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

Time/Date 6.30 pm on TUESDAY, 13 MAY 2025

Location Forest Room, Stenson House, London Road, Coalville, LE67 3FN

Officer to contact Democratic Services (01530 454512)

A handwritten signature in blue ink, appearing to read "A. ...".

.....
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 CHAIR	
To appoint the Chair of the Council for the ensuing municipal year.	
4. APPOINTMENT OF DEPUTY CHAIR	
To appoint the Deputy Chair of the Council for the ensuing municipal year.	
5. CHAIR'S ANNOUNCEMENTS	
6. APPOINTMENT OF LEADER	
To appoint the Leader of the Council for the ensuing municipal year.	

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 the following motion received from Councillor M Ball:

The Labour Government has committed to build 300,000 homes each year and stipulated that every planning authority must have an up-to-date Local Plan whilst simultaneously dictating that NWLDC's housing target should increase by 70%. This Council stands ready to do its bit to comply, and to continue its excellent housebuilding record, but the Government's refusal to give up the land safeguarded for the now defunct eastern leg of HS2 has become a major risk to our emerging Local Plan. Some 700 homes with planning permission in Measham and Kegworth remain in limbo, forcing this Council to take the unwanted step of allocating a reserve site for yet more housebuilding in Ashby. It has also resulted in the longed for restoration of the Ashby Canal through Measham remaining stalled.

The success of our emerging Local Plan rests heavily on the establishment of a new large settlement at Isley Woodhouse, which can only proceed with major upgrades to the highway network in the north of the district, but these potential upgrades require the use of land currently safeguarded by HS2. This Council urgently needs a straight answer to a straight question – "why is the eastern leg land still being safeguarded when the western leg land has been released and when, if ever, will it be released?"

We, therefore, request that the Chief Executive writes to the Secretary of State on behalf of full Council to request that the land be released, and also writes to the MPs for North West Leicestershire and Bosworth requesting that they make representations to Government highlighting the blight HS2 continues to cause this district. '

Item		Pages
11. PETITIONS		
	To consider the following petition submitted by Ms G Baker:	
	<u>Action petitioned for</u> We, the undersigned, are concerned residents who urge NWLDC to act now to build only our fair share of housing and commercial sites and ensure that proposals to build are designed to minimise the impact on the character of the villages and the facilities nearby. We would also urge that the Council take seriously their responsibilities to reduce building impact on climate change and build affordable housing close to areas of employment and current networks as a priority.	
	There are 225 valid signatures on the petition.	
12. MINUTES		
	To confirm the minutes of the meeting of the Council held on 20 February 2025	5 - 18
13. APPOINTMENTS TO COMMITTEES AND GROUPS, ELECTION OF CHAIRS AND DEPUTY CHAIRS		
	Report of the Head of Legal and Support Services	19 - 54
14. SCHEME OF DELEGATION		
	Report of the Head of Legal and Support Services	55 - 82
15. APPOINTMENT OF REPRESENTATIVES ON OUTSIDE BODIES		
	Report of the Head of Legal and Support Services	83 - 86
16. SCHEDULE OF MEETINGS 2025 - 2026		
	Report of the Head of Legal and Support Services	87 - 90
17. CAPITAL UPDATE		
	Report of the Strategic Director of Resources	91 - 100
18. PENSION DISCRETION - PROPOSED INTRODUCTION OF A SALARY SACRIFICE ADDITIONAL VOLUNTARY CONTRIBUTIONS SCHEME (AVC)		
	Report of the Chief Executive	101 - 112
19. APPOINTMENT OF INDEPENDENT PERSONS		
	Report of the Head of Legal and Support Services	113 - 116
20. EVENTS LIST		
	Report of the Chief Executive	117 - 122
21. RENAMING OF OAKTHORPE AND DONISTHORPE PARISH COUNCIL		
	Report of the Head of Legal and Support Services	123 - 128

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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, 20 FEBRUARY 2025

Present: Councillor K Horn (Chair)

Councillors R L Morris, M Ball, A Barker, C Beck, 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, 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 J Arnold, Mr A Barton, Mrs C Hammond, Ms K Hiller, Mr M Murphy, Mr P Stone, Mrs A Thomas and Mrs R Wallace

64. APOLOGIES FOR ABSENCE

There were no apologies for absence.

65. DECLARATION OF INTERESTS

Councillors T Gillard, K Merrie and N Rushton declared a registerable interest in item 17, Devolution and the Government's Proposed Local Government Reorganisation, as elected members of Leicestershire County Council.

Councillor R Johnson declared a registerable interest in item 14, Council Tax Resolution 2025/26, as the Chair of Hugglescote Parish Council.

Councillor K Merrie declared a registerable interest in item 14, Council Tax Resolution 2025/26, as the Chair of Ellistown and Battleflat Parish Council. He also declared an interest in item 22, Appointment of the Independent Remuneration Panel, as the proposed new member was the Clerk of Ellistown and Battleflat Parish Council.

Councillor P Moulton declared a registerable interest in item 14, Council Tax Resolution 2025/26, as the Chair of Whitwick Parish Council.

Councillor R Morris declared a registerable interest in item 14, Council Tax Resolution 2025/26, as the Chair of Breedon on the Hill Parish Council.

During discussion of item 19, Review of Cumulative Impact Assessment of Licensed Premises in Ashby de la Zouch, Councillor N Rushton declared a disclosable pecuniary interest as a licenced premises owner in the town, left the meeting and did not take any part in the discussion or voting thereon.

66. CHAIR'S ANNOUNCEMENTS

The Chair announced that fundraising throughout the year had raised £13,000 to date for his chosen charity and he thanked everyone for their support.

The Chair reported the success of the District Council's fiftieth anniversary celebrations and highlighted the community award ceremony held earlier in the month. He thanked staff for their hard work in organising the event.

The Chair acknowledged that 2025 marked the fifth-year anniversary since the outbreak of the Covid-19 pandemic and that a UK-wide day of reflection would take place on Sunday 9 March 2025. This day was an opportunity for communities to come together in

reflection and commemoration for those who lost their lives and for everyone impacted by the pandemic.

The Chair announced that Monday 10 March 2025 was Commonwealth Day and as part of this His Majesty the King would mark the day by issuing a message to all Commonwealth citizens. The celebration would be marked by flying the Commonwealth flag outside Stenson House.

Finally, the Chair referred to an incident at the previous Council meeting during the 'Debate not Hate' report where several Members raised points of order objections and felt strongly enough to leave the chamber. The Chair apologised in the way the matter was handled and advised that as a result, the briefing process and meeting preparation had been improved. Councillor S Sheahan thanked the Chair for his approach to the matter and the positive resolution achieved.

67. LEADER'S AND PORTFOLIO HOLDERS' ANNOUNCEMENTS

Councillor R Blunt, the Leader of the Council, provided an update on the current situation in relation to the Government's Devolution White Paper which was published in December. He announced that a discussion item would take place later in the meeting as an opportunity for Members to voice their opinions.

The Community Services and Climate Change Portfolio Holder referred to the negative impact of empty homes on communities and neighbourhoods, and as the 'Empty Homes Week' began on 3 March 2025, it was announced that he would be writing to the Housing Minister requesting that the issue be addressed as a national priority. The request would also include an increase in provision of additional funds to tackle the issue, a reduction of red tape so that local councils could respond quickly and efficiently, and to allow empty properties to be added to housing allocation within local authority areas.

Several Members spoke in support of the proposed action by the Portfolio Holder.

68. QUESTION AND ANSWER SESSION

There were no questions received.

69. QUESTIONS FROM COUNCILLORS

One question was asked which is set out below together with the response.

Question from Councillor J Geary

"Employee Joint Consultative Committee

Each year at the Annual Council Meeting we appoint 5 members to the Employee Joint Consultative Committee, yet to my knowledge this Committee has not met in the past few years.

Therefore, could you please inform me of the date of last meeting of this Committee and supply me with a copy of the minutes."

Response from Councillor K Merrie

The following paragraphs are extracts from the Constitution in relation to the role and functions of the Employee Joint Consultative Committee:

Employee Joint Consultative Committee - A Committee with representatives from the Council and from trade unions that meets to resolve matters that the Employee Consultation Group has been unable to resolve – see Part 2.

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.

Cllr Geary is accurate in saying the Committee has not met.

The Chief Executive, Directors and Head of Human Resources meet with local and regional trade union representatives for the Council's three recognised trade unions on a three-monthly basis in the Employee Consultation Group (known as the Executive Consultation group internally).

There have not been any matters referred for consideration by Committees, trades unions or members or the Employee Consultation Group to necessitate a meeting of the Committee. This is the reason the Employee Joint Consultative Committee has not met.

In the circumstances I am unable to supply copies of any meeting dates or minutes.

Councillor J Geary declined the opportunity to ask a supplementary question.

70. MOTIONS

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

Cllr S Lambeth spoke and then formally moved the motion. It was seconded by Cllr P Moul.

The Chair announced that in accordance with procedure rule 12.9 of the Council's Constitution, the motion was automatically referred to the Local Plan Committee as the matter of the motion fell within the remit of the Committee. The matter would be heard at the next meeting of the Local Plan Committee on 11 March 2025. Following requests from Members, the Chair gave assurances that the matter would be dealt with at the next meeting of the Local Plan Committee.

71. PETITIONS

No petitions were received.

72. MINUTES

Consideration was given to the minutes of the meeting held on 5 November 2024.

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

RESOLVED THAT:

The minutes of the meeting held on 5 November 2024 be approved and signed by the Chair as a correct record.

73. ROBUSTNESS OF BUDGET ESTIMATES AND ADEQUACY OF RESERVES

Councillor K Merrie, Infrastructure Portfolio Holder, presented the report to Members.

Thanks were given to all officers for the work undertaken on all elements of the budget process.

The report was noted.

74. CAPITAL STRATEGY, TREASURY MANAGEMENT STRATEGY AND PRUDENTIAL INDICATORS - 2025/26

Councillor K Merrie, Infrastructure Portfolio Holder, presented the report to Members and moved the recommendations. It was seconded by Councillor Rushton.

No comments were made.

RESOLVED THAT:

- 1) The following limits be approved:
 - a) The authorised limit and operational boundary for external debt as detailed in table 3 of the Treasury Management Strategy Statement 2025-26 at appendix 2 of the report.
 - b) The maturity structure of borrowing as detailed in paragraph 6.6 of the Treasury Management Strategy Statement 2025-26 at appendix 2 of the report.
- 2) The following be approved:
 - a) Capital Strategy 2025-26 at appendix 1 of the report.
 - b) Treasury Management Strategy Statement 2025-26 at appendix 2 of the report.
 - c) Minimum Revenue Provision (MRP) Statement 2025-26 at appendix 3 of the report.
 - d) Non-Treasury Investment Strategy 2025- 26 at appendix 4 of the report.
- 3) Authority to move a capital scheme from the development pool to the active programme as long as the scheme is within the approved budget, be delegated to Cabinet.

- 4) Authority to make any necessary changes to appendices 1-4 of the report be delegated to the Section 151 Officer, should any amendments be agreed to the General Fund Budget and/or Housing Revenue Account budget at this meeting.

75. GENERAL FUND BUDGET AND COUNCIL TAX - 2025/26

Councillor K Merrie, Infrastructure Portfolio Holder, presented the report to Members and moved the recommendations. It was seconded by Councillor M Wyatt.

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

Councillor S Lambeth outlined the amendment to the General Fund Budget as detailed in the additional papers. It was seconded by Councillor A Morley.

A full debate was had 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 original motion as set out in the report.

No further comments were made.

The Chair put the original 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 Revenue Budget for 2025/26 as summarised in section 2 of the report, including the increase of the District Council's share of Council Tax in 2025/26 by 2.5% be approved.
- 2) The General Fund Revenue Indicative Budget for 2026/27 to 2029/30 at appendix 1 of the report be noted.
- 3) The General Fund Fees and Charges approved by cabinet on 28 January 2025 at appendix 3 be noted.
- 4) The Proposed General Fund Capital Programme, at appendix 4 of the report, for 2025/26 and planned financing, as set out in section 3 of the report be approved.
- 5) The remaining elements of the General Fund Capital Programme 2026/27 – 2029/30 be noted.
- 6) The Special Expenses Revenue Budget for 2025/26, at appendix 6 of the report, as summarised in section 4 of the report, including setting the Special Expense Band D Council Tax at the levels detailed in table 4 of the report be approved.
- 7) The continuation of North West Leicestershire District Council in the Leicester and Leicestershire Business Rates Pool in 2025/26 be approved.
- 8) The contribution to a contingency budget as detailed in the General Fund Budget Summary 2025/26 to 2029/30 at appendix 1 of the report be noted.

- 9) The allocation of £100,000 from the Medium-Term Financial Plan reserve to create an earmarked reserve to support necessary work to understand the wider implications of the English Devolution White Paper as set out in paragraph 2.2.2 of the report be approved.

Amendment to budget as submitted by Councillor S Lambeth (Amendment)	
Councillor Kenny Horn	Against
Councillor Ray Morris	Against
Councillor Mike Ball	Against
Councillor Anthony Barker	For
Councillor Catherine Beck	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 Moulton	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 Kenny Horn	Against (Casting Vote)
Rejected	
Original motion to approve recommendations as set out in the report (Motion)	
Councillor Kenny Horn	For
Councillor Ray Morris	For
Councillor Mike Ball	For
Councillor Anthony Barker	Abstain
Councillor Catherine Beck	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 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	

76. HOUSING REVENUE ACCOUNT (HRA) BUDGET AND RENT SETTING - 2025/26

Councillor A Woodman, Housing and Customer Services Portfolio Holder, presented the report to Members and moved the recommendations. It was seconded by Councillor N Rushton.

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

Councillor S Lambeth outlined the amendment to the Housing Revenue Account Budget as detailed in the additional papers. It was seconded by Councillor J Legrys.

A discussion was had during which Members spoke 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 original motion as set out in the report.

No further comments were made.

The Chair put the original 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 2025/26, at appendix 1 of the report, as summarised in section 2 of this report, including the increase of rents by 2.7% be approved.
- 2) The Fees and Charges approved by Cabinet on 28 January 2025 at appendix 3 of the report be noted
- 3) The HRA Budget for 2026/27 to 2029/30 at appendix 4 of the report be approved.
- 4) The proposed HRA Capital Programme for 2025/26, at appendix 4 of the report, and Planned Financing, as set out in section 3 of the report be approved.
- 5) The HRA capital programme for 2026/27 to 2029/30 at appendix 4 of the report be noted.

Councillor R Johnson left the meeting at the conclusion of the item.

Labour Group amendment to HRA budget submitted by Councillor D Bigby (Amendment)	
Councillor Kenny Horn	Against
Councillor Ray Morris	Against
Councillor Mike Ball	Against
Councillor Anthony Barker	For
Councillor Catherine Beck	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 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 Kenny Horn	Against (Casting Vote)
Rejected	
Original motion to approve recommendations as set out in the report (Motion)	
Councillor Kenny Horn	For
Councillor Ray Morris	For
Councillor Mike Ball	For
Councillor Anthony Barker	Abstain
Councillor Catherine Beck	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 Mould	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	

77. COUNCIL TAX RESOLUTION 2025/26

Councillor K Merrie, Infrastructure Portfolio Holder, presented the report to Members and moved the recommendations. It was seconded by Councillor N Rushton.

No comments were made.

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

RESOLVED THAT:

The Council Tax Resolution 2025/26 as set out in section 2 of the report be approved.

Motion to approve recommendations as set out in the report (Motion)	
Councillor Kenny Horn	For
Councillor Ray Morris	For
Councillor Mike Ball	For
Councillor Anthony Barker	For
Councillor Catherine Beck	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	No vote recorded (not present)
Councillor Simon Lambeth	For
Councillor Paul Lees	For
Councillor John Legrys	For
Councillor Keith Merrie MBE	For
Councillor Alison Morley	For
Councillor Peter Moulton	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	

78. STATEMENT OF ACCOUNTS UPDATE

Councillor K Merrie, Infrastructure Portfolio Holder, presented the report to Members.

During discussion it was acknowledged how important the issue was becoming nationally, and it was noted that the Audit and Governance Committee would continue to monitor the situation.

The report was noted.

79. 2024/25 MID-YEAR TREASURY MANAGEMENT REPORT

Councillor K Merrie, Infrastructure Portfolio Holder, presented the report to Members.

No comments were made.

The report was noted.

80. DEVOLUTION AND THE GOVERNMENT'S PROPOSED LOCAL GOVERNMENT REORGANISATION

Councillor R Blunt, Leader of the Council, addressed the Committee. It was reported that since the publication of the Government's Devolution White Paper the Leaders and Chief Executives of the District and Borough Councils across Leicestershire had been working together, on what they believed was the best proposals for the area. Councillor R Blunt had serious concerns about the County Council's proposal for a single unitary authority and would continue to work towards a proposal for smaller unitary councils in Leicestershire and Rutland, based on evidence and engagement with people.

Members were reminded that 'no change' was not an option due to the Government's clear direction for all two-tier authority areas to bring forward proposals for reorganisation. As the Government timescales were short, Councillor R Blunt asked for views from Members to ensure that initial proposals due by March 2025 were informed by those elected to represent their areas.

The Chair invited comments from Members.

A Member strongly felt that the process of devolution was not democratic, took away local services from the community and by imposing it onto local people, it was the wrong way to promote democracy.

The majority of comments made across the Chamber were not in favour of a single unitary authority and it was acknowledged that this was something the County Council had been attempting to do for many years, some Councillors had been involved during their time as elected County Council Members.

Several Members agreed with the proposal of a North/South split across the region and also, that the Mayoral element required much more discussion. It was noted that very little information was available in relation to the devolution of power to Parish and Town Councils.

Some comments were made on the devolution element in that due to neighbouring authorities receiving more funds for transport and infrastructure due to combining areas, it was disappointing that the County Council wanted to remain separate. There was some scepticism on reorganisation.

There was some support for a unitary authority in that it would lead to a better outcome for the customers with one point of contact, but it was important for seamless integration from a customer point of view to not cause more frustration.

There was some confusion due to the lack of detail available and the speed in which it was being dealt with. The importance of getting the best possible outcome for the District was acknowledged.

Councillor R Blunt thanked Members for their comments. It was noted that it would be 'business as usual' for the next two to three years and that he would do everything possible to support local people. Members would be kept updated at every stage moving forward.

81. ANNUAL REVIEW OF THE COUNCIL'S CONSTITUTION

Councillor K Merrie, Infrastructure Portfolio Holder, presented the report to Members and moved the recommendations. It was seconded by Councillor A Saffell.

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

RESOLVED THAT:

The proposed changes to the Council's Constitution, as set out in appendices A to C be adopted to come into effect from 1 March 2025.

82. REVIEW OF CUMULATIVE IMPACT ASSESSMENT OF LICENSED PREMISES IN ASHBY DE LA ZOUCH

At this point, Councillor N Rushton declared a disclosable pecuniary interest as a licenced premises owner in the town, left the meeting and did not take any part in the discussion or voting thereon.

Councillor M Wyatt, Community Services and Climate Change Portfolio Holder, presented the report to Members and moved the recommendations. It was seconded by Councillor N Smith.

During discussion it was highlighted that there was no information in the report in relation to the work undertaken by the licensed premises, the police and the community to make Ashby a better place to visit. It was felt this information was important to show the progress that had been made. The Portfolio Holder noted the comments and agreed to ask officers to provide a response outside of the meeting.

RESOLVED THAT:

The Cumulative Impact Assessment at appendix 1 of the report be approved.

83. PAY POLICY STATEMENT 2025/26

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 noted that as in previous years, the car allowance payments did not encourage greener vehicle options as there was no incentive to opt for electric vehicles. The comments were noted.

Mike Murphy, the Head of Human Resources, was thanked for his 35-year service and wished well in his coming retirement.

RESOLVED THAT:

The Pay Policy Statement for 2025/26, as attached at appendix 1 of the report, be approved.

84. GENDER PAY GAP 2024

Councillor K Merrie, Infrastructure Portfolio Holder, presented the report to Members and moved the recommendations. It was seconded by Councillor J Simmons.

No comments were made.

RESOLVED THAT:

The relevant information outlined in paragraph 1.2 of the report be reported to Government.

85. APPOINTMENT TO THE INDEPENDENT REMUNERATION PANEL (IRP)

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

No comments were made.

RESOLVED THAT:

Karen Bowler be appointed to the Independent Remuneration Panel.

86. URGENT DECISIONS TAKEN BY CABINET

Councillor R Blunt, Leader of the Council, presented the report to Members.

No comments were made.

The report was noted.

Councillor R Johnson left the meeting at 8.03pm

Councillor S Lambeth left the meeting at 8.13pm and returned at 8.15pm

Councillor N Rushton left the meeting at 8.53pm

The meeting commenced at 6.30 pm

The Chairman closed the meeting at 9.07 pm

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NORTH WEST LEICESTERSHIRE DISTRICT COUNCIL

COUNCIL – TUESDAY, 13 MAY 2025



Title of Report	APPOINTMENTS TO COMMITTEES AND GROUPS, ELECTION OF CHAIRS AND DEPUTY CHAIRS	
Presented by	Kate Hiller Head of Legal and Support Services / 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>	
	Signed off by the Section 151 Officer: Yes	
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>	
	Signed off by the Monitoring Officer: Yes	
Staffing and Corporate Implications	There are no implications.	
	Signed off by the Head of Paid Service: Yes	
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 (five 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.

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 the methodology for making the calculations.

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:	All priorities.
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 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	Kate Hiller Head of Legal and Support Services kate.hiller@nwleicestershire.gov.uk

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.

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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NORTH WEST LEICESTERSHIRE DISTRICT COUNCIL

COUNCIL – TUESDAY, 13 MAY 2025



Title of Report	SCHEME OF DELEGATION	
Presented by	Kate Hiller Head of Legal and Support Services / Monitoring Officer	
Background Papers	The Council's Constitution Council Report – 23 February 2023 – 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 the 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 AS SHOWN IN APPENDIX A.	

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 2025, and they came into effect on 1 March 2025.
- 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 No changes to the Scheme of Delegation were identified as part of the most recent review, therefore it remains the same as approved at Council in February 2024.

- 1.4 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.
- 1.5 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:	Not applicable.
Safeguarding:	Not applicable.
Equalities/Diversity:	Not applicable.
Customer Impact:	The Constitution, which includes the Scheme of Delegation, is made available to customers on the Council's website.
Economic and Social Impact:	Not applicable.
Environment, Climate Change and zero carbon:	Not applicable.
Consultation/Community Engagement:	Not applicable.
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	Kate Hiller Head of Legal and Support Services kate.hiller@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 potential or actual 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 alleged or actual 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** provided that the Monitoring Officer has advised on the appropriateness of compensation for maladministration in accordance with s92 Local Government Act 2000.

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 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.
- 3.17 Authority to consider and act upon the recommendations of delegated officers in accordance with Section G2 Clauses 4.1 and 4.2 and 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.
- 3.18 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:

- 3.19 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;
- 3.20 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;
- 3.21 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;
- 3.22 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;

- 3.23 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;
- 3.24 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;
- 3.25 The right of access to the **Head of Paid Service/Chief Executive, Strategic Directors** and the **S151 Officer**; and
- 3.26 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 Freeman	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, 13 MAY 2025



Title of Report	APPOINTMENT OF REPRESENTATIVES ON OUTSIDE BODIES	
Presented by	Kate Hiller Head of Legal and Support Services / 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 COUNCIL APPROVES THE REPRESENTATIVES 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 2025. During the review, it was established that the following outside bodies no longer require representation:
- Coalville and District Town Twinning Association
 - Coalville Town Football Club
 - Former Lount Landfill Site Liaison Committee
- 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.
- 1.6 Following a change of name, the Charnwood Forest Regional Park is now listed as Charnwood Forest Geopark Charitable Incorporated Organisation.
- 1.7 East Midlands Councils request nominations to submit an expression of interest for Lead Members (Portfolio Holders) for two regional boards on an annual basis. These are the Employer's Board and the Migration Board. Successful nominees will be advised prior to the AGM in July 2025. Representation on the boards will be considered by East Midlands Councils Political Group Leader at the AGM.

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 priorities.
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	Kate Hiller Head of Legal and Support Services kate.hiller@nwleicestershire.gov.uk

APPENDIX 1

APPOINTMENT OF REPRESENTATIVES ON OUTSIDE BODIES

NOMINATIONS

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

Body	Current Appointments	Nominees for 2025/26
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)
Breedon Quarry Liaison Committee (1 seat)	Councillor R Morris	
Charnwood Forest Geopark Charitable Incorporated Organisation (1 seat)	Councillor M Wyatt	
Cliffe Hill Quarry Liaison Committee (1 seat)	Councillor R Boam	
East Midlands Airport Independent Consultative Committee (1 seat & 1 substitute)	Councillors R Sutton and N J Rushton (Substitute)	
East Midlands Council (1 seat)	Leader of the Council	Leader of the Council
East Midlands Councils – Employers Board (1 seat – nomination to submit an expression of interest)	Planning and Infrastructure Portfolio Holder	Planning and Infrastructure Portfolio Holder
East Midlands Councils – Migration Board (1 seat – nomination to submit an expression of interest)	Housing, Property and Customer Services Portfolio Holder	Housing, Property and Customer Services Portfolio Holder
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	
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 2025/26
MSV Donington Park Consultative Forum (7 seats)	Councillors for 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 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	Councillor , Chair of Licensing Committee, Deputy Chair of Licensing Committee.
PATROL (Parking and Traffic Regulations Outside London) Adjudication Joint Committee	Community Services and Climate Change Portfolio Holder	Community Services and Climate Change Portfolio Holder
Ravenstone Hospital Charity (2 seats)	Councillors C Beck and N Smith (Councillor Beck stood down in March 2025)	
Redbank Manufacturing Liaison Committee (1 seat)	Councillors S Sheahan	
Safer North West Leicestershire Partnership (1 seat)	Community Services and Climate Change Portfolio Holder	Community Services and Climate Change Portfolio Holder
Whitwick Quarry Liaison Committee (3 seats)	Councillors P Moulton, L Windram and M Wyatt	

NORTH WEST LEICESTERSHIRE DISTRICT COUNCIL

COUNCIL – TUESDAY, 13 MAY 2025



Title of Report	SCHEDULE OF MEETINGS 2025 - 2026	
Presented by	Kate Hiller Head of Legal and Support Services / 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 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 COUNCIL APPROVES THE PROPOSED SCHEDULE OF MEETINGS FOR 2025 – 2026.	

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 2025 - 2026 includes dates for June 2026. This is to enable members to receive 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	5
Cabinet	13
Coalville Special Expenses Working Party	5
Corporate Scrutiny Committee	5 + 1 for budget considerations
Community Scrutiny Committee	5
Council	5
Licensing Committee	4
Local Plan Committee	6
Planning Committee	12

- 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 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	Kate Hiller Head of Legal and Support Services kate.hiller@nwleicestershire.gov.uk

APPENDIX 1

DRAFT SCHEDULE OF MEETINGS

May 2025 – June 2026

Audit & Governance Committee (6.30pm)

Weds, 4 Jun 2025
Weds, 6 Aug 2025
Weds, 12 Nov 2025
Weds, 4 Feb 2026
Weds, 29 Apr 2026
Weds, 10 Jun 2026

Cabinet (5.00pm)

Tues, 20 May 2025
Tues, 24 Jun 2025
Tues, 29 Jul 2025 (*Q1 budget/performance monitoring*)
Tues, 26 Aug 2025
Tues, 23 Sep 2025
Tues, 28 Oct 2025 (*Q2 budget/performance monitoring*)
Tues, 25 Nov 2025
Tues, 16 Dec 2025
Tues, 13 Jan 2026 (*Draft Budget*)
Tues, 3 Feb 2026 (*Budget*)
Tues, 24 Feb 2026 (*Q3 budget/performance monitoring*)
Tues, 24 Mar 2026
Tues, 28 Apr 2026 (*Q4 budget/performance monitoring*)
Tues, 19 May 2026
Tues, 23 Jun 2026

Coalville Special Expenses Working Party (6.30pm)

Tues, 10 Jun 2025
Tues, 19 Aug 2025
Tues, 7 Oct 2025
Tues, 2 Dec 2025
Wed, 11 Feb 2026
Tues, 2 Jun 2026

Community Scrutiny Committee (6.30pm)

Thu, 26 Jun 2025
Thu, 11 Sep 2025
Thu, 11 Dec 2025
Thu, 26 Feb 2026
Thu, 23 Apr 2026
Thu, 25 Jun 2026

Corporate Scrutiny Committee (6.30pm)

Thu, 19 Jun 2025 (*Q4 budget/performance monitoring*)
Thu, 4 Sep 2025 (*Q1 budget/performance monitoring*)
Thu, 20 Nov 2025 (LGR discussions)
Thu, 4 Dec 2025 (*Q2 budget/performance monitoring*)
Thu, 8 Jan 2026 (*Draft budget*)
Thu, 19 Mar 2026 (*Q3 budget/performance monitoring*)
Thu, 18 Jun 2026 (*Q4 budget/performance monitoring*)

Council (6.30pm)

Tues, 13 May 2025 (*Annual Council*)
Tues, 17 Jun 2025
Tues, 16 Sep 2025
Tues, 4 Nov 2025
Thu, 19 Feb 2026 (*Budget*)
Tues, 12 May 2026 (*Annual Council*)
Tues, 16 Jun 2026

Licensing Committee (6.30pm)

Weds, 18 Jun 2025
Weds, 17 Sep 2025
Weds, 5 Nov 2025
Weds, 25 Feb 2026
Weds, 24 Jun 2026

Local Plan Committee (6.00pm)

Weds, 21 May 2025
Weds, 11 June 2025 (additional)
Weds, 16 Jul 2025
Weds, 3 Sep 2025
Weds, 19 Nov 2025
Weds, 28 Jan 2026
Weds, 18 Mar 2026
Weds, 20 May 2026

Planning Committee (6.00pm)

Tues, 3 Jun 2025
Tues, 8 Jul 2025
Tues, 12 Aug 2025
Tues, 9 Sep 2025
Tues, 14 Oct 2025
Tues, 11 Nov 2025
Tues, 9 Dec 2025
Wed, 14 Jan 2026
Tues, 10 Feb 2026
Tues, 10 Mar 2026
Tues, 14 Apr 2026
Wed, 6 May 2026
Tues, 9 Jun 2026

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NORTH WEST LEICESTERSHIRE DISTRICT COUNCIL

COUNCIL – TUESDAY, 13 MAY 2025



Title of Report	CAPITAL UPDATE	
Presented by	Paul Stone Strategic Director of Resources	
Background Papers	<p>Council: 20 February 2025 General Fund and Council Tax – 2025/26</p> <p>Housing Revenue Account (HRA) Budget and Rent Setting- 2025/26</p> <p>Cabinet 22 April 2025 Future of Waste Services</p> <p>Award of Warmer Homes Funding</p> <p>Cabinet 23 March 2023 UK Shared Prosperity Fund</p>	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	<p>S151 of The Local Government Act (1972) states that every Local Authority shall make arrangements for the proper administration of the financial affairs.</p> <p>The Local Government Act (2000) requires Full Council to approve the Council's budget and NW Leicestershire District Council did so in February 2025.</p> <p>S151 of the Local Government Act (1972) makes clear that the Council is responsible for the overall financial administration of the Council and the S151 Officer is responsible for the administration of those affairs.</p> <p>Councils are required to ensure that there is clear separation between capital and revenue budgets.</p>	
	Signed off by the Monitoring Officer: Yes	
Staffing and Corporate Implications	The Council is managing its capital budgets in a co-ordinated and effective way since the Capital Strategy Group was introduced and changes were made to introduce the development pool and programme of active projects.	
	Signed off by the Head of Paid Service: Yes	

Purpose of Report	To seek approval for the additions to the Council's General Fund Revenue Budget and Capital Programme in line with the Constitution. The Financial Procedure Rules in the Constitution describes the procedure in respect of supplementary estimates as set out in Financial Regulation A: Financial Management, paragraphs A26 to A28.
Recommendations	THAT COUNCIL APPROVES: <ol style="list-style-type: none"> 1. THE SUPPLEMENTARY ESTIMATES DETAILED IN PARAGRAPH 2.2 WHICH ARE ABOVE £250K AND ARE EXTERNALLY FUNDED; AND 2. THE REVISED CAPITAL PROGRAMMES AS DETAILED IN APPENDICES A AND B.

1.0 BACKGROUND

- 1.1 On an annual basis the Council approves its Budget and Capital Programmes 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 in funding, for example the Council being successful in a grant bid for additional 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. The delegation levels provide clarity regarding the inclusion of additional resources secured during the 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 during the financial year since the budget was set and requests specific approval of new funds secured of £250,000 or more and new schemes for inclusion into the Capital Programme. This is in line with the requirements set out in the Financial Procedure Rules.

2.0 SUPPLEMENTARY ESTIMATES

- 2.1 A Supplementary Estimate is an addition to the Council's approved budget. In line with the Council's Financial Procedure Rules, a supplementary estimate over £250,000 or more requires Council approval to include it in its Budget.
- 2.2 The following Supplementary Estimates of £250,000 or more have been received and requires Council approval to include in the Council's budget:

Supplementary Estimates	Fund	£	Funded By
Castle Donington College 3G Pitch	General Fund	250,000	Business Rates Reserve
Refuse Bins and Recycling Containers	General Fund	1,674,000	Business Rates Reserve
Fleet Replacement Programme	General Fund	4,708,000	Business Rates Reserve
Solar PV Hub Money Hill	General Fund	250,000	Grant

3.0 CAPITAL

- 3.1 The Council agreed its Capital Programme as part of the annual Budget in February 2025. The budget report set out capital project governance by managing schemes through their project life cycle. In line with the Council's Financial Procedure Rules, which forms part of the Constitution, any new schemes entering the Capital Programme requires Council approval.

General Fund – New Schemes

3.2 Castle Donington College 3G Pitch

At their meeting on the 28 March 2023, Cabinet agreed to accept a grant of £2,414,817 from the UK Shared Prosperity Fund (UKSPF). The report proposed 15 projects that the fund could be used for and the allocation of £250,000 to the building of a full-sized 3G pitch at Castle Donington College (CDC) was one of these projects. The report delegated authority to the Strategic Director (Place) to review and amended the proposals to respond and adapt to the changing and economic environment and/or local needs.

- 3.3 The need for a 3G pitch in Castle Donington area was identified in both the 2017 North West Leicestershire Paying Pitch Strategy and the 2019 Local Football Facilities Plan. The building of the pitch is being managed by East Midlands Education Trust (EMET) as CDC is part of EMET. The total cost of the project is anticipated to be £800,000-£900,000, with Castle Donington Parish Council contributing £100,000 and the remainder funded by EMET.

- 3.4 Due to delays with the project, there were concerns that it would not be delivered by the 31 March 2025, a requirement of the UKSPF. Consequently, three recommendations were considered by the Capital Strategy Group on 30 July 2024:

- i. Withdraw the provisional offer of £250,000 of UKSPF towards the CDC Project
- ii. Reallocate £250,000 of UKSPF to replace Council funding already committed to the Kegworth Market Place Realm project.
- iii. Reclaim £250,000 of Council funding already committed to the Kegworth Market Place Public Realm project and for the funding to be ringfenced to support physical regeneration in Castle Donington and the northern parishes.

- 3.5 The above recommendations allowed for the £250,000 of Council funding to be used to fund the CDC 3G pitch project and would negate the need for the project to be delivered by the 31 March 2025. The Capital Strategy Group supported the recommendations and were approved by the Strategic Director (Place).

- 3.6 Work on the project has commenced and is due to be completed in July 2025 with the facility due to open to the public in September 2025.

- 3.7 Legal Services has drafted a Funding Agreement that protects the Council's investment, ensuring that there is a partnership approach to the management of the facility and ensures community access to the pitch.

3.8 Future of Waste Services

At its meeting on the 22 April 2025, Cabinet agreed to implement and resource a new twin bin recycling container system. This decision requires two new schemes to be added onto the capital programme:

- i. Fleet Replacement Programme - £4,708,000

The current vehicle stock is aging and needs replacement regardless of whether the Council changes its collection method. The Council would be procuring the replacement of these vehicles as a matter of course in line with the adopted Fleet Management Strategy. The scheme would procure 18 new vehicles and one JCB.

ii. Containers - £1,674,000

Two new wheeled bins, one for cans, tins, plastic and glass, the other for cardboard and paper, will need to be purchased for each household within the district.

3.9 Solar Photovoltaic (PV) Electric Vehicle Charging Hub – Money Hill Car Park

The electric vehicle charging provision in the new Money Hill car park in Ashby-de-la-Zouch will be a solar PV hub. This is grant funded under Green Living Leicestershire, led by Harborough District Council, which will install a solar charging hub in each district within Leicestershire. The funding, provided from business rates pooling fund and government Local Electric Vehicle Infrastructure (LEVI) funding, will be transferred to the Council via a capital grant allocation and the title of the hub installation will pass to the Council. The asset will be reported under the existing car park budget and surplus income will contribute to reduce the car park expenditure.

Housing Revenue Account (HRA) – Change of Funding Source

3.10 HRA - Zero Carbon

At its meeting on the 22 April 2025, Cabinet agreed to accept a grant of up to £8,069,584 from the Warmer Homes Fund from Government, subject to Council amending the Capital Programme. The Capital Programme approved by Council in February, included £4m in grant funding, this now requires increasing to £8m and the prudential borrowing reducing by £4m. The overall value of the HRA Zero Carbon budget remains at £20m.

3.11 The HRA Capital Programme has been updated for the changing in funding for the Zero Carbon and is detailed in Appendix B for approval.

Policies and other considerations, as appropriate	
Council Priorities:	<ul style="list-style-type: none"> - Communities and housing - Clean, green and Zero Carbon - A well-run council
Policy Considerations:	<p>The Fleet Management Strategy under the Council's Zero Carbon roadmap commits the Council to explore available fleet options which will be governed by the type of recycling container system introduced. Demonstration/confirmation the recycling container system introduced complies with the Government's Simpler Recycling policy</p>
Safeguarding:	N/A
Equalities/Diversity:	<p>An Equality and Human Rights Impact Assessment has been carried out on each of the container systems to ensure that any issues with moving to different recycling container system are identified and mitigated. Currently those residents who are physically unable to put out waste, garden waste, and recycling containers are able to apply for an assisted service, this would remain in place. The service ensures waste operatives collect and return waste and recycling containers to an agreed location on the resident's property.</p>

Customer Impact:	<p>An easier, more convenient, and practicable way for residents recycle at the kerbside.</p> <p>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.</p>
Economic and Social Impact:	N/A
Environment, Climate Change and zero carbon:	<p>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.</p> <p>An easier, more convenient, and practicable way for residents recycle at the kerbside which could increase the volume of materials recycled.</p>
Consultation/Community Engagement:	<p>A communications strategy will be developed and initiated to support the Waste Services project.</p> <p>Tenant engagement will be undertaken as part of the roll out of the Warmer Homes grant.</p>
Risks:	<p>There are Risks to any project – the main ones impacting on these works are: - Inability to deliver on the basis of supplier, contractor or other resource constraints. - Tenant resistance to works being undertaken - Non-compliance with grant conditions. A full risk assessment is in place as part of the grant process.</p> <p>A risk assessment has been undertaken for the Future of Waste Services and is detailed in Section 8 of the Cabinet report</p>
Officer Contact	<p>Anna Crouch Head of Finance anna.crouch@nwleicestershire.gov.uk</p>

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Project Name	2025/26 Approved Budget	2026/27 Indicative Budget	2027/28 Indicative Budget	2027/28 Indicative Budget	2027/28 Indicative Budget	Total	Funding					
							Grant	Capital Receipt	Revenue	Business Rates Reserve	EMR	Total
Systems/ICT Systems												
Laptop Replacement	92,000	49,000	49,000	60,000	92,000	342,000				342,000		342,000
Replacement Windows Server	50,000				50,000	100,000				100,000		100,000
Wide Area Network (WAN)	50,000				50,000	100,000				100,000		100,000
Total Systems/ICT Systems	192,000	49,000	49,000	60,000	192,000	542,000	-	-	-	542,000	-	542,000
Vehicle, Plant and Equipment												
Refuse Bins and Recycling Containers	200,000	200,000	202,000			602,000				602,000		602,000
Fleet Replacement Programme	591,000	99,000	637,000			1,327,000		20,760		1,306,240		1,327,000
Total Vehicle, Plant and Equipment	791,000	299,000	839,000	-	-	1,929,000	-	20,760	-	1,908,240	-	1,929,000
New Construction or Renovation												
Hermitage Leisure Centre Demolition	146,068					146,068				146,068		146,068
Hermitage Recreational ground 3G Pitch		150,000				150,000				150,000		150,000
Stenson Square Public Realm	1,000,000	1,000,000				2,000,000				2,000,000		2,000,000
Enterprise Park	1,850,000	1,850,000				3,700,000				3,700,000		3,700,000
Moirs Furnace	266,741					266,741				266,741		266,741
Service Road Resurfacing	500,000					500,000				500,000		500,000
Car Park Resurfacing	164,000					164,000				164,000		164,000
Total New Construction or Renovation	3,926,809	3,000,000	-	-	-	6,926,809	-	-	-	6,926,809	-	6,926,809
TOTAL DEVELOPMENT POOL	6,910,668	3,348,000	888,000	60,000	192,000	11,398,668	145,859	20,760	-	11,232,049	-	11,398,668
REFCUS												
Disabled Facilities Grants	670,310	670,310	670,310	670,310	670,310	3,351,550	3,351,550					3,351,550
Castle Donington 3G Pitch Development	250,000					250,000				250,000		250,000
Total REFCUS	920,310	670,310	670,310	670,310	670,310	3,601,550	3,351,550	-	-	250,000	-	3,601,550
SPECIAL EXPENSES												
Coaville Cemetery - Meadow Lane (Broomley's)	22,000					22,000			22,000			22,000
TOTAL SPECIAL EXPENSES	22,000	-	-	-	-	22,000	-	-	22,000	-	-	22,000
TOTAL CAPITAL PROGRAMME	16,900,155	6,918,310	2,111,233	1,230,310	1,362,310	28,522,318	4,809,475	20,760	22,000	23,670,083	-	28,522,318

Project Name	2025/26	2026/27	2027/28	2027/28	2027/28	Total	Funding						
	Approved Budget	Indicative Budget	Indicative Budget	Indicative Budget	Indicative Budget		Major Repairs Reserve	Capital Receipt	RTB Receipts	RCCO	Grant	Prudential Borrowing	Total
ACTIVE PROGRAMME													
Stock Investment													
Home Improvement Programme	4,500,000	4,500,000	4,500,000	4,500,000	4,500,000	22,500,000	18,236,421			3,808,595		454,984	22,500,000
Asbestos	400,000	400,000	400,000	400,000	400,000	2,000,000		400,000				1,600,000	2,000,000
Roofs	500,000	500,000	250,000	250,000	250,000	1,750,000		500,000				1,250,000	1,750,000
Commercial Boilers	250,000	250,000	250,000	250,000		1,000,000		250,000				750,000	1,000,000
Stock Condition Surveys	65,000	65,000	65,000	65,000	65,000	325,000		65,000				260,000	325,000
Zero Carbon	4,000,000	4,000,000	4,000,000	4,000,000	4,000,000	20,000,000		6,000,000		683,425	8,069,584	5,246,991	20,000,000
Total Stock Investment	9,715,000	9,715,000	9,465,000	9,465,000	9,215,000	47,575,000	18,236,421	7,215,000	-	4,492,020	8,069,584	9,561,975	47,575,000
Estate Improvements													
Off-Street Parking	300,000	300,000	300,000	300,000	300,000	1,500,000		300,000				1,200,000	1,500,000
Estate Projects	100,000	100,000	100,000	100,000	100,000	500,000		100,000				400,000	500,000
Garage Demolition	50,000	50,000	50,000	50,000	50,000	250,000		50,000				200,000	250,000
Footpaths and Unadopted Roads	50,000	50,000	50,000	50,000	50,000	250,000		50,000				200,000	250,000
Total Estate Improvements	500,000	500,000	500,000	500,000	500,000	2,500,000	-	500,000	-	-	-	2,000,000	2,500,000
Fleet Replacement													
Vehicles	100,000	300,000				400,000						400,000	400,000
Total Fleet Replacement	100,000	300,000	-	-	-	400,000	-	-	-	-	-	400,000	400,000
Other Capital Schemes													
Sheltered Scheme Improvements	700,000	700,000	700,000	100,000	100,000	2,300,000		700,000				1,600,000	2,300,000
Passive Fire Safety	800,000	100,000	100,000	100,000	100,000	1,200,000		800,000				400,000	1,200,000
Scheme Lighting	350,000	350,000	200,000	200,000	200,000	1,300,000		350,000				950,000	1,300,000
Major Aids and Adaptations	400,000	400,000	400,000	400,000	400,000	2,000,000		400,000				1,600,000	2,000,000
Total Other Capital Schemes	2,250,000	1,550,000	1,400,000	800,000	800,000	6,800,000	-	2,250,000	-	-	-	4,550,000	6,800,000
TOTAL ACTIVE PROGRAMME	12,565,000	12,065,000	11,365,000	10,765,000	10,515,000	57,275,000	18,236,421	9,965,000	-	4,492,020	8,069,584	16,511,975	57,275,000
DEVELOPMENT POOL													
New Supply													
New Supply	3,012,605	3,065,507	4,433,413	1,396,361	4,189,083	16,096,969			4,823,310			11,273,659	16,096,969
Total New Supply	3,012,605	3,065,507	4,433,413	1,396,361	4,189,083	16,096,969	-	-	4,823,310	-	-	11,273,659	16,096,969
TOTAL DEVELOPMENT POOL	3,012,605	3,065,507	4,433,413	1,396,361	4,189,083	16,096,969	-	-	4,823,310	-	-	11,273,659	16,096,969
TOTAL CAPITAL PROGRAMME	15,577,605	15,130,507	15,798,413	12,161,361	14,704,083	73,371,969	18,236,421	9,965,000	4,823,310	4,492,020	8,069,584	27,785,634	73,371,969

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NORTH WEST LEICESTERSHIRE DISTRICT COUNCIL

COUNCIL – TUESDAY, 13 MAY 2025



Title of Report	PENSION DISCRETIONS - PROPOSED INTRODUCTION OF A SALARY SACRIFICE ADDITIONAL VOLUNTARY CONTRIBUTIONS SCHEME (AVC)	
Presented by	Allison Thomas Chief Executive	
Background Papers	Pensions discretions (included in appendices)	Public Report: Yes
Financial Implications	There are no costs associated with the scheme as it is funded from a percentage of National Insurance Contributions (NIC) saved by the Council for employees who adopt the scheme. Therefore, the Council should make savings on its employer NICs.	
	Signed off by the Section 151 Officer: Yes	
Legal Implications	None	
	Signed off by the Monitoring Officer: Yes	
Staffing and Corporate Implications	This benefit will be available to all employees who are active members of LGPS, where salary sacrifice deductions take the employee below national living wage, they will not be able to join this scheme, but they can join the standard AVC. Employees will be encouraged to seek independent financial advice before signing up to the salary sacrifice.	
	Signed off by the Head of Paid Service: Yes	
Purpose of Report	The report outlines a suggested revision to the Council's Pension Discretions, by adopting a salary sacrifice scheme.	
Recommendations	THAT COUNCIL: ADOPTS THE PROPOSED REVISIONS TO THE PENSION DISCRETIONS AS DETAILED IN APPENDIX 1 WITH EFFECT FROM MAY 2025	

1.0 BACKGROUND

- 1.1 This report outlines a suggested revision to the Council's discretionary Pension Policies with the proposed adoption of a Salary Sacrifice Additional Voluntary Contributions scheme. No other amendments to the Pension discretions are proposed.

- 1.2 Discretions are powers that enable employers to choose how to apply the rules of the Scheme in respect of certain provisions.
- 1.3 There are many employer discretions in the current Scheme regulations and several more still existing from previous Schemes; however, only a relatively small number of employer discretions have to be published.
- 1.4 Discretions fall into two categories:
- Those which must be formulated and published (mandatory discretions).
 - Those which do not need to be formulated and published (non-mandatory discretions) However, in the interests of transparency and equal treatment, members approved a consistent approach to the discretions. This applies to the additional one.
- 1.5 A summary of the mandatory discretions applied by the Council are outlined in Appendix 1 and those which are non-mandatory in Appendix 2. Some of these discretions are also referred to in relevant Human Resources (HR) policies or guidance, for example the Flexible Retirement policy, Redundancy and the Council's Pay Policy Statement .
- 1.6 The Council and pension fund must decide how to exercise discretions. They must have a written decision on how they will apply certain discretions.

2.0 Introduction

- 2.1 The Council currently provides for employees to have access to an Additional Voluntary Contribution scheme through a preferred provider (Prudential). This has been previously arranged through the Leicestershire and Rutland Local Government Pension scheme.
- 2.2 A Salary Sacrifice Additional Voluntary Contributions scheme (SSAVC) is not currently in place at this Council. The difference with a SSAVC is that employees have an additional option to the AVC scheme whereby they sacrifice a portion of their salary (so to reduce their gross salary) through payroll deduction and this then reduces the amount of tax and National Insurance Contributions (NIC) that they are required to pay. This is a more tax-efficient method for an individual to put additional money aside for their retirement.
- 2.3 Shared Cost AVCs enable the employee to build an additional pot of money alongside their pension with contributions exempt from Income Tax and National Insurance contributions (NICs), with the potential to take it all as a tax-free lump sum when they retire.
- 2.4 Under the proposed scheme, employees agree to reduce their gross salary in exchange for contributions to their AVC pot. This arrangement allows for tax and NIC. This scheme is typically available to members of the Local Government Pension Scheme (LGPS) and applies to both new and existing AVC contributors.

3.0 Benefits

- 3.1 Salary sacrifice pensions are a tax efficient win-win. They help employees take home more money while cutting employer National Insurance contributions for businesses. Resulting in savings for the employee and 9% NI savings for employers.
- 3.2 The scheme is tax-efficient, as contributions are made from gross salary, reducing taxable income. Employees benefit from National Insurance savings which increases their take home pay compared to the standard AVC scheme currently in place. (The standard AVC scheme will continue to exist as an option for employees).

- 3.3 The scheme provides an additional, flexible way for employees to save into their pension for retirement, whilst seeing an increase in their take home pay. This has become more important due to the cost of living increases and the recent increases in NIC for employers.
- 3.4 The Council can save on Employer NICs of 9% per employee. (An element of the Council's saving is paid to the third scheme provider for the administration of the scheme (6%). This saving will be collated and reviewed on a quarterly basis as the provider will send reports on actual savings once employees join the scheme. There is also a small saving to the apprenticeship levy.
- 3.5 There are currently seven employees who participate in an AVC, it is estimated that 90% of the current AVC members (6) will transfer to the salary sacrifice Shared Cost AVC arrangement, Therefore in the first year it is expected that the Council will achieve immediate annual savings of around £1,678, based on 9% NIC employer saving.
- 3.6 The scheme is administered by My Money Matters, they are the only provider in the UK who delivers the administration of SCAVCs, and the AVC provider is Prudential.
- 3.7 The scheme will be implemented through an on-line managed platform. This will handle all administration, ensuring compliance and efficiency. My Money Matters will also support the HR team to promote the scheme to employees and they will provide access to financial advice to help employees make informed decisions.
- 3.8 My Money Matters estimates that over the three-year contract period there will be an 8% increase in the scheme participants from the total workforce, taking this to 41 employees which will make estimated savings of £11,613.
- 3.9 Active members of the Local Government Pension Scheme (LGPS) currently already have the option to contribute to AVCs and receive tax relief on the amount they pay through the payroll.
- 3.10 In accordance with the LGPS rules and regulations, an employer can also contribute to the employee's AVC fund. This is called a Shared Cost AVC (SCAVC) scheme. Such a scheme can be provided through a salary sacrifice arrangement.
- 3.11 Under a Salary Sacrifice Shared Cost AVC (SSSCAVC) arrangement the employer agrees to pay the employee's specified contribution amount to their AVC fund, and the employee agrees to reduce their gross salary by an amount equal to their contribution amount.
- 3.12 In addition, the employee pays a fixed £1 per month as their individual contribution. This results in an additional saving for the employee as they pay less tax, NI and Pension as their gross salary is reduced.
- 3.13 As well as the AVC, the My Money Matters platform provides a range of educational content, products and services to support and enhance the financial health and wellbeing of staff.
- 3.14 My Money Matters also provides:
- access for all the Council to free pension support through a range of webinars including 'understanding the LGPS'.
 - free 20 minute 1 to 1 sessions for staff to meet with a retirement professional for guidance on their pension.
 - access to other financial wellbeing support for staff including free wills, a financial learning Library, Mortgage Advice Plus, estate planning and debt support.

4.0 Human Resources Considerations

- 4.1 Promotion of scheme- The provider offers support and resources to help HR effectively promote the platform to their employees, including providing customisable communication materials, webinars, and ongoing engagement strategies that suit the needs of the organisation.
- 4.2 Eligibility- Employees are eligible if they are active members of the LGPS pension scheme.
- 4.3 Trade Union Consultation- Whilst Trade Union Consultation is not required, details of the proposed scheme have been circulated to the Trade Unions advising them of the details and asking for their feedback. GMB in particular has advised 'Our Union support AVCs for LGPS'.

Policies and other considerations, as appropriate	
Council Priorities:	Insert relevant Council Priorities: <ul style="list-style-type: none"> - Planning and regeneration - Communities and housing - Clean, green and Zero Carbon - A well-run council
Policy Considerations:	Discretions are referenced in the Council's Flexible working, Redundancy and Pay Policy.
Safeguarding:	No Safeguarding considerations
Equalities/Diversity:	There are no implications. The scheme is accessible to all employees.
Customer Impact:	None
Economic and Social Impact:	None
Environment, Climate Change and zero carbon:	None.
Consultation/Community Engagement:	There is no requirement to consult with the Trade Unions, but they have been advised this is being introduced as a benefit to employees and their feedback has been requested.
Risks:	There are no risks to the Council in adopting this scheme
Officer Contact	Hannah Panter Head of Human Resources and Organisational Development Hannah.panter@nwleicestershire.gov.uk

NORTH WEST LEICESTERSHIRE PENSION DISCRETIONS

EFFECTIVE FROM 13 MAY 2025

1. LGPS Benefits Regulations - Regulation 31: Power of employer to award additional Pension.

Explanation	Council Policy
An employer may resolve to award a member additional pension of not more than £6,822 (figure as at 1 April 2018) a year within six months of leaving to a member whose employment was terminated on the grounds of redundancy or business efficiency.	The Council is prepared to consider the award of additional pension under this regulation if there is a clear financial or operational benefit to the Council.

2. LGPS Benefits Regulations - Regulation 16 (2) (e) and 16 (4) (d): Funding of additional Pension's contributions (shared cost)

Explanation	Council Policy
<p>An active member in the main section of the scheme may enter into an arrangement to pay additional pension contributions (APCs) by regular contributions or a lump sum.</p> <p>Such costs may be funded in whole or in part by the member's scheme employer.</p> <p>The Employer will need to determine a policy on whether it will make a contribution towards the purchase of extra pension.</p> <p>This does not relate to cases where a member has a period of authorised unpaid leave of absence and elects within 30 days of return to work to pay a shared cost APC to cover the amount of pension "lost" during that period of absence. In these cases the employer must contribute 2/3 rds of the cost (Regulation 15 (5) of the LGPS Regulations 2013).</p>	The Council will not fund additional pension unless there is a clear financial or operational benefit to the Council.

3. LGPS Regulations – Regulation 30 (6) Flexible Retirement

Explanation	Council Policy
<p>An active member who has attained the age of 55 or over who reduces working hours or grade of employment may, with the Scheme Employer's consent, elect to receive immediate payment of all or part of the retirement pension to which that member would be entitled in respect of that employment if that member were not an employee in Local Government service on the date of the reduction in hours or grade, adjusted by the amount shown as appropriate in actuarial guidance issued by the Secretary of State.</p> <p>As an employer there is a requirement to determine the conditions under which a flexible retirement might be approved.</p>	<p>The Council will take all reasonable steps to accommodate an employee's request for flexible retirement. The Council has agreed to release pension where there is a clear financial or operational benefit to the Council. Under these circumstances the Council may use its discretion to waive any reduction in benefits. Employees will normally reduce their hours by a minimum of 40% and/or reduce their grade.</p>

4. LGPS Regulations 2013 - Regulation (paragraph 1 (1) (c) of Schedule 2 to the LGPS (Transitional Provisions, Savings and Amendment) regulations 2014: Switching on rule of 85.

Explanation	Council Policy
<p>A member who has not attained normal pension age but who has attained the age of 55 or over, may elect to receive immediate payment of a retirement pension in relation to an employment if that member is not an employee in local government service in that employment, reduced by the amount shown as appropriate in actuarial guidance issued by the Secretary of State.</p> <p>In these circumstances (other than flexible retirement) the 85 year rule does not automatically apply to members who would otherwise be subject to it who choose to voluntarily draw their benefits on or after age 55 and before 60.</p> <p>The employer has the discretion to "switch on" the 85 year rule for such member. (paragraph 1(1) (c) of</p>	<p>The Council may exercise these discretions if there is a justifiable business case. (E.g. as an alternative to a redundancy situation).</p>

<p>Schedule 2 to the LGPS (Transitional Provisions, Savings and Amendment) Regulations 2014</p> <p>If the employer does agree to switch back on the rule of 85, the cost of any strain on the fund resulting from the payment of benefits before age 60 would have to be met by the employer.</p>	
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4.(a) Additional new decision required to cover former members who left after 1 April 1998 but before 31 March 2014 regarding Switching on 'Rule of 85'

Explanation	Council Policy
<p>A former member who has not attained normal pension age (NPA) but who has attained the age of 55 or over, may elect to receive immediate payment of a retirement pension in relation to an employment if that member is not an employee in local government service in that employment, reduced by the amount shown as appropriate in actuarial guidance issued by the Secretary of State.</p> <p>In these circumstances (other than flexible retirement) the 85 year rule does not automatically apply to members who would otherwise be subject to it who choose to voluntarily draw their benefits on or after age 55 and before NPA.</p> <p>The employer has the discretion to "switch on" the 85 year rule for such a member on compassionate grounds.</p> <p>If the employer does agree to switch back on the rule of 85, the cost of any strain on the fund resulting from the payment of benefits before NPA would have to be met by the employer.</p>	<p>The Council will not normally apply this discretion unless there is a clear financial or operational benefit to the Council.</p>

Note:- “compassionate grounds” is not defined in the regulations.	
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- 5 LGPS Regulations 2013 – Regulation (paragraph 2(1) of Schedule 2 to the LGPS (Transitional Provisions, Savings and Amendment) Regulations 2014.

Explanation	Council Policy
<p>An employer has the discretion, under a number of retirement scenarios, to waive actuarial reductions on compassionate grounds.</p> <p>The cost of the pension capitalisation will fall on the Council in such situations.</p> <p>This may be on “compassionate grounds” as an example, which is not defined in the regulations.</p>	<p>In relation to waiving any reduction which may apply on compassionate grounds, the Council may exercise this discretion on a case by case basis if there are exceptional circumstances and there is a clear financial or operational benefit to the Council.</p>

Appendix 2

Regulation 2013

There are a number of other discretions which Scheme Employers may exercise under the LGPS Regulations 2013 where there is no requirement to have a written policy. However, in the interests of transparency and equal treatment, members approved a consistent approach to the discretions as detailed below:-

1. LGPS Regulations 2013 – Regulation 17 - Shared Cost Additional Voluntary Contribution Facility -**ADDITIONAL**

Explanation	Council Policy
This discretion allows the Employer to maintain and contribute to an employee's Additional Voluntary Contribution Scheme.	<p>The Council has adopted this discretion – to allow employees to join a salary sacrifice Additional Voluntary Contribution scheme.</p> <p>This will not have any effect on the existing AVC facility available where the employee also able to make such contributions.</p>

2. LGPS Regulations 2013 - Regulation 100 (6) – election to transfer within 12 months

Explanation	Council Policy
This discretion allows the Employer to extend the 12 months limit a member has in which to elect to transfer other pension rights into the LGPS. This must be with the agreement of the Administering Authority	<p>The Council will not normally allow an extension of the 12 month limit</p> <p>Extenuating circumstances may apply and this would include</p> <p>Where evidence exists that an election was made within 12 months but his was not received by the administering authority.</p> <p>Where evidence exists that the member was not aware of the 12-month limit due to maladministration</p>

3. LGPS Regulations 2013 - Regulation 22 (7) and (8) – election to aggregate within 12 months of commencement

Explanation	Council Policy
This discretion allows the Employer to extend the 12-month time limit a member has within which they must elect not to have deferred benefits aggregated with	<p>The Council will not normally extend this 12-month time limit</p> <p>Extenuating circumstances may apply and this would include</p>

their new LGPS employment	<p>Where evidence exists that an election was made within 12 months but this was not received by the administering authority</p> <p>Where evidence exists that the member was not aware of the 12 month limit due to maladministration.</p>
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4. LGPS Regulations 2013 - Regulation 21 – assumed pensionable pay.

Explanation	Council Policy
<p>This discretion allows the Employer to determine whether to include in the calculation of assumed pensionable pay the amount of any “regular lump sum payment”.</p> <p>This is in cases where an employee’s pay needs to be calculated where their pay has been reduced due to certain absences in order that they are not unduly advantaged or disadvantaged.</p>	<p>To determine in individual cases where necessary to establish in a fair, equitable and justifiable way what the members likely pay would have been but for the absence, and in cases where this pay is to be used for future enhancements whether that level of pay would have been received every year to normal retirement age.</p>

5. The Local Government (Early Termination of Employment) (Discretionary Compensation) Regulations 2006

Provisions provide local government employers with the powers to consider making a one off lump sum payment to an employee which must not exceed 104 week’s pay.

Regulation 5: Power to increase statutory redundancy payments

Explanation	Council Policy
The Employer may decide to calculate a redundancy payment entitlement as if there had been no limit on the amount of a week’s pay used in the calculation.	The Council uses the actual weekly pay of the employee when calculating redundancy pay and there is no limit.

6. The Local Government (Early Termination of Employment) (Discretionary Compensation) Regulations 2006

Regulation 6: Discretionary Compensation.

Explanation	Council Policy
<p>A "one off" lump sum compensation payment may be awarded to an employee up to a maximum value of 104 weeks' pay, inclusive of any redundancy payment made.</p>	<p>Compulsory redundancy The weeks payable determined according to statutory redundancy scheme multiplied by a factor of X 1.5.</p> <p>Voluntary redundancy</p> <p>On a case-by-case basis, taking into account the potential capital pension costs associated with an individual's departure, an additional payment of up to three months contractual pay in addition to the enhanced redundancy payment.</p> <p>If the total value of pension capital costs and redundancy etc. payments is in excess of £100.000, the decision will be referred to Council for decision.</p>

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NORTH WEST LEICESTERSHIRE DISTRICT COUNCIL

COUNCIL – TUESDAY, 13 MAY 2025



Title of Report	APPOINTMENT OF INDEPENDENT PERSONS	
Presented by	Kate Hiller Head of Legal and Support Services/Monitoring Officer	
Background Papers	Council Report 25 May 2021 – Appointment of Independent Persons 2021 – 2025 Council Report 23 June 2020 – Appointment of Independent Persons	Public Report: Yes. Appendix 1 is restricted by virtue of Paragraphs 1, 2 and 3.
Financial Implications	While it is an unsalaried position, Independent Persons are entitled to allowances, which will be paid from the existing expenses budget.	
	Signed off by the Section 151 Officer: Yes	
Legal Implications	None except as stated in this Report.	
	Signed off by the Monitoring Officer: Yes	
Staffing and Corporate Implications	There are no specific staffing issues arising from this Report.	
	Signed off by the Head of Paid Service: Yes	
Purpose of Report	To appoint the pool of Independent Persons in accordance with legislative requirements.	
Recommendations	THAT COUNCIL APPOINTS THE INDEPENDENT PERSONS LISTED IN PARAGRAPH 2.2 OF THIS REPORT FOR A TERM OF OFFICE OF FOUR YEARS UNTIL ANNUAL COUNCIL IN MAY 2029	

1.0 BACKGROUND

- 1.1 The Localism Act 2011, provides that a relevant authority must have in place Arrangements under which Councillor Code of Conduct complaints can be dealt with. This includes having provision for the appointment of at least one Independent Person (IP) whose views are to be sought and taken into account by the authority before it makes a decision on an allegation.
- 1.2 A person may not be appointed as an IP unless the vacancy has been advertised in such a manner so as to bring it to the attention of the public, the person has submitted an application, and the appointment has been approved by a majority of the members of the authority.

- 1.3 The Council has been part of an IP pool arrangement with the seven other Leicestershire District and Borough Councils. Appointment to the pool has been via a joint recruitment exercise. Appointments were last made in May 2021, and the term of office of the current pool expires at the Annual Council meeting.

2.0 RECRUITMENT PROCESS

- 2.1 In January 2025, the District and Borough Monitoring Officers agreed to a joint recruitment exercise to select new IPs. It was felt that this approach had secured a selection of good quality candidates in the past and would provide resilience by continuing the pool arrangement. The recruitment exercise was led by the Monitoring Officer from Oadby and Wigston Borough Council. Following a recruitment process and interview, the following candidates are recommended for appointment as IPs:

Mr Richard Gough
 Mr Michael Gibson
 Mr Laurence Faulkner
 Mr Mark Shaw
 Mr Gordon Grimes
 Mr Michael Chad Smith
 Mr Matthew Johnson

- 2.2 A brief resume of each candidate can be found at Appendix 1. It is recommended that the IPs are appointed until Annual Council in May 2029. The Leicestershire Monitoring Officers are discussing whether training can be arranged for the IPs, should the appointments be confirmed. This may involve a contribution by the Council towards the costs of any training.

Policies and other considerations, as appropriate	
Council Priorities:	A well-run council. Maintaining and promoting high standards of member conduct supports all the Council's priorities.
Policy Considerations:	The Council has adopted Arrangements for dealing with complaints about Councillors.
Safeguarding:	N/A
Equalities/Diversity:	An open and transparent recruitment process was followed.
Customer Impact:	The IPs could be consulted by MOs, Councillors, and members of the public.
Economic and Social Impact:	N/A
Environment, Climate Change and zero carbon:	N/A
Consultation/Community Engagement:	The vacancies for the Independent Persons were advertised across Leicestershire.
Risks:	Outlined within the Report.
Officer Contact	Kate Hiller Head of Legal and Support Services kate.hiller@nwleicestershire.gov.uk

Likely to contain exempt information under paragraph(s) 1,2,3 of
Part 1 of Schedule 12A of the Local Government Act 1972.

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NORTH WEST LEICESTERSHIRE DISTRICT COUNCIL

COUNCIL – TUESDAY, 13 MAY 2025



Title of Report	EVENTS LIST	
Presented by	Allison Thomas Chief Executive	
Background Papers	None	Public Report: Yes
Financial Implications	There are no direct financial implications arising from 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	The staffing resource is contained within the existing workforce.	
	Signed off by the Head of Paid Service: Yes	
Purpose of Report	To seek members views and agreement on the events that should be marked or celebrated by the Council as part of its community leadership role.	
Recommendations	THAT COUNCIL ADOPTS THE EVENTS LIST AT APPENDIX A ON AN ONGOING BASIS.	

1. BACKGROUND

- 1.1 During the previous term of this Council, the Chairman asked the Chief Executive to develop a list of local, national, and international events and dates that should be marked by the Council during the civic year to promote the Council's community leadership role. The corporate events list was accepted at full Council in May 2023, as shown in appendix A.
- 1.2 Throughout the year - globally, nationally, regionally, and locally - communities recognise historic and other events relating to equality, diversity, and inclusion. These events tend to **celebrate** and / or **commemorate** and, where possible, **educate** the communities on the importance of these issues with the aim of supporting a fair and inclusive society.

- 1.3 In compiling the list officers have considered census information and reviewed the events that are promoted by neighbouring districts, boroughs, and the County Council to ensure consistency where appropriate.
- 1.4 This initial work resulted in an extensive list of ideas being suggested but it was recognised that it is not practical to mark every event on the calendar. The resource and cost implications of recognising many events, would mean that it would not be prudent to the objective of having an annual calendar of events that is corporate, consistent, and one that has a positive impact on Council staff and local communities.
- 1.5 The full list of proposed events is listed at Appendix A, and these are split into areas highlighting whether they relate to Equality, Diversity and Inclusion or other events.
- 1.6 The current events list detailed in Appendix A has been categorised into events that the Council will either.
- Celebrate - Events where the Council will join with the community to promote and celebrate.
 - Commemorate - Events where the Council would want to recognise their significance in history as a Council and as a district, or
 - Educate - Events where there is an opportunity to educate staff and people in the district.
- 1.7 The list in Appendix **A** suggests that some events that mark protected characteristics, as outlined by the Equality Act 2010, are condensed into a singular event, for example Race Equality Week is included, as currently the race characteristic can encompass race, ethnicity, and nationality. Therefore, instead of focusing on any one element of this characteristic, one event could be marked to cover all races / ethnicities and nationalities.
- 1.8 The list also outlines the ways in which the events might be celebrated to ensure an appropriate and proportional response in each case. The existing corporate events list has enabled the Council to allocate resources effectively to prioritise events while maintaining a consistent approach to event planning and staff education. However, this does not imply that applicants will receive any advantages or priority when applying for Council-operated grant schemes.

Policies and other considerations, as appropriate	
Council Priorities:	<ul style="list-style-type: none"> - 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:	No direct implications for policy.
Safeguarding:	No considerations
Equalities/Diversity:	Detailed in the report
Customer Impact:	Customers are encouraged to be involved in the events to commemorate, educate, and celebrate
Economic and Social Impact:	No impacts
Environment and Climate Change:	No impacts
Consultation/Community Engagement:	Internal consultation with managers and corporate Leadership Team.
Risks:	No specific risks.
Officer Contact	Hannah Panter, Head of Human Resources and Organisation Development. hannah.panter@nwleicestershire.gov.uk

Equality, Diversity and Inclusion Events

Date/ Month	Occasion	What we currently do or did	What we could do	Celebrate, educate, or commemorate?	Protected Characteristic
Feb	Race Equality Week	N/A	<ul style="list-style-type: none"> Distribute information Hold information sessions 	Educate	Race/ Ethnicity
March	International Women's Day	N/A	<ul style="list-style-type: none"> Development events Talking to and about women in senior roles Signposting and educational material Blogs 	Celebrate	Sex
June	National Pride month	N/A	<ul style="list-style-type: none"> Awareness blogs Signposting to information 	Celebrate	Sexual Orientation/ Gender reassignment Sex/ Gender
July	Disability Awareness Day	N/A	<ul style="list-style-type: none"> Signpost to relevant organisations, helpful information Hold information sessions/signposting as part of wider equalities training Team up with health and wellbeing team 	Educate	Disability
October	World Mental Health Day	N/A	<ul style="list-style-type: none"> Signpost to employee assistance program service (EAP) Information sharing with other supporting organisations. 	Educate	Disability

Other Events

Date/ Month	Occasion	What we currently do or did	What we could do	Celebrate, educate, or commemorate?	Protected Characteristic
Jan	Holocaust Memorial Day 27 January is the day for everyone to remember the millions of people killed in the Holocaust, Nazi Persecution and in subsequent genocides in Cambodia, Rwanda, Bosnia, and Darfur	This represents an opportunity to fulfil the commitment made at full council regarding Remembering Srebrenica	<ul style="list-style-type: none"> An opportunity to remember the millions of people killed in the Holocaust and in subsequent genocides throughout the world Get-involved-guide-for-local-authorities.pdf (hmd.org.uk) Holocaust Memorial Day Outdoor Quality Flag – Mr Flag 	Commemorate / Educate	Religion Race Ethnicity Nationality
March	Food Waste Action Week	We support the week on social media with the assets WRAP provide In 2022 we invited Leicestershire County	<ul style="list-style-type: none"> Share the assets created by WRAP on social media, along with their messages created around the theme 'Win. Don't Bin.' 	Educate	

		Council (LCC) to have a food waste and composting stall at Newmarket	<ul style="list-style-type: none"> Create a blog for the recycling news webpage focusing on advice and messages that support the theme. Add an inclusion into the Winter NWL Enviro e-newsletter. 		
March	Commonwealth Day		<ul style="list-style-type: none"> Flag flying 	Celebrate	
March	Great British Spring Clean			Educate/Celebrate	N/A
April 2024 - was a one-off event	125th Anniversary of the Whitwick Colliery Disaster	Various activities planned in 2023, including a Fire Memorial Project (January to July 2023)	<ul style="list-style-type: none"> Engage with the partnership and ensure council involvement in the memorial initiative (particularly important mining history) 	Commemorate/ Educate	
May 2025	Victory in Europe Day Special VE day celebration for 80 th anniversary – otherwise celebrated as usual every year.	The Chairman is invited to attend a short service at Memorial Clock Tower to lay a wreath	<ul style="list-style-type: none"> A press release and photo are currently being arranged with the Porfolio Holder for Communities and Climate Change and the Chair to further promote. 	Commemorate	N/A
May	International Compost Awareness Week	Supported with messages on social media	<ul style="list-style-type: none"> Retweet / share messages from Leicestershire County Council on Facebook and Twitter 	Educate	N/A
June	Windrush Day			Educate	Race/ Ethnicity/Nationality
June 121	Armed Forces Day	Fly a flag from Stenson House Flag Pole and small gathering of invited guests (including RBL representatives)	Request from RBL (Whitwick Branch) to assist with an Armed Forces Day event in Coalville Town Centre	Commemorate	
August 2025	Special VJ day 80 th anniversary celebrations as a one-off event			Commemorate	
September/ October	Great Big Green Week – The Great Big Green Week is a nationwide celebration of action on climate change, taking place across the UK from the 24 September to 2 October			Educate	N/A
September	Recycle Week (date TBC)	<p>Support the week on social media using WRAPs assets and messages</p> <p>In 2022, although the week was postponed, a children's activity was held at Newmarket to make a robot out of recycled materials.</p>	<ul style="list-style-type: none"> Set up a recycling stall at Newmarket and activity for children. Advertise for recycling talks during and around this week. Support the week on social media using WRAPs assets and messages based around the 2023 theme Produce a staff blog advertising the week, with messages from the theme to help staff lead by example when recycling. 	Educate	N/A

October (last Saturday in the month)	Launch of the RBL Poppy Appeal in North West Leicestershire.	Fly the Poppy Appeal Flag (Stenson House) Light key council builds red (Stenson House, Memorial Clock Tower) Gathering at Memorial Clock Tower to launch the appeal – photo opportunity RBL selling poppy merchandise		Commemorate	
November	Armistice Day	Short service at Memorial Clock Tower to mark the two minutes silence		Commemorate	
November	Remembrance Sunday Service and Parade	A civic church service and public parade and service at Memorial Clock Town		Commemorate	
November	White Ribbon Day	Mentioned on the health and wellbeing Team's page.		Educate	Sex
November	National Tree Week	Free Tree Scheme – thousands of trees given away to residents and groups		Educate/Celebrate	
December	Christmas Jumper Day	Christmas Jumper Day is an annual charity event		Celebrate	
December	Chairman's Carol Service	A civic / community church service to celebrate Christmas		Celebrate	Religion / Community

NORTH WEST LEICESTERSHIRE DISTRICT COUNCIL

COUNCIL – TUESDAY, 13 MAY 2025



Title of Report	RENAMING OF OAKTHORPE AND DONISTHORPE PARISH COUNCIL	
Presented by	Councillor K Merrie Infrastructure Portfolio Holder	
Background Papers	Council Report and Minutes of the meeting held on 18 December 2001 are available to review upon request.	Public Report: Yes
Financial Implications	The Council will not incur any costs in meeting the publication requirements.	
	Signed off by the Section 151 Officer: Yes	
Legal Implications	The District Council, as principal authority, is required to consider requests from parish councils to change their name. As set out in the report, such requests can be considered without the need for a Community Governance Review.	
	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 reaffirm the change of name of Oakthorpe and Donisthorpe Parish Council to Oakthorpe, Donisthorpe and Acresford Parish Council.	
Recommendations	THAT COUNCIL: <ol style="list-style-type: none"> 1. REAFFIRMS THE CHANGE IN THE NAME OF OAKTHORPE AND DONISTHORPE PARISH COUNCIL TO OAKTHORPE, DONISTHORPE AND ACRESFORD PARISH COUNCIL; AND 2. DELEGATES AUTHORITY TO THE HEAD OF LEGAL AND SUPPORT SERVICES TO MAKE ANY NECESSARY LEGAL ORDERS AND NOTIFICATIONS TO ENACT THE ABOVE CHANGES 	

1.0 BACKGROUND

- 1.1 Section 75 of the Local Government Act 1972 states that at the request of a parish council, the Council of the District in which the parish is situated may change the name of the parish. There is no requirement for a Community Governance Review.

- 1.2 At its meeting on 18 December 2001, the Council agreed to a change of name request from Oakthorpe and Donisthorpe Parish Council. The Parish Council wished to change its name to Oakthorpe, Donisthorpe and Acresford Parish Council, following concerns raised by residents of Acresford that they felt disassociated with the Parish Council as the village was not included.
- 1.3 Section 75 of the Local Government Act 1972 states that upon such a change, notice of the change is required to be sent by the District Council to the Secretary of State, to the Director General of the Ordnance Survey and to the Registrar General for England and Wales. It also must be published by the district council in the parish and elsewhere, in such manner as considered appropriate.
- 1.4 During the recent Local Government Boundary Commission for England's electoral review of the District, and correspondence with the Parish Council, it was discovered, that even though the change had been agreed by Council, the legal notices had not been made and sent to the required offices following the meeting in 2001. Therefore, the requirements of the Act had not been met and while the Parish has adopted the new name, on official documentation it is still being referred to by its original name.
- 1.5 Legal advice was sought, and due to the timelapse from the date of the decision to now, it was advised that Council should re-affirm the decision and officers ensure that the correct notification requirements are met following the meeting.

2.0 NEXT STEPS

- 2.1 Should the Council be minded to reaffirm the change of name of the Parish Council, notices of that change will be sent to the Secretary of State, to the Director General of the Ordnance Survey, and to the Registrar General for England and Wales. It will also be published in the Parish and in an appropriate manner elsewhere. A draft copy of the notice is attached at appendix A.

Policies and other considerations, as appropriate	
Council Priorities:	Communities and housing A well-run council
Policy Considerations:	Not applicable.
Safeguarding:	Not applicable.
Equalities/Diversity:	Not applicable.
Customer Impact:	None. Having been advised in 2001 that the original decision had been made, Oakthorpe and Donisthorpe Parish Council changed its name with immediate effect, and has been known as Oakthorpe, Donisthorpe and Acresford Parish Council since that time.
Economic and Social Impact:	Not applicable.
Environment, Climate Change and zero carbon:	Not applicable.
Consultation/Community Engagement:	The report details the consultation that was carried out.
Risks:	None
Officer Contact	Kate Hiller Head of Legal and Support Services kate.hiller@nwleicestershire.gov.uk

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NOTICE OF CHANGE OF NAME OF PARISH

**Oakthorpe, Donisthorpe and Acresford Parish Council
(formerly Oakthorpe and Donisthorpe Parish Council)**

In 2001, North West Leicestershire District Council received a letter from the Clerk to Oakthorpe and Donisthorpe Parish Council requesting the renaming of the Parish Council, following concerns raised by residents of Acresford that they were disassociated with the Parish Council due to not being named in its title. The Parish Council accordingly resolved to request the change in the name, to the Oakthorpe, Donisthorpe and Acresford Parish Council.

On 18 December 2001, North West Leicestershire District Council resolved to change the name of the parish to the Oakthorpe, Donisthorpe and Acresford Parish Council.

Section 75 of the Local Government Act 1972 allows a District Council to change the name of a Parish, at the request of a Parish Council, and requires notice to be given to the Secretary of State, to the Director General of the Ordnance Survey and to the Registrar General, as well as the change being published in the Parish, and elsewhere as appropriate.

It has come to the attention of North West Leicestershire District Council that the name of the Parish has not been formally changed, and it is unclear whether the requisite notices were given. Owing to the lapse of time, it was deemed prudent for the decision to be reaffirmed by North West Leicestershire District Council.

On 13 May 2025 North West Leicestershire District Council resolved to change the name of the parish to the Oakthorpe, Donisthorpe and Acresford Parish Council.

North West Leicestershire District Council gives notice that pursuant to Section 75 of the Local Government Act 1972 that with effect from 13 May 2025 the name of the parish of Oakthorpe and Donisthorpe is changed to the Oakthorpe, Donisthorpe and Acresford Parish Council.

Head of Legal and Support Services and Monitoring Officer

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