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Meeting	CABINET
Time/Day/Date	5.00 pm on Tuesday, 20 May 2025
Location	Abbey Room, Stenson House, London Road, Coalville, LE67 3FN
Officer to contact	Democratic Services (01530 454512)

AGENDA

Item	Pages
1. APOLOGIES FOR ABSENCE	
2. DECLARATION OF INTERESTS	
Under the Code of Conduct members are reminded that in declaring interests you should make clear the nature of that interest and whether it is a disclosable pecuniary interest, registerable interest or other interest.	
3. PUBLIC QUESTION AND ANSWER SESSION	
4. MINUTES	
To confirm the minutes of the meeting held on 22 April 2025	3 - 6
5. PERFORMANCE MONITORING REPORT	
The report of the Chief Executive	7 - 32
6. RURAL ENGLAND PROSPERITY FUND 2025 - 2026 AWARD	
The report of the Strategic Director of Place	33 - 48
7. SUPPLEMENTARY ESTIMATES, VIREMENTS AND CAPITAL APPROVALS	
The report of the Strategic Director of Resources	49 - 58
8. EXCLUSION OF PRESS AND PUBLIC	
The officers consider that the press and public should be excluded during consideration of the following items in accordance with Section 100(a) of the Local Government Act 1972 as publicity would be likely to result in disclosure of exempt or confidential information. Members are reminded that they must	

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

9. HOUSING CONTRACTS

The report of the Strategic Director of Communities **59 - 62**

10. CAR PARKS ASSET MANAGEMENT PLAN

The report of the Strategic Director of Communities **63 - 70**

11. ACQUISITIONS AND DISPOSALS

The report of the Strategic Director of Communities **71 - 74**

12. WATERWORKS ROAD HOUSING DEVELOPMENT LLP JOINT VENTURE COMPANY - UPDATE REPORT

The report of the Head of Economic Regeneration **75 - 80**

MINUTES of a meeting of the CABINET held in the Abbey Room, Stenson House, London Road, Coalville, LE67 3FN on TUESDAY, 22 APRIL 2025

Present: Councillor M B Wyatt (in the Chair)

Councillors T Gillard, K Merrie MBE, A C Saffell and A C Woodman

In Attendance: Councillors J Legrys, P Moulton and S Sheahan

Officers: Mrs A Thomas, Mr J Arnold, Mr P Stone, Ms K Hiller, Mr T Devonshire and Mr P Wheatley

134. APOLOGIES FOR ABSENCE

Apologies were received from Councillor R Blunt and N Rushton.

135. DECLARATION OF INTERESTS

There were no interests declared.

136. PUBLIC QUESTION AND ANSWER SESSION

There were no questions received.

137. MINUTES

The minutes of the meeting held on 25 March 2025 were considered.

It was moved by Councillor T Saffell, seconded by Councillor K Merrie, and

RESOLVED THAT:

The minutes of the meeting held on 25 March 2025 be confirmed as an accurate record of proceedings.

138. FUTURE OF WASTE SERVICES

The Communities and Climate Change Portfolio Holder presented the report.

The Chair invited Councillor S Sheahan to address the Cabinet.

Councillor Sheahan asked the following question, as set out in the additional papers:

“Given the UK Government investigation into the sustainability of HVO fuels, questions around the robustness of the certification process and the tariff situation between the US and China, does the Council have contingency plans, in the event of HVO supply shortages; for example, at what point would the Council revert to diesel and what difference would this make to the Council's position on electric and hydrogen powered vehicles?

Note - Council position on the use of palm oil, as recorded in the minutes of the Scrutiny Committee, 01/09/21’

The Chair, in his capacity as Communities and Climate Change Portfolio Holder, provided the following response, as set out in the additional papers:

'The Council is confident about the HVO fuel supplier it uses, and they provide a robust declaration that the fuel sourced is used cooking oil from China, processed in the USA and there is no palm oil. They provide certification to which is recognised by Renewable Fuels Assurance Scheme.

Officers are not aware of any potential HVO stock availability issues and have confidence in our suppliers that we would be advised in plenty of time if this was on the horizon. If this were to arise, HVO is a drop in fuel so, whilst not ideal from an emissions perspective, the fleet can revert to diesel with no modification to any vehicles if there are any unexpected shortages.

The Council's supplier has confirmed that at present there are no solid plans for tariffs to be placed on HVO from the US. They do have alternative suppliers from non-US sources that will be available if things change in the future. This however does come at a higher rate than the US based product.

In 2022 the UK lifted some EU anti-dumping and countervailing measures on the import of HVO from the US. This lift meant that importing HVO from the US was more feasible in the UK than imports from mainland Europe.

At present time, all trade lines are being monitored by suppliers very carefully to ensure they are proactively reacting to any measures being implemented. All contracts with suppliers are in place to support the volume requirements for 2025, so therefore they do not expect any interruptions to supply at this time.

The position on HVO would not impact on the existing electric fleet. The Council is operating a fleet of fifteen electric vehicles, including a housing trial. There is electric vehicle charging available at Linden Way Depot, Whitwick Business Centre and Parks Depot.

Under the Council's 2021 Fleet Management Strategy, there is a clear ambition to explore alternative options to combustion engine vehicles wherever possible. Electric options are considered at the point of procurement but vehicles are proving significantly more expensive and may not provide the range required for a rural district or towing capability. Further investment in electric charging infrastructure at the depots will be required with electric fleet expansion.

With regard to hydrogen, this is not a solution the Council is currently considering but officers are aware of and following trials in other local authorities.'

Councillor Sheahan's supplementary question was as follows:

'Can you explain to me whether you are denying that there are serious issues that could adversely impact Asia's supplies and prices, including allegations of widespread fraud, potential regulatory backlash, and tariffs between China and the United States. Is he conceding that there is a problem with the HVA market in China, Indonesia and Malaysia? Or has he allowed himself to be persuaded that this Council is immune to it?

The Chair, in his capacity as Communities and Climate Change Portfolio Holder, thanked Councillor Sheahan and said that a written response to his supplementary question would be provided outside of the meeting.

It was moved by Councillor M Wyatt, seconded by Councillor A Woodman and

RESOLVED THAT:

1. Agreement to implement and resource the new twin bin recycling container system be approved;
2. Subject to Council approving required changes to the Capital Programme, the award of a contract for the provision of 19 waste collection vehicles up to the value of £4,708,000 be approved;
3. It be recommended to Council that £1,674,000 is added to the Capital Programme for the provision of new recycling containers;
4. The award of a contract for the delivery of new recycling containers and the collection of existing containers up to the value of £235,000 be approved;
5. The award of a contract for project management services for up to three years up to the value of £196,500 if required be approved.
6. The award of a contract for the delivery of leaflets/letters to households up to the value of £116,800 be approved;
7. Authority be delegated to the relevant Strategic Director in consultation with the Section 151 officer and the Portfolio Holder for Communities and Climate Change to finalise the award of the contracts and enter into all necessary agreements, including, but not limited to any variations required to the contract with Leicestershire County Council; and
8. There is a requirement to realise savings and/or generate new income streams effective from 1 April 2026 in order to meet the additional ongoing revenue savings outlined in section 4 of the report, be noted.

Reason for decision: there are key decisions which require consideration by Cabinet. Firstly, this is a significant proposed change in the Council's waste and recycling collection service affecting every household in the district. Secondly, any change will result in significant capital and revenue expenditure.

139. HOUSING REPAIRS PROGRESS REPORT 2025

The Housing, Property and Customer Services Portfolio Holder presented the report.

A Member commended the work of the Housing Improvement Board and encouraged them to keep up the valuable work.

The Chair was glad to see the progress on clearing the backlog but noted that further work was required.

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

RESOLVED THAT:

1. The progress made to deliver the housing recovery plan focused on housing repairs be noted.
2. The housing improvement board to continue its work be endorsed.

Reason for decision: Cabinet is responsible for ensuring that proper arrangements exist for the effective and efficient management of the Council's executive affairs and the delivery of policy and strategy including oversight of the Council's Landlord function regarding Social Homes.

140. AWARD OF WARMER HOMES FUNDING

The Housing, Property and Customer Services Portfolio Holder presented the report.

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

RESOLVED THAT:

1. Council be recommended to amend the Housing Revenue Account Capital Programme Carbon Zero element, as set out in section 2.0 below, at its meeting on 13 May 2025; and
2. Subject to Council amending the Capital Programme under recommendation one, the grant of up to £8,069,584.00 from the Warmer Homes Fund from Government be accepted, and the Strategic Director with responsibility for Housing, in consultation with the Monitoring Officer and S151 Officer, be authorised to enter into all necessary agreements to receive the grant as set out in the report.

Reason for decision: To gain Cabinet approval to the Grant acceptance in line with the Constitution and Contract Procedure Rules.

141. EXCLUSION OF PRESS AND PUBLIC

It was moved by Councillor M Wyatt, seconded by Councillor T Gillard, and

RESOLVED THAT:

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

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

142. AWARD OF CONTRACTS - ELECTRICITY AND GAS SUPPLIES

The Housing, Property and Customer Services Portfolio Holder presented the report.

It was moved by Councillor A Woodman, seconded by Councillor T Gillard, and

RESOLVED THAT:

The recommendation contained within the report be approved.

Reason for decision: Energy supply contracts have a short and fixed period of time in which they can be accepted or will lapse. It is not practical to obtain a supply quote and gain Cabinet approval to enter into the contract within the period during which the supply quote is valid. Delegated Authority is required from Cabinet.

The meeting commenced at 5.00 pm

The Chairman closed the meeting at 5.16 pm



NORTH WEST LEICESTERSHIRE DISTRICT COUNCIL

CABINET – WEDNESDAY, 20 MAY 2025

Title of Report	COUNCIL DELIVERY PLAN – PERFORMANCE REPORT – QUARTER 4 2024/25	
Presented by	Allison Thomas Chief Executive	
Background Papers	<u>Council Delivery Plan</u> <u>Council meeting held on 14 November 2023</u>	Public Report: Yes
		Key Decision: Yes
Financial Implications	There are no financial implications.	
	Signed off by the Section 151 Officer: Yes	
Legal Implications	None arising from the report.	
	Signed off by the Monitoring Officer: Yes	
Staffing and Corporate Implications	The Council Delivery plan sets out the priorities for the Council for a five-year period so has significant corporate and staffing implications.	
	Signed off by the Head of Paid Service: Yes	
Purpose of Report	To report the performance of the Council during the first measurable quarter of 2025 against the objectives and key performance indicators set out in the Council Delivery Plan as agreed by full Council on 14 November 2023	
Reason for Decision	To make members aware of the progress of the plan.	
Recommendations	THAT CABINET CONSIDERS THE MONITORING REPORT AND HIGHLIGHTS THE ELEMENTS MAKING POSITIVE PROGRESS AND THOSE WHERE THERE IS A NEED FOR EARLY INTERVENTION.	

1.0 BACKGROUND

1.1 The Council prepared a Council Delivery Plan during late 2023, and the plan is scheduled to cover the lifetime of the Council administration for the period 2023/24 until a year beyond the next election in May 2027 (to ensure continuity in the aftermath of that election and to allow time for a new plan to be developed). The plan was developed with inputs from the Corporate Scrutiny Committee and the opposition groups and was agreed by Council at its meeting on the 14 November 2023.

1.2 The plan will be monitored in relation to the targets and a suite of performance indicators on a quarterly basis in line with the performance management framework. This will involve quarterly reports to Cabinet, the outcomes of the reports will then be shared with the Corporate Scrutiny Committee. Further information on the progress of the set of plans that sit below the Council delivery plan, the directorate plans, are monitored at officer level by the Corporate Leadership Team.

1.3 The reporting period for this report runs from January to March 2025.

2.0 PERFORMANCE REPORT

2.1 Executive Summary – the Council Delivery Plan contains four key priority areas – notably “A well run Council, Clean and Green, Housing and Communities and Planning and Regeneration”.

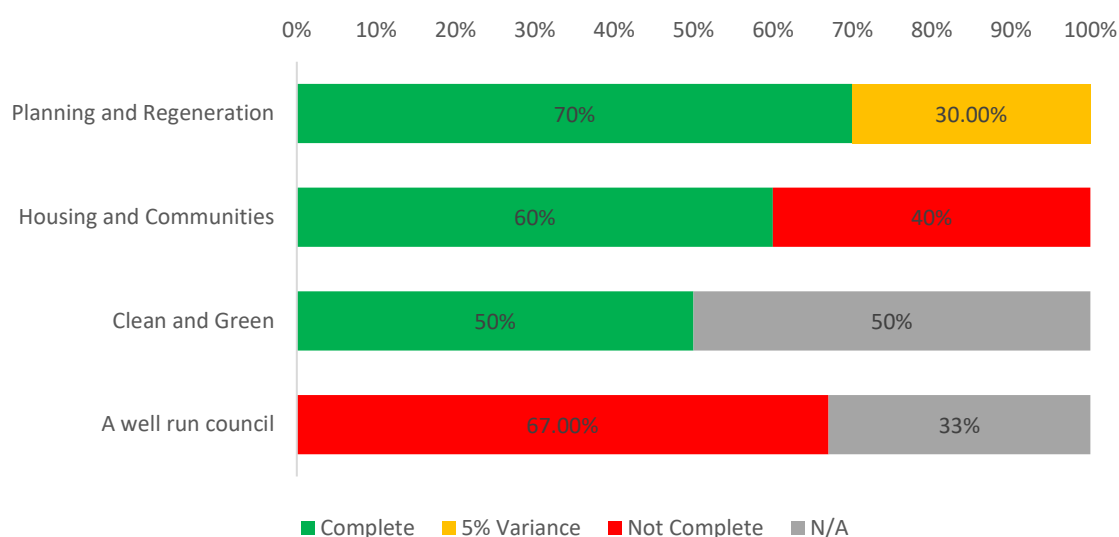
The chart below shows the performance in quarter 4 overall against each of the four priority areas.

The chart shows the priorities that have been completed, those that were within a 5% variance of being completed, those that were not completed at all and those that were not applicable (usually due to no data being available, because they are scheduled for completion at a later stage of the plan.)

2.2 There are 18 key performance indicators (KPI's) in the Plan. Six relate to Planning and Regeneration, five to Housing and Community Services, four relate to Clean and Green and three relate to a well-run Council.

The chart below shows the performance in quarter 4 overall against each of the four priority areas. The table shows the priorities that have been completed, those that were within a 5% variance of being completed, those that were not completed at all and those that were not applicable (usually due to no data being available, because they are scheduled for completion at a later stage of the plan.)

Our Priorities



2.3 Of the 18 key performance indicators (KPIs) in the Council Delivery Plan:

Six relate to Planning and Regeneration. Four have been completed and two are within a 5% variance.

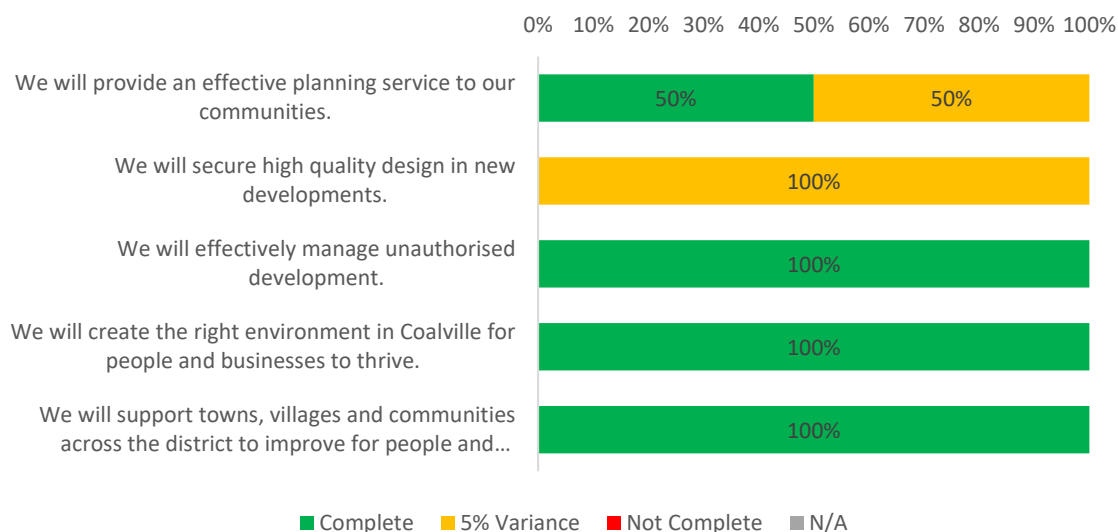
Five relate to Housing and Communities. Three have been completed and two have not been completed.

Four KPIs relate to the Clean and Green objective. Two are complete and two are scheduled for completion at a later stage.

Three relate to a Well-run Council. Two have not been completed and one is scheduled for completion at a later stage.

The following four charts show the more detailed breakdown of the indicators as they relate to each of the priority areas using the same assessment scale in relation to percentage completed etc. For each of the priority areas more information is provided in the later stages of the report together with detailed commentary on the progress.

Planning and regeneration



Planning and regeneration_ Overview of Performance in Percentage of KPI

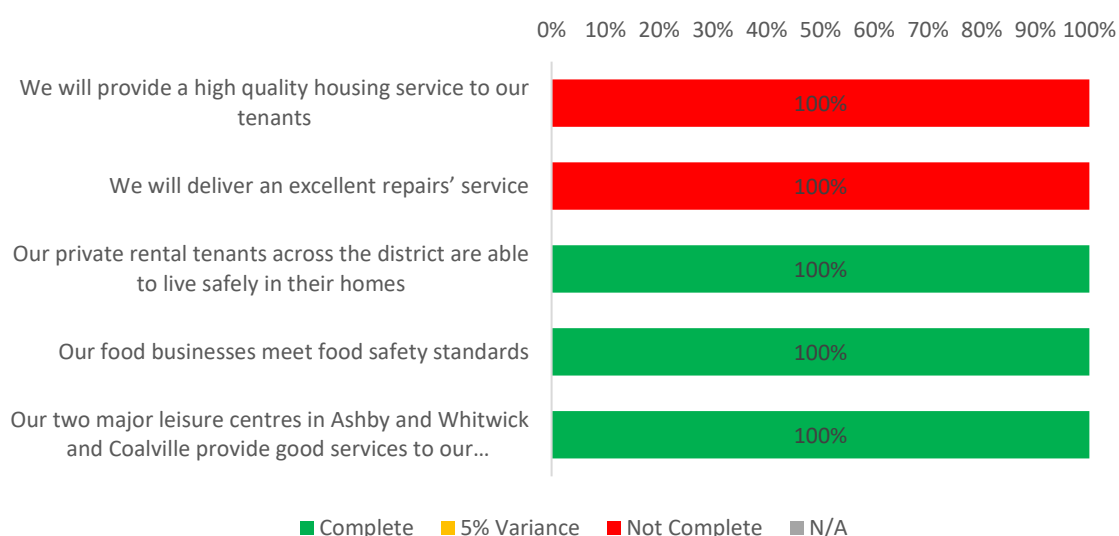
As a percentage of applicable KPIs	Complete	5% Variance	Not Complete	N/A
We will provide an effective planning service to our communities. (Split into two sections)	50%	50%		
We will secure high quality design in new developments.		100%		
We will effectively manage unauthorised development.	100%			
We will create the right environment in Coalville for people and businesses to thrive.	100%			
We will support towns, villages and communities across the district to improve for people and businesses.	100%			

Planning and regeneration_ Overview of Performance in KPI numbers

As a number of applicable KPIs/KPI sections	Complete	5% Variance	Not Complete	N/A
We will provide an effective planning service to our communities. (Split Across 2 KPIs 1. Adoption of a local plan by 2026 and 2. Timely determination of planning applications- Major, Minor and other)	0.5	0.5		
We will secure high quality design in new developments.		1		

We will effectively manage unauthorised development.	1
We will create the right environment in Coalville for people and businesses to thrive.	1
We will support towns, villages and communities across the district to improve for people and businesses.	1

Housing and Communities



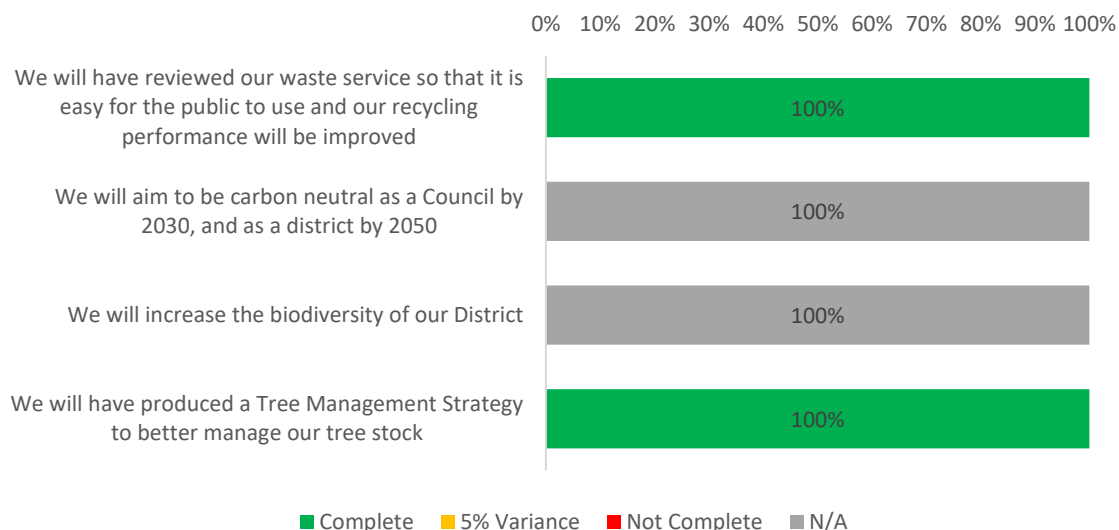
Housing and Communities- overview of Performance in Percentages of KPIs

As a percentage of applicable KPIs	Complete	5% Variance	Not Complete	N/A
We will provide a high quality housing service to our tenants			100%	
We will deliver an excellent repairs' service			100%	
Our private rental tenants across the district are able to live safely in their homes	100%			
Our food businesses meet food safety standards	100%			
Our two major leisure centres in Ashby and Whitwick and Coalville provide good services to our communities	100%			

Housing and Communities- overview of Performance in KPI numbers

As a number of applicable KPIs/KPI sections	Complete	5% Variance	Not Complete	N/A
We will provide a high quality housing service to our tenants			1	
We will deliver an excellent repairs' service			1	
Our private rental tenants across the district are able to live safely in their homes (This KPI is split across two distinct Services- Private Landlord compliance with MEES standards which is dealt with Environmental protection Team and Private Landlord's charter which is dealt with by Housing)	1			
Our food businesses meet food safety standards	1			
Our two major leisure centres in Ashby and Whitwick and Coalville provide good services to our communities	1			

Clean and Green



Clean and Green- overview of Performance in Percentages of KPIs

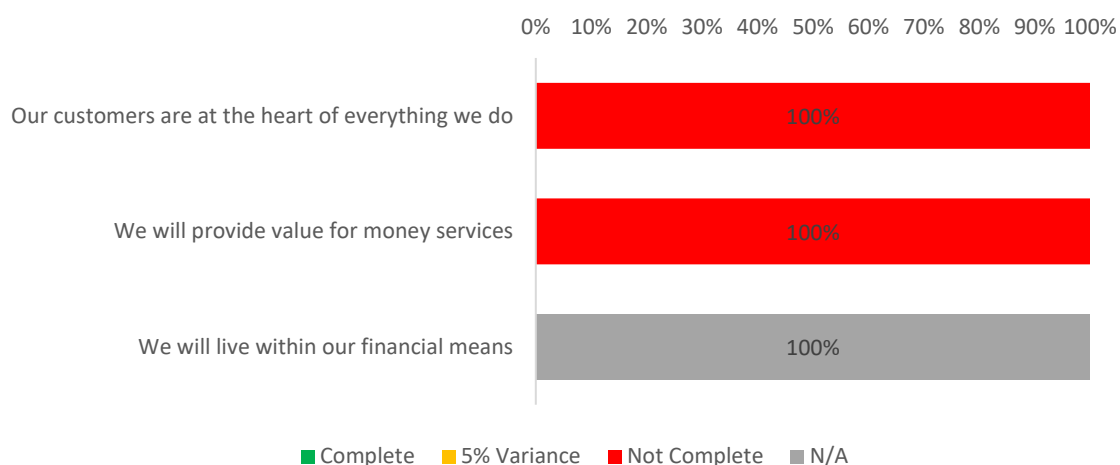
As a percentage of applicable KPIs	Complete	5% Variance	Not Complete	N/A
We will have reviewed our waste service so that it is easy for the public to use and our recycling performance will be improved	100%			
We will aim to be carbon neutral as a Council by 2030, and as a district by 2050				100%
We will increase the biodiversity of our District				100%
We will have produced a Tree Management Strategy to better manage our tree stock	100%			

Clean and Green- overview of Performance in number of KPIs

As a number of applicable KPIs/KPI sections	Complete	5% Variance	Not Complete	N/A
We will have reviewed our waste service so that it is easy for the public to use and	1			

our recycling performance will be improved	
We will aim to be carbon neutral as a Council by 2030, and as a district by 2050	1
We will increase the biodiversity of our District	1
We will have produced a Tree Management Strategy to better manage our tree stock	1

A well run Council



Well Run Council- overview of Performance in Percentages of KPIs

As a percentage of applicable KPIs	Complete	5% Variance	Not Complete	N/A
Our customers are at the heart of everything we do			100%	
We will provide value for money services			100%	
We will live within our financial means				100%

Well Run Council- overview of Performance in numbers of KPIs

As a number of applicable KPIs/KPI sections	Complete	5% Variance	Not Complete	N/A
Our customers are at the heart of everything we do			1	

Key Progress Areas for the Quarter:

- **Timely Planning Application Determination:** All three targets for this period were comfortably exceeded for the fourth consecutive quarter.
- **District Wide Regeneration Framework:** The framework has been adopted and there has been successful delivery of several projects, including the Kegworth Market Place Public Realm, Visitor Economy Action Plan (Taste The Place and Sustainable Tourism Schemes), National Forest Masterplan projects, and the (Pilot) Ambassadors Scheme. Additionally, £720,000 from the UKSPF grant has been invested in community-based projects across the district.
- **MEES Policy Compliance:** 100% of landlords were contacted within the specified timeframe, resulting in a significant improvement in compliance, reducing non-compliant properties from 118 in September 2023 to just 7 in Quarter 4 of 2024/25.
- **Customer Complaint response times-** Significant progress in terms of complaint response times over the last quarter (from 58% overall in Quarter 3 to 74% in Quarter 4), narrowly missing out on an Amber RAG rating.

Although complaints narrowly missed the target for the quarter, there was a significant improvement compared to Quarter 2. The Customer Services Team is actively collaborating with various services to ensure complaints are addressed promptly. This includes forming working groups to review customer contact standards and holding dedicated sessions with specific services to better understand the customer journey.

- **Financial Management:** While the Council faces a medium-term funding gap, it is actively exploring options through its budget process and transformation programme to close this gap. The Council successfully set balanced budgets for both 2024/25 and 2025/26, with significant efforts to identify savings in each year.

The Council is working closely with external auditors to ensure the timely completion of the Statement of Accounts, despite ongoing issues with the new finance system. On 23 April 2025, the Director of Resources provided a detailed response to the Audit and Governance Committee, outlining the actions being taken to address these challenges.

Despite these issues, the Council's financial management is improving. For instance, the Council has partnered with V4 to ensure its procurement processes comply with the Procurement Act 2023. Earlier this year, the Council updated its contract procedure rules to align with the new regulations, and a Procurement Strategy was approved in March 2025.


The Council has also reviewed its financial monitoring activities, ensuring that reports presented to Cabinet are transparent and involve key stakeholders to monitor budgets and take appropriate actions when necessary.

The Council reports its financial position to key stakeholders, and its treasury management arrangements are robust. Recent benchmarking shows excellent returns on investment compared to other district councils. Capital governance arrangements, implemented over two years ago, continue to be monitored by the Capital Strategy Group.

- **Governance:** The Council continues to ensure its Governance arrangements are robust. The Director of Resources and the Head of Legal and Support Services, together with the Leisure Services Team Manager recorded an 'in conversation' video answering a range of questions in respect of decision-making across the Council. The Local Government Association views the Council as an exemplar in governance arrangements, with a dedicated focus on governance training across the organisation. There is ongoing work to ensure officers understand the decision-making processes in place. Governance training is conducted regularly, with an annual programme delivered over the past two years.


Areas Requiring Improvement and Remedial Actions:

- **Tenant Satisfaction:** There has been a decline in tenant satisfaction levels from the previous quarter, primarily due to issues with repair services. A recovery programme is underway and has been reported to both the Cabinet and Scrutiny Committee.
- **Outstanding Statement of Accounts for 2023/24:** Efforts are ongoing to address this issue in collaboration with our external auditors. Work is also being done to resolve historic issues with Unit 4, the Council's finance system, and additional resources have been procured to facilitate the closure of the 2023/24 accounts. The Director of Resources provided a detailed update to the Audit and Governance Committee on 23 April 2025 outlining the actions being taken.
- **Funding Gap:** The Council has developed a programme to address the funding gap over the medium term. Preparations will begin in Spring 2025 to support budget setting for the 2026/27 financial year, focusing on identifying additional savings or income. A balanced budget for 2025/26 has been approved.


Priority	KPI reference	Key Aim	Q4 Progress	Target	Commentary	Head of Service	RAG rating
 Planning and regeneration	1	We will adopt a local plan by 2026		2023-4 Submit local plan (Reg 18 consultation). 2024/5 Pre-submission consultation (Reg 19) Submission of local plan and examination.	New Local development Scheme published. Housing allocations for the wider district (not including the previously agreed greater Coalville allocations) were agreed at Local Plan Committee on 11 th March. Consultation taking place until 2 May 2025 in respect of potential additional housing and employment sites.	Head of Planning and Infrastructure	
	2	We will deal with your planning applications for major, minor and other developments by consistently meeting and exceeding the government's targets of 60%, 65% and 80% respectively.	88.89% 80.49% 86.96%	Major- At least 60% of applications determined within 13 weeks. Minor- At least 65% of applications determined within 8 weeks. Other- At least 80% of applications determined within 8 weeks.	The team has comfortably exceeded all three of the set targets for this period for the fourth quarter running. Cumulatively for all quarters 24/25: Majors = 86.54% Minors = 83.54% Others = 89.27%	Head of Planning and Infrastructure	

	3	<u>We will have developed a new local design guide and new developments will comply with it.</u>		<p>2023-4 Develop a new Design Guide for North West Leicestershire adopting current best practice in accordance with the Governments National design guide.</p> <p>Undertake public consultation on the new Design Guide for North West Leicestershire.</p> <p>2024/5 Adopt the new design guide for North West Leicestershire.</p> <p>New development complies with the requirements of the adopted design guide.</p>	<p>Public Consultation is now anticipated in Q1, 25/26. Proposing to take the Good Design Guide to Local Plan Committee in May 2025 to agree consultation and then Cabinet and Local Plan Committee for adoption in Q3 25/26.</p>	Head of Planning and Infrastructure	
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	4	We will effectively manage unauthorised development.		<p>Work begins in 2024/5</p> <p>Adopt a new local enforcement plan by the end of Q2 24/25</p> <p>Monitor and measure response times against the targets set out in the adopted Local Enforcement Plan and report biannually to Planning Committee in Q3 and 4 24/25</p>	<p>New Local Enforcement Plan adopted at Cabinet on 22 October 2024.</p> <p>Monitoring will now be reported to Committee in Q1 25/26 and then once every six months after that.</p>	Head of Planning and Infrastructure	
	5	We will have delivered our ambitious Coalville Regeneration Framework.		<p>Quarterly progress statement plus an additional Annual Framework review in Q4</p>	<p>Progress continues to be made on implementing those projects where the Council has identified it will take the lead role. A review of the framework has been undertaken and a “refreshed” document has been drafted.</p>	Head Of Property and Regeneration	
	6	We will have developed a regeneration framework and will be on the way to supporting thriving towns, villages and communities across the district.		<p>Work begins in Q4 with the production of the NWL Regeneration Framework</p>	<p>Members have adopted a District Wide Regeneration Framework for NWL. From that Framework the following projects have now been delivered: Kegworth Market Place Public Realm, Visitor Economy Action Plan (Taste The Place and Sustainable Tourism Schemes), National Forest Masterplan projects, and the</p>	Head Of Property and Regeneration	


					(Pilot) Ambassadors Scheme. We have also invested £720,000 of UKSPF grant into Community based projects across the district. A Refresh of the Framework has also commenced to be informed by Vital And Viable studies		
 Housing and Communities	7	We will provide a high quality housing service to our tenants.		2023/4 First data publication	<p>55% resident Satisfaction level</p> <p>This has dropped since last year driven by poor repairs measures, however, other measures have increased. A recovery plan for repairs service as a whole is in train and has been reported to Scrutiny and Cabinet.</p>	Head of Housing	
	8	We will deliver an excellent repairs' service.		2023/4 First data publication	<p>56% Satisfaction level</p> <p>This has dropped since last year driven by poor repairs measures however other measures have increased. A recovery plan for repairs service as a whole is in train and has been reported to Scrutiny and Cabinet.</p>	Head of Housing	
	9	Our private rental tenants across the district are able to live safely in their homes.		100% of Landlords contacted within the specified time-period within the MEES policy for non-compliance	<p>100% of Landlords were contacted within the time period specified by the MEES Policy.</p> <p>The number of non-compliant properties following enforcement</p>	Head of Community Services	

					intervention in Q4 in the District has reduced to seven. The baseline number in September 2023 was 118.		
				Creation of a Private Sector Housing Charter.	Further work has taken place to update landlord specific information on the Council's website. A second meeting of the relaunched landlord's forum has been arranged and promoted	Head of Housing	
	10	Our food businesses meet food safety standards.	81.3%	2024/25 81% of food businesses having a hygiene rating of 5 (very good)	81.3% of food businesses were assessed as having a hygiene rating of 5.	Head of Community Services	

	11	Our two major leisure centres in Ashby and Whitwick and Coalville provide good services to our communities.		The leisure centres will be assessed independently against a national standard and achieve a 'good' or higher rating. (This will be provided annually in Q3)	Reported on in Q3	Head of Community Services	
 Clean and Green	12	We will have reviewed our waste service so that it is easy for the public to use and our recycling performance will be improved.		43% Recycling rate 2023/4	<p>In Leicestershire, the Council remains second behind Harborough District Council with a 44.7% recycling rate for 2023-24 (The latest published figures from Defra). It is the tenth best performing council in the East Midlands region, and it is ranked 125th out of 320 of all councils in England.</p> <p>Data is a year behind, but target met Q4 23/24</p>	Head of Community Services	

	13	We will aim to be carbon neutral as a Council by 2030, and as a district by 2050.		2023/4 Development of assessment work and target setting	<p>Estimating the cost of net zero for the Council is dependent on Asset Management Plans which are being developed for both Housing (to inform budget 26/27) & Property Services (to inform budget 27/28), and fleet replacement.</p> <p>Fleet replacement plans are linked to the Waste Services review which will be presented to Cabinet in April and whilst options will be explored, it is unlikely that any vehicles purchased will be electric. Food Waste collection vehicles procurement is underway and these will not be electric due to the cost difference and government funding. Non-electric fleet will continue to run on HVO.</p> <p>Gas and electric utility meters have been updated to automated meter reading (AMR) – the final few will be completed by June. The new CAFM system roll out will provide visibility of usage at building level for users.</p>	Head of Community Services	

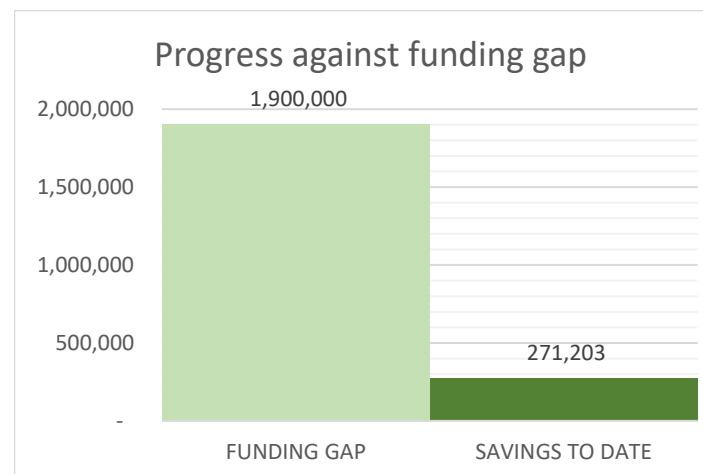
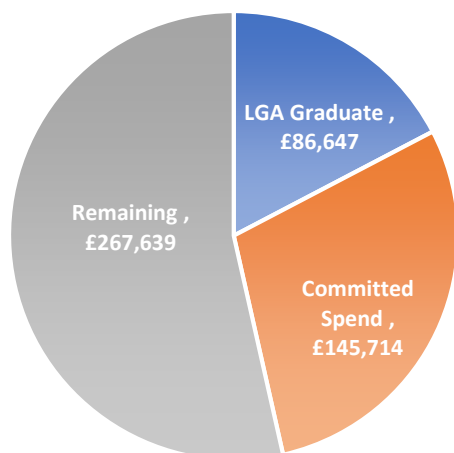
					<p>Across the district, the Council is working collectively as the Green Living Leicestershire (GLL) partnership. Grant funding and support schemes to help residents improve the energy efficiency of their homes ended in March. GLL has applied for the funding for the follow on Warm Homes grant to continue to help residents improve the energy efficiency of their homes.</p> <p>The current Solar Together scheme ended in March and a future offer is being considered. Energy Switch, a collective buying utility scheme, ran in March and a summer auction is planned.</p> <p>Under LEVI project, a solar PV electric vehicle charging hub is at Moneyhill car park tender is underway and rural EV charge points tender is due in April.</p> <p>Working with the LCAN project, led by LCC and other parties, workstreams include developing local area energy plans and promoting community energy. A</p>		
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					new Greener Future website has been launched.		
	14	We will increase the biodiversity of our District.		10% Biodiversity Net Gain on large developments with planning permission	This is a mandatory requirement for major planning applications and some smaller planning applications after February and April 2024, so will be achieved on all relevant planning permissions issued after these dates.	Head of Planning and Infrastructure	
	15	We will have produced a Tree Management Strategy to better manage our tree stock.		2024/25 Publication of updated tree management strategy .	Work to catalogue the portfolio of the Housing tree estate is ongoing. With regards to the Tree Management Strategy, this was presented to Community Scrutiny for feedback in February. Following further amends, the document was corporately adopted by Cabinet at their meeting in March. Work will now commence on the associated Action Plan.	Head of Community Services	
	16	Our customers are at the heart of everything we do.	74% overall across both stages Stage 1 – 73% Stage 2 – 78%	2024-5 80% of Complaints responded to on time by end of year	Progress on response times since Q3 (where performance was 58% overall). Complaint investigation training rolled out to team leaders and above plus those who regularly investigate complaints. Root Cause analysis work ongoing with waste services.	Customer Services Team Manager	

	17	We will provide value for money services.		Unqualified Opinion to be provided	<p>The Council is working its external auditors, Azets on the completion of the Statement of Accounts 2023/24.</p> <p>There is a focus on resolving historic issues following the implementation of the new finance system in 2023. This will support the closedown process.</p> <p>Additional resources are in place to support the closedown process.</p>	Head of Finance	
	18	We live within our means		Zero funding gap	<p>The Council has developed a Transformation Programme to support closing the funding gap over the medium term.</p> <p>In addition, work will commence in Spring 2025 to support the budget setting for the 2026/27 financial year with a focus on finding additional savings or income to close the funding gap.</p> <p>A balanced budget for 2025/26 has been approved with a contingency budget created to support uncertainty over both the short and medium term.</p>	Head of Finance	

Performance of Transformation Delivery Plan

£500k Funding



Expenditure	£	Comments
Additional communications support	13,844	Increased from 13,603 due to pay increase
HR support	64,038	Project is under review
Customer contact	45,984	
LGA Graduate	86,647	
Microsoft CoPilot proof of concept	20,600	Configuration and training costs now confirmed and added.
GovDelivery upgrade	1,248	Upgrade to add additional topics for increased reach and engagement
Total Spend	232,361	
Savings to date	271,203	

Transformation Projects

Ref	Transformation Project Name and description	Start Date	End Date	Approved Budget	Planned Savings / Revenue	RAG Status	Previous Quarter
TR1	Strategic Communication Support – Increased working hours for the Communications Team Manager	Apr 24	Mar 25	£13,603 (£13,844 actual)	N/A		
Project Status	Key Deliverables		Q4 update				
Approved	<ul style="list-style-type: none"> Employee Survey Delivery of Staff Roadshows Transformation Comms Strategy in place 		<ul style="list-style-type: none"> Workplace stress survey Staff Roadshows Transformation Comms Strategy Additional colleague engagement opportunities implemented including knowledge exchange, “in conversation with” and a formalised Team Leaders forum. <p>Project closed and 2025/26 funding from LGR budget</p>				
Live							
Delayed							
Closed							

Ref	Transformation Project Name and description	Start Date	End Date	Approved Budget	Planned Savings / Revenue	RAG Status	Previous Quarter
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TR2	Additional HR Support (Waste Services sick absence management)	Sep 24	Jun 26	£64,038 No spend to date	TBC		
Project Status		Key Deliverables		Q4 update			
Approved		<ul style="list-style-type: none">Reduced sickness absence rates in Waste ServicesReduced budget overspends – reduced agency costs.Achieve vacancy savings		Project is currently on hold while the deliverables and benefits are re-assessed. Wider root cause analysis of agency spend across the whole organisation to be carried in 2025/26 out as part of a larger project, to be taken forward by new Head of HR & OD			
Live							
Delayed							
Closed							

Ref	Transformation Project Name and description	Start Date	End Date	Approved Budget	Planned Savings / Revenue	RAG Status	Previous Quarter
TR10	Customer Contact Improvement - improving how our customers contact and interact with the Council.	Sep 24	Apr 26	£45,984	£34,000 (non-cashable)		
Project Status	Key Deliverables			Q4 update			
Approved	<ul style="list-style-type: none">Analysis of customer contactWebsite content and content management reviewWholesale customer contact review (including written – letters, emails – and verbal – phone, in person)Ongoing complaint analysis (already underway)Staff training (customer contact, complaint handling, tone of voice – some already underway)Topic-specific customer focus groupsCentral ‘knowledge hub’ for customer contact			<ul style="list-style-type: none">Project Support Officers are in post have completed the following:Created project planCommenced work on website (top tasks, data extract, web editor permissions, expired / embargoed web pages)Baseline figures, key issues and common themes identified for avoidable contact.Workshop with Waste Services on avoidable contact			
Live							
Delayed							

Closed	<ul style="list-style-type: none"> Improved website content Reduced avoidable calls. Enhanced customer complaint handling 	
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Ref	Transformation Project Name and description	Start Date	End Date	Approved Budget	Planned Savings / Revenue	RAG Status	Previous Quarter
TR16	Microsoft CoPilot Proof of Concept (25 users)	Oct 24	TBC	£20,600	N/A		

Project Status	Key Deliverables	Q4 update
Approved	<ul style="list-style-type: none"> Creation of baseline information that can be used to inform an organisation wide rollout of Microsoft CoPilot Potential for future savings assessed. DPIA + Privacy Notice. AI Usage Policy 	<ul style="list-style-type: none"> Procurement of config and training underway and cost of this is £13,100 (approved by Steering Group) List of 25 Super Users finalised DPIA and Usage Policy drafted.
Live		
Delayed		
Closed		

BUDGET HOUSEKEEPING INITIATIVES					
Ref	Description	Start Date	Update / Comments	Savings 2024/25	Savings 2025/26
TR3	Review of ICT Contracts	Apr 24	<p>Total contract spend before savings = £771,570</p> <p>Reduce rolling contracts</p> <p>OMS Legal has moved to IKEN under a new 5-year contract. House on the Hill the IT service desk system is moving to a 5-year renewal next year, saving around £6k - Total savings over 5 years will be £10,695</p>	£388	£2139

TR9	Budget Housekeeping	Apr 24		£270,815	£573,000 (planned)
TR15 NEW	Contract Management	Jan 25	Track savings from contract management.		

OTHER PROJECTS - MONITORED BY TRANSFORMATION					
Ref	Project Name and Description	Project Benefits / Deliverables	Planned Savings / Revenue	Update / Comments	
TR4	Waste Services Review	TBC – Business Case being reviewed / updated New improved waste collection system	TBC	Scrutiny and Members workshop held on 27th March Going to Cabinet on 22nd April.	
TR5	Parking Review	No change to parking occupancy Number of violations Simplified and aligned charging structure Enhanced electric vehicle charging points	TBC	Paused	
TR6	Council Tax Discounts and Exemptions and Discretionary Rates Relief Paul Stone	Additional Revenue Reduction in number of empty homes	£26k + 2nd home premium TBC	Cabinet approved the council tax discounts and exemptions in January 2025, which are expected to generate an additional £26,000 in council tax income. The Second Homes Premium will be implemented in April 2026, with the additional income to be calculated at that time	

TR8	UNIT4 finance system enhancements	A Unit4 system that has wide range functionality Implementation of systems such as budget monitoring Further implementation of other financial management systems	N/A	Embridge have deadline of end April 25 to resolve the issues around: <ul style="list-style-type: none"> Automated bank reconciliation Direct debit processing Automated invoice payment (Proactis) Project Manager in place and working well with the Council.
TR11	Capital Asset Facilities Management (CAFM)	Consolidated list of all properties across NWLDC <ul style="list-style-type: none"> £120k increased revenue over 3 years (estimate based on benchmarked data) £200k capital receipts over 3 years (disposal of surplus property – estimate) Reduction in compliance risks (no baseline) Reduced exposure to legal, financial and safety risks (no baseline) Quicker turnaround when addressing property defects (no baseline) 	£120k (over 3 years) £200k in capital receipts (over 3 years)	<ul style="list-style-type: none"> Overview sessions have started to highlight system functionality to Property Services staff. Project Plan received from Concerto. Over 1/2 of sites have been sent to Concerto. and working through the rest of the sites. On track to have all uploaded by end of April.
TR12	Council Wide Document Management / Intranet 2.0	An improved and efficient intranet A cleansed intranet site with the most up to date information	N/A	<ul style="list-style-type: none"> Paper to CLT on discuss the document management process and controls May 2025

NORTH WEST LEICESTERSHIRE DISTRICT COUNCIL

CABINET – TUESDAY, 20 MAY 2025



Title of Report	RURAL ENGLAND PROSPERITY FUND 2025 - 2026 AWARD	
Presented by	James Arnold Strategic Director of Place PH Briefed: yes	
Background Papers	Rural England Prosperity Fund Community Cabinet Paper – July 2023	Public Report: Yes
		Key Decision: Yes
Financial Implications	The Council have secured a further £140,699 of capital funding through the Government's Rural England Prosperity Fund (REPF).	
	This funding is for the Council to extend the delivery of the North West Leicestershire Rural Business Grant Fund programme alongside the Council UK Shared Prosperity Fund (UKSPF) 2025/26 programme. Council Finance Officers will be directly involved in the Programme Management Board and have oversight of all the UKSPF Projects (including the REPF). The Capital allocations will be managed through the Capital Strategy governance arrangements.	
	Signed off by the Section 151 Officer: Yes	
Legal Implications	Council Legal Officers will be directly involved in the Programme Management Board and have oversight of the programme and to provide advice on funding agreements, grant offers and Subsidy Control implications.	
	Signed off by the Monitoring Officer: Yes	
Staffing and Corporate Implications	The REPF North West Leicestershire Rural Business Grant Fund will be delivered in-house by the Council's Economic Regeneration Service.	
	Signed off by the Head of Paid Service: Yes	
Purpose of Report	To provide background context to the one-year extension to the Rural England Prosperity Fund and the funding award made to the Council.	
Reason for Decision	To accept the funding award and deliver the Council's	

	<p>commitment to DEFRA's Rural England Prosperity Fund.</p> <p>To approve the spend of the award. Cabinet approval is required due to the value of the grant award.</p>
Recommendations	<p>THAT CABINET:</p> <p>1. ACCEPTS THE £140,699 GRANT FROM THE RURAL ENGLAND PROSPERITY FUND.</p> <p>2. RECOMMENDS TO COUNCIL THAT £140,699 IS ADDED TO THE CAPITAL PROGRAMME FOR 2025/26 FOR THE RURAL ENGLAND PROSPERITY FUND.</p> <p>3. DELEGATES AUTHORITY TO THE STRATEGIC DIRECTOR (PLACE) IN CONSULTATION WITH THE BUSINESS AND REGENERATION PORTFOLIO HOLDER TO REVIEW AND AMEND THE DELIVERY OF THE NORTH WEST LEICESTERSHIRE RURAL BUSINESS GRANT FUND AND WHERE REQUIRED TO MAKE CHANGES TO THE FUNDING PROGRAMME TO RESPOND AND ADAPT TO THE CHANGING ECONOMIC ENVIRONMENT AND/OR LOCAL NEEDS.</p> <p>4. DELEGATES AUTHORITY TO THE SECTION 151 OFFICER IN CONSULTATION WITH THE BUSINESS AND REGENERATION PORTFOLIO HOLDER TO SUBMIT THE FORMAL REPORTING AS REQUIRED BY THE DEPARTMENT FOR ENVIRONMENT, FOOD AND RURAL AFFAIRS (DEFRA).</p>

1.0 BACKGROUND: Rural England Prosperity Fund 2023 to 2025

- 1.1 In April 2022, the government launched the £2.6 billion UK Shared Prosperity Fund (UKSPF) as part of the Levelling Up agenda. Following the submission of the North West Leicestershire UKSPF Investment Plan, the Council secured £2,414,817 of funding to deliver the investment plan up to 31 March 2025.
- 1.2 Furthermore, in September 2022, the Government announced the new Rural England Prosperity Fund (REPF) that was to be integrated into the UKSPF and required eligible Local Authorities to submit proposals in the form of an Addendum to the investment plan for how they would use REPF.
- 1.3 The Council's approach was to create a North West Leicestershire Rural Business Grant Fund. This approach was based on good practice established through the Council's prior business grant funding programme and was shaped in consultation with representatives from the National Farmers' Union, the National Forest Company and representatives of the Leicestershire Rural Partnership.
- 1.4 In April 2023, the Council was notified that the Addendum was approved and that the Council had secured a further £469,090 of REPF funding to deliver a North West Leicestershire Rural Business Grants Fund alongside the existing programme of work under the UKSPF.

- 1.5 The REPF North West Leicestershire Rural Business Grant Fund was delivered by the Council's Economic Regeneration service. Applications to the fund were encouraged through an open and competitive call from eligible businesses. Applications were subject to review and validation by the Economic Regeneration Service prior to being presented to a panel for determination.
- 1.6 The North West Leicestershire Rural Business Grants Fund was launched in August 2023 and closed to new applications in October 2024 as the funding was oversubscribed.
- 1.7 In total, the grants panel for the scheme approved to supported 28 business projects across rural North West Leicestershire. The successful applicants are summarised below:

Table 1.

The Cutting Garden Café, Appleby Magna, DE12 7AJ	Appleby Magna
Hastings Retreat, Ashby-de-la-Zouch, LE65 2UP	Ashby
Cureton Consulting Ltd, Ashby-de-la-Zouch, LE65 1RX	Ashby
Absolute Solar Ltd, Ashby-de-la-Zouch, LE65 1JS	Ashby
Troy Business Services Ltd, Ashby-de-la-Zouch, LE65 1AN	Ashby
Castle Surveys Ltd, Ashby-de-la-Zouch, LE65 2FU	Ashby
Belton Grocers, Belton, LE12 9TP	Belton
RL Morris, Barley Croft, Bredon on the Hill, DE73 8AJ	Breedon
Pinnacle Store, Breedon on the Hill, DE73 8AN	Breedon
Healthy Stuff, Castle Donington, DE74 2PY	Castle Donington
On Event Production, Castle Donington, DE74 2NP	Castle Donington
The Priest House, Castle Donington, DE74 2RR	Castle Donington
(1) Pickering Grange Farm, Ellistown, LE67 1EZ	Ellistown
(2) Pickering Grange Farm, Ellistown, LE67 1EZ	Ellistown
Cattows Farm, Heather, LE67 2RF	Heather
K S Local Ltd, Ibstock, LE67 6LH	Ibstock
Sunnyside Garden Centre, Ibstock, LE67 6HL	Ibstock
Manor Organic Farm Shop Ltd, Long Whatton, LE12 5DF	Long Whatton
Measham Dental, Measham, DE12 7HR	Measham
Secura Labels Ltd, Measham, DE12 7DS	Measham
K-Tech Suspension, Moira, DE12 6EJ	Moira
Lakeside Bistro, Moira, DE12 6BW	Moira
EW Sumnall & Sons - Hill Farm, Packington, LE65 1WU	Packington
Clive's Candles, Ferrers Centre, Staunton Harold, LE65 1RU	Staunton Harold
Temple Bees, Swannington, LE67 8QE	Swannington
Key Accountants (Midlands), Whitwick, LE67 5GQ	Whitwick
Swannymote Farm, Whitwick, LE67 5UZ	Whitwick
Breedon Priory Health Club Ltd, Wilson, DE73 8LG	Wilson

2.0 Rural England Prosperity Fund 2025/26

- 2.1 On 4 March 2025, DEFRA announced a further year of Rural England Prosperity Funding with up to £33 million of funding available to eligible local authorities who successfully delivered their 2023 to 2025 award.
- 2.2 On 27 March 2025 DEFRA confirmed that the Council would receive an additional £140,699 to continue the delivery of the REPF programme into the financial year 2025/26.
- 2.3 Officers propose to continue to use the same delivery approach for the REPF North West Leicestershire Rural Business Grant Fund 2025/26, with some minor administrative changes to speed up the application process.
- 2.4 Officers propose to relaunch the scheme on Tuesday 27 May. The updated draft guidance notes for the fund are attached as **Appendix 1.**

3.0 Project Deliverables

- 3.1 Funded exclusively through Rural England Prosperity Fund award, the grants programme will be managed through the Economic Regeneration Service and will provide funding to eligible rural small and medium sized business within North West Leicestershire.

Policies and other considerations, as appropriate	
Council Priorities:	<p>The UKSPF and REPF programmes will deliver a number of capital and revenue programmes across the district that will contribute towards:</p> <p>‘Supporting Coalville to be a more vibrant, family-friendly town’.</p> <p>‘Support for businesses and helping people into local jobs’.</p> <p>‘Developing a clean and green district’.</p> <p>‘Our communities are safe, healthy and connected’.</p>
Policy Considerations:	The delivery of the North West Leicestershire Rural Business Grant programme contributes towards the delivery of NWL Districtwide Regeneration Framework
Safeguarding:	If a vulnerable person contacts the Council then support will be provided to them to make an application, where possible, or refer them to other support services if required.
Equalities/Diversity:	The grant programmes are open to all eligible businesses across North West Leicestershire. All businesses will be offered support to apply for the funding.

Customer Impact:	The programme supports local communities and businesses by retaining local jobs, increasing employment opportunities and retaining local shops and facilities.
Economic and Social Impact:	<p>£140,699 of capital contributions from the Rural England Prosperity Fund to deliver the North West Leicestershire Rural Business Grants Programme. No further funding is being sought.</p> <p>Resource to deliver the scheme will be met through existing staff capacity within the Economic Regeneration service.</p>
Environment, Climate Change and zero carbon:	<p>Grants are intended to fund investment projects that can demonstrate business growth, tourism and visitor economy development, contribute towards net zero or rural diversification.</p> <p>Businesses are encouraged to utilise the funds to invest in a number of different areas of their business including investing in energy efficiency or achieving zero carbon.</p>
Consultation/Community Engagement:	The design of the grant scheme has taken representations from the National Farmers' Union, the National Forest Company and the Leicestershire Rural Partnership.
Risks:	<p>A requirement of the Rural England Prosperity Fund is that all funding must be spent before 31 March 2026.</p> <p>To ensure that all funding is claimed, and projects are delivered on schedule, Officers proposed to close the scheme to new applications at the end of October 2025 to allow sufficient time for all funded projects to be completed and the money paid well ahead of the 31 March 2026 deadline.</p>
Officer Contact	<p>Raymond Hurst Senior Economic Development Officer Ray.hurst@nwleicestershire.gov.uk</p>

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APPENDIX 1

North West Leicestershire Rural Business Grants Fund (£1,000 to £15,000)

Guidance Notes

The following guidance notes provide information to those interested in applying for funding from North West Leicestershire Rural Business Grants Fund.

North West Leicestershire District Council (NWLDC) is launching a Rural Business Grants Fund to fund capital projects for small businesses that will help to improve productivity and strengthen the rural economy.

This programme will provide capital grant funding for eligible businesses by providing one off grants of between £1,000 and £15,000 at a 50% intervention rate.

Should the scheme not achieve its expected spend profile by the end of the financial year, the Council may consider increasing the maximum amount grant award for approved applications.

All grants are available at a 50% intervention rate. This means you will be required to pay for at least half of the costs of the project that you are applying grant funding for.

These grant values are approximations. The actual value of grant awards made may be reduced depending on the number of applications received.

The total grant pot for North West Leicestershire Rural Business Grant Fund is a maximum of £140,699 for financial year 2025/26.

How do I complete the application form?

The North West Leicestershire Rural Business Grant Fund application form is an online application form only.

The application form can be accessed from the following web page
www.nwleics.gov.uk/businessgrants.

Please complete the application form online by using a laptop or computer. Some technical compatibility issues have been experienced when completing the form using a mobile device.

Will my business be eligible to apply for a North West Leicestershire Rural Business Grants Fund?

To meet the eligibility criteria, your business must:

- Be a Small /Micro /SME mid-sized enterprise employing between 1 and 249 staff;
- Be based in North West Leicestershire i.e. you must pay business rates and/or council tax to North West Leicestershire District Council (NWLDC);
- Be located in “**A RURAL AREA for the purposes of REPF**”, as defined by the Department for Environment and Rural Affairs Rural England Prosperity Fund eligibility [MAGIC map](#), (Please note that businesses in parts of Bardon,

Coalville, Hugglescote, Thringstone and Whitwick do not qualify as rural and will not be eligible for North West Leicestershire Rural Business Grants Fund - Further advice on using MAGIC map are included at the end of these Guidance Notes);

- Be trading as a business whose company type is either: Limited Liability, Limited Liability Partnership, Partnership, Sole Trader, Franchise, Social Enterprise or Charitable Company Limited by Guarantee;
- Not have applied for any other UK Shared Prosperity Funding for your project;
- As a business, owner or director, have not previously been awarded a North West Leicestershire Rural Business Grant Fund of £25,000 or greater.
- Have secured all necessary planning consents and permissions for your project prior to applying. Applications without planning consent secured will not be considered;

And;

- Be in good standing with NWLDC. For example, fully paid up on any money owed to the Council such as business rates.

Farm businesses may be eligible to apply for diversification projects away from traditional farming activities.

Note that this grant cannot be used to fund projects or investments that would be eligible for funding under the following DEFRA programmes:

- [DEFRA: Farming in Protected Landscapes programme](#)
- [DEFRA: Farming Investment Fund](#)
- [DEFRA: Farming Equipment and Technology Fund](#)
- [DEFRA: Farming Transformation Fund](#)
- [DEFRA: Platinum Jubilee Village Hall Improvement Grant Fund](#)
- Any other DEFRA funded programmes for direct farming activities including contractors that carries out an agricultural or horticultural as a service.

Please contact the Economic Regeneration Service on email at businessgrowthgrants@nwleicestershire.gov.uk if you would like to discuss your eligibility.

Will I need to create new jobs?

No, the North West Leicestershire Rural Business Grants Fund does not require applicant to create new jobs.

However, applications that do create new rural employment or apprenticeship opportunities will be looked upon favourably. Equally, grant funded projects that contribute to carbon reduction, increased tourism (including day trips and overnight stays) and nature recovery will be encouraged.

Who can apply?

Any individual, company or partnership that meets the Eligibility Criteria can apply. If a company or partnership is making the application, the person completing the form must be authorised to apply on behalf of that business.

If the grant application is successful the applicant will enter into a legal agreement which will set out specific and general terms and conditions relating to the North West Leicestershire Rural Business Grants Fund. This agreement will be between the business and NWLDC.

When can I apply?

The North West Leicestershire Rural Business Grants Fund will open for applications from 09:00am on Tuesday 27 May 2025 and close to new applications at 23:59 on Friday 31 October 2025. The scheme may close early, subject to the availability of funding.

All projects will be expected to be completed as early as possible following you accepting your grant offer. At the latest, all grant awards must have been claimed no later than **31 January 2026**.

Any grant claims after this date will not be paid.

How can I use the money?

Grants are intended to fund investment projects that can demonstrate business growth, tourism and visitor economy development, contribute towards net zero or rural diversification. You will be required to demonstrate how the planned investment will support your business to grow. Examples of what the grant could be used for include:

- Purchasing new equipment to modernise and improve the efficiency of your business
- Increasing energy efficiency or increasing productivity through automation
- Improvements to your business premises
- Creating event venues or farm tourism facilities such as accommodation, wedding venues and leisure facilities
- Developing local tourist attractions and local visitor experiences
- Investing in energy efficiency or achieving zero carbon
- Investing in new technology, innovation, IT, website development or telecommunications
- Diversifying farm businesses outside of agriculture to other commercial or business uses.
- Creating of a multi-functional rural business hubs providing shared workspace for rural businesses.

Grant applications will not be considered for:

- Non capital expenditure
- Salaries / wages
- Agents and legal fees
- Consultancy fees

- Rent or rates
- Council fees
- Stock
- The purchase of vehicles (including Electric Vehicles)
- Hire purchase
- Search Engine Optimisation
- Marketing campaigns

Applications for retrospective projects are also not eligible for funding.

These lists are not exhaustive.

Note that this grant cannot be used to fund projects or investments that would be eligible for funding under the following DEFRA programmes:

- [DEFRA: Farming in Protected Landscapes programme](#)
- [DEFRA: Farming Investment Fund](#)
- [DEFRA: Farming Equipment and Technology Fund](#)
- [DEFRA: Farming Transformation Fund](#)
- [DEFRA: Platinum Jubilee Village Hall Improvement Grant Fund](#)
- Any other DEFRA funded programmes for direct farming activities including contractors that carries out an agricultural or horticultural as a service.

What will the application process involve?

Applications for the grant will be a simplified one stage application which can be found [here](#).

Once you have submitted your application, it will be reviewed it to make sure what you are proposing meets the agreed eligibility criteria.

The application will ask you to provide some details of your business and the nature of the investment project that you are proposing. You will also need to provide a breakdown of the costs involved in the project, the sources of finance for the investment and what economic benefits your project will achieve.

In line with Subsidy Control Act 2022, you will be asked whether you have received financial support from any public sector organisation within the last three years. There are limits to the financial support that can be offered to individual private sector organisations to keep within the law.

For further information on the Subsidy Control Act 2022 is available to view online: www.legislation.gov.uk/ukpga/2022/23/enacted.

The application will ask you to clarify your project costs and ask you to outline a plan for the investment project, such as:

- Stages in the project and dates;
- How the project will meet the criteria of the grant fund and;

- The key people involved in your business and in the investment project.

You will be asked to provide copies of a number of documents that will be important during the review of your application such as:

- Financial accounts
- Confirmation of other sources of finance.

We will also ask to see copies of documents related to your business premises, such as your lease agreement or title document.

All applications must be a completed in full and all of the required supporting information be submitted along with your application. **Incomplete applications will not be considered.**

Can the grants help pay for a project or investment that has already started?

No. The application process will require you to describe the nature of the investment project that you are planning.

You will need to be able to show that the project could not go ahead without the financial support from NWLDC.

How do I submit my application?

Please send your completed application to businessgrowthgrants@nwleicestershire.gov.uk.

Is there support filling in my application?

For more information please contact the Economic Regeneration Service on email at businessgrowthgrants@nwleicestershire.gov.uk.

How will North West Leicestershire District Council decide whether my application is successful?

Your grant application, along with all of the requested supporting documentation, will be reviewed by a grants' assessor. We will check to make sure your business meets the agreed eligibility criteria and that your investment project is in line with the intended purpose of the grant scheme.

Your application will be considered by a grants officer who, if your application meets the criteria of the fund, will present your application on your behalf to a panel for determination.

There will be frequent panel meetings scheduled to help speed up the grant application process.

The decision of the panel will be final. There is no opportunity to appeal against the panel's decision. If your application is not successful, we will give you feedback on the reasons behind the panel's decision.

You will be updated on the progress of your application throughout the assessment. A decision on your application will be made within six weeks (thirty working days) of receiving your full and complete application, starting once your application has been validated.

Should any further supporting information be needed for your grant application you will be notified you as early as possible. While waiting for you to provide any additional information required this may delay us determining your application.

When will the grant be paid?

Once your application has been reviewed and approved by the grants' panel, you will be asked to sign to confirm your acceptance of the conditions that will apply to the grant offer.

Once you have signed the grant agreement, we will expect the project to go ahead. Grant funding will only be paid once you have provided evidence of eligible expenditure related to project.

This will be set out in your grant offer letter and will include, but not limited to, quotes, invoices and bank statements evidencing payment.

Will you pay VAT?

If your business is VAT registered, the grant can not be used to pay for VAT.

If your business is not VAT registered and you are including VAT in your grant request, you will need to provide a letter from a professionally qualified independent accountant to confirm that you are not VAT registered alongside your application form and as part of your supporting documentation.

What records do I need to maintain?

In addition to your usual accounting, you will be required to maintain complete financial records of your project. The records will be used as evidence to pay you the grant and monitor how your project is progressing.

As a minimum, for the duration of expenditure on your project, you must maintain records of all of the following items associated with your project:

- Quotes for works/items;
- All invoices;
- All receipts of payments including any credit card payments;
- Bank statements showing payments associated with your project.

Presentation of these documents must be produced in a clear and satisfactory manner and must be related to the project being funded.

Cash purchased items will not be grant eligible. Claims for payments made in cash will not be accepted.

It is your responsibility to maintain these records and you may be requested to present them to the Council as evidence for your grant claim in a clear and concise manner. Grant payment may be clawed back or withheld if this is not the case.

We will also issue you with a letter informing of you of your Subsidy Control obligations.

We will monitor the progress of your project and the impact on your business and the economy. You may be required to participate in press and media coverage to promote the grant and the support you have received from the Council.

Is there a deadline?

Yes, as mentioned earlier the application for the North West Leicestershire Rural Business Grants Fund will open for applications from 09:00 Tuesday 27 May 2025 and close to new applications at 23:59 on Friday 31 October 2025.

Applications received after this date will not be considered.

The scheme may close early, subject to the availability of funding.

Up-to-date information about this deadline for submission of applications will be provided on our website [here](#).

Applications will be considered on a 'first come first served' basis.

Can you take back the money after you've granted it?

Yes. During the application process, you will be asked to explain the nature of your investment and how it meets the eligibility criteria of the fund.

We will monitor the progress of your project to ensure the investment is made in accordance with your application and that you comply with all other conditions of the grant scheme.

We will consider whether to seek to recover some or all of the grant paid or withhold payment, if you do not meet the conditions agreed with you when the grant was approved or if you fail to provide evidence of your projects expenditure or monitoring requirements.

Are there any other restrictions?

As explained above, you will be asked to confirm that the grant applied for will not result in breaking the laws about organisations receiving public money.

We will require your business and your investment proposal to comply with all regulations that apply to your business and the project for which the grant is requested.

If your project involves work on a property, in addition to planning permission, you will be expected to comply with all other usual legislation such as Building Regulations.

As mentioned previously, that this grant cannot be used to fund projects or investments that would be eligible for funding under the following DEFRA programmes:

- [DEFRA: Farming in Protected Landscapes programme](#)
- [DEFRA: Farming Investment Fund](#)
- [DEFRA: Farming Equipment and Technology Fund](#)
- [DEFRA: Farming Transformation Fund](#)
- [DEFRA: Platinum Jubilee Village Hall Improvement Grant Fund](#)
- Any other DEFRA funded programmes for direct farming activities including contractors that carries out an agricultural or horticultural as a service.

What if I change my mind?

You will be free to withdraw from the application process at any stage.

As mentioned before, once your application has been reviewed and approved, you will be asked to sign to confirm your acceptance of the conditions that will apply to the grant offer. Once you have signed the grant agreement, we will expect the project to go ahead. Grant funding will only be paid once we have received evidence of eligible expenditure related to project. This will be set out in your grant offer letter and can include, but not limited to, quotes, invoices and bank statements evidencing payment.

Once you have received the grant you will be expected to comply with all conditions set out in the agreement between your business and North West Leicestershire District Council. As mentioned above, there will be a risk of clawback in certain situations.

Will there be further funding in the future?

No.

You are advised to submit your application as early as you can to avoid missing out. This is a competitive programme and grants applications will be assessed on a first come, first served basis.

Who should I contact?

Please contact the Economic Regeneration Service via email on businessgrowthgrants@nwleicestershire.gov.uk.

Advice on how to use the DEFRA MAGIC map.

The following is step by step guide on how to access the Department for Environment and Rural Affairs MAGIC map to confirm Rural England Prosperity Fund eligibility status.

As previously mentioned, that businesses in parts of Bardon, Coalville, Thringstone and Whitwick do not qualify as rural and will not be eligible for North West Leicestershire Rural Business Grants Fund.

- Visit [MAGIC \(defra.gov.uk\)](https://defra.gov.uk)
- Click “Get Started”
- Click on ‘+’ under “Administrative Geographies”
- Click on ‘+’ under “Other Administrative Boundaries”
- Select the box next to “Rural England Prosperity Fund”
- Enter your place, postcode or coordinates at the top of the page
- Zoom in to your businesses location
- Select the ‘i’ information button in the toolbar at the top of the screen
- Click the location of your business to identify if your business is based in an eligible rural area.

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**NORTH WEST LEICESTERSHIRE DISTRICT COUNCIL
CABINET – TUESDAY, 20 MAY 2025**



Title of Report	SUPPLEMENTARY ESTIMATES, VIREMENTS AND CAPITAL APPROVALS	
Presented by	Paul Stone Strategic Director of Resources <div style="text-align: right;">PH Briefed <input type="checkbox"/> yes</div>	
Background Papers	Council 20 February 2025: General Fund Budget and Council Tax 2025/26 Local Authority Planning Award Rural England Prosperity Fund Warm Homes: Local Grant UK Shared Prosperity Fund 2025-26	Public Report: Yes Key Decision: Yes
Financial Implications	Appendix 2 details the supplementary estimates for approval. Signed off by the Section 151 Officer: Yes	
Legal Implications	No legal implications arising from this report. Signed off by the Monitoring Officer: Yes	
Staffing and Corporate Implications	Any staffing implications of this report are detailed in the body of the report and the attached appendices. Signed off by the Head of Paid Service: Yes	
Purpose of Report	To seek approval of the supplementary estimates, virements and capital scheme movements.	
Reason for Decision	The Council's Financial Procedure Rules, Section 2, paragraphs A24 to A28 stipulate the procedures for virements and supplementary estimates, whilst the Council's Capital Strategy sets out the Governance of the Capital Programme.	
Recommendations	THAT CABINET: 1. APPROVES THE SUPPLEMENTARY ESTIMATES DETAILED IN APPENDIX 2 WHICH ARE BETWEEN £100K AND £250K AND ARE EXTERNALLY FUNDED.	

	<p>2. APPROVES ALL SUPPLEMENTARY ESTIMATES DETAILED IN APPENDIX 2 WHICH ARE BELOW £250K AND COUNCIL FUNDED.</p> <p>3. APPROVES THE MOVEMENT FROM THE DEVELOPMENT POOL TO THE ACTIVE PROGRAMME FOR THE CAPITAL SCHEMES DETAILED IN TABLE 2.</p>
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1.0 INTRODUCTION

- 1.1 This report seeks approval for virements and supplementary estimates as required under the Council's Constitution. This is a regular report to Cabinet to enable the approval of virements and supplementary estimates in a timely manner for the efficient operation of the Council. It also sets out proposed changes to the Capital Programme.
- 1.2 This report covers both General Fund and the Housing Revenue Account.

2.0 SUPPLEMENTARY ESTIMATES

- 2.1 A supplementary estimate is an addition to the Council's agreed budget and should only be considered after all other options such as virements or savings have been considered.
- 2.2 Supplementary estimates include budgets fully funded by external grants or contributions.
- 2.3 Supplementary estimate levels were approved as part of the Constitution by Council in February 2025. These approval levels are detailed in Appendix 1.
- 2.4 All supplementary estimates which will be Council funded require Cabinet approval whereas those fully externally funded are reported to Cabinet below £100k but require approval over £100k. Those above £250k require Council approval.
- 2.5 Appendix 2 details all supplementary estimates grouped by value and funding with details of the reasons for the requests which are summarised in the table below.

Table 1: Supplementary Estimates

	General Fund		HRA	
	Revenue	Capital	Revenue	Capital
Between £0 and £99,999 (For Information Only)	0	0	0	0
Between £100,000 and £249,999 (For Cabinet Approval)	227,963	140,699	0	0
Over £250,000 (Requires Council Approval)	145,859	8,713,722	0	0
Total Externally Funded	373,822	8,854,421	0	0
Between £0 and £249,999 (For Cabinet Approval)	394,714	0	0	0
Over £250,000 (Requires Council Approval)	500,000	0	0	0
Total Council Funded	894,714	0	0	0
Total Supplementary Estimates	1,268,536	8,854,421	0	0

3.0 VIREMENTS

- 3.1 A virement is where one or more budget(s) are reduced to find an increase in another budget(s). There is no net change in the total budget agreed by Council arising from a virement.
- 3.2 Virement approval levels were approved as part of the Constitution by Council in February 2025. These approval levels are detailed in Appendix 1.
- 3.3 There have been no virement requests during the first month of the year that require approval by Cabinet (over £100k) or Council (over £250k).

4.0 CHANGES TO THE CAPITAL PROGRAMME

- 4.1 Schemes in the capital programme are grouped under two categories and these are:

Development Pool: These are schemes not yet fully costed, or funding sources identified. A full business case is required to be prepared and presented to the Capital Strategy Group for consideration before the scheme can go ahead.

Active Programme: Schemes in this category have been approved (by Capital Strategy Group, Cabinet or Council), fully funded and are being delivered.

- 4.2 Table 2 below provides details of schemes for Cabinet approval to move from the development pool to the active projects.

Table 2: Capital Scheme Movements and New Schemes

Scheme	Fund	Budget £	Reason for Movement
New Scheme			
Castle Donnington	General	250,000	Approved by Council on 13 May 2025
Development 3G Pitch	General	1,674,000	
Refuse bins and recycling containers	General	4,798,000	
Fleet replacement programme			
		6,722,000	
Existing Scheme - movement from Development Pool to Active Programme			
			Considered by Capital Strategy Group and pending approval transfer from development pool to Active Programme
Car Park Resurfacing	General	164,000	
		164,000	
Total		6,886,000	

Policies and other considerations, as appropriate	
Council Priorities:	A Well Run Council.
Policy Considerations:	The Council's Financial Procedure Rules, sections A24 – A28, set out the details of the virement and supplementary estimates, as shown in Appendix 1 of this report.
Safeguarding:	N/A at this strategic level - however individual works will comply with normal processes in this regard
Equalities/Diversity:	N/A at this strategic level - however individual works will comply with normal processes in this regard
Customer Impact:	None
Economic and Social Impact:	N/A at this strategic level - however individual works will comply with normal processes in this regard
Environment and Climate Change:	The programme of works will improve the Energy Performance Certificat (EPC) rating and therefore efficiency of Council homes where works are undertaken. This will assist in both warmer homes, and reduction in running costs as well as contributing to the Council's 2050 carbon targets.
Consultation/Community/Tenant Engagement:	None
Risks:	Non-compliance with any grant conditions. A full assessment is in place as part of the grant process.
Officer Contact	Anna Crouch Head of Finance & Deputy S151 Officer anna.crouch@nwleicestershire.gov.uk

Extract from 'The Council's Constitution' March 2025 Version

Virement

A.24 **Full Council** is responsible for agreeing procedures for **Virement** of expenditure between **Budget** headings. The definition of a Virement is set out in Section 5 of the **Policy & Budget Framework** as follows:

*Steps taken by the **Cabinet**, a **Cabinet Member**, a group of the Cabinet, or Officers, or **Joint Arrangements** to implement Council policy shall not exceed the budgets allocated to each relevant **Budget** head. However, such bodies or individuals shall be entitled to vire across Budget heads within such limits as shall be laid down in the **Financial Procedure Rules**. Beyond those limits, approval to any **Virement** across Budget heads shall require the approval of the **Full Council**.*

*A **Virement** is defined as where one or more **Budget(s)** are reduced to fund an increase in another Budget(s). There is no net change in the total Budget agreed by Council arising from a Virement.*

A.25 The table below sets out the approval level required based on the value of the **Virement**.

Value	Approval Level Required		
	Within a Budget Head	Between Budget Heads in same Directorate	Between Directorates
Between £0 - £4,999	Heads of Service	Heads of Service	Heads of Service
Between £5,000 and £24,999	Heads of Service and Strategic Directors	Strategic Directors and Portfolio Holder(s)	Strategic Directors and Portfolio Holder(s)
Between £25,000 and £99,999	Strategic Directors and Portfolio Holder(s)	Strategic Directors and Portfolio Holder(s)	Strategic Directors and Portfolio Holder(s)
Between £100,000 and £249,999	Cabinet	Cabinet	Cabinet
£250,000 and over	Full Council	Full Council	Full Council

Notes:

1. In all circumstances Virements require approval by the S151 Officer.
2. All relevant parties listed above must be in agreement.
3. Virements should not be artificially disaggregated.
4. Virement rules apply to capital and revenue.

Supplementary Estimates

A.26 A supplementary estimate is an addition to the Council's agreed **Budget**. Supplementary estimates can be one-offs, or recurring. In either case, supplementary estimates should only be considered after all other options, such as **Virements**, or savings, have been considered. Supplementary estimates include budgets fully funded by external grant or contribution.

A.27 The table below sets out the approval level required based on the value of the supplementary estimates.

Value	Approval Level Required	
	Fully Externally Funded	Requires Council Funding
Between £0 and £9,999	S151 Officer	S151 Officer
Between £10,000 and £99,999	Head of Service [then reported to Cabinet at next meeting]	Cabinet
Between £100,000 and £249,999	Cabinet	Cabinet
£250,000 and over	Full Council	Full Council
Notes: <ol style="list-style-type: none">1. In all circumstances Supplementary Estimates require approval by the S151 Officer.2. Council funding includes (but is not limited to) revenue budget, reserves, Section 106, capital receipts and borrowing. S151 Officer decision will undertaken an assessment.3. Supplementary Estimates should not be artificially disaggregated.4. Supplementary Estimates rules apply to capital and revenue.		

A.28 Where in exceptional or unexpected circumstances a Directorate is faced with a material increase in its net expenditure, which cannot reasonably be contained within its resource allocation figure for the year, the **Chief Executive** or **Strategic Directors** must (wherever possible, prior to incurring the expenditure) submit a request to **Cabinet** or **Council** for a supplementary estimate to cover the additional expenditure. The Cabinet or Council will also decide how the expenditure will be funded, e.g. from grant, revenue, reserve, loan or otherwise.

Supplementary Estimates - General Fund, HRA & Special Expenses (Capital & Revenue)

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Capital/Revenue	General Fund/HRA/ Special Expenses	Directorate	Service	Recurring/ One-Off	Amount £	Funded By	Reason For Request
Externally Funded							
Between £0 and £99,999 (For Information Only)							
Between £100,000 and £249,999 (For Cabinet Approval)							
Revenue	General Fund	Place	Planning Policy	One-Off	227,963	Grant	Local Plan Funding Award
Capital	General Fund	Place	Property and Economic Regene	One-Off	140,699	Grant	Rural England Prosperity Fund
Over £250,000 (Requires Council Approval)							
Capital	General Fund	Community Services	Strategic Housing	One-Off	8,069,583	Grant	Warmer Homes Grant
Revenue & Capital	General Fund	Place	Property and Economic Regene	One-Off	789,998	Grant	UKSPF 2025/26 - awarded as a total grant amount
TOTAL EXTERNALLY FUNDED					9,228,243		
Council Funded							
Between £0 and £249,999 (For Cabinet Approval)							
Revenue	General Fund	Resources	Customer Services	One-Off	1,476	MTFP Reserve	CCTV Link Connection Upgrade
Revenue	General Fund	Place	Property and Economic Regene	One-Off	200,000	Business Rates Reserve	Building Maintenance for Council Buildings for 2 years
Revenue	General Fund	Place	Planning & Infrastructure	One-Off	65,223	MTFP Reserve	Improving the Planning Service's Customer Experience
Revenue	General Fund	Resources	ICT	One-Off	2,265	MTFP Reserve	Sharegate Tool for data extraction
Revenue	General Fund	Community Services	Community Services	One-Off	122,350	MTFP Reserve	Community Focus post 2 year funding
Revenue	General Fund	Place	Property and Economic Regene	One-Off	3,400	MTFP Reserve	Installing Defibrilators
Over £250,000 (Requires Council Approval)							
TOTAL COUNCIL FUNDED					394,714		
TOTAL SUPPLEMENTARY ESTIMATES					9,622,957		

	General Fund		HRA	
	Revenue	Capital	Revenue	Capital
Between £0 and £99,999 (For Information Only)	0	0	0	0
Between £100,000 and £249,999 (For Cabinet Approval)	227,963	140,699	0	0
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Over £250,000 (Requires Council Approval)	0	0	0	0
Total Council Funded	394,714	0	0	0
Total Supplementary Estimates	768,536	8,854,421	0	0

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

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