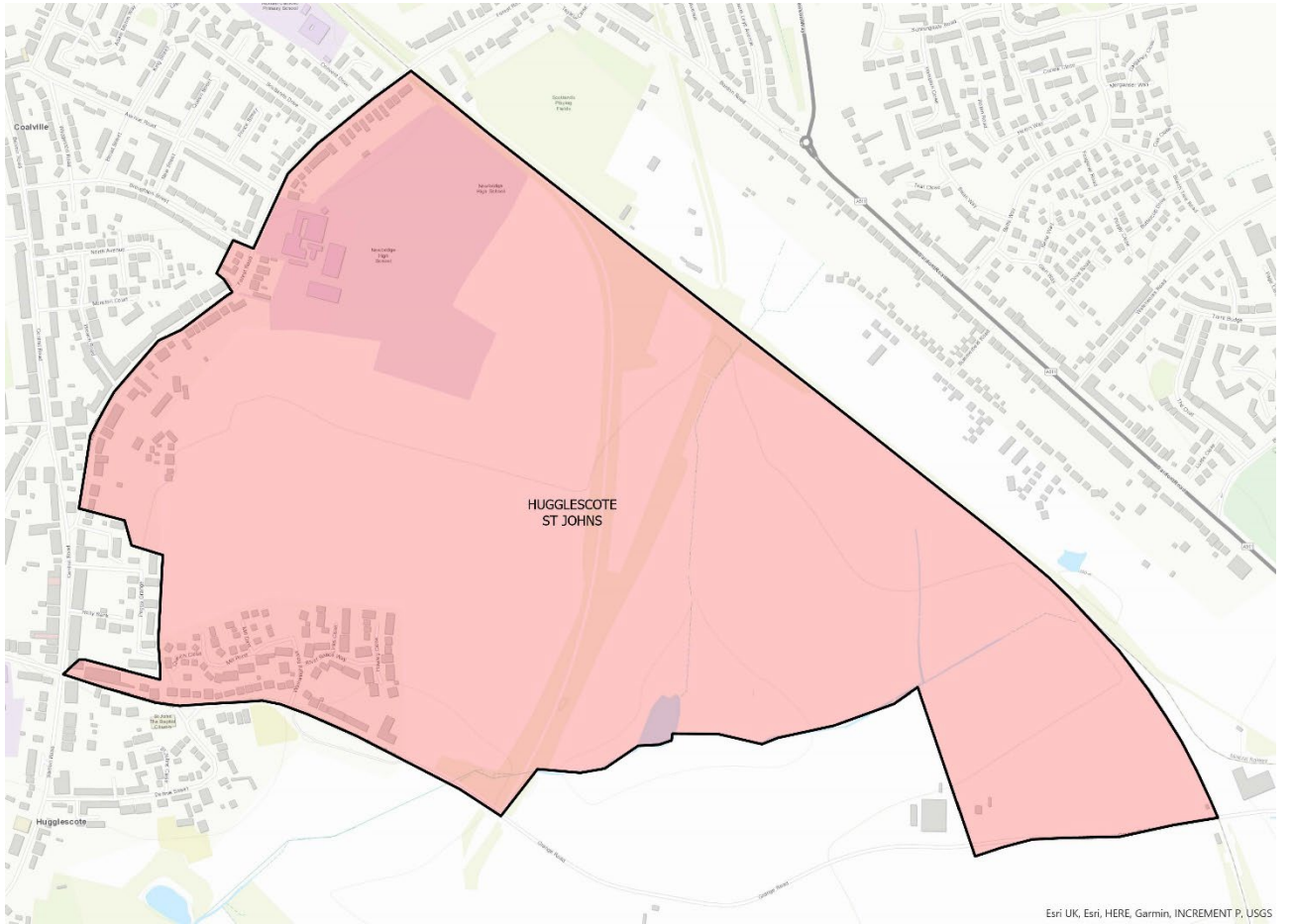
Following an all-Member briefing, further consideration was given to the area and the Member Working Group agreed that a One three-member ward to cover the whole of this area. This avoids splitting any of the communities.

Current ward	Current Councillor (for information)
Appleby	Cllr Richard Blunt
Oakthorpe & Donisthorpe	Cllr Mike Ball
Ashby Woulds	Cllr Doug Cooper
Blackfordby	Cllr Andrew Woodman

GROUP: HUGGLESCOTE

Ward	Electorate 2023 *	Variance	Electorate 2030	Variance
HUGGLESCOTE ST MARY'S	2278	5%	2502	5%
HUGGLESCOTE ST JOHN'S	2916	35%	2408	1%
HUGGLESCOTE SENCE	n/a		2620	10%





As a whole, Hugglescote will be served by three Councillors. The existing ward of Hugglescote St Mary's requires a small additional group of electors in order to achieve electoral equality. This is achieved by including Manor Road and roads off it, north of the river, within this ward (currently in Hugglescote St John's). This also better reflects the communities, and uses the river as a natural marker between the two wards.

The remaining part of Hugglescote includes a very large residential development. Taking this development into account, the balance of the parish is proposed to be split into two parts. The first, comprising all properties to the north/east of Grange Road (excluding Forest Road, Fairfield Road and roads directly from them (Holly Bank, Peggs Close, Harper Lane and Lowe Street) becomes Hugglescote St John's ward. The remainder, following the River Sence in the south, becomes Hugglescote Sence ward. These two wards have good internal connectivity, and cohesive communities. The new St John's ward, for example, includes several phases of new development, which whilst part of the parish are not yet established as an integrated part of it; thus keeping this as a separate new ward better reflects local interests and identities than splitting the older and more established communities of Hugglescote, which would be the alternative.

Discussions with some local Members have questioned the electorate projections. However, these have been developed using a robust methodology, and submitted and agreed by the LGBCE. They are based on the best evidence available at the time of creation and, whilst we recognise there will be some deviation from the timetables due to a range of factors, this is not unique to this review area and the wards are based on the electorate projections available.

A local Member suggested parts of the proposed Sence ward did not make sense from a community perspective. To rectify this, whilst maintaining electoral equality, a number of changes have been made, taking Member views into account. These alter all three proposed wards as follows:

- (1) The Manor Road area, initially proposed to move to St Mary's, is now proposed to be in Sence ward. This retains the current boundary (currently between St Mary's and St John's in this area)
- (2) Fairfield Road, Central Road, Peggs Grange and Baron Close, originally proposed to be in Sence, are now proposed to be in St Mary's. This brings the boundary to the east of Peggs Grange, ensuring the whole of Fairfield Way is now in the same ward.
- (3) Forest Road and roads and developments from it are now proposed to be in St John's ward, rather than Sence.
- (4) The southern part of the 'Davidsons' area of development (including Usherwood Way and Catlow Street) are now included in Sence ward.

These changes deliver electoral equality, and a more convenient local governance whilst reflecting existing and future local communities.

An alternative option was to include the whole of the proposed St John's and Sence ward in one two-member ward. The Member Working Group noted that Council requested a preference for single member wards wherever possible, and the new development in St John's is not yet built out and so is not closely aligned with the rest of the ward.

Current ward	Current Councillor (for information)
Hugglescote St Mary's	Cllr Dr Terri Eynon
Hugglescote St John's	Cllr Russell Johnson

Full list

WARD	Cllrs	Electorate	Variance	Electorate	Variance
HEATHER & PACKINGTON	1	2458	14%	2458	3%
RAVENSTONE & SNIBSTON	1	2187	1%	2224	-7%
WORTHINGTON & COLEORTON	1	2355	9%	2355	-1%
BREEDON & BELTON	1	2545	18%	2580	8%
CASTLE ROCK	1	2229	3%	2359	-1%
BARDON	1	2256	4%	2440	2%
KEGWORTH SOUTH & LONG WHATTON	1	2662	23%	2573	8%
KEGWORTH NORTH &DALEACRE HILL	1	1960	-9%	2552	7%
CASTLE DONINGTON CASTLE	1	2040	-6%	2161	-10%
CASTLE DONINGTON CENTRAL	1	1916	-11%	2298	-4%
CASTLE DONINGTON PARK	1	2104	-3%	2198	-8%
MEASHAM NORTH	1	2067	-4%	2177	-9%
MEASHAM SOUTH	1	2031	-6%	2387	0%
ASHBY KNIGHTS CHASE	1	2325	8%	2576	8%
ASHBY CASTLE	1	2387	10%	2387	0%
ASHBY WILLESLEY	1	2073	-4%	2282	-4%
ASHBY HOLYWELL	1	2504	16%	2441	2%
ASHBY IVANHOE	1	2601	20%	2462	3%
ASHBY BLACKFORDBY					
ANNSWELL	1	1191	-45%	2611	9%
GREENHILL	1	2099	-3%	2241	-6%
BROOM LEYS	1	2702	25%	2460	3%
COALVILLE	1	2074	-4%	2546	7%
SNIBSTON NORTH	1	2620	21%	2684	12%
SNIBSTON SOUTH	1	1993	-8%	2607	9%
ELLISTOWN EAST	1	0	-100%	2344	-2%
ELLISTOWN WEST	1	185	-91%	2292	-4%
IBSTOCK EAST	1	3182	47%	2612	9%
IBSTOCK WEST	1	2378	10%	2378	0%
HUGGLESCOTE ST MARY'S	1	2278	5%	2502	5%
HUGGLESCOTE ST JOHN'S	1	2916	35%	2408	1%
HUGGLESCOTE SENCE	1	0	-100%	2620	10%
SWANNINGTON	1	1065	-51%	2273	-5%
HERMITAGE	1	2672	24%	2224	-7%
THRINGSTONE	1	3244	50%	2151	-10%
HOLLY HAYES	1	1932	-11%	2319	-3%
APPLEBY AND THE FOREST	3	6878	6%	6912	-4%
TOTAL	38	80109		91094	

* Where existing towns are split, the 2023 electorate is based on current ward boundaries, not revised.

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NORTH WEST LEICESTERSHIRE DISTRICT COUNCIL

COUNCIL – TUESDAY, 7 MAY 2024



Title of Report	CAPITAL UPDATE	
Presented by	Paul Stone Director of Resources	
Background Papers	Social Housing Decarbonisation Fund Grant Acceptance – Cabinet 23 April 2024	Public Report: Yes
Financial Implications	The report is to ensure the Council is following good financial governance in line with its Financial Procedure Rules and capital governance arrangements. The financial implications are set out in the report.	
	Signed off by the Section 151 Officer: Yes	
Legal Implications	There are no direct legal implications arising from this report.	
	Signed off by the Monitoring Officer: Yes	
Staffing and Corporate Implications	There are no direct staffing or corporate arising from this report.	
	Signed off by the Head of Paid Service: Yes	
Purpose of Report	To consider for approval additions to the Council's Housing Revenue Account Capital Programme in line with the Constitution.	
Recommendations	<p>THAT COUNCIL APPROVES:</p> <ol style="list-style-type: none"> 1. THE SUPPLEMENTARY ESTIMATE OF £267K IN PARAGRAPH 3.2 BELOW IN ACCORDANCE WITH THE COUNCIL'S CONSTITUTION TO ENSURE THAT THERE ARE SUFFICIENT RESOURCES TO DELIVER THE PLANNED ENERGY EFFICIENCY IMPROVEMENTS TO THE COUNCIL'S HOUSING STOCK. 2. THE UPDATED HOUSING REVENUE ACCOUNT CAPITAL PROGRAMME AS DETAILED IN APPENDIX 1. 	

1.0 BACKGROUND

- 1.1 On an annual basis the Council approves its Budget and Capital Programme in February ahead of the subsequent financial year. The Budget is based on the best available intelligence at that point in time.
- 1.2 However, the external environment within which the Council operates is constantly evolving and during the financial year there can be changes to funding, for example the Council

being successful in a grant bid for additional Government funding or by securing extra resources through partnership working.

- 1.3 These changes in funding and therefore spending are required to be managed in line with the Council's Financial Procedure Rules which form part of the Constitution, which came into effect on 9 May 2023. The delegation levels were updated to provide greater clarity regarding the inclusion of additional resources secured during a financial year that were not included when the Council sets its annual budget in February.
- 1.4 This report provides an update on additional funds secured (see section 2 below) during the financial year since the budget was set by full Council on 22 February 2024 and requests specific approval of the additional £267k funding i.e. the difference between the £2.8m grant awarded and the £2.5m approved as part of the HRA Capital Programme in February 2024. This is in line with the requirements of the Financial Procedure Rules.

2.0 SOCIAL HOUSING DECARBONISATION FUND GRANT

- 2.1 The Council has been awarded a grant of £2.8m from the Social Housing Decarbonisation Fund (SHDF). The grant offers up to 50% match funding to improve its Energy Performance Certificate (EPC) ratings of the Council's Council homes by a fabric first approach. A report was considered by Cabinet on the 23 April 2024, where Cabinet approved the acceptance of the grant. The funding is a single year allocation and must be spent by 31 March 2025, although the programme runs for two years enabling the Council's match funding to run up to 31 March 2026.
- 2.2 The approved 2024/25 Housing Revenue Account (HRA) Capital Programme has approval of up to £2.5m of funding identified for carbon zero works to the Council's housing stock as approved by Council on 22 February 2024. The SHDF grant will be used as a substitution basis, replacing planned HRA spend where it can, to enable this to be spent in future years. This has the effect of extending the carbon zero element of the HRA programme.
- 2.3 The grant conditions are that whilst the grant funding must be match funded by the Council over two years, the full £2.8m grant must be spent within the current financial year. To comply with the match funding grant conditions will require a budget increase of £267k for each year of the financial years 2024/25 and 2025/26 but will reduce the contribution from Council resources by £2.2m over the period.

3.0 SUPPLEMENTARY ESTIMATES

- 3.1 A supplementary estimate is an addition to the Council's approved budget. In line with the Council's Financial Procedure Rules, a supplementary estimate of £250,000 or more requires Council approval to include it in its Budget.
- 3.2 As outlined in paragraph 2.3 above, a supplementary estimate, as set out in the table below, is required for approval by Council.

Table 1: Supplementary Estimate for Approval

	2024/25 £	2025/26 £
Social Housing Decarbonisation Fund Grant	267,287.35	267,287.35

4.0 HOUSING REVENUE ACCOUNT CAPITAL PROGRAMME

- 4.1 The Council agreed its Capital Programme as part of the annual Budget in February 2024. The latest version of the Capital Programme is shown at Appendix 1. It incorporates the following changes since the Programme was approved in February 2024:
- Movements between the Development Pool and the Active Programme as schemes have progressed through their project lifecycle. These schemes were all within their budget envelope approved by Council in February 2024.
 - The supplementary estimate as detailed in section 3.

Policies and other considerations, as appropriate	
Council Priorities:	<ul style="list-style-type: none"> - Communities and housing - Clean, green and Zero Carbon
Policy Considerations:	None
Safeguarding:	N/A
Equalities/Diversity:	N/A
Customer Impact:	Works of the type covered by this funding can be disruptive for tenants. The Housing Service will work with its engagement teams to seek to both communicate clearly on planned works and the longer-term benefits of the works being completed for the tenants.
Economic and Social Impact:	N/A
Environment, Climate Change and zero carbon:	The programme of works will improve the EPC rating and therefore efficiency of Council homes where works are undertaken. This will assist in both warming homes and reducing running costs, as well as contributing to the Council's 2050 carbon targets.
Consultation/Community Engagement:	See Customer Impact.
Risks:	<p>There are Risks to any project – the main ones impacting on these works are:</p> <ul style="list-style-type: none"> - Inability to deliver on the basis of supplier, contractor or other resource constraints. - Tenant resistance to works being undertaken - Non-compliance with grant conditions. <p>A full risk assessment is in place as part of the grant process.</p>
Officer Contact	<p>Anna Crouch Head of Finance anna.crouch@nwleicestershire.gov.uk</p>

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NORTHWEST LEICESTERSHIRE DISTRICT COUNCIL HOUSING REVENUE ACCOUNT CAPITAL PROGRAMME 2024/25-2028/29

Appendix 1

PROJECT	2024/25	2025/26	2026/27	2027/28	2028/29	Total
	For Approval	Indicative	Indicative	Indicative	Indicative	
	£	£	£	£	£	£

Major Repairs Reserve	Capital Receipts	RCCO	Grant	Prudential Borrowing	Total
£	£	£	£	£	£

Stock Investment

Home Improvement Programme	6,500,000	4,500,000	4,500,000	4,500,000	4,500,000	24,500,000
Asbestos	400,000	400,000	400,000	400,000	400,000	2,000,000
Roofs	550,000	250,000	250,000	250,000	250,000	1,550,000
Commercial Boilers	150,000	150,000	150,000	150,000	150,000	750,000
Stock Condition Surveys	325,000	-	-	-	-	325,000
Zero Carbon	2,767,287	2,767,287	2,500,000	2,500,000	2,500,000	13,034,574
New Supply	1,100,000	-	-	-	-	1,100,000
Total Stock Investments	11,792,287	8,067,287	7,800,000	7,800,000	7,800,000	43,259,574

18,924,471	1,240,790	2,730,538		1,604,201	24,500,000
-	400,000	-		1,600,000	2,000,000
-	550,000	-		1,000,000	1,550,000
-	150,000	-		600,000	750,000
-	325,000	-		-	325,000
-	6,253,000	-	2,767,287	4,014,287	13,034,574
-	440,000	660,000		-	1,100,000
18,924,471	9,358,790	3,390,538	2,767,287	8,818,488	43,259,574

Estate Improvements

Off-Street Parking	300,000	300,000	300,000	300,000	300,000	1,500,000
Estate Projects	200,000	100,000	100,000	100,000	100,000	600,000
Garage Demolition	70,000	50,000	50,000	50,000	50,000	270,000
Footpaths and Unadopted Roads	100,000	50,000	50,000	50,000	50,000	300,000
Total Estate Improvement	670,000	500,000	500,000	500,000	500,000	2,670,000

-	300,000	-		1,200,000	1,500,000
-	200,000	-		400,000	600,000
-	70,000	-		200,000	270,000
-	100,000	-		200,000	300,000
-	670,000	-	-	2,000,000	2,670,000

Fleet Replacement

Vehicles	-	100,000	300,000	-	-	400,000
Total Fleet Replacement	-	100,000	300,000	-	-	400,000

-	-	-		400,000	400,000
-	-	-		400,000	400,000

Other Capital

Sheltered Scheme Improvements	350,000	100,000	100,000	100,000	100,000	750,000
Passive Fire Safety	300,000	300,000	300,000	300,000	300,000	1,500,000
Scheme Lighting	250,000	200,000	200,000	200,000	200,000	1,050,000
Tunstall System	30,000	-	-	-	-	30,000
Major Aids and Adaptations	400,000	-	-	-	-	400,000
Housing Management IT System	100,000	-	-	-	-	100,000
Total Other Capital	1,430,000	600,000	600,000	600,000	600,000	3,830,000
Total Active Projects	13,892,287	9,267,287	9,200,000	8,900,000	8,900,000	50,159,574

-	350,000	-		400,000	750,000
-	300,000	-		1,200,000	1,500,000
-	250,000	-		800,000	1,050,000
-	30,000	-		-	30,000
-	400,000	-		-	400,000
-	100,000	-		-	100,000
-	1,430,000	-	-	2,400,000	3,830,000
18,924,471	11,458,790	3,390,538	2,767,287	13,618,488	50,159,574

DEVELOPMENT POOL

New Supply	2,300,000	5,810,000	2,640,000	1,190,000	4,660,000	16,600,000
Total Development Pool	2,300,000	5,810,000	2,640,000	1,190,000	4,660,000	16,600,000

-	5,581,526	-		11,018,474	16,600,000
-	5,581,526	-	-	11,018,474	16,600,000

TOTAL HRA CAPITAL PROGRAMME	16,192,287	15,077,287	11,840,000	10,090,000	13,560,000	66,759,574
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18,924,471	17,040,316	3,390,538	2,767,287	24,636,962	66,759,574
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Council Procedure Rules – Motions and Amendments

What members can do

- When seconding a motion, a member may reserve their speech until later in the debate (rule 14.3).
- Members may only speak once on a motion or amendment whilst it is being debated (rule 14.5, 14.5(a)).
- Members may also move a further amendment if the motion has been amended since they last spoke (rule 14.5(b)).
- Members can exercise a right of reply, raise a point of order or make a personal explanation during debate (rule 14.5(d), (e) and (f)).
- Members can speak on the main issues if their first speech was on an amendment (rule 14.5(c)).
- The mover of a motion has a right of reply at the close of debate on the motion, before it is put to the vote (rule 14.9.1).
- The mover of a motion has a right of reply at the close of debate on any amendment (rule 14.9.2).

What members can't do

- Members cannot make a speech until a motion has been seconded (rule 14.1).
- Members cannot speak again whilst a motion is being debated, except to exercise a right of reply, raise a point of order or make a personal explanation (rule 14.5, 14.5(a) to (f)).
- Members cannot speak for more than 5 minutes without the consent of the Chairman (rule 14.4).
- The mover of a motion may not speak on an amendment, other than to exercise his right of reply (rule 14.9.2).
- The mover of an amendment has no right of reply at the close of debate (rule 14.9.3).

Motions and Amendments – Flowchart

