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

Time/Date 6.30 pm on TUESDAY, 12 MAY 2026
Location Forest Room, Stenson House, London Road, Coalville, LE67 3FN
Officer to contact Democratic Services (01530 454512)



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Chief Executive

AGENDA

Item	Pages
PRAYERS	
1. APOLOGIES FOR ABSENCE	
2. DECLARATION OF INTERESTS	
Under the Code of Conduct members are reminded that in declaring interests you should make clear the nature of that interest and whether it is a disclosable pecuniary interest, registerable interest or other interest	
3. APPOINTMENT OF 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.	

Item	Pages
7. LEADER'S AND PORTFOLIO HOLDERS' ANNOUNCEMENTS	
Members are reminded that under paragraph 11.1 of part 3 of the Constitution, questions can be asked of the Leader and Cabinet Members without notice about any matter contained in any address. Questions shall be limited to five minutes in total for each announcement.	
8. QUESTION AND ANSWER SESSION	
To receive questions from members of the public under procedure rule no.10. The procedure rule provides that members of the public may ask members of the Cabinet any question on any matter in relation to which the Council has powers or duties which affect the District, provided that three clear days' notice in writing has been given to the Head of Legal and Support Services.	
9. QUESTIONS FROM COUNCILLORS	
To receive members' questions under procedure rule no.11. The procedure rule provides that any member may ask the Chairman of a board or group any question on any matter in relation to which the Council has powers or duties which affect the District, provided that three clear days' notice in writing has been given to the Head of Legal and Support Services.	
10. MOTIONS	
To consider any motions on notice under procedure rule no. 12.	
11. PETITIONS	
To receive petitions in accordance with the Council's Petition Scheme.	
12. MINUTES	
To confirm the minutes of the meeting of the Council held on 19 February 2026.	5 - 14
13. APPOINTMENTS TO COMMITTEES AND GROUPS, ELECTION OF CHAIRS AND DEPUTY CHAIRS	
Report of the Interim Head of Legal and Support Services	15 - 52
14. SCHEME OF DELEGATION	
Report of the Interim Head of Legal and Support Services	53 - 80
15. APPOINTMENT OF REPRESENTATIVES ON OUTSIDE BODIES	
Report of the Interim Head of Legal and Support Services	81 - 84
16. SCHEDULE OF MEETINGS 2026 - 2027	
Report of the Interim Head of Legal and Support Services	85 - 88

Item	Pages
17. LEICESTER AND LEICESTERSHIRE AUTHORITIES STATEMENT OF COMMON GROUND - HOUSING DISTRIBUTION UNDER THE NEW STANDARD METHOD	
Report of the Strategic Director of Place	89 - 168
18. LEICESTER AND LEICESTERSHIRE AUTHORITIES STATEMENT OF COMMON GROUND - STRATEGIC DISTRIBUTION	
Report of the Strategic Director of Place	169 - 188
19. URGENT DECISIONS TAKEN BY CABINET	
Report of the Chief Executive	189 - 192
20. EXCLUSION OF PRESS AND PUBLIC	
<p>The officers consider that the press and public should be excluded during consideration of the following items in accordance with Section 100A(4) 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.</p>	
21. CAPITAL UPDATE	
Report of the Head of Finance	193 - 196

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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, 19 FEBRUARY 2026

Present: Councillor P Lees (Chair)

Councillors J G Simmons, 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, K Horn, R Johnson, J Legrys, K Merrie MBE, A Morley, R L Morris, P Moulton, E Parle, G Rogers, N J Rushton, R Sutton, A C Saffell, C A Sewell, S Sheahan, 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 P Stone, Mrs A Thomas and Mrs R Wallace

59. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors S Lambeth and N Smith.

60. DECLARATION OF INTERESTS

Councillor R Johnson declared a registerable interest in item 12, 2026/27 General Fund Budget and Council Tax, as the Chair of Hugglescote Parish Council.

61. CHAIR'S ANNOUNCEMENTS

The Chair of the Council provided an update on the events he had attended around the district since the last meeting.

62. LEADER'S AND PORTFOLIO HOLDERS' ANNOUNCEMENTS

Councillor K Merrie, Corporate and Finance Portfolio Holder made the following announcement:

The Finance Team was thanked for the hard work undertaken in preparing the 2026/27 budget and the statement of accounts, particularly Anna Crouch, Head of Finance for her tireless and diligent work. Thanks were also given to the opposition group for their contributions to the process and the success in working together to achieve the budget proposals.

It was announced that it was the last meeting before retirement for Paul Stone, the Strategic Director of Resources. He was thanked for all the support provided to the Members and the Council, and for revolutionising how the authority conducted its finance.

The comments were echoed by several Members around the Council chamber.

63. QUESTION AND ANSWER SESSION

No questions were received.

64. QUESTIONS FROM COUNCILLORS

No questions were received.

65. MOTIONS

No motions were received.

66. PETITIONS

No petitions were received.

67. MINUTES

Consideration was given to the minutes of the meeting held on 4 November 2025.

It was moved by Councillor P Lees, seconded by Councillor J Simmons and

RESOLVED THAT:

The minutes of the meeting held on 4 November 2025 be approved and signed by the Chair of the Council as a correct record.

68. 2026/27 ROBUSTNESS OF BUDGET ESTIMATES

Councillor K Merrie, Corporate and Finance Portfolio Holder, presented the report.

The report was noted.

69. CAPITAL STRATEGY, TREASURY MANAGEMENT STRATEGY AND PRUDENTIAL INDICATORS - 2026/27

Councillor K Merrie, Corporate and Finance Portfolio Holder, presented the report and moved the recommendations. It was seconded by Councillor N Rushton.

A question was asked regarding the process for approval of the play area grants. It was confirmed that the process for these grants as, well as the Legacy Fund Grant had not yet been agreed. It was noted that reports would be considered by the Corporate Scrutiny Committee and Cabinet in due course.

The financial indicators required under the prudential code detailed in section three of the report were noted.

RESOLVED THAT:

- 1) The authorised limit and operational boundary for external debt as detailed in table 3 of the Treasury Management Strategy Statement 2026/27 be approved.
- 2) The maturity structure of borrowing as detailed in paragraph 6.6 of the Treasury Management Statement 2026/27 be approved.
- 3) The Capital Strategy 2026/27 be approved.
- 4) The Treasury Management Strategy Statement 2026/27 be approved.
- 5) The Minimum Revenue Provision (MRP) Statement 2026/27 be approved.
- 6) The Non-Treasury Investment Strategy 2026/27 be approved.

- 7) 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.
- 8) Authority to make any necessary changes to appendices 1 – 4 if any amendments are agreed to the General Fund Budget and/or Housing Revenue Account budget at this meeting, be delegated to the Section 151 Officer.

70. 2026/27 GENERAL FUND BUDGET AND COUNCIL TAX

Councillor K Merrie, Corporate and Finance Portfolio Holder, presented the report and moved the recommendations. It was seconded by Councillor N Rushton.

Several Members across the Chamber spoke in support of the budget proposals and the collaborative approach taken between the political groups which had been a success.

Some comments were made in relation to the lower-than-expected government settlement figure and although disappointing, the focus should now be on the importance of ensuring the communities benefited from the funds. The fair distribution of funds was also mentioned.

Some concerns were raised relating to the ongoing rising costs of the Marlborough Square Project. It was agreed to provide the cost breakdown for this project, outside of the meeting.

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

RESOLVED THAT:

- 1) The General Fund Revenue Budget for 2026/27 as summarised in section 2 of the report, including the increase in the District Council's share of Council Tax in 2026/27 by 2.75% be approved.
- 2) The General Fund Revenue indicative budget for 2027/28 and 2028/29 be noted.
- 3) The General Fund Fees and Charges approved by Cabinet on 3 February 2026 be noted.
- 4) The proposed General Fund Capital Programme for 2026/27 and planned financing as set out in section 3 of the report be approved.
- 5) The remaining elements of the General Fund Capital Programme 2027/28 and 2028/29 be noted.
- 6) The Special Expenses Revenue Budget for 2026/27 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 drawdown from reserves to fund the one-off budget proposals as detailed in the General Fund budget changes be approved.

Motion to approve recommendations as set out in the report (Motion)	
Councillor Paul Lees	For
Councillor Jenny Simmons	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 Kenny Horn	For
Councillor Russell Johnson	For
Councillor John Legrys	For
Councillor Keith Merrie MBE	For
Councillor Alison Morley	For
Councillor Ray Morris	For
Councillor Peter Mout	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 Avril Wilson	For
Councillor Jake Windram	For
Councillor Lee Windram	For
Councillor Andrew Woodman	For
Councillor Michael Wyatt	For
Carried	

71. 2026/27 HOUSING REVENUE ACCOUNT (HRA) BUDGET AND RENT SETTING

Councillor A Woodman, Housing, Property and Customer Services Portfolio Holder, presented the report and moved the recommendations. It was seconded by Councillor K Merrie.

The current direction for new Council homes was acknowledged; however, some felt the number could be increased. Reference was made to the cost-of-living challenges and the growing need for Council homes.

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

RESOLVED THAT:

- 1) The Housing Revenue Account (HRA) Budget for 2026.27 as summarised in section 2 of the report, including the increase of rents by 4.8% was approved.
- 2) The HRA Budget for 2027/28 and 2028/29 be noted.
- 3) The Fees and Charges approved by Cabinet on 3 February 2026 be noted.
- 4) The proposed HRA Capital Programme for 2026/27 and planned financing as set out in section 3 of the report be approved.

Motion to approve the recommendations as set out in the report (Motion)	
Councillor Paul Lees	For
Councillor Jenny Simmons	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 Kenny Horn	For
Councillor Russell Johnson	For
Councillor John Legrys	For
Councillor Keith Merrie MBE	For
Councillor Alison Morley	For
Councillor Ray Morris	For
Councillor Peter Mout	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 Avril Wilson	For
Councillor Jake Windram	For
Councillor Lee Windram	For
Councillor Andrew Woodman	For
Councillor Michael Wyatt	For
Carried	

72. COUNCIL TAX RESOLUTION 2026/27

Councillor K Merrie, Corporate and Finance Portfolio Holder, presented the report and moved the recommendations. It was seconded by Councillor N Rushton.

It was noted that Cabinet agreed on 9 January 2025 to implement the second homes premium at 100% from day one, effective from 1 April 2026.

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

RESOLVED THAT:

The Council Tax Resolution 2026/27 as set out in section 2 of the report be agreed.

Motion to approve the recommendations as set out in the report (Motion)	
Councillor Paul Lees	For
Councillor Jenny Simmons	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 Kenny Horn	For
Councillor Russell Johnson	For
Councillor John Legrys	For
Councillor Keith Merrie MBE	For
Councillor Alison Morley	For
Councillor Ray Morris	For
Councillor Peter Mout	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 Avril Wilson	For
Councillor Jake Windram	For
Councillor Lee Windram	For
Councillor Andrew Woodman	For
Councillor Michael Wyatt	For
Carried	

73. TREASURY MANAGEMENT ACTIVITY 2025/26 MID-YEAR REPORT

Councillor K Merrie, Corporate and Finance Portfolio Holder, presented the report.

The report was noted.

74. ANNUAL REVIEW OF THE COUNCIL'S CONSTITUTION

Councillor K Merrie, Corporate and Finance Portfolio Holder, presented the report and moved the recommendations. It was seconded by Councillor N Rushton.

RESOLVED THAT:

The proposed changes to the Constitution as set out in appendices A to G be adopted with effect from 1 March 2026, except for the amendments to the Appointments Committee which will come into effect from the new civic year in May 2026.

75. ANNUAL REVIEW OF THE CODE OF CONDUCT COMPLAINTS ARRANGEMENTS

Councillor N Rushton, Infrastructure Portfolio Holder, presented the report and moved the recommendations. It was seconded by Councillor R Blunt.

RESOLVED THAT:

The amendments to the arrangements be adopted with effect from 20 February 2026.

76. INDEPENDENT CHAIR OF THE AUDIT & GOVERNANCE COMMITTEE

Councillor N Rushton, Infrastructure Portfolio Holder, presented the report and moved the recommendations. It was seconded by Councillor J Simmons.

A lengthy discussion ensued during which several Members spoke against the proposals, citing lack of evidence to the benefits and raising concerns regarding process and public perception. Other Members spoke in support of the proposals emphasizing the independent objectivity they would bring to the committee and the alignment with good practice.

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

The result of the vote was tied, therefore in accordance with the Council's Constitution, the Chair of the Council exercised his second and casting vote.

RESOLVED THAT:

- 1) The appointment of an Independent Chair of the Audit and Governance Committee be agreed.
- 2) Authority to make any consequential changes to the Council's Constitution be delegated to the Monitoring Officer.

Following a question from a Member regarding the legality of the casting vote, the Monitoring Officer advised that there were no restrictions within the Council's Constitution relating to the use of the Chair's casting vote, therefore, the vote on the item was conducted correctly.

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

77. GENDER PAY GAP REPORT

Councillor N Rushton, Infrastructure Portfolio Holder, presented the report and moved the recommendations. It was seconded by Councillor J Simmons.

Reference was made to the male dominated job roles as detailed within the report and it was questioned as to what was being done to encourage women to take these roles. Councillor N Rushton agreed to provide a response outside of the meeting.

RESOLVED THAT:

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

78. PAY POLICY

Councillor N Rushton, Infrastructure Portfolio Holder, presented the report and moved the recommendations. It was seconded by Councillor R Blunt.

The Strategic Director of Resources highlighted an error in paragraph 12.3 of the appendix, the missing figure in the paragraph was £31,067.

During discussion, it was questioned if senior officers were offered any incentives to use electric vehicles. Councillor N Rushton agreed to provide a response outside of the meeting.

RESOLVED THAT:

The Council's Pay Policy Statement 2026/27 as attached at appendix 1 of the report be approved.

The meeting commenced at 6.30 pm

The Chairman closed the meeting at 8.16 pm

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NORTH WEST LEICESTERSHIRE DISTRICT COUNCIL

COUNCIL – TUESDAY, 12 MAY 2026



Title of Report	APPOINTMENTS TO COMMITTEES AND GROUPS, ELECTION OF CHAIRS AND DEPUTY CHAIRS	
Presented by	Rochelle Tapping Interim Head of Legal and Support Services	
Background Papers	The Council's Constitution Council – 19 Feb 2026 – Annual Review of the Constitution Council – 19 Feb 2026 – Independent Chair of the Audit and Governance Committee	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 Acting 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 Interim 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> <ol style="list-style-type: none"> 1. ENDORSES THE TERMS OF REFERENCE OF THE COMMITTEES AND GROUPS IN APPENDIX A. 2. MAKES THE APPOINTMENTS TO THE COMMITTEES AND GROUPS LISTED IN PARAGRAPH 1.2 AND APPENDIX B OF THE REPORT. 3. APPOINTS MR PHIL HELM AS THE INDEPENDENT CHAIR OF THE AUDIT AND GOVERNANCE COMMITTEE 4. APPOINTS CHAIRS AND DEPUTY CHAIRS FOR THE COMMITTEES AND GROUPS LISTED IN PARAGRAPH 3.1 OF THE REPORT.

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 At the Council meeting held on 19 February 2026, Members approved changes to committees and groups as follows:
- 1.2.1 The Appointments Committee will be called the Staffing Committee. The new committee will look at the appointments of statutory officers and strategic directors but also making sure disciplinary action is properly covered in the Constitution. As a result of this, the Investigatory Committee is no longer required.
 - 1.2.2 The Audit and Governance Committee will have an Independent Chair (non-councillor). The membership of the Committee is reduced from ten to nine councillors to ensure an odd number of voting members, preventing tied votes and the need for a casting vote, given that the Chair would not be able to vote.
 - 1.2.3 The reports considered by Council on 19 February 2026 can be accessed from the background papers section above.
- 1.3 The committees and groups include:
- Audit and Governance Committee
 - Electoral Review Working Party
 - Employee Joint Consultative Committee
 - Staffing Committee
 - Licensing Committee
 - Local Plan Committee
 - Planning Committee
 - Community Scrutiny Committee
 - Corporate Scrutiny Committee

- 1.4 The Terms of Reference for each of the above (except the Electoral Review Working Party, which agreed by the Working Party) are attached at appendix A.
- 1.5 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 INDEPENDENT CHAIR OF AUDIT AND GOVERNANCE COMMITTEE

- 3.1 As noted in paragraph 1.2.2, the Audit and Governance Committee, will now be chaired by an independent chair. Following that decision, a recruitment campaign was launched and a total of three applications were received. Candidates were asked to complete an application outlining their relevant experience in line with the personal specification.
- 3.2 The candidates were interviewed by a panel consisting of the Strategic Director of Resources, the then Head of Legal and Support Services & Monitoring Officer and Councillor J Simmons, who had been appointed Chair for the remainder of the 2025/26 civic year. The interview consisted of a series of questions relevant to the role.
- 3.3 Council is being asked to approve the appointment of Mr Phil Helm to the role of Independent Chair of the Audit and Governance Committee. Mr Helm lives within the District and recently retired from his role as Head of Finance at another Local Authority, where he has experience of advising elected members on a wide variety of reports, including those matters considered by Audit Committees.
- 3.4 If Council is minded to approve the appointment, Mr Helm will be appointed with immediate effect, taking the Chair at the next meeting of the Audit and Governance Committee in June 2026.

4.0 APPOINTMENT OF CHAIRS AND DEPUTY CHAIRS

4.1 Members are asked to appoint the Chairs and Deputy Chairs, as nominated, to the following:

- Audit and Governance Committee (Deputy Chair only)
- Staffing Committee
- Licensing Committee
- Local Plan Committee
- Planning Committee
- Community Scrutiny Committee
- Corporate Scrutiny Committee

4.2 Should more than one nomination for either the position of a Chair or a Deputy Chair of a committee be received, then a vote will be taken in the meeting.

5.0 NOMINATIONS

5.1 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	Rochelle Tapping Interim Head of Legal and Support Services & Monitoring Officer rochelle.tapping@nwleicestershire.gov.uk

SECTION D – NON-EXECUTIVE COMMITTEES

To discharge **Non-Executive Functions** which are not reserved to **Full Council** alone, the Council has established the following ordinary **Committees**:

Section D1 - Licensing Committee

Section D2 - Staffing Committee

Section D3 - Planning Committee

Section D4 - Local Plan Committee

Section D5 - Scrutiny Committees

Section D6 - Audit and Governance Committee

Section D7 - Employee Joint Consultative Committee

Section D8 - Independent Remuneration Panel

The **Terms of Reference** of these Committees and their **Delegated Powers** are set out in the following pages.

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 nine **Councillors**. The **Sub-Committee** Quorum will be three Councillors.

Convening Meetings

- 1.5 The Chief Executive is responsible for convening all Committee meetings in accordance with the programme set by Full Council, and any meetings which have been convened at Chair's discretion in addition to those in the programme.

Substitutes

- 1.6 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 - STAFFING COMMITTEE

1 COMMITTEE FORM AND STRUCTURE

Composition

- 1.1 The **Staffing Committee** will comprise nine Councillors in **Political Balance**, one of whom must be a **Cabinet Member**.
- 1.2 **Councillors** and the **Chair** will be appointed by Full Council annually.
- 1.3 When advising the **Council** in relation to the proposed dismissal of a **Statutory Officer**, an Investigatory and Disciplinary Sub-Committee will co-opt two (voting) **Independent Persons** in accordance with the **Local Authorities (Standing Orders) (England) Regulations 2001 (as amended)** to provide independent views. **Full Council** appoints a pool of Independent Persons which can be drawn on for this purpose.

Quorum

- 1.4 The **Staffing Committee Quorum** will be 3 **Councillors**.

Convening Meetings

- 1.5 The **Staffing Committee** is not intended to meet as a whole but to be a pool of members available to convene one of the following **Sub-Committees** as required:
- Appointments Sub-Committee
 - Investigatory and Disciplinary Sub-Committee
 - Appeals Sub-Committee

2 SUB-COMMITTEES OF THE STAFFING COMMITTEE

- 2.1 **Sub-Committees** of the **Staffing Committee** are formed on an ad hoc basis to deal with appointments, disciplinary and appeals matters.
- 2.2 All **Staffing Committee** members will form a pool from which **Councillors** will be drawn based on their availability and the requirements of the particular **Sub-Committee** as and when required.
- 2.3 The **Quorum** of a **Sub-Committee** is three **Councillors** and in the case of an Appointments Sub-Committee must also include the relevant Portfolio Holder.
- 2.4 A **Councillor** that has made a decision as part of an Investigatory and Disciplinary Sub-Committee shall not be permitted to sit on an Appeals Sub-Committee dealing with the same subject matter.

- 2.5 The **Chair** of a **Sub-Committee** will be elected when the Sub-Committee is convened.
- 2.6 Where an Appointments Sub-Committee is convened it will have the following functions with regard to the appointment of **Statutory Officers**:
- To interview shortlisted candidates;
 - In the case of the Head of Paid Service, make recommendations to Full Council on the appointment;
 - In the case of the other **Statutory Officers**, to make decisions on such permanent appointments.
 - Undertake an annual appraisal of the performance of the Head of Paid Service.
- 2.7 Where an Investigatory and Disciplinary Sub-Committee is convened it will have the following functions with regard to disciplinary action and/or dismissal of the **Statutory Officers**:
- To appoint an independent investigator and independent advisors, if required.
 - To determine whether or not a **Statutory Officer** should be suspended pending investigation into allegations of misconduct or incapability.
 - To make a recommendation to **Council** to dismiss a **Statutory Officer**.
 - To approve any proposed severance payment to the Head of Paid Service that is no more than £100,000.
- 2.8 Where an Appeals Sub-Committee is convened it will have the following functions with regard to appeals in relation to **Statutory Officers**:
- To hear appeals in relation to any disciplinary and/or dismissal matter in accordance with the procedure in the **Officer Employment Rules**.

SECTION D3 - 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
 - 28 Day Telecommunications Development Notifications

- Notifications of intention to operate a campsite under class BC Part 4 GPDO
- Notification of a change of use of an agricultural building to a flexible commercial use under Class R, Part 3 of the GPDO.

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 seven **Councillors**.

Convening Meetings

- 1.7 The Chief Executive is responsible for convening all Committee meetings in accordance with the programme set by Full Council, and any meetings which have been convened at Chair's discretion in addition to those in the programme.

Substitutes

- 1.8 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 in the opinion of the relevant Strategic Director (or a nominated officer) is unlikely to have any major impacts and to which no material planning objections have been received.
- 2.3 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.

2.4 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 Council

except 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 material planning objections have been received.

2.5 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**.

2.6 The making of orders to revoke or modify planning permissions.

2.7 To consider objections or other representations in relation to making tree preservation orders.

2.8 Serving Building Preservation Notices or Listed Building Repair Notices, except where it is necessary to serve a notice in an emergency.

2.9 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 2.3 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; and

3.1.3 is submitted to the Strategic Director (or his nominated officer) in writing via the online form specifically relating to call-ins of planning application within 28 days of the serving member being sent an email notification

(signed by the Planning & Development Team Manager) of the application.

- 3.2 If a decision is made that the application does not satisfy 3.1.1 and/or 3.1.2 and/or 3.1.3 written reasons shall be given to the ward member who has submitted the call-in by the Strategic Director (or his nominated officer).
- 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 (or his nominated officer) 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 (or nominated officer) in accordance with paragraph 3.1 but has a conflict of interest (provided that where the interest falls under para 2.4, the requirements of 2.4 are engaged) then any other member shall be entitled to notify the relevant Strategic Director (or his nominated officer) in accordance with paragraph 3.1.
- 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 2.4, the requirements of 2.4 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 2.4, the requirements of 2.4 are engaged) then the duty to consider the request for **Call-in** shall pass to the **Planning Portfolio Holder**.
- 3.6 The decision made by the **Chair** or **Deputy Chair** in respect of whether an application subject to the call in procedure set out under paragraph 3 will be determined by the **Planning Committee**, shall be given in writing to the ward member by the Strategic Director (or his nominated officer).
- 3.7 For the purpose of this clause 3 a conflict of interest is where a member has any interest which would prevent them from making a decision in accordance with the **Councillors Code of Conduct**.

SECTION D4 - 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 10 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**.

Convening Meetings

- 1.9 The Chief Executive is responsible for convening all Committee meetings in accordance with the programme set by Full Council, and any meetings which have been convened at Chair's discretion in addition to those in the programme.

Substitutes

- 1.10 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 D5 - 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
Zero Carbon Roadmap	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 six **Councillors**.

Convening Meetings

- 1.12 The Chief Executive is responsible for convening all Committee meetings in accordance with the programme set by Full Council, and any meetings which have been convened at Chair's discretion in addition to those in the programme.

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 D6 - 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** comprises up to 12 Members
- (a) 9 Voting Councillors in accordance with **Political Balance**
 - (b) 2 Independent Co-opted Members
 - (c) An **Independent Chair**
- 1.5 Members of the **Committee** should not be members of **Cabinet** or **Scrutiny**.
- 1.6 The Chair of the Committee will be appointed by **Full Council** at its Annual General Meeting. The **Independent Chair** will oversee the meeting and provide appropriate technical expertise but will not be entitled to vote at meetings.
- 1.7 The 2 **Independent Members** may be co-opted to the **Audit and Governance Committee** to provide appropriate technical expertise but will not be entitled to vote at any meetings. It shall be a function of the Audit and Governance Committee to appoint any Independent Member 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 5 **Councillors**.

Convening Meetings

1.11 The Chief Executive is responsible for convening all Committee meetings in accordance with the programme set by Full Council, and any meetings which have been convened at Chair's discretion in addition to those in the programme.

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 **Global Internal Audit Standards in the UK Public Sector** 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 The **Quorum** of the **Sub-Committees** is three **Councillors**.
- 8.17 The **Chair** of each **Sub-Committee** will be a **Councillor**.
- 8.18 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.

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 D7 - 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.

Convening Meetings

- 1.8 The Chief Executive is responsible for convening all Committee meetings in accordance with the programme set by Full Council, and any meetings which have been convened at Chair's discretion in addition to those in the programme.

Substitutes

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

Advisors and Observers

- 1.11 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

- 1.12 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.
- 1.13 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 D8 - INDEPENDENT REMUNERATION PANEL

1 PANEL FORM AND STRUCTURE

Composition

1.1 The **Independent Remuneration Panel** will comprise four **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.

Convening Meetings

1.5 The Chief Executive is responsible for convening all Committee meetings in accordance with the programme set by Full Council, and any meetings which have been convened at Chair's discretion in addition to those in the programme.

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.

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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, 12 MAY 2026



Title of Report	SCHEME OF DELEGATION	
Presented by	Rochelle Tapping Interim Head of Legal and Support Services	
Background Papers	The Council's Constitution Council Report – 19 February 2026 – Review of the Constitution	Public Report: Yes
Financial Implications	There are no financial implications arising from this report.	
	Signed off by the Acting Section 151 Officer: Yes	
Legal Implications	As detailed in the report.	
	Signed off by the Interim 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 2026, and they came into effect on 1 March 2026.
- 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, when changes were last made to the scheme, 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 of the Council.

Policies and other considerations, as appropriate	
Council Priorities:	A well run council. The Scheme of Delegation helps the Council to make robust and effective decisions and deliver corporate priorities.
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	Rochelle Tapping Interim Head of Legal and Support Services rochelle.tapping@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 **Awarding grants to third parties**

- 12.1 To award grants to third parties, provided that the award of the grant would not constitute a **Key Decision** and that any awards are at all times made in accordance with the **Financial Procedure Rules**.

13 **Complaints**

- 13.1 To take action regarding complaints received.

- 13.2 To settle any Ombudsman / Complaint Cases:

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

13.2.2 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**.

- 13.3 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.

14 **Attestation of the Common Seal of the Council**

- 14.1 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.

- 14.2 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**.

- 14.3 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 development and review of Human Resources and employee policies.
 - 1.16.6 The review and approval of the Employee Code of Conduct
 - 1.16.7 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 Freemen	Head of Legal and Support Services (Monitoring Officer)	Strategic Directors
Schedule 12, Para 4 (2) (b) Signature of summonses to Council Meetings	Chief Executive	Head of Legal and Support Services (Monitoring Officer)

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

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

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

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

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NORTH WEST LEICESTERSHIRE DISTRICT COUNCIL

COUNCIL – TUESDAY, 12 MAY 2026



Title of Report	APPOINTMENT OF REPRESENTATIVES ON OUTSIDE BODIES	
Presented by	Rochelle Tapping Interim Head of Legal and Support Services	
Background Papers	None	Public Report: Yes
Financial Implications	There are no financial implications.	
	Signed off by the Acting 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 Interim 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 2026. During the review, it was established that the following outside bodies no longer require representation:
- Cliffe Hill Quarry Liaison Committee
 - Grace Dieu Priory Trust
- 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 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 2026. 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	Rochelle Tapping Interim Head of Legal and Support Services rochelle.tapping@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 2026/27
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	
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)	Infrastructure Portfolio Holder	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
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	
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	

Body	Current Appointments	Nominees for 2026/27
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)	Councillor J Simmons and N Smith	
Redbank Manufacturing Liaison Committee (1 seat)	Councillors S Sheahan	
Safer North West Leicestershire Partnership (1 seat)	Community Services and Climate Change Portfolio Holder and Housing, Property and Customer Services Portfolio Holder (as agreed at November 2025 Council)	Community Services and Climate Change Portfolio Holder and Housing, Property and Customer Services Portfolio Holder
Whitwick Quarry Liaison Committee (3 seats)	Councillors P Moulton, L Windram and M Wyatt	

NORTH WEST LEICESTERSHIRE DISTRICT COUNCIL

COUNCIL – TUESDAY, 12 MAY 2026



Title of Report	SCHEDULE OF MEETINGS 2026 - 2027	
Presented by	Rochelle Tapping Interim Head of Legal and Support Services	
Background Papers	None	Public Report: Yes
Financial Implications	There are no financial implications.	
	Signed off by the Acting 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 Interim 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 2026 – 2027.	

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 2026 - 2027 includes dates for June 2027. 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 Councils within North West Leicestershire.

2.2 Meetings of the main committees have been programmed for the municipal year as follows:

Audit and Governance Committee	6
Cabinet	14
Coalville Special Expenses Working Party	5
Corporate Scrutiny Committee	5 + 1 for budget considerations
Community Scrutiny Committee	5
Council	6
Licensing Committee	4
Local Plan Committee	7
Planning Committee	11

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	Rochelle Tapping Interim Head of Legal and Support Services Rochelle.tapping@nwleicestershire.gov.uk

DRAFT SCHEDULE OF MEETINGS

May 2026 – June 2027

Audit & Governance Committee (6:30pm)

Weds, 10 Jun 2026 (Q4 updates)
Weds, 5 Aug 2026 (Q1 updates)
Weds, 11 Nov 2026 (Q2 Updates)
Weds, 13 Jan 2027 (Statement of Accounts)
Weds, 10 Feb 2027 (Q3 updates)
Weds, 28 Apr 2027 (Annual Audit Report)
Weds, 9 Jun 2027 (Q4 Updates)

Cabinet (5:00pm)

Tues, 19 May 2026
Thu, 11 June 2026 (Local Plan)
Tues, 23 Jun 2026 (*Q4 budget monitoring*)
Tues, 28 Jul 2026 (*Q1 performance monitoring*)
Tues, 25 Aug 2026 (*Q1 budget monitoring*)
Tues, 22 Sep 2026
Tues, 27 Oct 2026 (*Q2 performance monitoring*)
Tues, 24 Nov 2026 (*Q2 budget monitoring*)
Tues, 15 Dec 2026
Tues, 19 Jan 2027
Tues, 2 Feb 2027 (*Budget*)
Tues, 23 Feb 2027 (*Q3 budget/performance monitoring*)
Tues, 23 Mar 2027
Tues, 27 Apr 2027 (*Q4 performance monitoring*)
Thu, 3 Jun 2027 (first Cabinet following election)

Coalville Special Expenses Working Party (6:30pm)

Tues, 2 Jun 2026
Tues, 18 Aug 2026
Tues, 6 Oct 2026
Tues, 1 Dec 2026
Tues, 16 Feb 2027
Tues, 22 Jun 2027

Community Scrutiny Committee (6:30pm)

Thu, 25 Jun 2026
Thu, 10 Sep 2026
Thu, 3 Dec 2026
Thu, 25 Feb 2027
Thu, 22 Apr 2027
Thu, 24 Jun 2027

Corporate Scrutiny Committee (6:30pm)

Thu, 18 Jun 2026 (*Q4 performance monitoring*)
Thu, 20 Aug 2026 (*Q1 performance monitoring*)
Thu, 15 Oct 2026 (*Q1 budget monitoring*)
Thu, 10 Dec 2026 (*Q2 budget/performance monitoring*)
Thu, 21 Jan 2027 (*Draft budget*)
Thu, 18 Mar 2027 (*Q3 budget/performance monitoring*)
Thu, 17 Jun 2027 (*Q4 performance monitoring*)

Council (6:30pm)

Tues, 12 May 2026 (*Annual Council*)
Tues, 16 Jun 2026
Wed, 17 Jun 2026 (Local Plan)
Tues, 15 Sep 2026
Tues, 17 Nov 2026
Thu, 18 Feb 2027 (Budget)
Tues, 25 May 2027 (*Annual Council*)
Tues, 15 Jun 2027

Licensing Committee (6:30pm)

Weds, 24 Jun 2026
Weds, 16 Sep 2026
Weds, 4 Nov 2026
Weds, 24 Feb 2027
Weds, 23 Jun 2027

Local Plan Committee (6:00pm)

Weds, 20 May 2026
Thu, 4 Jun 2026
Weds, 22 Jul 2026
Weds, 23 Sep 2026
Weds, 25 Nov 2026
Weds, 27 Jan 2027
Weds, 17 Mar 2027
Weds, 16 Jun 2027

Planning Committee (6:00pm)

Tues, 9 Jun 2026
Tues, 14 Jul 2026
Tues, 11 Aug 2026
Tues, 8 Sep 2026
Tues, 13 Oct 2026
Tues, 10 Nov 2026
Tues, 8 Dec 2026
Weds, 20 Jan 2027
Tues, 9 Feb 2027
Tues, 9 Mar 2027
Tues, 13 Apr 2027
Tues, 8 Jun 2027

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NORTH WEST LEICESTERSHIRE DISTRICT COUNCIL

COUNCIL – TUESDAY, 12 MAY 2026



Title of Report	LEICESTER AND LEICESTERSHIRE AUTHORITIES STATEMENT OF COMMON GROUND - HOUSING DISTRIBUTION UNDER THE NEW STANDARD METHOD	
Presented by	James Arnold Strategic Director of Place	
Background Papers	National Planning Policy Framework (December 2024) Minutes of Cabinet 24 March 2026 Minutes of Local Plan Committee 18 March 2026 Item 30 Report to Council 6 September 2022 Item 5 Report to Local Plan Committee 25 May 2022 Leicester and Leicestershire Statement of Common Ground (April 2022) Leicester and Leicestershire Housing and Economic Needs Assessment (HENA) (2022)	Public Report: Yes
Financial Implications	The cost of preparing the Statement of Common Ground and its supporting evidence is met by all the Leicester and Leicestershire authorities making agreed contributions.	
Legal Implications	The Local Plan is required to be consistent with the National Planning Policy Framework and other government guidance and requirements. This includes working effectively on cross-boundary strategic matters. The Statement of Common Ground helps to address this requirement.	
	Signed off by the Interim Monitoring Officer: Yes	

Staffing and Corporate Implications	No staffing implications are associated with the specific content of this report. Links with the Council’s Priorities are set out at the end of the report.
	Signed off by the Head of Paid Service: Yes
Purpose of Report	To consider the draft Leicester and Leicestershire Statement of Common Ground for strategic warehousing (January 2026) at Appendix A to this report.
Recommendations	<p>THAT COUNCIL:</p> <p>AGREES THE LEICESTER AND LEICESTERSHIRE AUTHORITIES STATEMENT OF COMMON GROUND - HOUSING DISTRIBUTION UNDER THE NEW STANDARD METHOD (DECEMBER 2025), INCLUDED AT APPENDIX A OF THIS REPORT.</p>

1.0 BACKGROUND

- 1.1 A Statement of Common Ground (SoCG) is a formal, written agreement between local planning authorities dealing with cross-boundary strategic matters. Having a SoCG in place helps to ensure effective, transparent cooperation, identifying agreed facts and any outstanding issues. Such statements can be an important way to demonstrate effective joint-working (NPPF paragraph 36c).
- 1.2 This report is concerned with the *Leicester & Leicestershire Authorities - Statement of Common Ground relating to Housing Distribution following NPPF and new Standard Method published December 2024* (December 2025). The SoCG is underpinned by a *Housing Distribution Update Paper* (HDPU), prepared by the Leicester and Leicestershire authorities. The SoCG is at **Appendix A** of this report and the HDPU is at **Appendix B**.
- 1.3 The SoCG was presented to the 18 March 2026 meeting of the Local Plan Committee. The Local Plan Committee covering report, which explains the purpose, background and implications of the SoCG and the HDUP is at **Appendix C**. The Local Plan Committee report provides Council with the information it needs to consider the issue of housing distribution. The minutes of the 18 March meeting are linked in the background papers section at the start of this report.
- 1.4 The SoCG was then presented to Cabinet on 24 March 2026 which noted the report. For completeness, the minutes from the meeting are also linked in the background papers section above.
- 1.5 The full list of appendices is as follows:
- **Appendix A** - Leicester & Leicestershire Authorities - Statement of Common Ground relating to Housing Distribution following NPPF and new Standard Method published December 2024 (December 2025)
 - **Appendix B** - Updated Housing Distribution Paper (November 2025)
 - **Appendix C** – Local Plan Committee Report, 18 March 2026

2.0 NEXT STEPS

- 2.1 Should the Council agree to signing the Statement of Common Ground, the new Local Plan will be progressed using a housing requirement of 690 dwellings per annum for North West Leicestershire.
- 2.2 Subject to the housing figures being agreed by the Leicester and Leicestershire councils, they will be tested through the examinations of the North West Leicestershire, Blaby, Hinckley and Bosworth and Oadby and Wigston Local Plans.

Policies and other considerations, as appropriate	
Council Priorities:	<ul style="list-style-type: none"> - Planning and regeneration - Communities and housing
Policy Considerations:	The Local Plan is required to be consistent with the National Planning Policy Framework and other government guidance and requirements. This includes effecting and on-going joint working between strategic policy-making authorities to help determine whether developments needs that cannot be met wholly within a particular plan area could be met elsewhere.
Safeguarding:	None discernible.
Equalities/Diversity:	An Equalities Impact Assessment of the new Local Plan will be undertaken to accompany the Regulation 19 version of the plan.
Customer Impact:	No issues identified.
Economic and Social Impact:	The Statement of Common Ground results in an increased housing requirement for North West Leicestershire which seeks to build more homes in alignment with the provision of jobs in the district.
Environment, Climate Change and zero carbon:	The Statement of Common Ground results in a minor increase to the number of homes planned for to date. It is anticipated that this additional requirement can be met on small scale windfall sites, within the Limits to Development.
Consultation/Community Engagement:	Further consultation on the Local Plan, including its approach to strategic warehousing outline in this report, will be undertaken at Regulation 19 stage.
Risks:	A risk assessment for the new Local Plan has been prepared and is kept up to date. As far as possible control measures have been put in place to minimise risks, including regular risk review.
Officer Contact	Joanne Althorpe Principal Planning Policy Officer joanne.althorpe@nwleicestershire.gov.uk

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**Leicester & Leicestershire Authorities - Statement of Common Ground relating to Housing
Distribution following NPPF and new Standard Method published December 2024
(December 2025)**

1.0 The Leicester and Leicestershire HMA and FEMA

1.1 The Leicester and Leicestershire Housing Market Area (HMA) and Functional Economic Market Area (FEMA) covers the administrative areas of eight local planning authorities and two transport authorities. The eight local planning authorities responsible for plan making are:

- Blaby District Council
- Charnwood Borough Council
- Harborough District Council
- Hinckley & Bosworth Borough Council
- Leicester City Council (Unitary)
- Melton Borough Council
- North West Leicestershire District Council
- Oadby & Wigston Borough Council

1.2 The two upper tier authorities in Leicester and Leicestershire (L&L), with statutory responsibilities for transportation, education, social care, flooding, minerals & waste planning and public health are:

- Leicester City Council (Unitary)
- Leicestershire County Council

1.3 This Statement has been prepared jointly by the eight plan making authorities and Leicestershire County Council as an additional signatory given their statutory responsibilities, hereafter referred to as “the authorities”. The Map in Appendix 1 shows the location and administrative areas covered by this statement. The Leicester & Leicestershire Housing & Economic Needs Assessment (June 2022), to which the Updated Housing Distribution Paper (November 2025) relates, identifies this area as the Leicester & Leicestershire HMA and FEMA.

2.0 Background and Context

2.1 In December 2024 the new Standard Method was published alongside a new National Planning Policy Framework (NPPF, 12 December 2024). This changed the overall scale of housing to be provided for in the L&L Housing Market Area (HMA) by a relatively small amount, however, the distribution across the L&L HMA significantly changed due to the deletion of the 35% urban uplift. The effect of this was to significantly reduce Local Housing Need (LHN) in Leicester City, whilst the LHN in most other Districts and Boroughs significantly increased.

2.2 Following the publication of the new NPPF, the authorities prepared the “Duty to Co-operate Statement – Transitional arrangements in respect of unmet need” (February 2025). This confirms and clearly sets out how all partners are progressing local plans, and in particular how to deal with the matter of unmet need in the absence of specific

reference to this issue in the Transitional arrangements¹. This Duty to Cooperate Statement (DtC Statement February 2025) is available at Appendix 2.

- 2.3 The L&L Housing & Economic Needs Assessment June 2022 (HENA 2022) was based on the assessment of local housing need using the Standard Method in March 2022. This showed a need for 5,713 dpa across the HMA. The HENA 2022 Housing Distribution Paper set out an agreed methodology for apportioning Leicester City's unmet housing need (at the time of 18,700 homes) and 23ha of employment need (2020 to 2036). Following publication of the new Standard Method and the reduction in Leicester City's LHN, the scale of unmet housing need was significantly reduced. It was therefore necessary to revisit the HENA's Housing Distribution Paper to inform the Local Plans which are utilising the new Standard Method and will be submitted by the December 2026 deadline, together with future Local Plan reviews within the HMA.
- 2.4 The authorities agreed to commission an update to the HENA 2022 Housing Distribution Paper to inform the apportionment of unmet need under the new Standard Method (December 2024).

3.0 Purpose

- 3.1 In accordance with paragraph 25 of the NPPF (2024), the key strategic matters addressed in this statement are: Duty to Cooperate and joint working; L&L housing needs to 2046 under the new Standard Method (December 2024); unmet need to 2046; and apportionment of unmet need to 2046. This statement has been prepared in accordance with paragraph 28 of the NPPF (2024) and will support the submission of four local plans in Leicestershire directly affected by these matters – Blaby District Council, Hinckley & Bosworth Borough Council, North West Leicestershire District Council and Oadby & Wigston Borough Council – by the 31 December 2026 deadline. These four local plans are referred to as Tranche 3 Local Plans in the DtC Statement (February 2025) and hereafter in this statement. This statement will be reconfirmed and updated for subsequent authorities' local plans.

4.0 Key Strategic Matters on which the Authorities agree

Duty to Cooperate and Joint Working

- 4.1 The authorities agree there is a long track record of effective joint working on cross-boundary strategic matters across L&L and that these include the key strategic matters identified in this statement. The authorities have continuously engaged with each other on the strategic matters set out in this statement and throughout the preparation of Local Plans across the area. This is most clearly evidenced by:
- The continued function of the L&L Members Advisory Group and Strategic Planning Group
 - The joint preparation of evidence, including the update to the 2022 Housing and Economic Needs Assessment (2025), L&L Strategic Distribution Floorspace Needs Update and Apportionment (2025), South Leicestershire Joint Transport Evidence

¹ As set out in Annex 1 of the December 2024 NPPF.

(2025), Strategic Growth Options and Constraints Mapping Study (2023), and Strategic Transport Assessment Stage 1 (2023).

- The adoption of a non-statutory Strategic Growth Plan 2018
- The L&L Authorities - Statement of Common Ground relating to Housing and Employment Land Needs (June 2022) (Appendix 3)²
- The agreement of Joint Statements of Cooperation in 2017, 2018, 2020 and 2021 (available on the [Strategic Growth Plan website](#))

4.2 More information and details of engagement will be set out in individual authority's Duty to Cooperate/Maintaining Effective Cooperation Statements that accompany local plans. Authorities will continue to engage on an ongoing basis.

L&L Housing Needs to 2046 under the new Standard Method (Dec 2024)

4.3 The authorities agree that local housing need is derived using the standard method and that for the 2024-2046 period is as set out in Table 1 below. This table does not apply for local plans being prepared in accordance with the Transition Arrangements set out in Annex 1 of the NPPF (2024) where the previous standard method calculation applies. Individual local plans may have a shorter plan period than to 2046.

Table 1: Local Housing Need, Standard Method, May 2025

Local Planning Authority	Total Housing Need	
	2024-2046	Houses per year 2024-2046
Blaby District Council	11,858	539
Charnwood Borough Council	21,824	992
Harborough District Council	16,170	735
Hinckley and Bosworth Borough Council	14,586	663
Leicester City Council	34,936	1,588
Melton Borough Council	8,118	369
North West Leicestershire District Council	13,574	617
Oadby and Wigston Borough Council	8,558	389
Leicester and Leicestershire HMA Total	129,624	5,892

4.4 The authorities agree that the NPPF 2023 and L&L Statement of Common Ground relating to Housing and Employment Land Needs (June 2022) apply to local plans that reached examination or Regulation 19 on or before 12 March 2025. This is set out in the DtC Statement (February 2025). For local plans that reached Regulation 19 after 12 March 2025 but before 31 December 2026, the NPPF 2024 (or relevant future iterations)

² Appendices E to J of the June 2022 Statement of Common Ground are available on the Strategic Growth Plan website

and this Statement of Common Ground will apply. These two Statements of Common Ground will co-exist to enable full local plan coverage across L&L.

- 4.5 Leicester City Council will begin a Local Plan Review immediately following the adoption of the Leicester City Local Plan 2020 to 2036. This will be informed by additional evidence in due course that will be used to identify the full housing capacity for that review.

Housing Distribution Update and Unmet Need to 2046

- 4.6 This L&L Statement of Common Ground is supported by evidence from the HENA Updated Housing Distribution Paper (UHDP) produced by Icenl on behalf of the authorities and published on the [Strategic Growth Plan website](#). The update provides a new Housing Distribution Paper to that published to accompany the L&L HENA published in June 2022. The authorities agree that the UHDP sets out the apportionment of Leicester City's unmet housing need in the L&L HMA arising from the use of the new Standard Method up to 2046.
- 4.7 The UHDP recalculates the level of unmet need for Leicester City from 2024 to 2036 to be a total of 2,455 dwellings, based on the new standard method and housing provision figures set out in the Leicester Local Plan. The UHDP also sets out the approach that has been used to identify a housing capacity for the City after 2036. Leicester City has a continuing unmet need for housing; using a proportionate evidence base the UHDP indicates that for the period 2036 – 2046 Leicester City has an estimated unmet need of 8,230 dwellings.
- 4.8 Oadby & Wigston Borough Council has undertaken further evidence to assess the housing capacity and developable and deliverable land within the Borough to accommodate the increase in Local Housing Need from 189 to 389 homes per year. From the evidence available at this time, for the purpose of this Statement of Common Ground, it has been assumed that Oadby & Wigston will just be able to meet its own need from a land supply position but not be able to accept any unmet need from Leicester. Evidence gathering is still being undertaken by the Council in relation to accommodation of the uplifted LHN and when complete, consideration will need to be given to the outcome of this by the HMA authorities.

Housing Requirement Figures for Tranche 3 Local Plans – Apportionment of Unmet Need to 2046

- 4.9 The authorities agree that the apportioned contributions to unmet need established through the UHDP and set out in Table 2 below will be used by those authorities submitting a local plan for examination under the NPPF December 2024 using the current planning system as governed by the Town and Country Planning Act 1990 (as amended).
- 4.10 As circumstances change through the availability of new evidence this will be considered by the authorities and future Statements of Common Ground may be needed. However, to enable proactive, timely local plan-making for the four Tranche 3

Local Plans, the figures in Table 2 below will be used and remain in place for the submission of the four Tranche 3 Local Plans before 31 December 2026. The housing requirement for individual Tranche 3 Local Plans will depend on their plan periods, as the contribution to unmet need is different for the period *to* 2036 and the period *after* 2036.

Table 2: Annualised Apportionment of Unmet Need from 2024 over relevant plan periods

	Revised Standard Method dpa (December 2024)	Proposed Housing Requirement dpa	Contribution to Unmet Need dpa	% Contribution	Plan End Date*
Blaby	539	654	115	25.1	2042
Charnwood	992	1,133	141	30.8	2046
Harborough	735	797	62	13.5	2046
Hinckley & Bosworth	663	711	48	10.5	2045
Melton	369	388	19	4.2	2046
NW Leicestershire	617	690	73	15.9	2042
Oadby & Wigston	389	389	0	0	2042
Leicestershire Total	4,304	4,762	458	100	

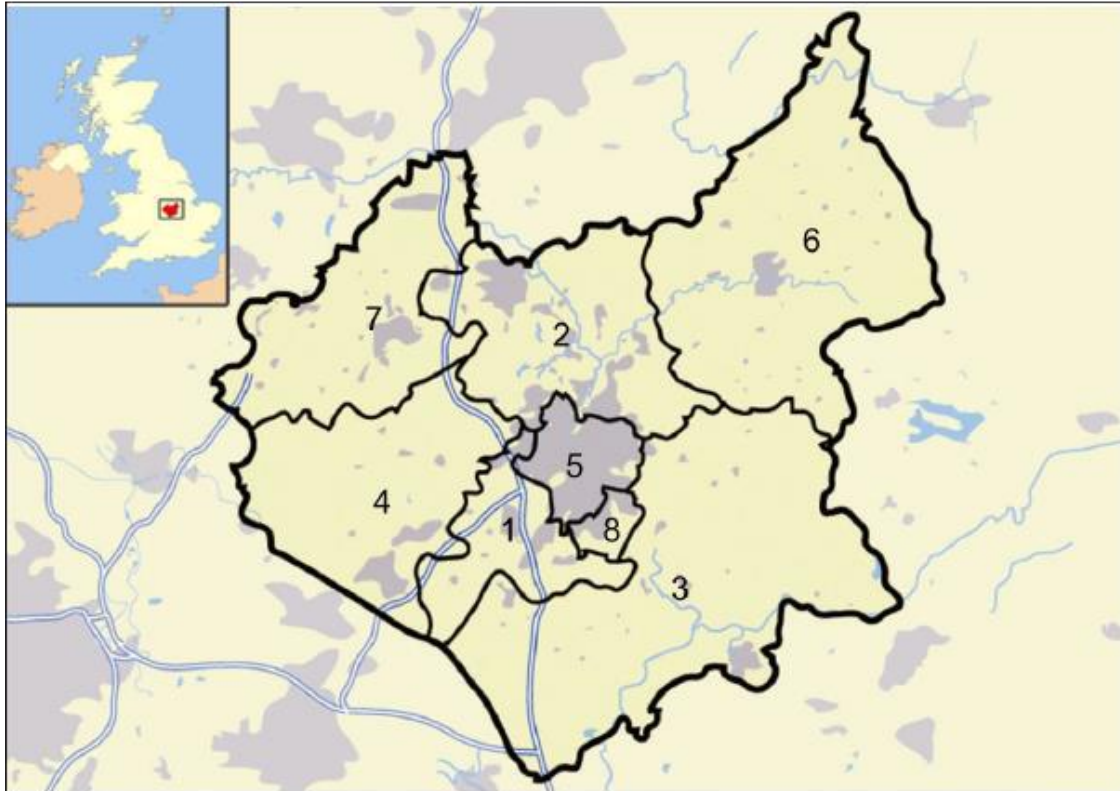
*NB 2046 is used as the default plan end date in the UHDP for non-Tranche 3 local plans.

5.0 Maintaining and Updating this Statement

- 5.1 The authorities acknowledge that this statement is necessary to progress the four Tranche 3 local plans under the current planning system as governed by the Town and Country Planning Act 1990 (as amended).
- 5.2 A new local planning system will be introduced early in 2026 together with the introduction of Spatial Development Strategies, through which local housing needs will be distributed across a geography that is yet to be determined. The formal duty to produce Spatial Development Strategies is expected in Spring 2026 through secondary legislation, following the expected royal assent of the Planning and Infrastructure Bill.
- 5.3 Government is seeking full coverage of up-to-date local plans, and the Tranche 3 local plans are at an advanced stage of preparation. The authorities agree that the figures set out in Table 2 will be tested through each Tranche 3 authority's local plan process.
- 5.4 This statement will be reconfirmed and updated for subsequent authorities' local plans through the joint working of the authorities.

Appendix 1

Map showing administrative areas covered by 2025 Statement of Common Ground relating to Housing Distribution under the new Standard Method



Key to Map

- | | |
|--|---|
| 1. Blaby District Council | 5. Leicester City Council |
| 2. Charnwood Borough Council | 6. Melton Borough Council |
| 3. Harborough District Council | 7. North West Leicestershire District Council |
| 4. Hinckley and Bosworth Borough Council | 8. Oadby and Wigston Borough Council |

Appendix 2

**DUTY TO CO-OPERATE STATEMENT
TRANSITIONAL ARRANGEMENTS IN RESPECT OF UNMET NEED**

- BLABY DISTRICT COUNCIL**
- CHARNWOOD BOROUGH COUNCIL**
- HARBOROUGH DISTRICT COUNCIL**
- HINCKLEY AND BOSWORTH BOROUGH COUNCIL**
- LEICESTER CITY COUNCIL**
- LEICESTERSHIRE COUNTY COUNCIL**
- MELTON BOROUGH COUNCIL**
- NORTH-WEST LEICESTERSHIRE DISTRICT COUNCIL**
- OADBY AND WIGSTON BOROUGH COUNCIL**

1. Purpose

- 1.1 The purpose of this joint statement is to support the progression and adoption of our current and future Local Plans and Spatial Development Strategy (SDS).
- 1.2 To confirm the agreed position of all partner councils on arrangements to deal with existing unmet need and to confirm the agreed way forward through the Dec 2024 NPPF transitional period into the new Planning system.
- 1.3 This statement will be used to provide an updated position to appointed Inspectors for Plans currently being Examined, and for use in preliminary discussions with PINs for emerging Plans.

2. Background

- 2.1 L&L councils have a long standing and exemplary track record in joint planning as evidenced by the preparation and adoption of the [Strategic Growth Plan LCC](#) and the [2022 Publication of Statement of Common Ground relating to Housing and Employment Land Needs - Strategic Growth Plan LCC | Strategic Growth Plan LCC](#)
- 2.2 L&L councils are keen to maintain momentum on Local Plan making, are committed to supporting plan progression through the changing legislative context and to begin to make preparations for emerging SDS requirements.
- 2.3 This statement confirms how all partners have agreed to progress plans, and in particular how to deal with the matter of unmet need in the absence of specific reference to this issue in the Transitional arrangements as set out in Annex 1 of the December 2024 [National Planning Policy Framework - GOV.UK](#)

3. Current position

- 3.1 The current position in respect of Plan preparation and adoption in the area is set out in Table 1 Plan Tracker below:

Table 1: L&L DtC Plan Tracker					
Tranche	Council	Plan stage/LDS Position	Relevant NPPF/Plan system	Agreed Mechanism to determine Unmet Need to support Plan	Comments
Tranche 1: Already Submitted. Projected adoption 2025	Charnwood Borough Council	Main Examination Hearings completed 2024; to be reconvened early 2025 Adoption Spring/Summer 2025	Dec 2023 NPPF	June 2022 SoCG Examination Document EX43	Reconvened hearing session to consider CIL Viability Assessment report in early 2025
	Leicester City	Main Examination Hearings completed November 2024 Modifications Consultation planned Spring 2025 Adoption Summer 2025	Dec 2023 NPPF	June 2022 SoCG Examination Document SCG/1	Commitment to Immediate Review on adoption of Plan
Tranche 2: Submission anticipated 2025. Projected Adoption 2026	Melton	Partial Review Reg 19 Consultation to be concluded by February 2025	Dec 2023 NPPF (Transition Period Under para 234 of 2024 NPPF)	June 2022 SoCG	
	Harborough	Reg 19 Consultation March 2025	Dec 2023 NPPF (Transition Period Under para 234 of 2024 NPPF)	June 2022 SoCG	

Tranche	Council	Plan stage/LDS Position	Relevant NPPF/Plan system	Agreed Mechanism to determine Unmet Need to support Plan	Comments
Tranche 3: Submission anticipated 2026, Projected Adoption 2027/28+	Blaby	Reg 19 Consultation: July 2025	December 2024 NPPF (post transition)	Future SoCG to replace 2022 SoCG based upon new Standard methodology and L&L HENA/capacity evidence	Provisions of 2022 SoCG remain valid until replaced by new SoCG
	Hinckley & Bosworth	Reg 19 Consultation: to be confirmed	December 2024 NPPF (post transition)	Future SoCG to replace 2022 SoCG based upon new Standard methodology and L&L HENA/capacity evidence	Provisions of 2022 SoCG remain valid until replaced by new SoCG
	North- West Leicestershire	Reg 19 Consultation to be confirmed	December 2024 NPPF (post transition)	Future SoCG to replace 2022 SoCG based upon new Standard methodology and L&L HENA/capacity evidence	Provisions of 2022 SoCG remain valid until replaced by new SoCG
	Oadby & Wigston	Consultation on Regulation 19 Plan concluded February 2025	January/February 2025 Reg 19 consultation carried out under Nov 2023 NPPF. Call for Sites and new capacity assessment work to be undertaken during 2025 to inform new Plan/further Reg 19 under December 2024 NPPF (post transition)	2025 Reg 19 carried out under 2023 NPPF; complies with 2022 SoCG commitments which remain valid until replaced with future SoCG based upon new Standard methodology and HENA/L&L capacity evidence	Provisions of 2022 SoCG remain valid until replaced by new SoCG/new Plan

Tranche	Council	Plan stage/LDS Position	Relevant NPPF/Plan system	Agreed Mechanism to determine Unmet Need to support Plan	Comments
Tranche 4: Future Plans	New Spatial Development Strategy (SDS)	2025 1) Geography Scoping 2) Initial evidence gathering	New Planning system TBC	Strategic Plan will supersede SoCG approach and confirm Strategic Housing distribution	Potential Funding/Pilot Bid to MHCLG?
	Plans delayed or deferred due to LGR/Devolution	Not currently anticipated	New LURA/ P&Inf Bill/Devolution Bill Planning system TBC	In line with future SDS	
	Plans failed to be found sound from Tranches 1-3	Not currently anticipated	New LURA/ P&Inf Bill/Devolution Bill Planning system TBC	In line with future SDS	

4. Agreed Position

- 4.1 The partners **agree** that for Local Plans progressing and adopted under the 2023 NPPF (Tranche 1 of Table 1 above) and those under the transitional arrangements as set out in Para 234 of Annex 1 of the 2024 NPPF (Tranche 2 of Table 1 above), the scale and distribution provisions for unmet need as set out in the 2022 Statement of Common Ground remain valid and in force.
- 4.2 The partners **agree** that progression of Local plans beyond the Transitional arrangements of the December 2024 NPPF will need to be informed by updated needs and capacity assessments relevant to those plans and the partners commit to working together to accommodate the area's needs once those results are known.

**Leicester & Leicestershire Authorities - Statement of Common Ground
relating to Housing and Employment Land Needs (June 2022)**

1.0 The Leicester and Leicestershire HMA and FEMA

1.1 The Leicester and Leicestershire Housing Market Area (HMA) and Functional Economic Area (FEMA) covers the administrative areas of eight local planning authorities and two transport authorities. The eight local planning authorities responsible for plan making are:

- Blaby District Council
- Charnwood Borough Council
- Harborough District Council
- Hinckley & Bosworth Borough Council
- Leicester City Council (Unitary)
- Melton Borough Council
- North West Leicestershire District Council
- Oadby & Wigston Borough Council

1.2 The two upper tier authorities in Leicester and Leicestershire (L&L), with statutory responsibilities for transportation, education, social care, flooding, minerals & waste planning and public health are:

- Leicester City Council (Unitary)
- Leicestershire County Council

1.3 This Statement has been prepared jointly by the eight plan making authorities and Leicestershire County Council as an additional signatory given their statutory responsibilities, hereafter referred to as “the authorities”. The Map in Appendix D shows the location and administrative areas covered by this statement. The Housing & Economic Needs Assessment 2022 (HENA) identifies this area as the Leicester & Leicestershire HMA and FEMA.

2.0 Purpose

2.1 The key strategic matters addressed in this statement are; Duty to Cooperate; L&L Housing and Employment Needs to 2036; Unmet Need to 2036; and the Apportionment of unmet need to 2036. This statement will be reconfirmed and updated as necessary for subsequent authorities’ Local Plans.

3.0 Key Strategic Matters on which Authorities Agree

Duty to Cooperate

3.1 The authorities agree there is a long track record of effective joint working on strategic matters across L&L. The authorities have continuously engaged with each other on the strategic matters set out in this statement and throughout the preparation of Local Plans across the area. This is most clearly evidenced through:

- The establishment of the Leicester & Leicestershire Members Advisory Group
- The joint preparation of evidence, including the Housing & Economic Needs Assessment (2022), Strategic Growth Options & Constraints Study (2022), and Strategic Transport Assessment (2022).

- The adoption of a non-statutory [Strategic Growth Plan 2018](#) which includes ‘notional’ housing figures.
- The preparation of a Joint Sustainability Appraisal to consider reasonable alternatives for apportionment of Leicester’s unmet need to 2036.
- The agreement of Joint Statements of Cooperation in 2017, 2018, 2020 and 2021 (Appendix E, F, G and H)

3.2 More information and details of engagement will be set out in individual authorities Duty to Cooperate Statements that accompany Local Plans. Authorities will continue to engage on an ongoing basis.

The June 2021 Statement of Common Ground (Appendix H)

3.3 The June 2021 Statement (Appendix H) was agreed by all authorities and included the following:

“The authorities agree to carry out the following programme of work to inform the apportionment of unmet need from Leicester to the L&L Districts/Boroughs:

- *Housing and Economic Needs Assessment*
- *Strategic Growth Options and Constraints Mapping*
- *Strategic Transport Assessment*
- *Sustainability Appraisal*

This work will be commissioned in Spring 2021 and used to inform a Statement of Common Ground apportioning unmet need which is anticipated to be completed in Winter 2021/2022.”

3.4 The Housing & Economic Needs Assessment (HENA) and the Sustainability Appraisal are now complete. These are the key pieces of evidence informing this Statement of Common Ground apportioning Leicester’s unmet need to 2036.

3.5 The Strategic Transport Assessment and the Strategic Growth Options & Constraints Mapping take a longer-term perspective that will inform the next steps for the [Strategic Growth Plan](#) to 2050 and will form part of the strategic evidence for Local Plans. This work will be completed later this year.

L&L Housing Need to 2036

3.6 The authorities agree the appropriate way to calculate local housing need is using the current standard method set out in government guidance which currently uses the 2014 based household projections. The authorities agree that local housing need (2020 - 2036) is as follows:

Table 1: Local Housing Need

Local Planning Authority	Total Housing Need 2020 – 2036	Houses per year 2020 - 2036
Blaby District Council	5,456	341
Charnwood Borough Council	17,776*	1,111*
Harborough District Council	8,544	534
Hinckley and Bosworth Borough Council	7,552	472
Leicester City Council	39,424	2,464
Melton Borough Council	3,696	231
North West Leicestershire District Council	5,952	372
Oadby and Wigston Borough Council	3,008	188
Leicester and Leicestershire HMA Total	91,408	5,713

* In accordance with government guidance Charnwood's Local Housing Need is set using the data from 2021 (including household growth for the 2021-31 and 2020 affordability ratio) as it submitted its Local Plan for Examination in December 2021.

- 3.7 The Government's current standard method for calculating housing need suggests L&L need to provide 91,408 homes (5,713 per year 2020 to 2036).
- 3.8 The NPPF requires authorities to have a clear understanding of the land available in their area to meet housing need through the preparation of a strategic housing land availability assessment (SHLAA). In L&L, the SHLAAs have been prepared using an agreed methodology across the HMA as a whole.
- 3.9 Appendix A and B to this Statement have been prepared using the outputs of the standard method for calculating housing need and SHLAAs. It provides a summary of the need for new homes, and the theoretical capacity of both the HMA and each local authority.
- 3.10 To 2036 there is a theoretical capacity for some 173,721 homes across the HMA as a whole (Appendix B). When set against the need of 91,408 (2020-36), the authorities agree there is flexibility to meet L&L housing need within the HMA, including unmet need.

L&L Employment Need to 2036

- 3.11 The authorities agree the appropriate way to calculate employment need is using the jointly prepared Housing and Economic Needs Assessment 2022 (HENA) unless an up-to-date local assessment has been undertaken. Based on the HENA and local assessments of employment land need the authorities agree the need is as follows:

Table 2: Employment Land Needs

	Need		Total	Source
	B1	B2/B8 (small)		
Blaby	9.1	29.0	38.1	2021-36 need, HENA 2022
Charnwood	7.5	35.7	43.2	2021-36 need, HENA 2022
Harborough	6.8	39.3	46.1	2021-36 need, HENA 2022
H&B	4.2	53.4	57.6	2021-36 need, HENA 2022
Leicester	46,100 sqm (2.3 ha)	67.3	69.6	2019-36 need, City EDNA 2020
Melton	2	38.1	40.1	2021-36 need, HENA 2022
NWL	8.9	31.8	40.7	2021-36 need, HENA 2022
O&W	1	3.1	4.1	2021-36 need, HENA 2022
L&L Total	41.8	297.7	339.5	

3.12 Table 2 above shows L&L have to provide 340 hectares of employment land to 2036. Appendix C has been prepared using outputs from the HENA and local assessments of employment need, and employment land supply. It provides a summary of the need for new employment land, and the supply of both the FEMA and each local authority. To 2036 there is a supply for some 354 hectares across the FEMA as a whole (Appendix C). When set against the need of 340 (2021-36), the authorities agree there is flexibility to meet L&L Employment Need within the FEMA, including unmet need.

Unmet need to 2036

3.13 The authorities agree that Leicester City Council is the only authority in the HMA to have declared and quantified (with evidence) an unmet need 2020 to 2036. Assisting Leicester to meet its unmet need is therefore a key element of the Duty to Co-operate across the HMA.

3.14 Leicester City Council consulted on a Draft Local Plan (regulation 18) in September to December 2020, with a view to publishing the Submission Version (regulation 19) in 2021. Leicester City declared an unmet housing need in February 2017 (Appendix I) which remained unquantified while further evidence was gathered to support the publication of their Draft Local Plan. During this time several authorities have adopted local plans.

3.15 The L&L authorities were made aware of the potential scale of unmet need in December 2019. Consultation on the Leicester Draft Local Plan (and associated evidence) was delayed due to the COVID-19 Pandemic until September to December 2020.

3.16 Leicester's Draft Local Plan consultation indicates a potential unmet need of 7,742 homes and 23 Hectares of employment land (B2 General Industrial and B8 Small Warehousing Units less than 9,000 sq.m) 2019 to 2036.

3.17 However, immediately after the consultation closed in December 2020 the Government published a new standard method for calculating housing need. The new method increased Leicester's housing need by 35%, adding a further 9,712 homes to their need between 2020 and 2036 (607 homes per year).

- 3.18 Although the supply of homes in Leicester may evolve as their local plan progresses, providing for this amount of additional homes in the City would require more than a doubling of the allocations set out in their recent Draft Local Plan. In this context the City consider that it will not be possible to meet NPPF policy obligations of a sound and deliverable plan, and so in the revised PPG context (Paragraph: 035 Reference ID: 2a-035-20201216) it will be necessary to seek to agree a Statement of Common Ground to deal with the recent increase in housing need.
- 3.19 Leicester's standard method Local Housing Need figure is now 2,464 homes per year generating a need for 39,424 dwellings over the 2020-36 period (see Table 1 above). This includes the 'cities and urban areas uplift' and the 2021 affordability ratios published in March 2022. Appendix A and B, and the June 2021 Statement of Common Ground (Appendix H) was informed by the evidence from the Leicester's Draft Local Plan which sets out the City's capacity to accommodate growth over this period as 20,721 dwellings. An unmet need of 18,700 dwellings is therefore identified based on the evidence at the current time. An unmet need figure of 18,700 dwellings is a reasonable working assumption for the City's unmet housing need to 2036.
- 3.20 The authorities acknowledge that the quantity of Leicester's unmet need may change as the Local Plan progresses (e.g. as evidence on land supply is developed further or the need for homes changes (see section 4.0 below)). The authorities therefore agree a working assumption of Leicester's unmet need of 18,700 homes and 23 Hectares of employment land (2020 – 2036). These figures are subject to testing through the Leicester Local Plan.

Apportionment of Leicester's Unmet Need (2020 – 2036)

- 3.21 The authorities agree the L&L Statement of Common Ground Sustainability Appraisal (2022), the Housing & Economic Needs Assessment (2022) and the associated Housing and Employment Distribution Papers provide the latest cooperatively produced evidence to inform the apportionment of Leicester's unmet needs.
- 3.22 This work is based on the agreed working assumption of an unmet need from Leicester of 18,700 homes. The work considers housing provision across the HMA as a whole having regard to a range of factors including, the functional relationship of each District/Borough with Leicester City, the balance of jobs and homes in each district/borough, and deliverability of the distribution of development. When all of these factors are brought together, they address the unmet need and result in a redistributed housing provision that differs from the standard method starting point. This evidence has informed the following apportionment:

Table 3: Apportionment of Leicester City’s Unmet Local Housing Need 2020 to 2036

Local Planning Authority	Average Annual unmet housing need contribution 2020 to 2036 (dwellings)*
Blaby District Council	346
Charnwood Borough Council	78
Harborough District Council	123
Hinckley and Bosworth Borough Council	187
Melton Borough Council	69
North West Leicestershire District Council	314
Oadby and Wigston Borough Council	52
Total	1,169

*Note: the figures are presented as annual averages 2020-36. This does not imply that an authority’s unmet need apportionment must be phased evenly over this period. It will be for each Local Plan to determine appropriate phasing.

- 3.23 The authorities agree that the figures in the Table 3 above represent the agreed apportionment by District/Borough (apart from Hinckley & Bosworth – see Matters Not Agreed in Section 4 below), of the unmet housing need for Leicester, in order to meet the overall objectively assessed need for additional housing within the Leicester and Leicestershire Housing Market Area to 2036. These figures are subject to testing through each individual Local Planning Authority’s plan making.
- 3.24 Based on the agreed working assumption of an unmet need from Leicester of 23 hectares of employment land (B2 - General Industrial and B8 - Small Warehousing units less than 9,000sq.m), the joint evidence has informed the following apportionment:

Table 4: Apportionment of Leicester City’s Unmet Employment Need 2020 to 2036

Local Planning Authority	Apportionment (Hectares)
Blaby District Council	0
Charnwood Borough Council	23
Harborough District Council	0
Hinckley and Bosworth Borough Council	0
Melton Borough Council	0
North West Leicestershire District Council	0
Oadby and Wigston Borough Council	0
Total	23

3.25 The authorities agree that the figures in the Table 4 above represent the agreed apportionment by District/Borough, of the unmet employment need for Leicester, in order to meet the overall objectively assessed need for employment land within the Leicester and Leicestershire FEMA to 2036. These figures are subject to testing through each individual Local Planning Authority's plan making.

4.0 Key Strategic Matters on which Authorities Do Not Agree

4.1 Hinckley & Bosworth Borough Council (HBBC) do not agree to the step in the HENA Housing Distribution Paper (2022) methodology from paragraph 6.21 to 6.24 and the subsequent table 6.9 which apportions 187 dwellings per year of Leicester's unmet housing need. HBBC note the capping of the redistribution of Charnwood's numbers to 1189 and believe that the accommodation of the resulting 187 dpa shortfall should be tested as part of each LPAs Local Plan process, including the current Charnwood Local Plan. HBBC consider that an apportionment of 102 dwellings per year (85 dwellings per year lower than the apportionment in Table 3) to be an initial justified apportionment of Leicester's unmet need for HBBC to test through their Local Plan work and through further strategic work. HBBC disagrees with the methodology from para 6.21 to 6.24 and the subsequent table 6.9 as it is not suitably justified and does not follow the evidence. The use of stock growth is not a measure of deliverability. It does not consider housing need, does not reflect market demand or the deliverability of developing housing in a particular area. The capping of redistribution based on 1.4% stock growth levels is considered to be arbitrary and is not supported by the evidence. Para 6.24 seeks to justify the uplift for HBBC by referencing job opportunities but this has already been considered earlier in the methodology.

4.2 HBBC is of the view that the June 2021 SoCG was clear that the apportionment of unmet need would be informed by 4 pieces of work. Only two of these pieces have been completed, the HENA and the SA. Therefore, as reflected in this Statement, the apportionment is a starting point for testing and may be amended based on the completion of the Strategic Growth Options and Constraints mapping work and the Strategic Transport Assessment and the subsequently updated Sustainability Appraisal and the outcome of any local plan 'testing'.

4.3 The other authorities do not agree with HBBC and consider the apportionment of 187 dwellings per year in Table 3 is justified by the evidence.

5.0 Maintaining and Updating this Statement

5.1 The authorities acknowledge the Government intend to reform the planning system and have previously consulted on potential future changes, including the Planning for the Future - White Paper (August 2020). The Levelling Up and Regeneration Bill, introduced to Parliament on 11th May 2022, proposes a number of reforms to the planning system, including potentially repealing the 'duty to cooperate' contained in existing legislation.

5.2 At present these reforms do not impact housing need or emerging Local Plans as they are proposals (rather than legislation) and could be subject to significant change before achieving Royal Assent and becoming law.

5.3 Government advice is that authorities should get up-to-date Local Plans in place (Appendix J) and some authorities in L&L are at an advanced stage of plan preparation.

- 5.4 The authorities agree the Duty to Cooperate is an ongoing process, and should the amount of unmet need change significantly, the apportionment of unmet need will be jointly reviewed to assess whether it needs updating. The process for updating and maintaining this statement will be managed through ongoing joint work between the authorities.
- 5.5 The above apportionment (Table 3 and 4 above) is intended to be implemented through individual local plans. These figures will therefore need to be tested through each authority's Local Plan process. The authorities agree that if an authority's local plan process identifies that it is not able to provide for their own objectively assessed needs as well as any unmet need apportioned in this statement (as set out in paragraph 11b of the NPPF), the apportionment of unmet need will need to be jointly reviewed and updated as necessary. The process used for this review will be proportionate to the scale of the issue and should not cause undue delay to the preparation of Local Plans.

Appendix A - Leicester and Leicestershire Housing Land Supply, 2020 to 2031

The table below compares housing land supply to local housing need based on the Governments Standard Method.

	A	B	C	D	E	F	G	H
Authority	Local Housing Need 2020 - 2031	Commitments¹ projected for delivery 2020 to 2031	Allocations in an adopted Plan²	Emerging allocations in a draft plan²	Allowance for small site or windfall development to 2031	Total Projected Delivery to 2031 (B+C+D+E)	SHLAA Capacity to 2031³	Total Theoretical Capacity to 2031 (F+G)
Blaby	3,751	4,467	758		240	5,465	5,408	10,873
Charnwood	12,221	7,080	1,385	7,894	640	16,999	10,529	27,528
Harborough	5,874	3,693	4,332		864	8,889	5,873	14,762
Hinckley & Bosworth	5,192	2,692	557		584	3,833	15,902	19,735
Leicester City	27,104	9,047		6,602	1,650	17,299	0	17,299
Melton	2,541	2,704	3,145		189	6,038	1,108	7,146
NW Leics	4,092	5,862	790		320	6,972	3,821	10,793
Oadby & Wigston	2,068	1,010	1,203		189	2,402	0	2,402
HMA total	62,843	36,555	12,173	14,496	4,676	67,897	42,041	109,938

¹ Includes sites under construction; with planning permission (including sites with a resolution to grant), as at 31/03/2020

² projected delivery up to 31/03/2031; includes allocated sites from local and neighbourhood plans

³ To avoid duplication SHLAA sites that have planning permission or are allocated in an adopted or emerging plan have been removed from this figure

Appendix B - Leicester and Leicestershire Housing Land Supply, 2020 to 2036

The table below compares housing land supply to local housing need based on the Governments Standard Method.

	A	B	C	D	E	F	G	H
Authority	Local Housing Need 2020 - 2036	Commitments¹ projected for delivery 2020 to 2036	Allocations in an adopted Plan²	Emerging allocations in a draft plan²	Allowance for small site or windfall development to 2036	Total Projected Delivery to 2036 (B+C+D+E)	SHLAA Capacity to 2036³	Total Theoretical Capacity to 2036 (F+G)
Blaby	5,456	4,918	984		440	6,342	18,956	25,298
Charnwood	17,776	8,820	1,990	9,024	1,040	20,874	19,938	40,812
Harborough	8,544	3,693	5,679		864	10,236	9,819	20,055
Hinckley & Bosworth	7,552	2,992	1,497		949	5,438	23,130	28,568
Leicester City	39,424	9,865		8,456	2,400	20,721	0	20,721
Melton	3,696	2,704	3,891		334	6,929	3,635	10,564
NW Leics	5,952	7,013	1,427		520	8,960	13,281	22,241
Oadby & Wigston	3,008	1,010	1,203		189	2,402	3,060	2,402
HMA total	91,408	41,015	16,671	17,480	6,736	81,902	91,819	173,721

¹ Includes sites under construction; with planning permission (including sites with a resolution to grant), as at 31/03/2020

² projected delivery up to 31/03/2036; includes allocated sites from local and neighbourhood plans

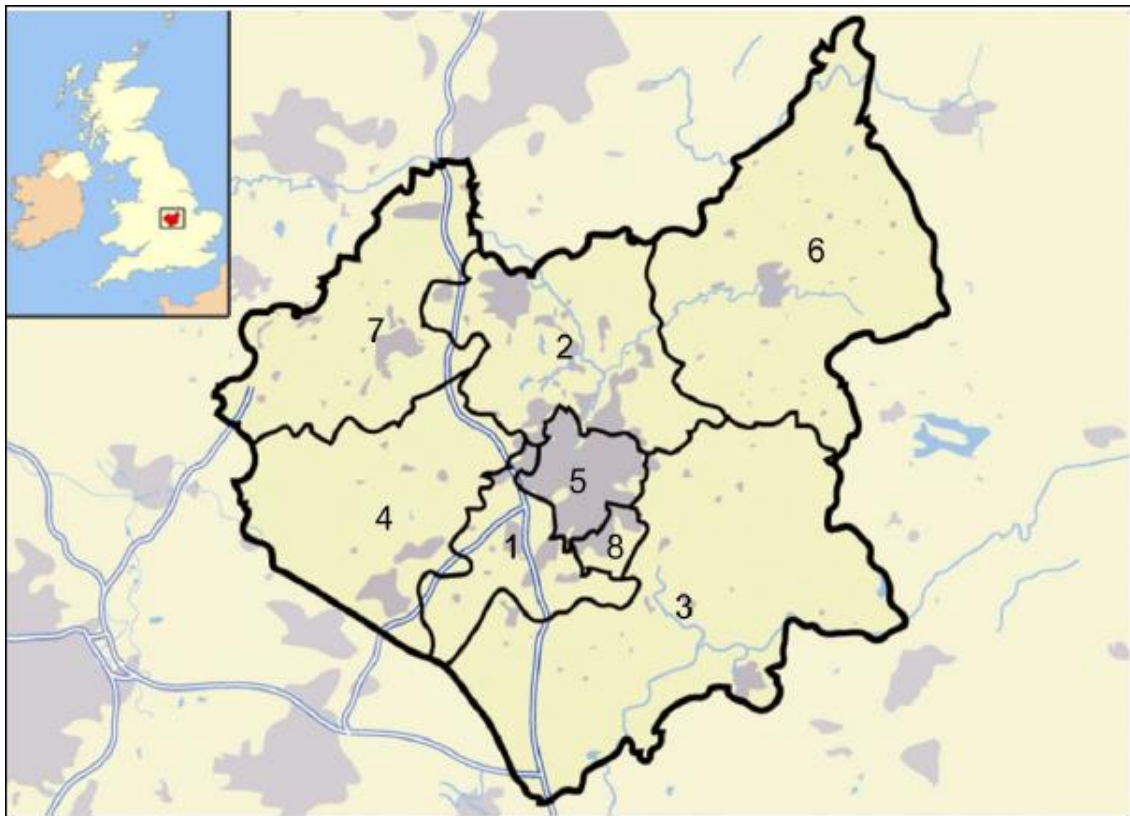
³ To avoid duplication SHLAA sites that have planning permission or are allocated in an adopted or emerging plan have been removed from this figure

Appendix C - Employment Demand and Supply Balance 2021 to 2036 (excluding Strategic Warehousing)

	Need		Supply		Balance		Notes*
	B1	B2/B8 (small)	B1	B2/B8 (small)	B1	B2/B8 (small)	
Blaby	9.1	29.0	10.5	13.3	1.4	-15.7	2021-36 need, HENA '21 . Supply based on permissions pipeline. Mixed permissions divided by use class. Supply at April 2020
Charnwood	7.5	35.7	15.1	66.7	7.6	31.0	2021-36 need, HENA '21. Supply based on Local Plan trajectory Exc. Loughborough Science and Enterprise Park.
Harborough	6.8	39.3	18.0	41.7	11.2	2.4	2021-36 need, HENA '21 . Supply based on net permissions pipeline at April 2020
H&B	4.2	53.4	4.2	38.9	0.0	-14.5	2021-36 need, HENA '21. Supply based on Local Plan Reg19 Feb '22
Leicester	46,100 sqm (2.3 ha)	67.3	43,000 sqm (2.1 ha)	44.0	-3,100 sqm (-0.2 ha)	-23.3	2019-36 need / office supply, City EDNA '20 (sqm, converted to ha at 2.0 ratio) Industrial supply based on Local Plan Reg19 Feb '22.
Melton	2	38.1	2.6	34.4	0.6	-3.7	2021-36 need, HENA '21 . Supply based on permissions and allocations pipeline. Supply at April 2020
NWL	8.9	31.8	17.1	36.5	8.2	4.7	2021-36 need, HENA '21 . Supply based on permissions and allocations pipeline. Supply at April 2020
O&W	1	3.1	2.8	5.7	1.8	2.6	2021-36 need, HENA '21 . Supply based on permissions and allocations pipeline. Supply at April 2020
L&L Total	41.8	297.7	72.4	281.2	30.6	-16.5	Excludes 50 ha at Loughborough Science and Enterprise Park. Excludes -44,600 sqm offices for Leicester

Source: Various as identified in notes

Appendix D – Location and Administrative Areas



Key to Map Two

- | | |
|--|---|
| 1. Blaby District Council | 5. Leicester City Council |
| 2. Charnwood Borough Council | 6. Melton Borough Council |
| 3. Harborough District Council | 7. North West Leicestershire District Council |
| 4. Hinckley and Bosworth Borough Council | 8. Oadby and Wigston Borough Council |

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NOVEMBER
2025

Updated Housing Distribution Paper

Final Report

Iceni Projects Limited on behalf of Leicester
& Leicestershire Local Authorities

November 2025

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ON BEHALF OF LEICESTER
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Updated Housing Distribution Paper
FINAL REPORT

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1. INTRODUCTION

- 1.1 Icen Projects ('Icen') worked with the local authorities across the Leicester and Leicestershire Housing Market Area ('L&L HMA') in 2021/22 to prepare a Housing Distribution Paper. This was prepared as part of a wider Housing and Economic Needs Assessment ('HENA') to inform the preparation of local plans within the HMA. Its purpose was to provide an interim redistribution of unmet housing needs arising from Leicester to support the agreement of a Statement of Common Ground ('SOCG') and the preparation of local plans.
- 1.2 The 2022 HENA was based on the assessment of local housing need using the standard method in March 2022, at the time of its preparation. This showed a need for 5,713 dpa across the HMA as assessed in the 2022 HENA. The Government has since revised the standard method, through changes to national planning policy and guidance in December 2024. It is therefore necessary to revisit the Housing Distribution Paper to inform the Local Plans which are yet to be submitted within the HMA or are not progressing under transitional arrangements.

2. LOCAL HOUSING NEED

Housing Need in the 2022 HENA

- 2.1 The 2022 HENA assessed housing need using the national policy framework and guidance in place at the time of its preparation – the July 2021 NPPF and associated Planning Practice Guidance. Local housing need was calculated using the standard method which had four steps:
- Step 1: Annual Household Growth – drawn from the 2014-based Household Projections;
 - Step 2: Affordability Uplift – with a 0.25% adjustment applied for every 1% where the median house price to workplace-based earnings ratio was above 4;
 - Step 3: Cap – the affordability uplift was capped where the Step 2 need was more than 40% above that in a recently adopted plan, or 40% above the higher of the household growth or plan figure where the existing local plan was more than 5 years old;
 - Step 4: Cities & Urban Areas Uplift – a further 35% uplift was applied to the figures to Leicester, as one of the top 20 largest cities and urban areas in England.

Revised Standard Method

2.2 In December 2024 the Government revised the Standard Method alongside wider changes to the NPPF. The revised Standard Method is fundamentally different – and uses the current dwelling stock as a baseline (rather than household projections), to provide greater consistency across England; with a higher affordability ratchet then applied. Local housing need is thus now to be calculated using the revised standard method:

- Step 1: Baseline – a baseline figure is calculated as 0.8% of existing housing stock, using the latest stock estimates data published by Government;
- Step 2: Affordability Uplift – with a 0.95% adjustment applied for every 1% which the median house price to workplace-based earnings ratio was above 5. The affordability ratio is taken as the average over the 5 most recent years of data.

2.3 The figures change annually in the Spring, and if affordability ratios remain consistent are likely to increase modestly (as the stock baseline increases). However, the calculations should generally be more stable over time because of the effect of taking a 5-year average of the affordability ratio figures (as this should reduce the scale of potential year-on-year variation in the affordability uplift).

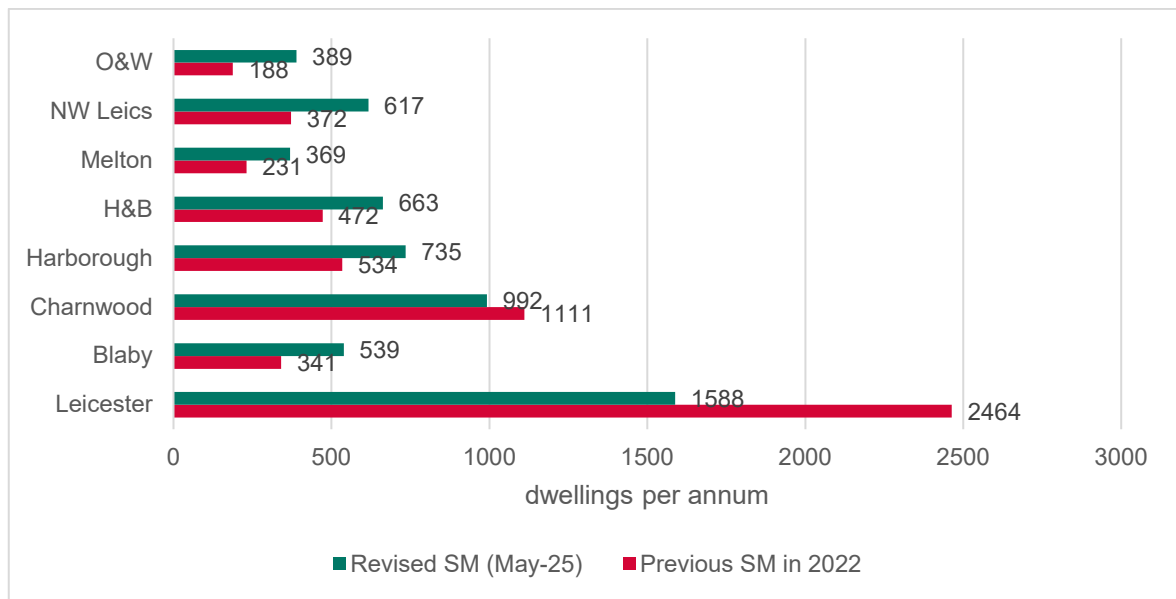
2.4 As the chart below shows, the scale of increase in housing need across the Leicester and Leicestershire HMA with the revised Standard Method is modest – with the revised method and latest data pointing to a scale of need 3% greater than that in the 2022 HENA and associated SOCG.

Table 2.1 Annual Housing Need across Leicester and Leicestershire – Comparison

	Annual housing need - Leicester & Leicestershire (dpa)
Standard Method in SOCG1 (2022 HENA)	5,713
Revised Standard Method (May-25)	5,892
% Increase	3.1%

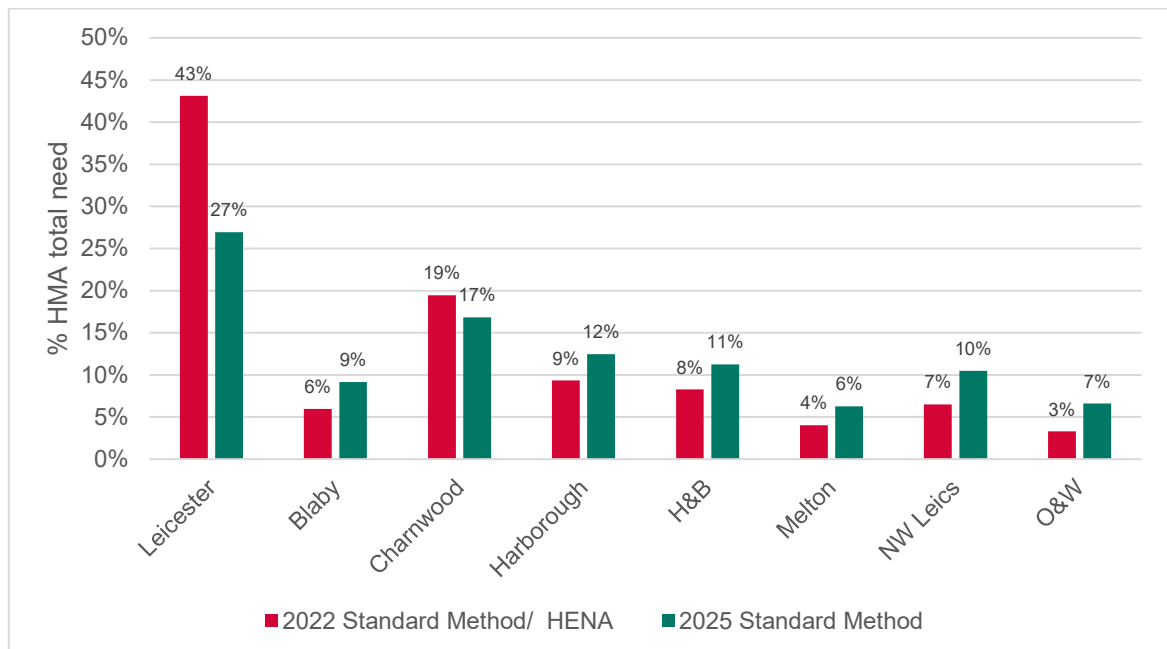
2.5 However the distribution of housing need is fundamentally different, as Figure 2.1 shows. Leicester’s local housing need figure has fallen by 36% and Charnwood’s by 11%; whilst we see increases in all other areas, with the scale of housing need more than doubling in Oadby & Wigston.

Figure 2.1: Distribution of Housing Need across Leicester & Leicestershire



2.6 The chart below shows how the share of the HMA's housing needs has shifted through revisions to the standard method. The revised methodology itself thus shifts housing need away from Leicester¹ and provides a revised starting point for considering housing distribution in this Paper.

Figure 2.2: Share of Overall Housing by LPA



¹ Leicester's LHN figure in 2022 included the 35% cities and urban areas uplift which was a component of the standard method at that time.

3. PLANMAKING PROGRESS AND TIMESCALES

- 3.1 Different L&L local authorities are at different stages in the preparation of Local Plans and indeed are progressing plans against a different national policy backdrop.
- 3.2 Melton Borough has an adopted Local Plan and concluded a Regulation 10a Review in September 2023, against the national policy position and housing need methodology at that time, which concluded that its housing requirement is up-to-date. Melton is progressing a partial update of its Local Plan and undertook a Regulation 19 consultation in early 2025. However the partial update is not amending the housing requirement policy.

Plans progressing under Transitional Arrangements

- 3.3 Charnwood and Leicester City submitted their local plans in December 2021 and September 2023 respectively. The Examination of both plans is ongoing but is progressed under the transitional arrangements provided for in Para 234 in the 2024 NPPF. They are thus being examined against the 2023 NPPF, and associated PPG, and thus for these plans their local housing need is set using the previous Standard Method approach. These plans are projected to be adopted in early 2026.
- 3.4 Harborough consulted on a Regulation 19 version of its Local Plan in Spring 2025. Its draft Plan is similarly covered by the transitional arrangements in Para 234 in the NPPF and its housing policies have been prepared on the basis of the previous standard method. Melton's partial update is also covered by the transitional arrangements in NPPF Para 234 and has been prepared on the basis of the 2023 NPPF. The Regulation 19 consultation took place in January and February 2025. The scope of the partial review does not include the housing requirement which its Regulation 10A Review² concluded remains up-to-date³. In any case the housing requirement within its adopted Plan sets out a stepped trajectory which from 2025 onwards provides for 320 dpa which is more than 80% of the Borough's local housing need calculated using the revised standard method (as per NPPF Footnote 83) as shown in Figure 2.1 herein.
- 3.5 These local plans – in Charnwood, Leicester and Harborough – have been informed by the 2022 HENA and associated 2022 SOCG on housing distribution; whilst the Melton adopted Local Plan created headroom to accommodate unmet needs from Leicester City as addressed in the 2022 SOCG.

² Melton Local Plan Five Year Review, Sept 2023

³ The Melton Local Housing Needs Assessment (July 2024) confirms this conclusion

Plans progressing under 2024 NPPF

- 3.6 Plans which are progressing under the revised (2024) NPPF and using the revised Standard Method are those for Blaby, Hinckley & Bosworth, North West Leicestershire and Oadby & Wigston. Plans in these areas are all expected to be submitted in 2026. They will therefore need to be informed by the revised standard method.

Agreed Position on Unmet Needs

- 3.7 The L&L LPAs (with the exception of Harborough) have agreed through a DtC Position Statement that Local Plans which have been progressed against the 2023 NPPF (or previous versions), and those progressing under the transitional arrangements, should continue to rely on the 2022 Statement of Common Ground on housing distribution, which remains valid and in force. This includes the local plans in Charnwood, Harborough, Leicester, and Melton. However those plans progressing under the 2024 NPPF will need to be informed by updated needs and capacity assessments relevant to those plans and the partners have committed to working together to accommodate the area's needs once those results are known.
- 3.8 This revised Housing Distribution Paper has been prepared to inform, and is of relevance to, those plans which are progressing under the 2024 NPPF; and in due course to the review (at the appropriate future point) of other plans in the HMA. The timings of such future plan reviews may however be affected by proposals for local government reorganisation in Leicester and Leicestershire.
- 3.9 These principles are important, as a 'mix and match approach' would serve to inflate the scale of housing need across the housing market area as a whole, resulting indicatively in a need figure 11% above the current standard method. This arises because the revised standard method results in a different distribution of housing provision within the HMA than the standard method figures at the time of the HENA's preparation.
- 3.10 **This Updated Housing Distribution Paper thus takes as a starting point the revised standard method figure of 5,892 dpa across the Housing Market Area.**

Timescales

- 3.11 The L&L LPAs have agreed that this updated Housing Distribution Paper should use a 2024 base date and look over a period up to 2046. The base date is consistent to the baseline data used in the standard method; whilst the end point reflects the timescales for local plan preparation and the need for plans to look 15 years beyond the point of adoption (NPPF Para 22). The housing requirement figures for individual local authority districts need to consider and take account of the relevant plan period – which for emerging local plans in Blaby and North West Leicestershire runs to 2042 and in

Hinckley & Bosworth to 2045. Conclusions are therefore drawn over different timeframes, reflecting the different plan periods for different LPAs.

4. LEICESTER'S UNMET NEED

- 4.1 A key building block for considering housing distribution is the scale of housing provision which can be accommodated in Leicester City. Icenl has sought to segment the analysis to consider unmet need to 2036, as there is good quality information on residential land supply over this period; and then unmet needs beyond 2036, for which the quality of information available is weaker and hence there is less precision regarding the potential scale of unmet need.

Unmet Need to 2036

- 4.2 Leicester's draft Local Plan covers a plan period to 2036. The Plan is currently at Examination, with a consultation on Main Modifications having been undertaken and the Inspectors' Report awaited. Policy SL01 sets a target minimum requirement of 20,730 dwellings over the plan period from 2020-36.
- 4.3 The provision anticipated between 2024-36 can be calculated by subtracting completions over the initial 2020-24 period from the plan requirement. Over this 4 year period, completions of 4,129 dwellings were achieved. This generates a residual requirement of 16,601 dwellings, as shown in the table below.
- 4.4 If the residual housing requirement of 16,600 homes (2024-36), which the draft Local Plan makes provision for, is compared to the revised standard method figure for the City (1,588 dpa), a shortfall of 2,455 dwellings arises in Leicester between 2024-2036. This represents the scale of unmet need to 2036.

Table 4.1 Residual Housing Requirement in Leicester, 2024-36

	Dwellings - Leicester
Local Plan Housing Requirement, 2020-36	20,730
Completions 2020-24	4,129
Residual Requirement, 2024-36	16,601
Standard Method Housing Need – Annual	1,588
Housing Need, 2024-36 (1588 dpa)	19,056
Shortfall to 2036	2,455

- 4.5 This figure of 2,455 dwellings is treated as a working assumption for the unmet need from Leicester to 2036 based on the plan position at this time.
- 4.6 In due course, the review of Leicester’s Local Plan will need to review the supply position and progress in terms of actual delivery, consider what appropriate supply-side buffer is necessary and may set a revised housing requirement. However the above unmet need figure is based on the best available current evidence.
- 4.7 For the avoidance of doubt, it is not appropriate - for the purpose of this Paper - to have regard to the former standard method calculations (such as those set out in the 2022 HENA) for the reasons set out in Section 3 above.

Unmet Need beyond 2036

- 4.8 It appears unlikely that Leicester will be able to fully meet its housing need beyond 2036. However there is limited information currently available on what the supply position might be as the current draft Local Plan looks to 2036 and this Paper is being prepared in advance of a Local Plan Review.
- 4.9 In contrast to the Leicestershire local authorities, the majority of housing supply in Leicester comes forward on brownfield, previously-developed sites (PDL). Leicester’s existing evidence, including its 2022 SHELAA, have considered the deliverability and developability of sites over the current plan period to 2036 only. The last data from call for sites was some time ago, in Spring 2022, and in any case, the City Council’s experience is that few sites tend to get put forwards through such processes – with many simply progressing straight to pre-app and planning applications. Icenis experience, which chimes with this, is that **there is typically limited ‘visibility’ of supply in urban areas beyond a 10 year period looking forwards.**
- 4.10 These factors mean that it is difficult at this point to be definitive on what the land supply position might be beyond 2036, and equally it is extremely difficult to quantify what it might be with any degree of accuracy. Furthermore, it is unusual for an assessment of unmet need to be undertaken (and in

particular for unmet need to be declared) before a detailed interrogation of the supply position has been undertaken. We are not aware of an instance in another local authority where this has occurred. The Leicester and Leicestershire authorities are seeking to plan proactively in this regard.

- 4.11 The NPPF, in advising on the preparation of Statements of Common Ground as part of collaboration on strategic matters such as this, sets out that:

“Plans come forwards at different times, and there may be uncertainty about the future direction of relevant development plans or the plans of infrastructure providers. In such circumstances strategic policy-making authorities will need to come to an informed view on the basis of the information available, rather than waiting for a full set of evidence from other authorities.”⁴

- 4.12 In these terms, this Paper seeks to provide an informed view on the potential scale of unmet need from Leicester over the 2036-46 period based on the information available at the time of writing. As further information becomes available on Leicester’s residential land supply, such as informed by future evidence as its Local Plan Review progresses, it may be necessary to revisit and update the assessment of unmet need and any associated SOCGs. This would be consistent with what is envisaged in NPPF Para 28 and is taken into account in the approach and methodology set out herein.

- 4.13 In the context of the information currently available, two approaches have been used to assess and draw conclusions on the potential indicative scale of unmet need: i) bottom-up estimates of longer-term supply which are informed by the City Council’s understanding of the potential longer-term contribution of different areas within the City; and ii) top-down estimates which are informed by an analysis of historical trends in brownfield development in the City. These are then drawn together by IcenI to estimate unmet need from Leicester over the 2036-46 period. These have been discussed with the City Council, County Council and other Leicestershire LPAs through the Steering Group meetings as part of preparing this Paper.

Approach A: Bottom-Up Assessment of Supply

- 4.14 The first approach represents estimates from Leicester City Council of the potential longer-term supply based on the information currently available. This is based on estimates of the following supply over the 2036-46 period:

- Estimate of the longer-term capacity of the Central Development Area (CDA): 1,300 dwellings;

⁴ NPPF (December 2024) Paragraph 28

-
- Estimate of large site windfalls outside of the CDA: 1,710 dwellings;
 - Indicative new strategic site allowance: 500 dwellings; and
 - Small site windfall allowance: 2,140 dwellings (214 dpa).
- 4.15 The 2022 Leicester Central Development Area Residential Capacity Study considered potential development sites in the short, medium and longer-term. To inform this Paper, the City Council has considered sites within the CDA which have been delivered and potential sites in the CDA area which are not already included within the supply in the emerging Local Plan to 2036. It has excluded sites which fall within Conservation Areas as it considers substantial redevelopment in these areas is unlikely. Applying a density assumption of 75 dwellings per hectare (dph), it initially estimates that the remaining potential supply in the CDA could yield 3,900 dwellings. A discount of two-thirds (66%) is then applied to this to reflect the City Council's concerns around deliverability, given issues with complex or fragmented land ownerships, contamination, flooding and other development constraints. This informs its assessment of the projected yield from the CDA area of 1,300 dwellings between 2036-46.
- 4.16 The 1,300 dwelling figure therefore represents an estimate from the City Council of the potential maximum longer-term yield from sites in the CDA.
- 4.17 The second and third components of supply reflect estimates from Leicester City Council of potential additional windfall development on large sites outside of the CDA; and an indicative allowance of 500 dwellings from a new (as yet undefined) strategic site.
- 4.18 The final component of the supply then reflects an allowance for small-site windfall development on sites of < 10 dwellings. This is based on the evidence in the 2022 SHLAA which considered completions on small sites in Leicester over the 2015-22 period, which averaged 214 dpa.
- 4.19 Drawing these two components together, the City Council has **estimated a supply position of 5,650 dwellings over the 2036-46 period.**
- 4.20 The City Council notes the potential for a diminishing supply of land for residential development in the CDA given the significant residential development which has already taken place, which includes development of the Leicester Waterside area and loss of office space through Permitted Development. It also recognises the significant impact which high-density development of Purpose-

built Student Accommodation (PBSA) has had on housing delivery historically which given the prospects for growth in student numbers in the future may not be replicated.⁵

- 4.21 The City Council does not envisage further significant greenfield land site release in the next Local Plan (such as green space, playing fields or allotments) at the current time; albeit that this will evidently need to be considered through the Local Plan Review in due course.
- 4.22 IcenI would however note that the current Local Plan is largely based on evidence prepared prior to Covid-19. The current Plan seeks to generally protect existing commercial space. Our experience is that the growth of e-commerce will reduce requirements for physical retail space over time. Similarly, there is potential that changing working patterns may further reduce the overall scale of office floorspace (whilst equally emphasising a ‘flight to quality’). Updated evidence will need to consider these issues as part of the City’s future Local Plan Review, which might release additional commercial space for residential redevelopment or conversion. These issues will need to be considered as part of the City’s Local Plan Review.

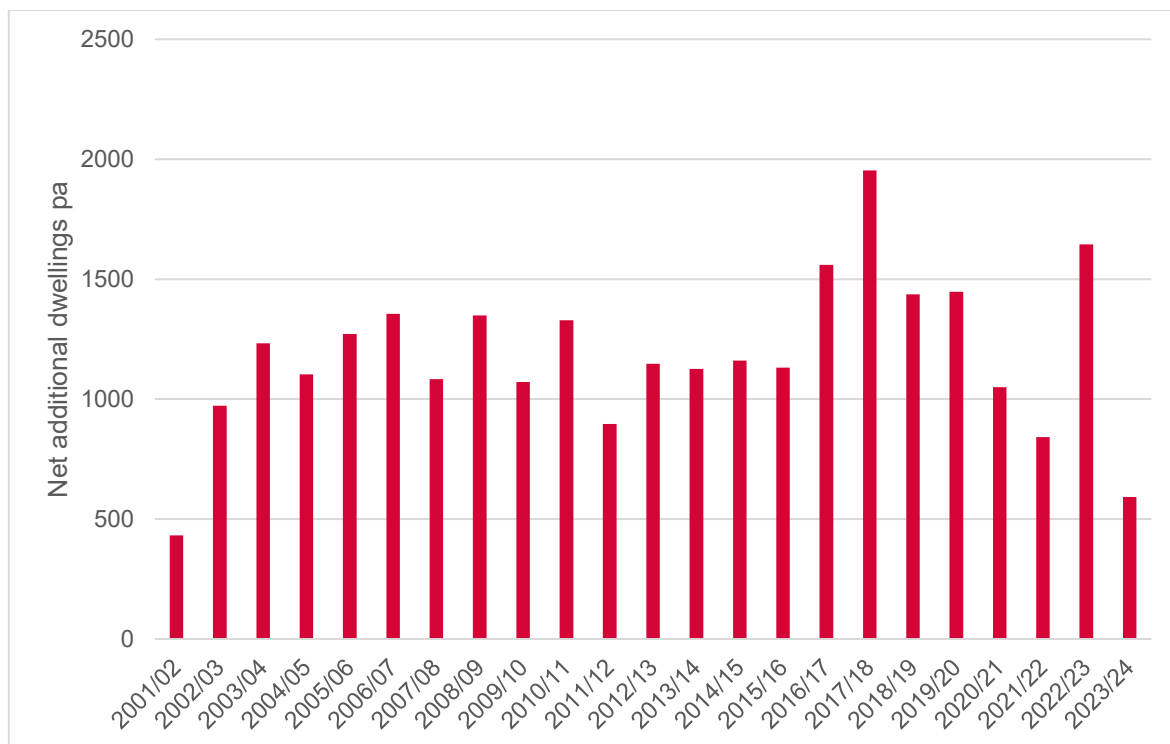
Approach B: Top-down Assessment of Potential Brownfield Supply

- 4.23 In the context of the limited visibility or clear evidence on residential land supply beyond 2036, IcenI has sought to consider an alternative, top-down approach to estimating the brownfield land supply in the City based on past development trends.
- 4.24 Historical housing completions in Leicester are set out as ‘net additional dwellings’ in the City Council’s Authority Monitoring Report (AMR) (the latest of which relates to the period to March 2022). These correspond with the figures in MHCLG Live Tables on net additional dwellings and are based on the Housing Flows Reconciliation (HFR) data submitted annually by the City Council to Government. We replicate historical housing completions in Leicester in Figure 4.1 below, drawing on both datasets.
- 4.25 Housing delivery is evidently somewhat cyclical, with lower delivery between 2011-16 and since 2020 than in intervening years. Housing delivery has also dropped off significantly in recent years as rising build costs, higher finance costs and other regulatory issues (including around building safety) have affected scheme viability. These issues are equally impacting development in other cities and larger urban areas. Completions volumes have also been significantly influenced by delivery of Purpose-built Student Accommodation.

⁵ IcenI would note that this is a demand-side rather than supply-side factor

4.26 However it is appropriate to focus on supply-side factors in assessing the City’s land supply and potential to meet housing need. 96% of Leicester’s Core Strategy requirement (1280 dpa) has been met over the plan period to date (2006-24).

Figure 4.1 Historical Housing Delivery in Leicester



Source: Leicester City Council Monitoring; MHCLG Live Table

4.27 Average annual housing delivery (across all types of sites) has varied over time but falls between 1,115 – 1,282 dwellings per annum (dpa) as shown in Table 4.2. The longer-term average, covering different economic cycles, is of 1,228 dpa. This covers periods of both weaker and stronger market conditions.

4.28 These levels of historical development are substantially above the City Council’s estimate of potential supply post 2036 (at an equivalent of 565 dpa). IcenI has therefore sought, for comparative purposes, to consider what future supply might look like based on historical trends.

Table 4.2 Average Net Additional Dwellings Delivered in Leicester

	Net additional dwellings
5 Year Average (2019-24)	1,115
10 Year Average (2014-24)	1,282
20 Year Average (2004-24)	1,228

- 4.29 In the context of the uncertainty regarding the future supply of greenfield sites, and to adopt a cautious approach, we have focused in particular in this scenario on the potential yield from brownfield sites if past supply trends were replicated. In this second approach, we do not therefore make any specific allowance for additional greenfield development in Leicester.
- 4.30 Data in the City Council's AMR provides a split of gross completions between brownfield and greenfield development and show 90%+ completions in recent years on brownfield land, but the City Council does not consider these figures on the brownfield/greenfield split to be reliable.
- 4.31 An alternative source is MHCLG *Land Use Statistics* data, which are accredited official statistics. We have therefore used these to consider the proportion of development taking place on previously-developed land. Data is available over the 2013-22 period and this shows that, on average, 79% of new homes in Leicester were delivered on previously-developed land with 21% on non-developed land. The data includes both homes delivered through new-build development as well as conversions. Over this period the net additional homes dataset points to demolitions of, on average, 20 dpa.
- 4.32 Using this data, we have in the table below taken long-term net additional completions data (which cover different points in the market cycle) and estimated the brownfield net supply position by first estimating gross completions, then the proportion of this on brownfield land; and then discounting losses (which will also be brownfield). This yields **an estimate supply of 965 dwellings per annum in Leicester based on historical trends**, which is a substantial 71% higher than that arising from the bottom-up approach.

Table 4.3 Estimating Brownfield Completions Trend in Leicester

	dpa Leicester
20 yr average net additional dwellings	1,228
Net/gross conversion⁶	0.985
20 yr average gross additional dwellings	1,247
% brownfield addresses in MHCLG Land Use Statistics	79%
Brownfield gross delivery	985
Of which replacement of losses	20
Estimated annual brownfield net completions	965

- 4.33 Whilst there is some (anecdotal) evidence of a diminishing brownfield land supply in the City in the longer-term, as described above, we consider that there could be some additional potential residential supply which could come forward from retail and other commercial space. Fundamentally,

⁶ Based on comparison of gross and net completions data for Leicester

there is a lack of visibility on long-term potential brownfield land supply beyond 2036 at the time of writing. This will need to be considered further through the review of Leicester's Local Plan.

Drawing the Evidence Together

- 4.34 In the context of the uncertainty regarding the longer-term land supply in Leicester, IcenI consider that the appropriate approach should be framed in the context of national policy. This makes a distinction between land supply (which influences the deliverable and developable supply) and market/demand-based factors (which influence what is actually delivered). It also emphasises the optimisation of land supply where there are prospective supply-side constraints.
- 4.35 In particular, in the context of a constrained land supply, the application of the NPPF and PPG would direct that further detailed consideration is given to other potential supply sources: the NPPF emphasises that strategic policies should make as much use as possible of brownfield land, as well as under-utilised land and buildings, especially in circumstances in which land supply is constrained (Paras 124 and 125), be informed by regular reviews of demand for land and land availability (Para 127) and take a positive approach to applications for alternative uses, including the use of retail and employment land for housing in areas of high demand (Para 128). It advises in effect that the supply/demand balance for land is an influence on appropriate densities (Para 125) and contain policies to optimise the use of land to meet as much of the identified need as possible (Para 130). There is a feedback loop in the land availability PPG⁷, where densities are expected to be reviewed where there is a land supply shortfall with a view to increasing residential development yields.
- 4.36 Leicester City has a concentration of employment opportunities and benefits from existing infrastructure, including public transport and social infrastructure, which make it one of the most sustainable locations for new development within the HMA.
- 4.37 The two supply estimates result in a potential range of between 565 – 965 dwellings per annum in Leicester City. They have been considered by the project Steering Group which includes representatives of all of the Leicester and Leicestershire Local Planning Authorities. Having regard to this national policy backdrop together with the issues about the visibility of the land supply in urban areas beyond a 10 year time horizon, **Leicester City Council have agreed with IcenI that it is reasonable to adopt the midpoint between the two supply scenarios to provide a working estimate of supply in Leicester beyond 2036. This equates to a supply of 7,650 dwellings between 2036-46, or 765 dpa.** This is taken forwards herein for the purposes of consideration of unmet needs at the current time.

⁷ *Planning Practice Guidance - Housing and economic land availability assessment*

Table 4.4 Calculating Leicester’s Unmet Need 2036-46

	Dwellings
Local housing need - Leicester, 2036-46	15,880
Estimated supply / requirement	7,650
Unmet need from Leicester, 2036-46	8,230
Unmet need per annum, 2036-46	823

4.38 As further detailed evidence emerges regarding Leicester’s longer-term land supply, as part of the Review of the Leicester Local Plan, the supply position should be revisited. We would expect there to be provision for joint working between the City Council and the local authorities in Leicestershire to discuss, review and agree land supply evidence. This can then feed through to a review, where appropriate, of the scale of unmet need and the apportionment of it to other areas. We address mechanisms for review later in this report.

Bringing the Evidence Together

4.39 Bringing the evidence together on the unmet need in Leicester to 2036, and from 2036-46, we estimate an unmet need from Leicester of 2,455 dwellings to 2036 (equivalent to 205 dpa), and of a further 8,230 dwellings from 2036-46 (equivalent to 823 dpa). The greater proportion of unmet need is therefore expected to arise after 2036. Annualised figures are set out as the timeframes for local plans differ.

Table 4.5 Scenarios for Total Land Supply Shortfall, 2024-2046

	2024-36	2036-46
Need (revised Standard Method)	19,056	15,880
Supply estimate	16,601	7,650
Unmet need	2,455	8,320
Unmet need per annum (dpa)	205	823

5. UNMET NEEDS FROM OTHER AUTHORITIES

5.1 The only other Leicestershire authority from which an unmet need could potentially arise, based on the position and information at the time of writing, is Oadby & Wigston. This is a small Borough which sits within the urban area centred around Leicester City, has tightly defined boundaries and where the revised standard method has resulted in an increase in its housing need significantly, from 188 dpa at the time of the 2022 HENA to 389 dpa at the time of writing (a 107% increase). The scale of housing need has essentially doubled.

5.2 Oadby & Wigston BC prepared and consulted on a Reg19 Local Plan in early 2025 which showed how it could support delivery of 240 dpa (this being the figure arising from the 2022 Housing SOCG). It is testing whether the standard method can be met in full within the Borough. At the time of writing this report, it does not look like the Council will be declaring an unmet housing need in relation to residential land supply, but this will need to be kept under review. The Council is still in the process of completing the full suite of Local Plan evidence base documents.

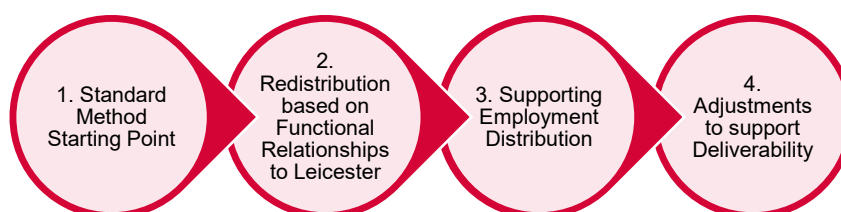
5.3 It is nonetheless clear that OWBC will not be able to contribute to meeting any unmet need from other authorities. All realistic potential development sites are likely to be required to meet its own revised standard method housing need. This is considered further in Section 6.

6. REVIEWING THE APPROACH TO APPORTIONING UNMET NEEDS

Reviewing the 2022 HENA Housing Distribution Approach

6.1 The 2022 HENA Housing Distribution Paper essentially used a three-stage approach to redistributing Leicester's unmet need: a first-stage based on functional relationships; a second stage which sought to achieve an improved local alignment between the distribution of jobs and homes; and a third stage which made adjustments for land supply and deliverability.

Figure 6.1: 2022 HENA Redistribution Approach



6.2 The functional relationships between different LPAs and Leicester, together with issues of alignment of jobs and homes are considered to remain relevant and appropriate considerations in apportioning unmet need from Leicester.

6.3 The final stage in the 2022 HENA housing distribution included the following adjustments:

- a) An upwards adjustment to the contribution from Melton Borough to reflect the residual requirement in its current adopted Plan;

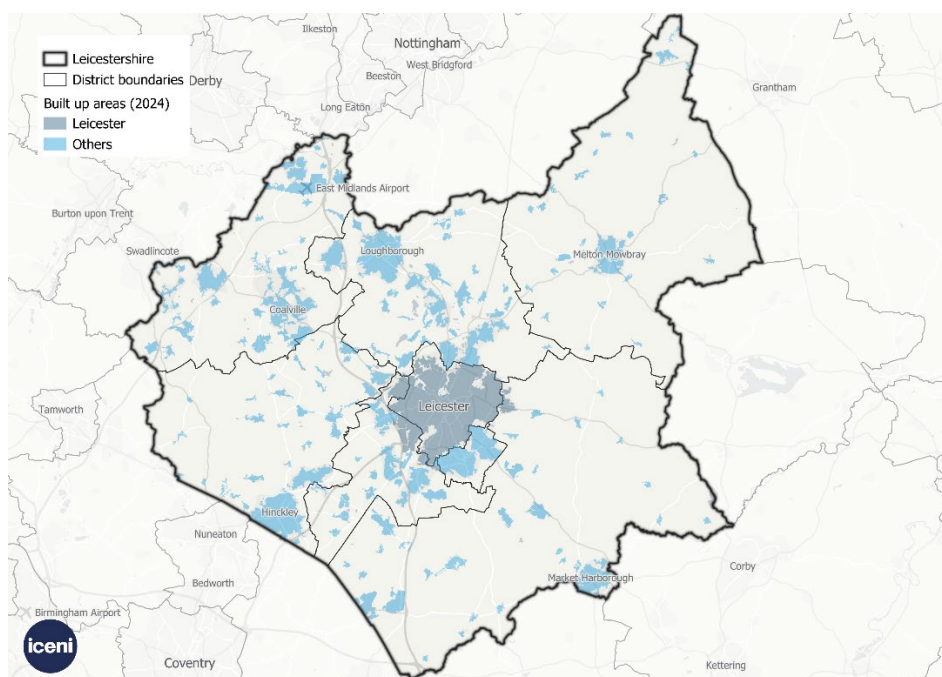
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- b) An adjustment to the contribution to Oadby & Wigston Borough, constraining the contribution it could make to unmet need to reflect the land supply position in the Borough;
 - c) An adjustment to the contribution from Charnwood on deliverability grounds, influenced by the higher demographic growth in the Borough implied in the household projections used in the standard method.
- 6.4 Reviewing the position now, the context for some of these final stage adjustments taken forwards previously has changed.
- 6.5 For **Melton** Borough, the indicative standard method housing need (369 dpa) is now above the residual plan requirement (308 dpa 2024-36) within the extant Local Plan and the stepped housing requirement therein which, for instance, envisages delivery of a minimum of 320 dpa between 2026-36, limiting potential for this to be assumed *per se* to contribute to unmet need. The extant Local Plan also does not look beyond 2036.
- 6.6 For **Oadby & Wigston**, as set out below, there is likely to be no realistic potential for the Borough to contribute to any other local authority's unmet need (in addition to meeting its own needs) given the doubling of the Borough's own housing needs and its land supply position.
- 6.7 In respect of the final 'deliverability' adjustment for **Charnwood**, which was disputed by some parties through its Local Plan Examination, the revised standard method now 'levels the playing field' by taking a stock position as a baseline (as opposed to household growth), the effect of which is to reduce the local housing need for the Borough.

7. REVIEWING THE EVIDENCE ON FUNCTIONAL RELATIONSHIPS TO LEICESTER

- 7.1 The 2022 HENA Distribution Paper considered the functional relationships between different Leicestershire authorities and Leicester City, including migration flows over the 2016-19 period and commuting patterns based on 2011 Census data. These were brought together in a blended approach recognising the vintage of the Census data alongside the influence of historical planning assumptions on migration flows.

7.2 These flows will invariably be part influenced by the spatial geography around Leicester. As the plan in Figure 7.1 shows, the Leicester Urban Area boundary (as defined by ONS⁸) extends to include Braunstone, Thorpe Astley and Glenfield in Blaby District. However the LPAs have historically also recognised a range of other settlements as falling within the wider Urban Area centred on Leicester City, including Birstall, Thurmaston, Scraptoft, Thurnby and Bushby, Oadby, Wigston and South Wigston. There are then evidently further settlements which are near to, and functionally related, to Leicester.

Figure 7.1: Settlement Geography in Leicester & Leicestershire

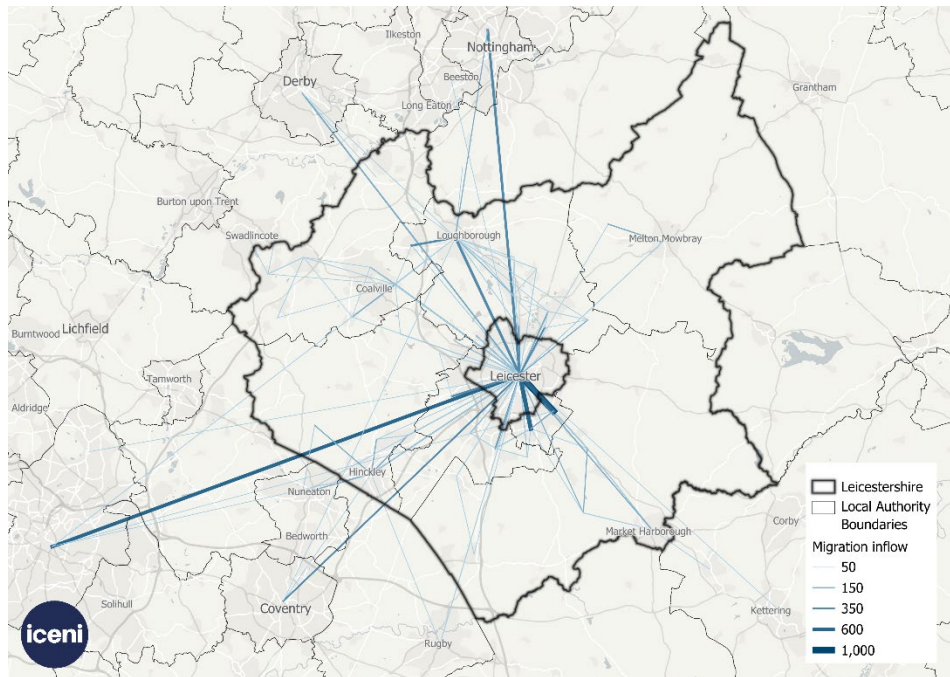


Migration Flows

7.3 The 2021 Census now provides updated information on the functional relationship of different areas with Leicester. The charts below show migration over the year to Census day 2021. They indicate a strong migration relationship of the City both with other parts of the urban area and settlements close to Leicester, as well as to the market towns elsewhere in the County, including Loughborough, as well as Lutterworth, Market Harborough, Coalville and Hinckley.

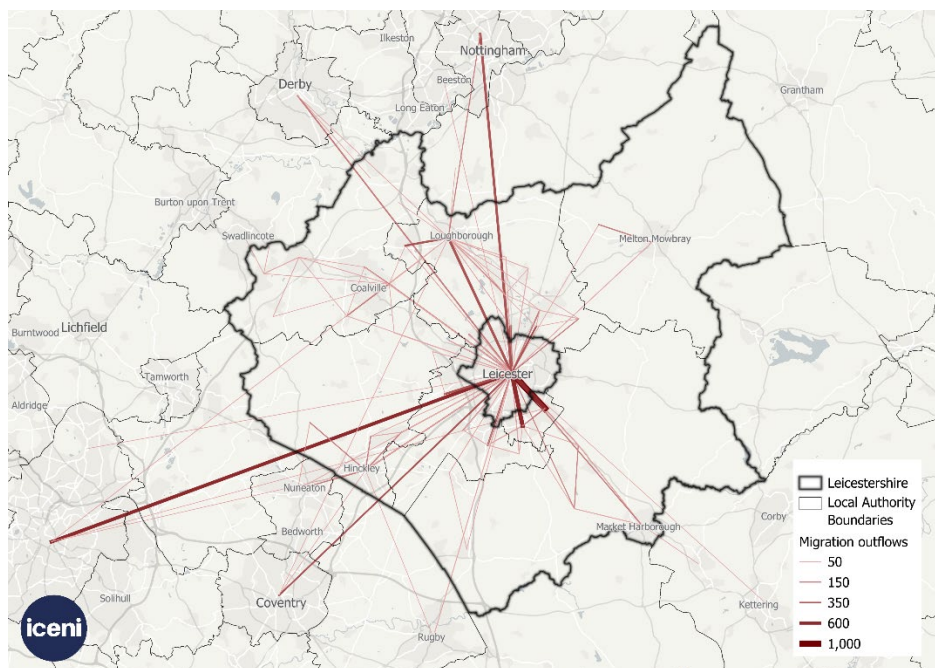
⁸ ONS Built Up Area boundaries

Figure 7.2: In-Migration to Leicester, 2020-21



Source: 2021 Census

Figure 7.3: Out-Migration from Leicester, 2020-21



Source: 2021 Census

7.4 IcenI consider that caution should be applied in the use of a single year's worth of migration data (as is used in the Census-based analysis above) given the potential influence of the distribution of new development in that year on flows. We have therefore instead analysed ONS Internal Migration Estimates, which are based on administrative data sources including higher-education and NHS

data, and considered a four year period from 2018-22. This essentially updates the analysis in the 2022 HENA Distribution Paper.

7.5 The strongest migration flows affecting Leicester are with Oadby & Wigston; Charnwood and Blaby. At the other end of the spectrum, there is a relatively weak relationship to North West Leicestershire and Melton Borough.

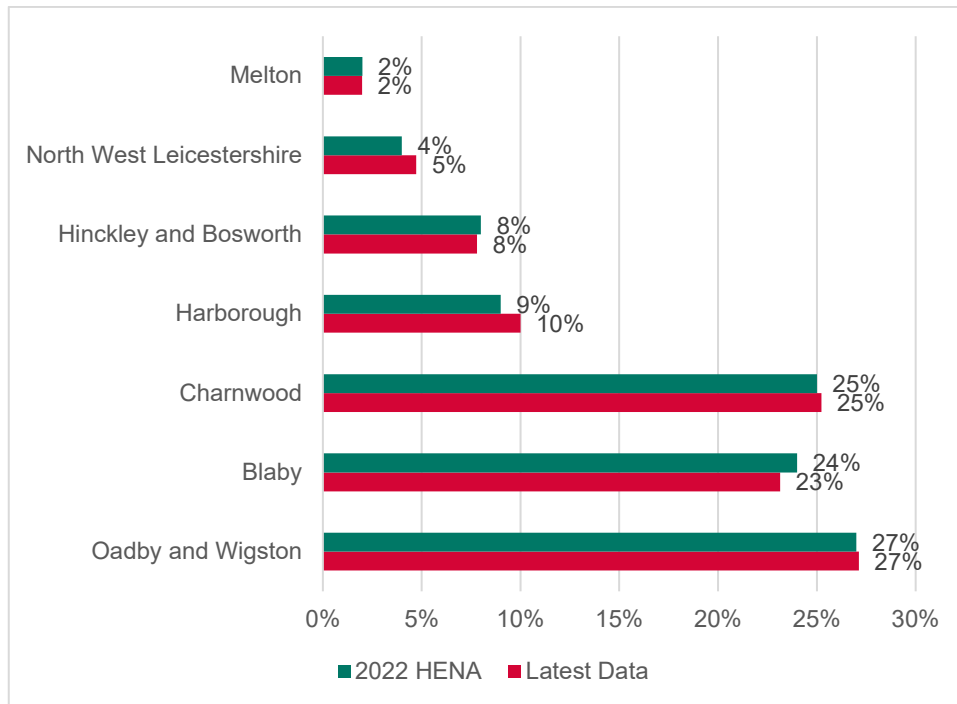
Table 7.1 Gross Migration Flows between Leicester and Leicestershire Local Authorities, 2018-22

	Average Gross Flow per annum	%
Oadby & Wigston	3,988	27.1%
Charnwood	3,708	25.2%
Blaby	3,402	23.1%
Harborough	1,470	10.0%
Hinckley & Bosworth	1,147	7.8%
North West Leicestershire	694	4.7%
Melton	291	2.0%
Total	14,700	100%

Source: ONS Internal Migration Statistics

7.6 The chart below illustrates how the share of gross migration with Leicester has changed between the data used in the 2022 HENA and the latest position. The broad migration relationship between the City and different LPAs remains consistent, with a modest increase in flows with North West Leicestershire and Harborough and modest reduction with Blaby.

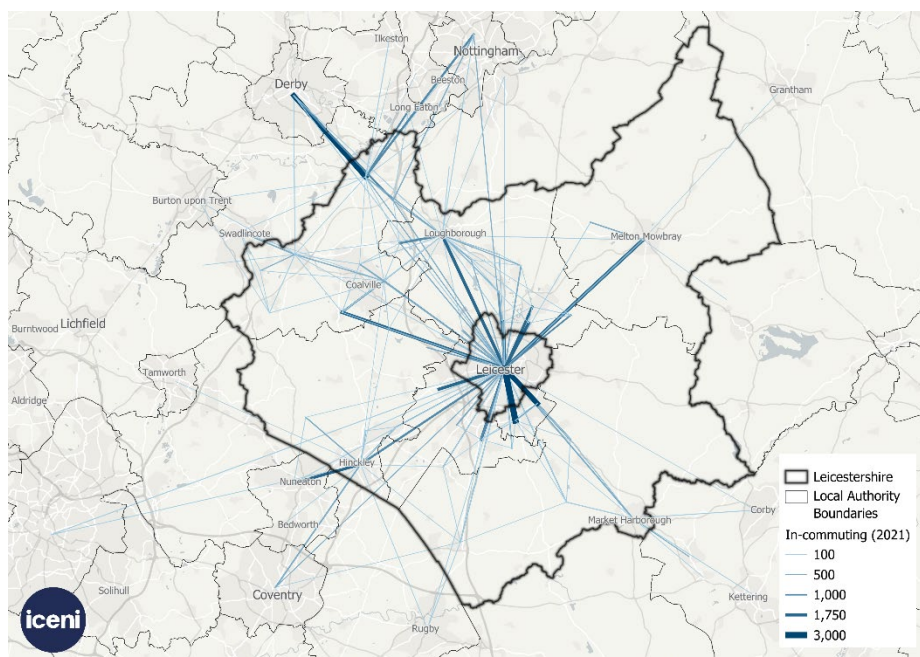
Figure 7.4: Changes in Share of Gross Migration with Leicester



Commuting Relationships

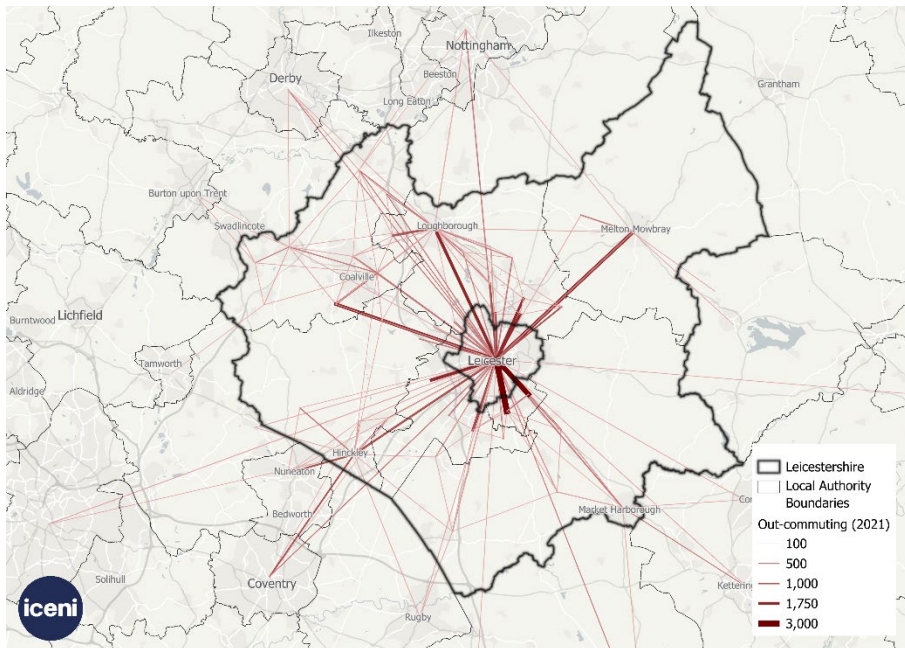
7.7 The maps below illustrate in- and out-commuting with Leicester, based on 2021 Census data. This data needs to be treated with some caution as the Census was undertaken during a Covid-19 lockdown and therefore may not be truly reflecting of commuting dynamics now. It is likely in particular to underplay commuting to office-based jobs which could be undertaken from home.

Figure 7.5: In-Commuting to Leicester



Source: 2021 Census

Figure 7.6: Out-Commuting from Leicester



Source: 2021 Census

- 7.8 The commuting analysis points again to a strong commuting relationship of Leicester City with settlements within or close to the Leicester Urban Area, but also strong relationships with some of the other market towns and other key employment locations – including Bardon in North West Leicestershire. It also shows a stronger relationship with Melton Mowbray than the migration analysis.
- 7.9 The table below shows the relative in- and out-flows between Leicester and the Leicestershire authorities based on the 2021 Census data. This updates Table 4.3 in the 2022 HENA Housing Distribution Paper. The strongest commuting flows with Leicester City remain with Blaby and Charnwood.

Table 7.2 Commuting Relationships to Leicester City, 2021

	In-commuting to Leicester	% of in-flow from Leicestershire	Out-commuting from Leicester	% of out-flow to Leicestershire
Charnwood	11,274	29%	5,615	18%
Blaby	9,199	24%	9,219	30%
Oadby & Wigston	6,566	17%	3,936	13%
Harborough	4,512	12%	3,681	12%
Hinckley & Bosworth	3,959	10%	2,929	10%
NW Leicestershire	1,908	5%	3,150	10%
Melton	1,080	3%	2,242	7%
Total	38,498	100%	30,772	100%

Source: 2021 Census

7.10 As the 2022 Paper set out, the commuting flow is indicative of a housing market relationship. It is considered that the gross commuting flow (i.e. combining flows to and from Leicester) is of greater utility in understanding the functional relationship to Leicester. The table below replicates the gross commuting relationship analysis using the 2021 Census data (updating Table 4.2 in the 2022 Paper).

Table 7.3 Gross Commuting Relationship with Leicester, 2021

	Gross commuting	%
Charnwood	16,889	24.4%
Blaby	18,418	26.6%
Oadby & Wigston	10,502	15.2%
Harborough	8,193	11.8%
Hinckley & Bosworth	6,888	9.9%
NW Leicestershire	5,058	7.3%
Melton	3,322	4.8%
Total	69,270	100%

Source: 2021 Census

7.11 It is possible to compare the gross commuting relationship of Leicestershire authorities with the City using both 2011 and 2021 Census data. This, as shown below, indicates that the changes shown are marginal. A slight reduction in commuting with Oadby & Wigston and Blaby is shown, with a slightly stronger commuting relationship with North West Leicestershire (where there has been significant employment development) and Melton (which has recognised labour supply issues).

Table 7.4 Changes in Shares of Commuting with Leicester, 2011 to 2021

	2021 Gross Commuting Share	2011 Gross Commuting Share	Difference
Charnwood	24%	24%	0%
Blaby	27%	29%	-2%
Oadby & Wigston	15%	18%	-3%
Harborough	12%	12%	0%
Hinckley & Bosworth	10%	9%	1%
NW Leicestershire	7%	5%	2%
Melton	5%	3%	2%
Total	100%	100%	0%

Source: 2011 and 2021 Census

Bringing the Evidence Together

7.12 Icen continue to consider that a blended approach to migration and commuting data should be used, which recognises that the migration data is based on several years of data and more stable view of flows but can be influenced by historical planning assumptions or housing supply distribution; whereas the commuting flow data is influenced by the effects of Covid-19 on working patterns at the time when the 2021 Census was undertaken but does capture some influence of the geography of employment development and changes in commuting since 2011.

7.13 The table below brings together the gross migration data (from Table 7.1) and commuting flow data (from Table 7.3) to generate a blended average figure, replicating the approach used in the 2022 HENA Housing Distribution Paper.

Table 7.5 Functional Relationship to Leicester – Blended Average of Gross Migration and Commuting

	% of gross commutes	% of gross migration	Average
Charnwood	24.4%	25.2%	24.8%
Blaby	26.6%	23.1%	24.9%
Oadby & Wigston	15.2%	27.1%	21.1%
Harborough	11.8%	10.0%	10.9%
Hinckley & Bosworth	9.9%	7.8%	8.9%
NW Leicestershire	7.3%	4.7%	6.0%
Melton	4.8%	2.0%	3.4%

7.14 However the current evidence indicates that Oadby & Wigston is not able to contribute to addressing unmet needs. In the 2022 Housing Distribution Paper, the Borough’s own housing need at that time was for 188 dpa. The revised standard method has increased the Borough’s housing need (or its share of the HMA’s need) to 389 dpa, with the share of the HMA’s housing need in Oadby & Wigston using the standard method increasing from 3% to 7% as Figure 2.2 shows.

7.15 IcenI has undertaken a Housing Absorption Study for OWBC to consider and assess its potential to deliver the standard method number and if there is any headroom to meet unmet needs. This indicates that including almost all sites which have been put forward for development through the emerging Local Plan that there is just sufficient land supply to meet the Borough’s standard method housing requirement over the proposed plan period to 2042. It indicates no realistic potential for the Borough to contribute to unmet needs from Leicester, albeit the Housing Absorption Study does not show that there is an unmet need arising from OWBC from a land supply perspective. On this basis, the current evidence does not suggest it is realistic for OWBC to make a contribution to unmet needs arising from Leicester. OWBC’s wider local plan evidence, including its transport evidence base, is testing further whether the Borough is able to sustainably meet its local housing need figure. It has been agreed between the HMA partners that any declared unmet need stemming from OWBC in due course will be dealt with through the Duty to Cooperate and the plan-making process and therefore consideration of potential infrastructure capacity issues is outside of the scope of this exercise.

7.16 On the basis of the current evidence that Oadby & Wigston Borough is not able to contribute to meeting unmet needs from Leicester, IcenI has therefore recalculated the functional relationships of

other areas within the HMA with Leicester, excluding Oadby & Wigston. These are shown in Table 7.6 below.⁹

Table 7.6 Revised Functional Relationship of L&L Authorities with Leicester (excluding OWBC)

	% Apportionment based on Functional Relationship¹⁰
Charnwood	31.7%
Blaby	31.5%
Harborough	13.8%
Hinckley & Bosworth	11.2%
North West Leicestershire	7.5%
Melton	4.2%

7.17 Applying these percentages (which are shown in the left hand column below) to the unmet need, the table below calculates the unmet need apportionment based on functional relationships to 2036, and over the 2036-46 period. The table provides an initial apportionment of the unmet need figures of 2,455 dwellings from Leicester over the 2024-36 period and the indicative unmet need for 8,320 dwellings over the 2036-46 period as set out in Table 4.5 herein. The right hand column shows annual figures for unmet need post 2036 which can be applied to different plan periods.

⁹ This takes the percentages for these authorities in Table 7.5 and recalculates them as a share of the total excluding Oadby & Wigston.

¹⁰ Numbers do not precisely sum due to rounding in the table to one decimal place in the table shown. Calculations use unrounded figures.

Table 7.7 Initial Apportionment of Unmet Need from Leicester based on Functional Relationships

	Functional relationship to Leicester¹¹	Contribution to unmet need from Leicester 2024-36	dpa contribution to 2036	Contribution to unmet need from Leicester 2036-46	dpa contribution 2036-46
Blaby	31.5%	775	65	2,597	260
Charnwood	31.7%	778	65	2,607	261
Harborough	13.8%	340	28	1,138	114
Hinckley & Bosworth	11.2%	275	23	923	92
Melton	4.2%	103	9	344	34
NW Leicestershire	7.5%	185	15	621	62
Total		2,455	205	8,230	823

7.18 As set out in Para 3.11 herein, local plans or plan reviews within the HMA have different plan periods, with emerging local plans in Blaby and North West Leicestershire running to 2042 and in Hinckley & Bosworth to 2045. Table 7.8 indicates the housing requirement implied by the initial apportionment based on functional relationships over these plan periods for these authorities. Figures are expressed to 2046 for the other authorities in the HMA.

7.19 The initial apportionment considered herein is then reviewed alongside issues of the alignment of jobs and homes – which is considered in the next section. Whilst these issues were considered sequentially in the 2022 HENA Paper, with a view to ensuring that the apportionment approach can be readily updated, the alignment of jobs and homes are to be considered alongside one another in the final apportionment analysis in this Paper.

¹¹ Numbers do not precisely sum due to rounding in the table to one decimal place.

Table 7.8 Initial Apportionment of Unmet Need from Leicester based on Functional Relationships over relevant plan periods

	Unmet Need from Leicester	Blaby	Charn-wood	Harb-orough	H&B	Leicester	Melton	NWL	O&W
Functional relationship to Leicester¹²		31.5%	31.7%	13.8%	11.2%	N/A	4.2%	7.5%	N/A
Contribution to unmet need 2024-36	2,455	775	778	340	275	N/A	103	185	N/A
dpa contribution to 2036		65	65	28	23	N/A	9	15	N/A
Contribution to unmet need 2036-46	8,230	2,597	2,607	1,138	923	0	344	621	0
dpa contribution 2036-46		260	261	114	92	0	34	62	0
Implied requirement 2024-36 (dpa)		604	1057	763	686	1,383	378	632	389
Implied requirement Post 2036 to end of relevant plan period (dpa)		799	1253	849	755	765	403	679	389
Plan period end point		2042	2046	2046	2045	2046	2046	2042	2042
Implied requirement over relevant plan period		12,034	25,209	17,648	15,029	24,251	8,565	11,664	7,002
Implied requirement (dpa)		669	1146	802	716	1102	389	648	389

¹² Numbers do not precisely sum due to rounding in the table to one decimal place. The calculations in the report use unrounded figures.

8. ALIGNING HOMES & JOBS

- 8.1 In this section we move on to review the alignment of homes and jobs. The first step is to consider the current balance of homes and jobs, using jobs density statistics. These describe the ratio between jobs in an area to residents aged 16-64.
- 8.2 The jobs density is above the L&L and national averages in both North West Leicestershire and Blaby, consistent with the position in the 2022 HENA¹³. This is shown in Table 8.1 below. The jobs density of over 1.0 points to notable net in-commuting to these areas. Blaby's jobs density has however increased significantly in the most recent data. A particularly low jobs density in Oadby & Wigston is also notable – pointing to significant net out-commuting.

Table 8.1 Jobs Density, 2023

	Jobs density
Blaby	1.09
Charnwood	0.70
Harborough	0.75
Hinckley & Bosworth	0.70
Leicester	0.74
Melton	0.84
NW Leicestershire	1.14
Oadby & Wigston	0.62
Leicester & Leicestershire	0.80
England	0.87

Source: NOMIS

- 8.3 Holding all other factors equal, higher housing provision in North West Leicestershire and Blaby could therefore help to provide more localised opportunities for living and working in a similar area. The opposite is the case for Oadby & Wigston.
- 8.4 The analysis in the 2022 HENA regarding employment growth prospects has not been updated at this point, but the scenarios therein were based on the long-term economic trends and took into account local economic drivers and opportunities as identified in the LLEP's¹⁴ Economic Growth Strategy to generate a 'Growth Scenario'. The modelling was presented in the HENA over the period

¹³ Table 5.2 in the 2022 Housing Distribution Paper

¹⁴ Leicester & Leicestershire Enterprise Partnership

to 2036, as well as to 2050 (but not to intermediate dates) albeit Icení has been able to consider the original data herein.

- 8.5 Icení has updated the demographic model to take account of the latest data and this latest demographic information can be used to review the inter-relationship between economic growth and housing need. A base demographic model has been developed using the ONS 2022-based Sub-National Population Projections (released June 2025). The core modelling has been run over the 2024-46 period, but outputs have been developed for different end points to reflect the timeframes for different local plans recognising the need to align the housing and employment provision over the relevant plan periods.
- 8.6 Household representative rates (which are used to relate growth in population to households) have taken the HRRs from the 2021 Census as a starting point¹⁵, but then modelled a part return to the 2021 position for the 25-44 age bracket over the period to 2046. This in effect builds in the demographic effects of an improvement in housing affordability resulting in an increased ability of younger households to form over time, consistent with the national policy objectives and affordability uplift in the standard method.
- 8.7 In relating jobs and homes, the modelling builds in some improvement in economic participation over time – in line with assumptions from the Office for Budget Responsibility (OBR) 2018 Fiscal Sustainability Review. This is consistent to the 2022 HENA and assumes some increase in women and older persons in work. A commuting ratio is calculated from the 2021 Census.

HENA Growth Scenario

- 8.8 The table below compares housing need implied by the HENA Growth Scenario over the period to 2046 against the standard method. It shows that for all L&L local authorities, the standard method housing need generates sufficient labour supply to support the HENA Growth Scenario (with no ‘economic uplift’ therefore justified for any area using this scenario alone). In reality, there is unlikely to be ‘excess labour’ – the analysis would simply suggest that economic participation improvements would be weaker than that modelled if this housing provision and economic growth was achieved (i.e. growth in economic activity rates would be lower than modelled).

¹⁵ This is consistent to the approach adopted in the ONS 2022-based Household Projections

Table 8.2 Housing Need implied by Standard Method and HENA Growth Scenario, 2024-46

	Standard Method (dpa)	Economic-led Need: HENA Growth Scenario	Difference
Blaby	539	496	43
Charnwood	992	578	414
Harborough	735	493	242
Hinckley & Bosworth	663	323	340
Leicester	1,588	1,365	223
Melton	369	244	125
NW Leicestershire	617	513	104
Oadby & Wigston	389	193	196
TOTAL	5,892	4,204	1,688

Source: Updated Modelling

- 8.9 The table below provides the same analysis covering the different plan periods for the emerging local plans in Blaby, NW Leicestershire, Hinckley & Bosworth, and Oadby & Wigston. The figures differ from those in Table 8.3 above as they take account of differences in demographic changes over the varying plan periods. Again, it shows that the standard method generates sufficient labour supply to support the HENA Growth Scenario in all four authority areas.

Table 8.3 Housing Need implied by Standard Method and HENA Growth Scenario over plan periods for selected emerging Plans

	Plan period end point	Standard Method (dpa)	Economic-led Need: HENA Growth Scenario
Blaby	2042	539	515
Hinckley & Bosworth	2045	663	326
NW Leicestershire	2042	617	544
Oadby & Wigston	2042	389	197

HENA Growth Scenario with B8 Adjustments

- 8.10 IcenI has been working with the L&L authorities to consider the need for and apportionment of strategic B8 development. The findings from this work are set out in the *Leicester & Leicestershire: Strategic Distribution Floorspace Needs Update and Apportionment* report, dated October 2025.
- 8.11 We have therefore also sought to test herein whether the apportionment of strategic B8 need has any impact on the homes/jobs balance or apportionment of housing provision within the HMA. To do so, IcenI has:

- Calculated the strategic B8 floorspace implied over relevant plan periods – this has included subtracting 2023-24 completions (where appropriate) to generate a figure starting from 2024 to align with the timeframes adopted herein. Whilst the strategic B8 evidence looks to 2046, for plans with shorter plan periods we have calculated a pro-rata need over the relevant plan period.¹⁶
- Calculated the additional FTE jobs implied by the strategic B8 floorspace recommendations for different districts, using a jobs density of 95 sq.m per FTE jobs, and adopting assumptions on displacement (25%) and substitution (20%). This is then compared to the jobs already included within the sector within the 2022 HENA labour demand modelling to calculate the quantum of jobs which are additional (or lower) relative to the HENA Growth Scenario and ensure no double counting.
- The final stage is then to apply a FTE to total jobs conversion (95%) – consistent to the HENA modelling; and then to consider wider supply chain and multiplier effects (adjusted for commuting) to calculate the net additional jobs which are expected to arise.

8.12 These calculations clearly only apply to districts where there is an apportionment of strategic B8 floorspace. The results, applied to the relevant plan periods, are shown in the table below.

Table 8.4 Housing Need to Support HENA Growth Scenario and Strategic B8 Apportionment

	Plan period end point	Standard Method (dpa)	Housing Need (dpa) HENA Growth Scenario adjusted for B8 apportionment
Blaby	2042	539	614
Charnwood	2046	992	566
Harborough	2046	735	565
Hinckley & Bosworth	2045	663	431
North West Leicestershire	2042	617	690

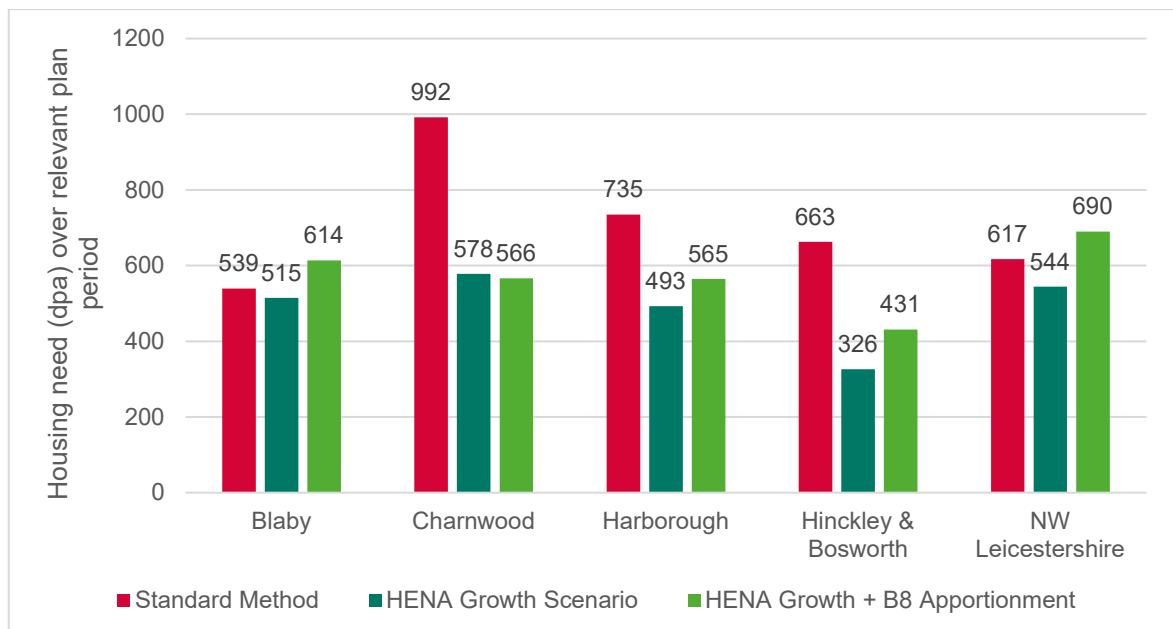
8.13 The chart below shows the effect of the strategic B8 apportionment on the economic-led housing need. It results in a housing need above the standard method arising in this scenario in Blaby (of 614 dpa) and in North West Leicestershire (690 dpa) only. It is notable that those districts in which a higher housing need arises through this analysis correlate with those in which there is already a

¹⁶ Blaby and NW Leicestershire to 2042, Hinckley & Bosworth to 2045

strong jobs density and net in-commuting – pointing to a broader rationale for higher housing provision to support the alignment of homes and jobs.

- 8.14 For North West Leicestershire, this economic-led need for 690 dpa exceeds the initial apportionment of unmet need based on the functional relationship – which was for 648 dpa, as set out in Table 7.8.
- 8.15 In how the modelling works, the economic-driven figure shown for Blaby here (614 dpa) implicitly assumes that the Hinckley National Rail Freight Interchange (RFI) comes forwards to support jobs growth. The consenting process for this is separate to (and outside of) the local plan process and this cannot therefore be guaranteed; and this report does not imply that the proposed RFI scheme should or will come forwards. We have not therefore specifically taken forwards the economic-led need scenario here for Blaby. However it is notable that the the scale of need shown over the plan period to 2042 for Blaby arising from this scenario (614 dpa) falls below the apportionment arising based on the functional relationship analysis. This is considered further in drawing conclusions in the next section.
- 8.16 The figure for Charnwood drops in this scenario as the expected growth in warehousing and logistics is lower than assumed in the HENA Growth Scenario.

Figure 8.1: Comparison of economic-led housing need (with strategic B8 apportionment) and standard method, over relevant plan periods



-
- 8.17 In the other districts – Charnwood, Harborough and Hinckley & Bosworth - the analysis continues to suggest that the standard method will provide sufficient labour supply growth to support economic growth taking account of the strategic B8 apportionment conclusions.

9. BRINGING THE EVIDENCE TOGETHER

- 9.1 The HMA authorities are keen to see an approach to apportioning unmet needs which can be readily updated to take account of changes in the base housing needs position or the unmet needs arising from Leicester. The approach must also be designed to take account of the different plan periods to which different local authorities are working. These considerations have been taken into account in bringing together the different components of analysis. This is set out in Table 9.4 herein.
- 9.2 The starting point is the standard method figures for each authority (Row 1) and the quantum of Leicester’s unmet need to 2036 (Row 2) and post 2036 (Row 3). The figures relating to the economic-led need for housing are fixed figures, based on the analysis of potential employment growth; whereas the apportionment of need based on functional relationships is based on percentage figures and can flex (for instance should the scale of unmet need change).
- 9.3 Comparing the initial apportionment based on the functional relationships analysis (Row 12) to the scale of housing need necessary to support alignment of homes and jobs (Rows 13 and 14) indicates that a higher apportionment of unmet need to North West Leicestershire would be justified to support an improved spatial alignment of homes and jobs (Row 15). It points to a proposed requirement for North West Leicestershire of 690 dpa with a contribution of +73 dpa to Leicester’s unmet need.
- 9.4 Taking account of this, the residual unmet need (as shown in Rows 17 and 20) is then apportioned to the other Leicestershire authorities, besides Oadby & Wigston (as shown in Rows 18-20 and 21-22).¹⁷ Bringing this together with the proposed provision in NW Leicestershire, the proposed annual housing requirement figures to 2036 and post 2036 in different local authorities are set out in Rows 23 and 24.

Unmet Need to 2036

- 9.5 To apportion the unmet need to 2036 of 2,455 dwellings, we thus undertake an initial apportionment based on aligning homes and jobs. This results in an increased need in NW Leicestershire (+73 dpa additional homes over the standard method) in particular as strong jobs growth is envisaged in this

¹⁷ This uses the same process as described in Footnote 9 herein

District, but it has a relatively weaker functional relationship than the position with some other Districts. The residual unmet need (132 dpa) is then apportioned to the other authorities (besides O&W) based on their functional relationship to Leicester (Rows 21 and 22). The relative shares to each authority change from those shown in Table 7.6 as North West Leicestershire is excluded at this stage (see Table 9.4). This results in the following unmet need contributions from Leicestershire authorities between 2024-36 (as shown in Row 23 in Table 9.4).

Table 9.1 Apportionment of Unmet Need to 2036 – dpa

	Apportionment of Unmet Need to 2036 (dpa)
Blaby	45
Charnwood	45
Harborough	20
Hinckley & Bosworth	16
Melton	6
NW Leicestershire	73
Oadby & Wigston	0
Total	205

Unmet Need beyond 2036

9.6 For needs beyond 2036, the analysis is repeated with a first stage apportionment to North West Leicestershire (+73 dpa), on the same basis as described above, with the residual need then distributed to other districts (besides O&W) based on their functional relationship with the City. Over this period beyond 2036, the need has been calculated as it relates to different plan periods (as shown in Row 10 in Table 9.4 herein).

Table 9.2 Apportionment of Unmet Needs post 2036 – dpa

	Apportionment post 2036
Blaby	256
Charnwood	257
Harborough	112
Hinckley & Bosworth	91
Melton	34
North West Leicestershire	73
Oadby & Wigston	0
Total	823

Housing Requirement over relevant Plan Period

- 9.7 The housing requirement over the relevant plan period is influenced by the plan period end point. The apportionment of unmet need to 2036 is applied over a 12 year period (2024-36) with the housing need post 2036 then applied to different number of years, depending on the plan period end point.¹⁸
- 9.8 The final apportionments based on the current evidence are shown overleaf in Table 9.4.

Table 9.3 Final Apportionment of Housing Need over relevant plan periods

	Plan period end point	Requirement over plan period: total dwellings	Requirement (dpa) over plan period
Blaby	2042	11,776	654
Charnwood	2046	24,935	1,133
Harborough	2046	17,528	797
H&B	2045	14,933	711
Leicester	2046	24,251	1,102
Melton	2046	8,529	388
NW Leicestershire	2042	12,420	690
Oadby & Wigston	2042	7,002	389

¹⁸ Blaby and NW Leicestershire 6 years to 2042; and Hinckley & Bosworth 9 years to 2045. Figures for other authorities are calculated to 2046

Table 9.4 Final Apportionment of Unmet Need over Relevant Plan Periods

Row			Blaby	Charnwood	Harborough	H&B	Leicester	Melton	NWL	O&W	Total
A. Review of Need and Unmet Need											
1	Standard method (dpa)		539	992	735	663	1588	369	617	389	5892
		Total									
		dpa									
2	Leicester Unmet need to 2036	2455									
3	Unmet need 2036-46	8230	823								
4	Capacity to contribute to unmet need		Y	Y	Y	Y	N	Y	Y	N	
B. Initial Apportionment based on functional relationship											
5	Functional relationship to Leicester		31.5%	31.7%	13.8%	11.2%		4.2%	7.5%		
6	Contribution to unmet need 2024-36	2455	775	778	340	275	0	103	185	0	2455
7	dpa contribution to 2036		65	65	28	23	0	9	15	0	205
8	Contribution to unmet need 2036-46	8230	2597	2607	1138	923	0	344	621	0	8230
9	dpa contribution 2036-46		260	261	114	92	0	34	62	0	823
10	Plan period		2042	2046	2046	2045	2046	2046	2042	2042	
11	Implied requirement over relevant plan period		12,034	25,209	17,648	15,029	24,251	8,565	11,664	7,002	
12	Implied requirement based on functional relationship (dpa)		669	1146	802	716	1102	389	648	389	
C. Economic-led Need over relevant plan period											
13	HENA Growth Scenario need (dpa)		515	578	493	326	1,365	244	544	197	4,263
14	HENA Growth Scenario + B8 adjusment need (dpa)		614	566	565	431			690		
15	Economic-led Need exceeds initial apportionment on functional relationship		N	N	N	N	N	N	Y	N	N
16	Economic uplift on Standard Method figure taken forwards								73		
D. Apportionment of residual unmet need based on functional relationship											
17	Residual unmet need to 2036 (dpa)	132									
18	Reapportionment based on functional distribution - %		34.1%	34.3%	15.0%	12.1%	0.0%	4.5%	0.0%	0.0%	92.5%
19	Repportionment based on functional distribution - dpa		45	45	20	16	0	6	0	0	
20	Residual unmet need post 2036 (dpa)	750									
21	Reapportionment based on functional distribution - %		34.1%	34.3%	15.0%	12.1%	0.0%	4.5%	0.0%	0.0%	
22	Repportionment based on functional distribution - dpa		256	257	112	91	0	34	0	0	
E. Final Apportionment											
23	Requirement to 2036 (dpa)		584	1,037	755	679	1,383	375	690	389	5,892
24	Requirement post 2036 (dpa)		795	1,249	847	754	765	403	690	389	
25	Plan period end point		2042	2046	2046	2045	2046	2046	2042	2042	
26	Requirement over plan period: total dwellings		11776	24935	17528	14933	24251	8529	12420	7002	
27	Requirement (dpa) over plan period		654	1,133	797	711	1,102	388	690	389	

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Managing Future Changes

- 9.9 There is the potential for future changes in a) the standard method housing need figure for individual authorities; and b) the scale of unmet need, due to either changes in Leicester's housing need figure and/or further detailed evidence on land supply in Leicester.
- 9.10 The approach set out has been designed to be able to accommodate this. The alignment of homes and jobs results in fixed figures; allowing the iteration of the apportionment using functional relationships to flex based on changes in the scale of unmet need. The approach to managing changes is thus:
- For individual LPAs to take account of changes in the standard method figure for their area (up to the point of submission of the local plan);
 - Where changes in the unmet need from Leicester City arise, consideration is given to how this is dealt with in the following order:
 - a). Joint working to review the capacity position and agree an updated working figure for unmet needs to 2046;
 - b). Apportioning the unmet need based on functional relationships initially using the average percentage figure in Table 9.4.
 - c). Discussion of whether there are capacity constraints which would preclude an authority from making a contribution or increasing its contribution. The emphasises would be on the authorities concerned to justify this to other LPAs.
 - d). Comparison of this with evidence of housing needed to support employment growth based on the evidence herein (and any more recent testing of jobs/homes alignment within other LPAs' evidence where appropriate). The economic-led need figure is taken forwards where this exceeds the figure based on functional relationships;
 - e). Recalculate the distribution – as done in this Paper – through adjusting the functional relationship percentages to distribute the remaining need between the other authorities which are able to contribute.
- 9.11 The potential for Leicester's unmet need to change prior to the adoption of emerging local plans is a relevant consideration which individual local authorities may wish to consider, alongside land supply and infrastructure capacity evidence, in making judgments on the appropriate supply-side buffer to include within their local plans.

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Title of Report	LEICESTER AND LEICESTERSHIRE AUTHORITIES STATEMENT OF COMMON GROUND – HOUSING DISTRIBUTION UNDER THE NEW STANDARD METHOD	
Presented by	Joanne Althorpe Principal Planning Policy Officer	
Background Papers	National Planning Policy Framework (December 2024) Item 30 Report to Council 6 September 2022 Item 5 Report to Local Plan Committee 25 May 2022 Leicester and Leicestershire Statement of Common Ground (April 2022) Leicester and Leicestershire Housing and Economic Needs Assessment (HENA) (2022)	Public Report: Yes
Financial Implications	The cost of preparing the Statement of Common Ground and its supporting evidence is met by all the Leicester and Leicestershire authorities making agreed contributions. Signed off by the Section 151 Officer: Yes	
Legal Implications	Local planning authorities and county councils are under a duty to cooperate with each other on strategic matters that cross administrative boundaries. The Statement of Common Ground has been prepared to demonstrate effective joint working. Signed off by the Monitoring Officer: Yes	
Staffing and Corporate Implications	No staffing implications are associated with the specific content of this report. Links with the Council's Priorities are set out at the end of the report. Signed off by the Head of Paid Service: Yes	

Purpose of Report	To consider the draft Leicester and Leicestershire Statement of Common Ground relating to housing distribution (December 2025) at Appendix A to this report so that the view of this Committee can be forwarded to Council when it considers the Statement of Common Ground in May 2026.
Recommendations	<p>THAT THE LOCAL PLAN COMMITTEE:</p> <p>PROVIDES ANY COMMENTS ON THE STATEMENT OF COMMON GROUND RELATING TO HOUSING DISTRIBUTION, AT APPENDIX A TO THIS REPORT, FOR CONSIDERATION BY COUNCIL AT ITS MEETING ON 12 MAY 2026.</p>

1.0 INTRODUCTION

- 1.1 As directed by paragraph 62 of the National Planning Policy Framework (2024), this Council’s new Local Plan needs to plan for its identified housing need:

“To determine the minimum number of homes needed, strategic policies should be informed by a local housing need assessment, conducted using the standard method in national planning practice guidance. In addition to the local housing need figure, any needs that cannot be met within neighbouring areas should also be taken into account in establishing the amount of housing to be planned for.”

- 1.2 To date, the new Local Plan has been drafted in accordance with an annual housing requirement of 686 dwellings per annum. This figure was informed by the *Leicester and Leicestershire Housing and Economic Needs Assessment (HENA, 2022)*.
- 1.3 Following the publication of the 2022 HENA, the *Leicester and Leicestershire Statement of Common Ground* (April 2022) was presented to this committee on 25 May 2022 and then approved by Council on 6 September 2022.
- 1.4 The *National Planning Policy Framework* was updated in December 2024. As part of this update, the government revised the methodology by which local planning authorities should calculate their local housing need (‘the standard method’). These changes mean it has been necessary to revisit the matter of housing distribution across the Leicester and Leicestershire Housing Market Area (HMA), particularly for those authorities who intend to submit their Local Plans by the December 2026 deadline and whose Local Plans will be examined against the 2024 NPPF (i.e. North West Leicestershire, Blaby, Hinckley and Bosworth and Oadby and Wigston).
- 1.5 The Leicestershire and Leicestershire authorities have prepared a new Statement of Common Ground (December 2025) which is underpinned by an *Updated Housing Distribution Paper* (November 2025). The Statement of Common Ground has been overseen by the Member Advisory Group (MAG), comprising members from each of the Leicester and Leicestershire authorities. MAG was established to oversee joint work on strategic planning matters but it does not have decision making powers. This

means that the Statement of Common Ground needs to be considered by each of the Leicester and Leicestershire authorities through their own governance procedures.

1.6 This report is structured as follows:

- Section 2 – Sets out the methodology in the Housing Distribution Update Paper with a focus on the implications for North West Leicestershire.
- Section 3 – Sets out the key points in the Statement of Common Ground relating to housing distribution.
- Section 4 – Advises on the implications for the North West Leicestershire Local Plan.
- Section 5 – Sets out the next steps.

1.7 Appended to this report are:

- **Appendix A:** *Leicester & Leicestershire Authorities - Statement of Common Ground relating to Housing Distribution following NPPF and new Standard Method published December 2024* (December 2025)
- **Appendix B:** *Updated Housing Distribution Paper* (November 2025)
- **Appendix C:** *FAQs - Updated Housing Distribution Paper and associated Statement of Common Ground* (January 2026)

2.0 LEICESTER AND LEICESTERSHIRE UPDATED HOUSING DISTRIBUTION PAPER (NOVEMBER 2025)

Changes to the Standard Method

- 2.1 The 2022 *Housing and Economic Needs Assessment* (HENA) was based upon the standard method at the time of its preparation in March 2022. This showed a need for 5,713 dwellings per annum (dpa) across the Leicester and Leicestershire Housing Market Area (HMA).
- 2.2 The changes made to the standard method in December 2024 results in a requirement of 5,892 dpa for the HMA (this is the requirement as at May 2025; the figures are updated annually in spring). This represents a 3.1% increase from the 2022 standard method.
- 2.3 Whilst the total amount of housing required across the HMA has increased by a relatively small amount, the distribution of this requirement has changed more significantly. The deletion of the 35% urban uplift previously applied to Leicester City has resulted in a significant decrease in the City's annual housing need and an increase in most other authorities. For North West Leicestershire, the standard method figure has increased by 66% (from 372 to 617 dpa). A comparison of the 2022 and 2025 standard methods is shown in **Table 1** below.

Table 1: Comparison of Standard Methods 2022 and 2025

Local Planning Authority	Standard Method 2022 (dpa)	% share of overall housing 2022	Standard Method 2025 (dpa)	% share of overall housing 2025
Blaby	341	6%	539	9%
Charnwood	1,111	19%	992	17%
Harborough	534	9%	735	12%
Hinckley & Bosworth	472	8%	663	11%
Leicester	2,464	43%	1,588	27%
Melton	231	4%	369	6%
NWL	372	7%	617	10%
Oadby & Wigston	188	3%	389	7%
TOTAL	5,713		5,892	

Updated Housing Distribution Paper

- 2.4 The *Updated Housing Distribution Paper* (UHDP) is at **Appendix B** of this report. It has been prepared by Icenl (the authors of the 2022 HENA) and has been informed by discussions with a Steering Group comprising officers at the Leicester and Leicestershire authorities.
- 2.5 The methodology used for apportioning the housing need is based on that set out in the 2022 HENA and adjusted to account for the revised Standard Method figures. Unmet housing need has been apportioned having regard to a range of factors, including the functional relationship of each authority area with Leicester City and the balance of jobs and homes in each authority area.

Plan Making Progress and Timescales

- 2.6 The Leicester and Leicestershire authorities are at different stages of plan preparation and are progressing plans against a different policy backdrop.
- 2.7 The authorities of Charnwood, Harborough, Leicester and Melton have progressed their plans against the 2023 National Planning Policy Framework (NPPF) (or previous versions) and should therefore continue to rely on the 2022 Statement of Common Ground on housing distribution.
- 2.8 North West Leicestershire, together with Blaby, Hinckley and Bosworth and Oadby and Wigston are preparing their plans against the 2024 NPPF which need to be informed by the updated standard method. The UHDP has been prepared to inform these authorities' plans which are all due to be submitted for examination by 31 December 2026.
- 2.9 The starting point for the UHDP is the revised standard method figure for the whole of Leicester and Leicestershire of 5,892 dpa (see **Table 1** above). It uses a base date of 2024 and extends up to 2046. The UHDP factors in the proposed 2042 end date of the

North West Leicestershire Local Plan.

Leicester's Unmet Need

- 2.10 As Leicester's Local Plan covers the period up to 2036, the UHDP assesses the City's unmet need between 2024 to 2036 and from 2036 to 2046.
- 2.11 Between 2024 and 2036, the UHDP identifies an unmet need of 2,455 dwellings, which equates to 205 dpa. This figure is based upon known housing completions (2020 and 2024) and the anticipated supply planned for in the Leicester Local Plan (2024 to 2036).
- 2.12 The UHDP concludes that it is unlikely that Leicester will be able to fully meet its housing need beyond 2036. As the UHDP has been prepared in advance of the City's Local Plan Review, there is currently limited information available on the anticipated housing supply post 2036.
- 2.13 The UHDP has made an informed view on Leicester's unmet need between 2036 and 2046, an approach supported by paragraph 28 of the 2024 NPPF which advises on the preparation of Statements of Common Ground. This informed view combines two approaches: a bottom-up estimate of longer-term supply informed by the City Council and a top-down estimate informed by historical trends of brownfield development in the City, undertaken by Iceni.
- 2.14 The approaches for estimating the City's supply between 2036 and 2046 are described in detail between paragraphs 4.14 and 4.39 of the UHDP. The UHDP estimates an unmet need figure of 8,230 dwellings between 2036 and 2046 (823 dpa). This figure is arrived at by adopting a midpoint between the City Council's estimate of supply and Iceni's analysis of historical brownfield development trends.
- 2.15 **Table 2** shows the anticipated unmet need, based upon the City's 2025 standard method figure of 1,588 dpa.

Table 2: Leicester City Council Unmet Need 2024 to 2046

	2024 to 2036	2036 to 2046
Housing Need (2025 Standard Method)	19,056	15,880
Supply Estimate	16,601	7,650
Unmet Need (total)	2,455	8,320
Unmet Need (dpa)	205	823

Unmet Need from Other Authorities

- 2.16 As shown in **Table 1** above, Oadby and Wigston's local housing need figure has significantly increased from 188 to 389 dpa (an increase of 107%). Under the 2022 SoCG, Oadby and Wigston were planning for 240 dpa. It is material that the boundaries of Oadby and Wigston are tightly defined.

- 2.17 The UHDP is based on the assumption that Oadby and Wigston can meet the 389 dpa requirement within its boundaries **but** it cannot contribute towards Leicester's unmet need.

Apportioning Unmet Need

- 2.18 The agreed unmet need from Leicester is as shown in **Table 2** above. The UHDP apportions the unmet need between the Leicestershire authorities (excluding Oadby and Wigston for the reasons described above). The apportionment is based upon each authority's functional relationship to Leicester and then by aligning homes and jobs.

Functional Relationship to Leicester

- 2.19 Some consultees have stated in previous Local Plan consultations that North West Leicestershire should not take any of Leicester's unmet need because it does not share a physical boundary with the City.
- 2.20 Section 7 of the Housing UHDP provides detail on the approach used to apportion unmet need based on each authority's *functional* relationship with Leicester. This uses a blend of migration and commuting data, recognising that migration information is based on several years of data and more stable view of flows but can be influenced by historical planning assumptions or housing supply distribution; whereas the commuting flow data is influenced by the effects of Covid-19 on working patterns at the time when the 2021 Census was undertaken but does capture some influence of the geography of employment development and changes in commuting since the 2011 Census.
- 2.21 Whilst migration and commuting patterns are undoubtedly influenced by the Leicestershire authorities' spatial relationship to Leicester (demonstrating a stronger relationship with those authorities adjoining the City), the UHDP does demonstrate a functional relationship between North West Leicestershire and Leicester.
- 2.22 **Table 3** below expresses the functional relationship to Leicester as a percentage. The functional relationship percentages are then reapportioned to account for the fact that Oadby and Wigston cannot contribute to the unmet need (as per paragraph 2.17 above).

Table 3: Functional Relationship to Leicester

Local Planning Authority	Functional Relationship to Leicester (Blended Average of Gross Migration and Commuting)	Revised Functional Relationship (Excluding Oadby & Wigston)
Blaby	24.9%	31.5%
Charnwood	24.8%	31.7%
Harborough	10.9%	13.8%
Hinckley & Bosworth	8.9%	11.2%
Melton	3.4%	4.2%
NWL	6.0%	7.5%
Oadby & Wigston	21.1%	0%

- 2.23 The methodology then reapportions the City's unmet need in line with the percentages in **Table 3**, i.e. 7.5% of the unmet need is reapportioned to North West Leicestershire. **Table 4** shows how the reapportionment is applied to North West Leicestershire, taking into account the different unmet need figures up to and post 2036 and adding them to North West Leicestershire's standard method figure of 617 dpa.

Table 4: Initial Apportionment of Unmet Need based on Functional Relationship to Leicester for North West Leicestershire (2024 to 2042)

	Calculation	North West Leicestershire
Functional Relationship to Leicester (%)		7.5%
Contribution to Unmet Need 2024 to 2036 (total)	2,455 x 7.5%	185
Contribution to Unmet Need 2024 to 2036 (dpa)	185/12	15
Contribution to Unmet Need 2036 to 2046 (total)	8,230 x 7.5%	621
Contribution to Unmet Need 2036 to 2046 (dpa)	621/10	62
Implied Requirement 2024 to 2036 (dpa)	617 + 15	632
Implied Requirement 2036 to 2042 (dpa)	617 + 62	679
Implied Requirement 2024 to 2042 (total)	(632 x 12) + (679 x 6)	11,664
Implied Requirement 2024 to 2042 (dpa)	11,664 / 18	648

It should be noted that the figures in Table 4 do not precisely sum due to rounding in the table to one decimal place. The calculations use unrounded figures.

Aligning Homes and Jobs

- 2.24 The next stage in the methodology is aligning homes with jobs. The process is set out in detail at Section 8 of the UHDP.
- 2.25 The starting point for North West Leicestershire is noting that the district has a jobs density figure of 1.14 (jobs to residents aged 16-64). The only other authority in Leicestershire to have a jobs density higher than 1.0 is Blaby. This shows a notable

level of net in-commuting to the district where a higher level of housing could help provide more localised opportunities for living and working in a similar area.

- 2.26 The Council is currently working towards a Local Plan housing requirement of 686 dpa; a figure largely informed by an economic growth scenario in the 2022 HENA. The UDHP revisits the economic growth scenario and for North West Leicestershire, recalibrates it to 2042 (the proposed end date of the Local Plan). This results in a requirement of 544 dpa, compared to the standard method figure of 617 dpa.
- 2.27 As is the case for North West Leicestershire, the updated standard method figures for all the other Leicester and Leicestershire authorities are sufficient to accommodate the economic growth scenarios.
- 2.28 However, the HDUP goes on to factor in a strategic B8 growth scenario, in response to the recently published *Leicester & Leicestershire: Strategic Distribution Floorspace Needs Update and Apportionment* report (October 2025), testing whether the apportionment of strategic B8 need has any impact on the homes/jobs balance or apportionment of housing provision within the HMA.

Table 5: Housing Need – HENA Growth Scenario Adjusted for B8 Apportionment

	Plan period end point	Standard Method (dpa)	Housing Need (dpa) HENA Growth Scenario + B8 apportionment
Blaby	2042	539	614
Charnwood	2046	992	566
Harborough	2046	735	565
Hinckley and Bosworth	2045	663	431
North West Leicestershire	2042	617	690

- 2.29 North West Leicestershire and Blaby are the only authorities where the B8 apportionment methodology results in a figure higher than the standard method. However, the B8 apportionment figure for Blaby (614 dpa) is lower than the functional apportionment figure (669 dpa) and also implicitly assumes that the Hinckley National Rail Freight Interchange (RFI) will be delivered, when there is a degree of uncertainty around this.
- 2.30 North West Leicestershire, on the other hand, is the only authority where the B8 apportionment figure (690 dpa) is higher than the standard method figure (617 dpa) *and* the functional relationship implied figure (648 dpa, as described in Table 4 above).
- 2.31 The HDUP, therefore, proposes that NWL contributes an additional 73 dpa towards the unmet need between 2024 and 2042. The remaining unmet need is then reapportioned between the other five authorities, as shown in **Table 6** below.

Table 6: Final Apportionment of Unmet Need

Local Planning Authority	Revised Standard Method (2025) (dpa)	Proposed Housing Requirement (dpa)	Contribution to Unmet Need	% Contribution	Plan End Date
Blaby	539	654	115	25.1	2042
Charnwood	992	1,133	141	30.8	2046
Harborough	735	797	62	13.5	2046
Hinckley & Bosworth	663	711	48	10.5	2045
Melton	369	388	19	4.2	2046
NWL	617	690	73	15.9	2042
Oadby & Wigston	389	389	0	0	2042
TOTAL	4,304	4,762	458	100	

3.0 STATEMENT OF COMMON GROUND RELATING TO HOUSING DISTRIBUTION (DECEMBER 2025)

3.1 The 2025 Statement of Common Ground (SoCG) is at **Appendix A** of this report. It confirms that the Leicester and Leicestershire authorities agreed to commission an update to the HENA 2022 Housing Distribution Paper to inform the apportionment of unmet need under the new Standard Method (December 2024).

3.2 The SoCG has been prepared to support the submission of the Blaby, Hinckley and Bosworth, North West Leicestershire and Oadby and Wigston Local Plans as they are directly affected by the changes to the standard method in 2024.

3.3 The key matter for agreement is:

The Leicester and Leicestershire authorities agree to the apportioned contributions to unmet need established through the UHDP and set out in Table 2 [Table 6 of this committee report] which will be used by those authorities submitting a local plan for examination under the NPPF December 2024...

3.4 Other key matters that may impact upon the level of unmet need in the future are:

- That Leicester City Council will begin a Local Plan Review immediately following the adoption of the Leicester City Local Plan 2020 to 2036. This will be informed by additional evidence in due course that will be used to identify the full housing capacity for that review.
- The SoCG assumes that “Oadby and Wigston will just be able to meet its own need from a land supply position but not be able to accept any unmet need from Leicester. Evidence gathering is still being undertaken by the Council in relation to accommodation of the uplifted LHN and when complete, consideration will need to be given to the outcome of this by the HMA authorities.”

3.5 The figures in Table 2 of the SoCG (**Table 6** of this committee report) will remain in place for the submission of Local Plans before 31 December 2026.

4.0 IMPLICATIONS FOR THE NORTH WEST LEICESTERSHIRE LOCAL PLAN

4.1 The Updated Housing UHDP proposes an annual requirement of 690 dpa for North West Leicestershire between 2024 and 2042. This is a minor increase of four dwellings per year compared to the 686 dpa planned for to date. Over the 18 year plan period, this is an additional 72 dwellings (or 79 dwellings if a 10% flexibility allowance is added).

4.2 It is the recommendation of officers that the Statement of Common Ground is agreed by Council to assist the timely submission of the North West Leicestershire Local Plan for examination. The SoCG is underpinned by a robust methodology and results in just a minor increase to the Council's housing requirement between 2024 and 2042.

4.3 Officers are confident that this additional amount can be met via small windfall sites (developments of less than 10 dwellings) without the need for allocating any additional housing sites. For example, in the first year of the plan alone (2024/25) there were 57 homes completed on small windfall sites, which will count towards the Council's overall housing need.

4.4 A housing trajectory will be prepared to accompany the Regulation 19 Plan. It will take into account completions on major and small sites between 1 April 2024 and 31 March 2026. Officers propose to do further work on small sites windfalls to inform the trajectory.

4.5 Assuming the Statement of Common Ground is agreed by North West Leicestershire District Council, part (1) of Policy S1 (the wording for which was agreed at the 14 August 2024 meeting of this committee) would need amending as follows:

*The housing requirement for North West Leicestershire is ~~686~~ **690** dwellings each year, and a minimum of ~~13,720~~ **12,420** dwellings over the plan period of ~~2020-2040~~ 2024-2042 as set out in the ~~Statement of Common Ground for Leicester and Leicestershire Housing Market Area (June 2022)~~ **Leicester and Leicestershire Authorities – Statement of Common Ground relating to Housing Distribution (December 2025)**.*

4.6 In addition, part (4) of Policy S1 would also require the following amendment:

*For the avoidance of doubt, the annualised district housing requirement for five year land supply and Housing Delivery Test purposes is ~~686~~ **690** dwellings each year.*

5.0 NEXT STEPS

- 5.1 The 2025 Statement of Common Ground relating to housing distribution will be considered by each individual authority through their governance processes.
- 5.2 For North West Leicestershire, the Statement of Common Ground is being presented to Cabinet on 24 March 2025. A decision on the Statement of Common Ground will then be made by Council at its meeting on 12 May 2026. The views of this Committee and of Cabinet will be forwarded to Council to help inform its decision.
- 5.3 Subject to the housing figures being agreed by the respective councils, they will be tested through the examinations of the North West Leicestershire, Blaby, Hinckley and Bosworth and Oadby and Wigston Local Plans.

Policies and other considerations, as appropriate	
Council Priorities:	<ul style="list-style-type: none"> - Planning and regeneration - Communities and housing
Policy Considerations:	The Local Plan is required to be consistent with the National Planning Policy Framework and other government guidance and requirements. This includes effecting and on-going joint working between strategic policy-making authorities to help determine whether developments needs that cannot be met wholly within a particular plan area could be met elsewhere.
Safeguarding:	None discernible.
Equalities/Diversity:	An Equalities Impact Assessment of the Local Plan review will be undertaken as part of the Sustainability Appraisal.
Customer Impact:	No issues identified.
Economic and Social Impact:	The Statement of Common Ground results in an increased housing requirement for North West Leicestershire which seeks to build more homes in alignment with the provision of jobs in the district.
Environment, Climate Change and zero carbon:	The Statement of Common Ground results in a minor increase to the number of homes planned for to date. It is anticipated that this additional requirement can be met on small scale windfall sites, within the Limits to Development.
Consultation/Community/Tenant Engagement:	Further consultation on the proposed new housing requirement will be undertaken at Regulation 19 stage.
Risks:	<p>A risk assessment for the Local Plan Review has been prepared and is kept up to date. As far as possible control measures have been put in place to minimise risks, including regular Project Board meetings where risk is reviewed.</p> <p>The report highlights the potential risks associated with the issues considered as part of the report.</p>
Officer Contact	Joanne Althorpe Principal Planning Policy Officer joanne.althorpe@nwleicestershire.gov.uk

NORTH WEST LEICESTERSHIRE DISTRICT COUNCIL
COUNCIL – TUESDAY, 12 MAY 2026



Title of Report	LEICESTER AND LEICESTERSHIRE AUTHORITIES STATEMENT OF COMMON GROUND - STRATEGIC DISTRIBUTION	
Presented by	James Arnold Strategic Director of Place	
Background Papers	<p>Item 6 Report to Local Plan Committee 18 November 2025</p> <p>Leicester & Leicestershire Authorities - Statement of Common Ground relating to Strategic Warehousing & Logistics Need (September 2021)</p> <p>Leicester & Leicestershire Strategic Distribution Need and Apportionment Study (2025)</p> <p>National Planning Policy Framework (December 2024)</p> <p>Draft minutes of Local Plan Committee 18 March 2026</p> <p>Draft minutes of Cabinet 24 March 2026</p>	Public Report: Yes
Financial Implications	The cost of preparing the Statement of Common Ground and its supporting evidence is met by all the Leicester and Leicestershire authorities making agreed contributions.	
	Signed off by the Acting Section 151 Officer: Yes	
Legal Implications	The new Local Plan is required to be consistent with the National Planning Policy Framework and other government guidance and requirements. This includes working effectively on cross-boundary strategic matters. The Statement of Common Ground helps to address this requirement.	
	Signed off by the Interim Monitoring Officer: Yes	
Staffing and Corporate Implications	No staffing implications are associated with the specific content of this report. Links with the Council’s Priorities are set out at the	

	end of the report.
	Signed off by the Head of Paid Service: Yes
Purpose of Report	To request that Council agrees the 'Leicester and Leicestershire Statement of Common Ground for Strategic Warehousing (March 2026)' at Appendix A to this report.
Recommendation	THAT COUNCIL: AGREES THE LEICESTER AND LEICESTERSHIRE AUTHORITIES STATEMENT OF COMMON GROUND RELATING TO STRATEGIC WAREHOUSING NEED (MARCH 2026) INCLUDED AT APPENDIX A OF THIS REPORT.

1.0 BACKGROUND

- 1.1 A statement of common ground is a formal, written agreement between local planning authorities dealing with cross-boundary strategic matters. Having a statement of common ground in place helps to ensure effective, transparent cooperation, identifying agreed facts and any outstanding issues. Such statements can be an important way to demonstrate effective joint-working (National Planning Policy Framework paragraph 36c).
- 1.2 This report is concerned with the 'Leicester and Leicestershire Authorities - Statement of Common Ground relating to Strategic Warehousing Need March 2026' ('SoCG 2026'). The full text of the SoCG 2026 is included in Appendix A.
- 1.3 The SoCG 2026 has been considered at the following meetings:
- **Local Plan Committee 18 March 2026.** The covering report for this meeting which explains the purpose, background and implications of the SocG 2026 is included at Appendix B. The report provides helpful background information and explains the importance of the SoCG 2026 for this Council's emerging Local Plan. A link to the minutes from the Local Plan Committee is included in the 'background papers' box above.
 - **Cabinet 24 March 2026.** Cabinet noted the report. Draft minutes from the meeting are linked in the 'background papers' box above.
- 1.4 The SoCG 2026 is being considered by each of the signatory Leicester and Leicestershire authorities through their governance processes.
- 1.5 Council is requested to agree the SoCG 2026.

Policies and other considerations, as appropriate	
Council Priorities:	- Planning and regeneration
Policy Considerations:	The Local Plan is required to be consistent with the National Planning Policy Framework and other government guidance and requirements
Safeguarding:	None discernible.
Equalities/Diversity:	An Equalities Impact Assessment of the new Local Plan will be undertaken to accompany the Regulation 19 version of the plan.
Customer Impact:	No issues identified.
Economic and Social Impact:	The SoCG 2026 deals with the provision of new strategic warehousing floorspace which in turn will impact positively on the economy of the district in the form of additional investment and jobs.
Environment, Climate Change and zero carbon:	The decision, of itself, will have no specific impact. The new Local Plan as a whole, will aim to deliver positive environmental and climate change impacts and these will be recorded through the Sustainability Appraisal.
Consultation/Community Engagement:	Further consultation on the Local Plan, including its approach to strategic warehousing outline in this report, will be undertaken at Regulation 19 stage.
Risks:	A risk assessment for the new Local Plan has been prepared and is kept up to date. As far as possible control measures have been put in place to minimise risks, including regular risk review.
Officer Contact	Sarah Lee Principal Planning Policy Officer sarah.lee@nwleicestershire.gov.uk

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Leicester & Leicestershire Authorities - Statement of Common Ground relating to Strategic Warehousing Need (March 2026)

1.0 The Leicester and Leicestershire HMA and FEMA

- 1.1 The Leicester and Leicestershire Housing Market Area (HMA) and Functional Economic Area (FEMA) covers the administrative areas of eight local planning authorities and two highways and transport authorities. The eight local planning authorities responsible for plan making are:
- Blaby District Council
 - Charnwood Borough Council
 - Harborough District Council
 - Hinckley & Bosworth Borough Council
 - Leicester City Council (Unitary)
 - Melton Borough Council
 - North West Leicestershire District Council, and
 - Oadby & Wigston Borough Council.
- 1.2 The two upper tier authorities in Leicester and Leicestershire (L&L), with statutory responsibilities for highways, transport, education, social care, flooding, minerals & waste planning and public health are:
- Leicester City Council (Unitary), and
 - Leicestershire County Council.
- 1.3 This Statement has been prepared jointly by the eight plan making authorities and Leicestershire County Council as an additional signatory given their statutory responsibilities, hereafter referred to as “the Authorities”. The Map in Appendix 1 shows the location and administrative areas covered by this statement. The [Housing & Economic Needs Assessment 2022](#) (HENA) identifies this area as the Leicester & Leicestershire HMA and FEMA.

2.0 Purpose

- 2.1 In accordance with Paragraph 25 of the NPPF (2024) the key strategic matters addressed in this statement are: the Duty to cooperate and joint working, the L&L strategic warehousing floorspace need to 2046 and the apportionment of strategic warehousing need up to 2046.

3.0 Background and Context

- 3.1 In 2021 the Authorities published Warehousing and Logistics in Leicester and Leicestershire: Managing Growth and Change (2021) which informed an agreed Leicester & Leicestershire Authorities - Statement of Common Ground relating to Strategic Warehousing & Logistics Need (September 2021). The 2021 SoCG set out the L&L need for strategic warehousing at the time and next steps to ensure the needs of the sector are appropriately planned for, including the following:

“The Authorities remain committed to cooperating on strategic cross boundary matters, including agreeing the distribution of large warehousing need”

- 3.2 This SoCG (2026) replaces the previous SoCG (2021) capturing the outcomes of the further joint work and agrees the apportionment of strategic warehousing need

across L&L for further testing through plan-making. This Statement will be reconfirmed and updated as necessary.

3.3 Strategic Warehousing facilities are defined as those units with floorspace equal to or greater than 9,000 square metres (sqm) in total.

4.0 **Key Strategic Matters on Which Authorities Agree**

Duty to Cooperate and Joint Working

4.1 The Authorities agree there is a long track record of effective joint working on strategic matters across L&L. The authorities have continuously engaged with each other on the strategic matters set out in this Statement and through the preparation of local plans across the area. This commitment is most clearly evidenced through:

- The continued function of the L&L Members Advisory Group and Strategic Planning Group,
- The joint preparation of evidence including Warehousing & Logistics in L&L Managing Growth and Change (2021) and L&L Strategic Distribution Floorspace Need Update and Apportionment (2025),
- The agreement of a Joint Statement of Common Ground relating to strategic warehousing and logistics need (Sept 2021), and
- The preparation of this Statement.

4.2 More information and details of engagement will be set out in individual authorities' Duty to Cooperate Statements (or equivalent) that accompany local plans. Authorities will continue to work jointly on an ongoing basis.

L&L Strategic Warehousing Need to 2046

4.3 The Authorities agree the [Leicester & Leicestershire: Strategic Distribution Floorspace Needs Update and Apportionment \(Oct 2025\)](#) (hereafter referred to as 'the Study') is the most up-to-date cooperatively produced evidence on the needs of the strategic warehousing sector to inform planning across L&L.

4.4 Based on the Study the Authorities agree that L&L needs to provide for 3,969,400sqm of additional floorspace between 2023 and 2046 (1,349,600sqm rail-served and 2,619,800sqm road-served), after allowing for land recycling, as per Table 1 below:

Table 1: Supply-Demand Balance (2023-46) (sqm.)

	Rail-Served	Road-Served	Total
Gross Need	5,256,000		
Land Recycling	-1,286,000		
Additional Floorspace Required	1,349,600	2,619,800	3,969,400
Completions 2023/24	0	112,500	112,500
Commitments April 2024	0	797,700	797,700
Balance	1,349,600	1,709,600	3,059,200

Source: Icenl 2025

- 4.5 The Study has a base date of 1 April 2023. After updating the monitoring to 1 April 2025 (see Appendix 2) the Authorities agree that this updated position leaves a balance of 1,349,600 sqm at rail-served sites and 1,692,174 sqm at road-served sites to be planned for to 2046. Appendix 2 will be updated annually.
- 4.6 To 2046 the Study identifies a (theoretical) maximum floorspace capacity across L&L as a whole of 5,905,500sqm compared to the additional floorspace required to 2046 of 3,969,400sqm.
- 4.7 The Authorities intend that the additional floorspace required of 3,969,400sqm of strategic warehousing floorspace (2023 – 2046) will be met in L&L. The Authorities are not aware of any unmet need from neighbouring areas for strategic warehousing floorspace that should be accommodated in L&L.

Apportionment of Additional Floorspace Required to 2046

- 4.8 The Authorities agree that the Study gives strategic guidance on the distribution of future growth and provides a basis and methodology for the apportionment of need which is robust and effective. The study sets out the apportionment by District / Borough as per Table 2 below:

Table 2: Apportionment by District / Borough (Sqm)

District / Borough *	Completions + Commitments		Residual Need Apportioned		Total	Apportionment incl. completions + commitments
	Rail	Road	Rail	Road		
North West Leicestershire	-	221,100	240,000	1,093,600	1,554,700	39%
Harborough	-	257,000	-	566,400	823,400	21%
Hinckley & Bosworth	-	327,000	-	428,800	755,800	19%
Blaby	-	105,100	650,000	0	755,100	19%
Charnwood	-	0	-	80,500	80,500	2%
Total	-	910,200	890,000	2,169,200	3,969,400	

Source: Icen analysis

* District / Borough figures are made up of figures for more than one distinct Area of Opportunity (AO), in some cases.

- 4.9 The Authorities agree the figures in the total column of Table 2 are the agreed apportionment of strategic warehousing floorspace need for each authority for the period 2023-2046. These figures will be tested through each Local Planning Authority's plan making process. The rail served need for Blaby would need to be tested through the DCO process (see para 4.14-4.18 below).
- 4.10 The authorities are preparing plans with different plan periods and agree that the figures in Table 2 will be pro-rated based on the plan period of the relevant authority. Authorities not listed in Table 2 have been apportioned zero floorspace.

NWLDC Apportionment

- 4.11 NWLDC is preparing a new Local Plan for the period 2023-2042. Strategic warehousing sites have been identified for allocation in the Regulation 19 version of

the Local Plan¹. There are sufficient, suitable sites to deliver c756,775sqm of floorspace, meeting the pro-rata apportionment figure for the A/M42 location but not meeting the pro-rata apportionment figures for the M1 J23a & J24/A50 J1 location and for the Bardon area (M1 J22) due to planning constraints and an insufficient supply of available, suitable sites at those locations.

4.12 NWLDC's intended approach is to:

- Allocate suitable sites for strategic warehousing, as described above
- Include a criteria-based policy for proposals on unallocated sites
- Re-evaluate the position when the new Plan is reviewed². This would include an assessment of a) any newly available land in the locations where there is a shortfall; and b) any updated assessment of needs.

4.13 The authorities support and agree NWLDC's approach, which equates to a supply of 12 years (2024 to 2036) based on the pro-rata apportionment figures in Table 2 above. The Authorities agree this is an appropriate way forward in the context of the challenges of planning long-term for this sector, as outlined in para 5.1 below.

Hinckley National Rail Freight Interchange (HNRFI)

4.14 The Development Consent Order (DCO) for the HNRFI proposal, mostly located in Blaby District, was refused in March 2025. The DCO application was refused on the basis of most notably insufficient transport modelling evidence assessing the impacts at M1 J21/M69 J3: non-compliance with the road safety requirements; and the highways safety impacts on the village of Sapcote. However, the decision letter agrees that there is a need for the rail-served Proposed Development.

4.15 Whilst not undermining the scale of the issues for refusal, the Study does not dismiss this location and considers that a further application for the Strategic Rail Freight Interchange (SRFI) in the location could be submitted through the DCO process. The proposal could therefore still come forward within the Study period to 2046.

4.16 The Authorities agree that apart from this location and land around East Midlands Airport there are no further rail-served opportunities within the Study area. Given this and the continuing national policy support for SRFI's and the role they play in transferring freight from road to rail, the ability of this site to be rail-served needs to be retained and safeguarded for the future. Proposals for solely road-based strategic B8 floorspace through the Local Plan or speculative planning applications in this location would undermine the identified need for rail-based strategic B8 floorspace and will not be supported.

4.17 However, the Authorities agree that any fresh DCO application must overcome technical challenges, for a strategic rail-served facility meeting the definition of a SRFI, to be an appropriate approach in this location.

4.18 This Statement does not infer support from the relevant Local Authorities for a future rail-served strategic B8 proposal in this location. Each authority will respond to any proposal, through the NSIP/DCO process as appropriate.

¹ North West Leicestershire DC's Local Plan Committee 19 November 2025

² In accordance with NPPF (Dec 2024) Para 34 reviews should be completed no later than 5 years from the adoption date of the plan.

Transport

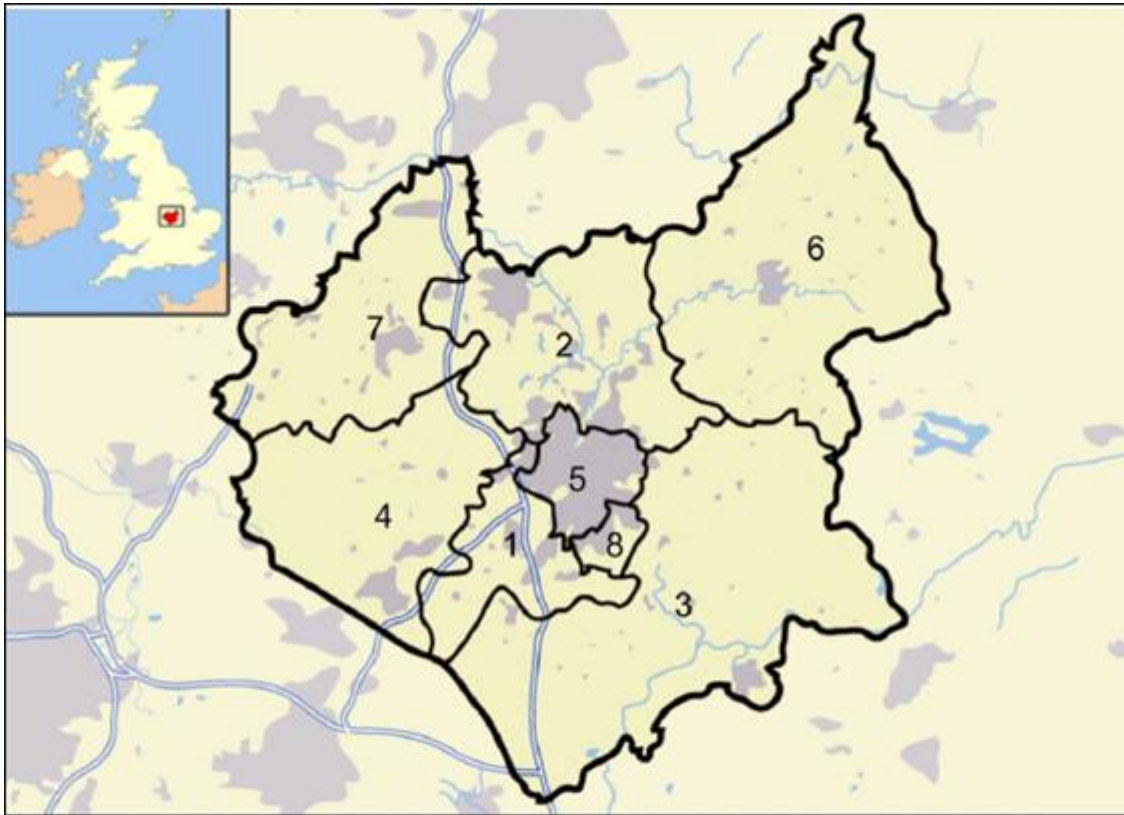
- 4.19 Leicestershire County Council, as the Local Highway Authority, has raised concerns about the ability of the County's road network, and in particular the Strategic Road Network (for which National Highways is the Highway Authority), to accommodate the quantum of strategic warehousing identified. However, it does not wish to frustrate the completion of this SoCG and instead reserves its right to pursue those concerns as appropriate if and when specific sites are brought forward through plan-making and/or as planning applications (including as Nationally Significant Infrastructure Projects - NSIP). The other authorities note and accept the County Council's position.
- 4.20 The authorities agree the ability of the county's road network, and particularly the Strategic Road Network, to accommodate the quantum of need will be challenging. The figures in Table 2 will therefore need to be tested through each Authority's local plan making process (and DCO process, as appropriate) with the involvement of the relevant transport authorities.

5.0 Maintaining and Updating this Statement

Planning for Future Needs to 2046

- 5.1 Planning for the future needs of this sector is particularly difficult because it is dynamic and operates on a much wider scale than L&L. Opportunities for development are linked to investment in the Strategic Road Network (SRN), with often limited long-term visibility of sites and it also involves sites that come forward through the separate NSIP/DCO process. All this means it can be challenging to make extended forecasts about long-term need.
- 5.2 The Authorities remain committed to cooperating on a plan-led approach to meet need (as set out in para 4.4). The Authorities agree:
- To test their respective apportionment figures (pro-rated) through their Local Plan preparation,
 - To continue to jointly monitor progress in site allocation, consents and delivery at the L&L level, annually,
 - That they, or successor authorities, will review and update the L&L strategic warehousing wide need and apportionment evidence as appropriate.
- 5.3 A new local planning system will be introduced early in 2026 together with the introduction of Spatial Development Strategies (SDS) through which growth related to strategic matters, such as strategic warehouses, will be distributed across a geography that is yet to be determined. The formal duty to produce a SDS is expected in Spring 2026 through secondary legislation, following royal assent of the Planning and Infrastructure Act.
- 5.4 Government is seeking full coverage of up-to-date local plans, and the local plans scheduled for submission by 31 December 2026 are at an advanced stage of preparation. The Authorities agree that the figures set out in Table 2 (pro-rated) will be tested through each Local Authority's local plan process.
- 5.5 The Authorities agree the Duty to Cooperate and joint working is an ongoing process. The process for updating and maintaining this Statement is outlined in Paragraph 5.2 and will be managed through ongoing joint work between the Authorities.

Appendix 1 – Location and Administrative Areas



Key to Map Two

- | | |
|--|---|
| 1. Blaby District Council | 5. Leicester City Council |
| 2. Charnwood Borough Council | 6. Melton Borough Council |
| 3. Harborough District Council | 7. North West Leicestershire District Council |
| 4. Hinckley and Bosworth Borough Council | 8. Oadby and Wigston Borough Council |

Appendix 2 – Updated Monitoring Data

Table A: Supply-Demand Balance (2023-2046) at 1 April 2025

	Rail-Served	Road-Served	Total
Gross Need	5,256,000		
Land Recycling	-1,286,000		
Additional Floorspace Required	1,349,600	2,619,800	3,969,400
Completions 2023/24	0	112,536	112,536
Completions 2024/25	0	18,580	18,580
Commitments April 2025	0	796,510	796,510
Balance	1,349,600	1,692,174	3,041,774

Source: Icenl, updated by LPA Monitoring 2024/25.

Table B: Supply by District / Borough (2023-2046) (sqm) at 1 April 2025

District / Borough*	A	B		C		D		E		F		G	
	Total (from Table 2)	Completions 23/24		Completions 24/25		Commitments at 1 April 2025 project for delivery to 2046		Allocations in an adopted Plan #		Emerging allocations in a Reg19 plan #		Balance	
		Rail	Road	Rail	Road	Rail	Road	Rail	Road	Rail	Road	Rail	Road
NWLDC	1,554,700	0	0	0	18,580	0	203,047	0	0	0	0	240,000	1,093,073
HDC	823,400	0	59,342	0	0	0	197,696	0	0	0	340,000	0	226,362
H&BBC	755,800	0	53,194	0	0	0	273,767	0	0	0	0	0	428,839
BDC	755,100	0	0	0	0	0	122,000	0	0	0	0	650,000	-16,900
CBC	80,500	0	0	0	0	0	0	0	0	0	0	0	80,500
Leicester	0	0	0	0	0	0	0	0	0	0	0	0	0
MBC	0	0	0	0	0	0	0	0	0	0	0	0	0
O&WBC	0	0	0	0	0	0	0	0	0	0	0	0	0
Total	3,969,400	0	112,536	0	18,580	0	796,510	0	0	0	340,000	890,000	1,811,874

* District / Borough figures are made up of figures for more than one distinct Area of Opportunity (AO), in some cases.

Without planning consent

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Title of Report	LEICESTER & LEICESTERSHIRE AUTHORITIES STATEMENT OF COMMON GROUND – STRATEGIC WAREHOUSING	
Presented by	Sarah Lee Principal Planning Policy Officer	
Background Papers	Item 6 Report to Local Plan Committee 18 November 2025 Leicester & Leicestershire Authorities - Statement of Common Ground relating to Strategic Warehousing & Logistics Need (September 2021) Leicester & Leicestershire Strategic Distribution Need and Apportionment Study (2025) National Planning Policy Framework (December 2024)	Public Report: Yes
Financial Implications	The cost of preparing the Statement of Common Ground and its supporting evidence is met by all the Leicester and Leicestershire authorities making agreed contributions.	
	Signed off by the Section 151 Officer: Yes	
Legal Implications	The Local Plan is required to be consistent with the National Planning Policy Framework and other government guidance and requirements.	
	Signed off by the Monitoring Officer: Yes	
Staffing and Corporate Implications	No staffing implications are associated with the specific content of this report. Links with the Council’s Priorities are set out at the end of the report.	
	Signed off by the Head of Paid Service: Yes	
Purpose of Report	To consider the draft Leicester and Leicestershire Statement of Common Ground for strategic warehousing (January 2026) at Appendix A to this report so that the view of this Committee	

	can be forwarded to Cabinet and Council when they consider the Statement of Common Ground.
Recommendations	<p>THAT THE LOCAL PLAN COMMITTEE:</p> <p>1. PROVIDES ANY COMMENTS ON THE STATEMENT OF COMMON GROUND RELATING TO STRATEGIC WAREHOUSING DATED JANUARY 2026, AT APPENDIX A TO THIS REPORT FOR CONSIDERATION BY COUNCIL AT ITS MEETING ON 12 MAY 2026</p>

1.0 BACKGROUND

- 1.1 A statement of common ground is formal, written agreement between local planning authorities dealing with cross-boundary strategic matters. Having a statement of common ground in place helps to ensure effective, transparent cooperation, identifying agreed facts and any outstanding issues. Such statements can be an important way to demonstrate effective joint-working (NPPF paragraph 36c).
- 1.2 The statement of common ground presented in this report is concerned with strategic warehousing. Once confirmed, the 'Leicester & Leicestershire Authorities - Statement of Common Ground relating to Strategic Warehousing Need January 2026' in Appendix A ('the SoCG 2026') will replace an agreed statement on the same subject dating from 2021 which dealt primarily with the following matters of evidence and process:
- it affirmed how much additional land/floorspace needed to be found in Leicester and Leicestershire to meet outstanding needs to 2041 based on evidence dating from 2021.
 - it affirmed the Areas of Opportunity identified in the 2021 study which are the broad areas where the additional floorspace is most likely to be located
 - it affirmed the next steps the authorities agreed to take to ensure needs are properly planned for across the Leicester and Leicestershire area.
- 1.3 More recently, the Leicester & Leicestershire Needs Update and Apportionment Study 2025 ('the Study') updates the amount of additional strategic warehousing floorspace needed and recommends how this could be distributed ('apportioned') between the Leicestershire authorities. The Study's findings were reported to 19 November 2025 Local Plan Committee and helped inform the selection of sites for inclusion in the Regulation 19 version of the Local Plan.
- 1.4 The SoCG 2026 reflects this latest evidence and explains how the signatory authorities intend to respond to it. Its preparation has been overseen by a steering group of officers and the Leicester and Leicestershire authorities' Members Advisory Group has agreed it for consideration by the individual authorities.
- 1.5 This report is structured as follows:
- Section 2 summarises key findings from the Study
 - Section 3 describes the content of the SoCG 2026
 - Section 4 sets out the next steps.

2.0 LEICESTER AND LEICESTERSHIRE NEEDS UPDATE AND APPORTIONMENT STUDY (2025)

2.1 To recap, the Study finds that there is need for some 3.06million sqm of strategic warehousing floorspace in Leicester and Leicestershire for the 22-year period 2024-46¹. This figure is in addition to sites which already have planning permission.

Table A: Leicester and Leicestershire Need for Strategic Warehousing 2024-46 (additional to sites with planning permission)

Rail-served need	1,349,600 sqm
Road-served need	1,709,600 sqm
Total	3,059,200 sqm

2.2 Table B below shows how the Study apportions the floorspace to the authority areas in Leicester and Leicestershire. [Note this table is a 'cut down' version of Table 2 in the SoCG 2026 itself].

Table B: Apportionment by district/borough 2024-46 (additional to sites with planning permission)

North West Leicestershire	1,333,600 sqm
Harborough	566,400 sqm
Hinckley & Bosworth	428,800 sqm
Blaby	650,000 sqm
Charnwood	80,500 sqm
Total	3,059,300 sqm

2.3 Table C shows how the Study apportions the additional floorspace to the three highways corridors in North West Leicestershire identified as broad locations for strategic warehousing. The figures in the third and fourth columns have been adjusted to correspond with the Local Plan end date of 2042 (i.e. 18 years rather than 22 years).

Table C: North West Leicestershire apportionment (additional to sites with planning permission)

	2024-2046	2024-2042	
	Floorspace	Floorspace	Land (estimate) ²
M1 J23a/J24; A50 J1	890,600 sqm	728,673 sqm	209 ha
Bardon (J22)	113,800 sqm	93,109 sqm	27 ha
A/M42 J11,12,13	329,200 sqm	269,345 sqm	77 ha
Total	1,333,600 sqm	1,091,127 sqm	313 ha

3.0 LEICESTER & LEICESTERSHIRE AUTHORITIES - STATEMENT OF COMMON GROUND RELATING TO STRATEGIC WAREHOUSING NEED (JANUARY 2026)

3.1 The text of the SoCG 2026 is included in Appendix A. The following paragraphs describe its key content section by section.

¹ 2023/24-2045/46

² Assumes 1ha of land can accommodate 3,500sqm of floorspace but, in practice, this ratio will vary from site to site.

Section 1 - Leicester and Leicestershire Housing Market Area (HMA) and Functional Economic Market Area (FEMA)

- 3.2 The SoCG 2026 affirms that the eight local planning authorities and two highways and transport authorities in the HMA and the FEMA have jointly prepared the SoCG 2026.

Section 2 - Purpose

- 3.3 This section confirms that the SoCG 2026 addresses the following key strategic matters; a) the Duty to Cooperate and joint working; and b) the need and apportionment of strategic warehousing floorspace in Leicester and Leicestershire for the period to 2046.

Section 3 – Background and context

- 3.4 This section confirms that the SoCG 2026 will replace the SoCG dating from 2021. The SoCG 2026 will be reconfirmed and updated as necessary.

Section 4 - Key strategic matters on which the authorities agree

- 3.5 This is the substantive part of the statement.
- 3.6 **Duty to Co-operate and Joint working** (paragraphs 4.1-4.2). This explains the means by which the authorities have worked together effectively on this issue.
- 3.7 **Strategic warehousing need to 2046** (paragraphs 4.3-4.7). The authorities affirm that a) the study is the best evidence of strategic warehousing needs available; b) the Leicester and Leicestershire authorities should provide for 3,969,400sqm of additional floorspace between 2023 and 2046³. Once sites with planning permission are factored in, the need figure reduces to 3,059,200sqm and the intention is that this will be met within Leicester and Leicestershire.
- 3.8 **Apportionment of additional floorspace required to 2046** (paragraphs 4.8-4.10). The SoCG 2026 states that the authorities agree the apportionment shown in Table 2 in the statement (reproduced below).

District / Borough *	Completions + Commitments		Residual Need Apportioned		Total	Apportionment incl. completions + commitments
	Rail	Road	Rail	Road		
North West Leicestershire	-	221,100	240,000	1,093,600	1,554,700	39%
Harborough	-	257,000	-	566,400	823,400	21%
Hinckley & Bosworth	-	327,000	-	428,800	755,800	19%
Blaby	-	105,100	650,000	0	755,100	19%
Charnwood	-	0		80,500	80,500	2%
Total	-	910,200	890,000	2,169,200	3,969,400	

Source: Icenl analysis

³ between 2023/24 and 2045/46

- 3.9 This Council's total apportionment is the highest by some considerable margin. Note that the figures in the table are for 2023/24 to 2045/46 (22 years).
- 3.10 **NWLDC Apportionment** (paragraphs 4.11-4.13). The SoCG 2026 includes a specific section explaining how this Council is responding to the Study's findings in its new Local Plan. The text of the statement, which reflects the decisions this Committee has made most recently at its 19 November 2025 meeting, states the following:
- North West Leicestershire is allocating suitable sites for strategic warehousing in the new Local Plan. The council has identified sufficient, suitable sites to meet the apportionment for A/M42 location but there are insufficient suitable sites in the M1 J23a/J24; A50 J1 and the Bardon (J22) locations
 - The new Local Plan will include a criteria-based policy for considering proposals on unallocated sites (new Local Plan Policy Ec4)
- 3.11 In addition, the 19 November 2025 Local Plan Committee report highlighted the following:
- “The NPPF states that Local Plans should be reviewed within 5 years of adoption (paragraph 34). The position will need to be re-evaluated when the new Plan is reviewed. This would include an assessment of any newly available land at J24 and at Bardon, and also an updated assessment of needs” (paragraph 5.7).*
- 3.12 This necessity for review has also been reflected in the wording of the SoCG 2026.
- 3.13 By signing the SoCG 2026 the other authorities will confirm their support and agreement to this Council's approach (paragraph 4.13). Having such agreement in place will be helpful for the Local Plan Examination.
- 3.14 The SoCG 2026 does not include equivalent sections for the other authorities. This is because the other authorities have not yet resolved how they are addressing the Study's findings and/or they have sufficient sites to meet their apportionment. This is not considered disadvantageous for this Council.
- Harborough – the sites proposed in the Regulation 19 plan are sufficient to meet HBC's apportionment for its plan period.
 - Blaby – has not yet resolved how the Study's findings will be addressed.
 - Hinckley & Bosworth - has not yet resolved how the Study's findings will be addressed.
 - Charnwood – has very recently adopted its Local Plan and has not yet resolved how the Study's findings will be addressed.
- 3.15 **Hinckley National Rail Freight Interchange (HNRFI)** (paragraphs 4.14-4.18). Whilst the Development Consent Order application for this proposal was refused on highways grounds, the decision letter affirmed that there is a need for the development. The Study identifies that it is feasible that a suitable development could come forward if the reasons for refusal were addressed. The SoCG 2026 identifies that the principle of **rail-served** development in this location should be retained and safeguarded for the future. This does not infer support for any particular future scheme.

- 3.16 **Transport** (paragraphs 4.19-4.20). This section outlines Leicestershire County Council's over-arching concerns as the local highway authority about the ability of the strategic and local road networks to accommodate the amount of new strategic warehousing floorspace the Study identifies. The SoCG 2026 affirms that the apportionment figures will need to be tested in greater depth through authorities' own Local Plans.

Section 5 – Maintaining and updating this statement

- 3.17 This section includes an acknowledgement that planning for this sector can be challenging. The authorities agree to a) testing the apportionment figures through their Local Plans; b) jointly monitor planning permissions and their implementation; and c) update the evidence base as appropriate. The statement also commits the authorities to on-going joint work on this topic.

Appendices to the SoCG 2026

- 3.18 These contain a map showing the district/borough boundaries and updated monitoring data which will be populated with the 1 April 2025 position.

4.0 NEXT STEPS

- 4.1 The SoCG 2026 will be considered by each of the authorities through their governance processes.
- 4.2 The SoCG 2026 is being presented to this Council's Cabinet on 24 March 2025. A decision on the statement will then be made by Council at its meeting on 12 May 2026. The views of this Committee and of Cabinet will be forwarded to Council to help inform its decision.

Policies and other considerations, as appropriate	
Council Priorities:	- Planning and regeneration
Policy Considerations:	The Local Plan is required to be consistent with the National Planning Policy Framework and other government guidance and requirements.
Safeguarding:	None discernible.
Equalities/Diversity:	An Equalities Impact Assessment of the new Local Plan will be undertaken to accompany the Regulation 19 version of the plan.
Customer Impact:	No issues identified.
Economic and Social Impact:	The SoCG 2026 deals with the provision of new strategic warehousing floorspace which in turn will impact positively on the economy of the district in the form of additional investment and jobs.
Environment, Climate Change and zero carbon:	The decision, of itself, will have no specific impact. The new Local Plan as a whole will aim to deliver positive environmental and climate change impacts and these will be recorded through the Sustainability Appraisal.
Consultation/Community/Tenant Engagement:	Further consultation on the Local Plan, including its approach to strategic warehousing outline in this report, will be undertaken at Regulation 19 stage.
Risks:	A risk assessment for the new Local Plan has been prepared and is kept up to date. As far as possible control measures have been put in place to minimise risks, including regular risk review.
Officer Contact	Sarah Lee Principal Planning Policy Officer sarah.lee@nwleicestershire.gov.uk

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NORTH WEST LEICESTERSHIRE DISTRICT COUNCIL

COUNCIL – TUESDAY, 12 MAY 2026



Title of Report	URGENT DECISIONS TAKEN BY CABINET	
Presented by	Allison Thomas Chief Executive	
Background Papers	Council's Constitution 2026/27 General Fund Budget and Council Tax – Cabinet – Tuesday, 17 February 2026 Biodiversity Duty Report – Cabinet – Tuesday, 24 March 2026 Freeport – Change of Accountable Body – Cabinet – Tuesday, 24 March 2026 Future of Rough Sleeping Provision – Cabinet – Tuesday, 24 March 2026	Public Report: Yes
Financial Implications	Financial implications were taken into account by the Cabinet in reaching its decisions.	
	Signed off by the Acting Section 151 Officer: Yes	
Legal Implications	Legal implications were taken into account by the Cabinet in reaching its decisions.	
	Signed off by the Interim Monitoring Officer: Yes	
Staffing and Corporate Implications	Staffing and Corporate implications were taken into account by Cabinet in reaching its decisions.	
	Signed off by the Head of Paid Service: Yes	
Purpose of Report	In accordance with the Council's Constitution, to formally report that the Cabinet has taken decisions, which are considered to be urgent and, if delayed, would be likely to cause serious prejudice to the Council's interests.	
Recommendations	THAT COUNCIL NOTES THE REPORT.	

1.0 BACKGROUND

- 1.1 The Special Urgency Procedure in the Executive Procedure Rules in the Council's Constitution states that, if the date by which an Executive decision must be taken and the general exception rule 14 cannot be followed, then the decision can only be taken if Cabinet has obtained the agreement of the relevant Scrutiny Chair that the taking of the decision cannot be reasonably deferred. If the Chair of the relevant Scrutiny Committee is unable to act, then the agreement of the Chair of the Council, or in his/her absence the Deputy Chair will suffice.
- 1.2 Under the Special Urgency Procedure, the Leader is required to submit a quarterly report to the Council on the executive decisions taken under rule 15 in the preceding three months. The report will include the number of decisions taken and a summary of the matter about which each decision was made.
- 1.3 The reporting timetable for 2025/26 is as follows:-

			REPORT TO COUNCIL
Q1			16 September 2025
April	May	June	
Q2			4 November 2025
July	August	Sept	
Q3			19 February 2026
Oct	Nov	Dec	
Q4			12 May 2026
Jan	Feb	Mar	

- 1.4 The Special Urgency decisions are detailed at section 2 of the report.
- 1.5 As set out in Rule 15 (call-in urgency) of Part 3, Section D of the Council's Constitution, the call-in procedure may be suspended where a decision being taken by the Cabinet is urgent. A decision is considered urgent if any delay likely to be caused by the call-in process would seriously prejudice the Council's or the public's interests.
- 1.6 In all circumstances, the Chair of the Council must agree that the decision is reasonable and must agree to the decision being treated as a matter of urgency.
- 1.7 Decisions taken as a matter of urgency must be recorded in the minutes and be reported to the next available meeting of the Council, together with the reasons for urgency.
- 1.8 Decisions that required the waiver of call- in are detailed at section 4 of the report.

2.0 SPECIAL URGENCY DECISIONS MADE DURING QUARTER 4

- 2.1 One urgent executive decision was made during quarter 4 by the Cabinet. The decision was:-
- 2026/27 General Fund Budget and Council Tax
- 2.2 In line with the Special Urgency Procedure the Chair of the relevant Scrutiny Committee agreed that the decision proposed was reasonable in all circumstances and that it should be treated as a matter of urgency.

2.3 A summary of the decision is detailed below:-

3.0 2026/27 GENERAL FUND BUDGET AND COUNCIL TAX – TUESDAY, 17 FEBRUARY 2026

3.1 On 9 February 2026, the Government announced the Final Finance Settlement for 2026/27, which incorporated substantial changes compared to the Provisional Finance Settlement issued in December 2025. This degree of modification was unprecedented, representing the first instance of such significant divergence between the Provisional and Final Settlements. Historically, any variations have been minor and communicated verbally to Council. Council was scheduled to review recommendations for the 2026/27 General Fund Budget at its meeting on 19 February 2026, with the subsequent Cabinet meeting set for 24 February 2026, following the Council meeting. In accordance with the Constitution, the Cabinet is required to make recommendations to Council regarding decisions of this magnitude. Consequently, postponing consideration until the next scheduled Cabinet meeting would not provide sufficient time to review and approve the necessary recommendations within statutory deadlines. Therefore, an extraordinary meeting of Cabinet was convened for 17 February 2026.

4.0 WAIVER OF CALL-IN DECISIONS MADE BY CABINET

4.1 Three executive decisions were taken by Cabinet, where the Chair of the Council agreed that any delay caused by call-in process would seriously prejudice the Council's or the public's interests.

- Biodiversity Duty Report – Cabinet – Tuesday, 24 March 2026
- Freeport – Change of Accountable Body – Cabinet – Tuesday, 24 March 2026
- Future of Rough Sleeping Provision – Cabinet – Tuesday, 24 March 2026

4.2 A summary of each decision made is detailed below:-

5.0 BIODIVERSITY DUTY REPORT – TUESDAY, 24 MARCH 2026

5.1 The Chair of the Council granted exemption from the Council's Scrutiny Procedure rules in relation to the call-in of the decision on this item, since any call-in would prejudice the ability of the Council to publish its Biodiversity Duty Report by the statutory deadline of 25 March 2026. The urgency was generated by the late publication of details required for the report by Government which did not occur until late December. Allowing for drafting and scrutiny review, the March Cabinet was the earliest possible for the item to be considered and needed publication very shortly after the meeting was held.

6.0 FREEPORT – CHANGE OF ACCOUNTABLE BODY – TUESDAY, 24 MARCH 2026

6.1 The Chair of the Council granted an exemption from the Council's Scrutiny Procedure rules in relation to the call-in of the decision on this item, since any call-in would prejudice the ability of the Council to confirm the provisional direction of the Council on or before the 1 April 2026. This was the government's proposed date of transfer of the Accountable Body of the Freeport from Leicestershire County Council to the East Midlands County Combined Authority. The Chair considered the timetable for confirmation of the Council's acceptance of this transfer and agreed that the matter before Cabinet was urgent for this reason.

7.0 FUTURE OF ROUGH SLEEPING PROVISION – TUESDAY, 24 MARCH 2026

- 7.1 The Chair of the Council granted exemption of the Council's Scrutiny Procedure rules in relation to the call-in of the decision on this item, since any call-in would prejudice the ability of the Council to implement the decision to bring the outreach service in house in time for 1 April. The urgency was caused by a late budget clarification from Government and then the time taken by all District Councils across Leicestershire, plus Rutland County Council to consider their joint approach to the provision of Rough Sleeping support across the area. This led to uncertainty for the third-party provider and a number of staff employed to carry out the outreach service had handed in their notice. The exemption was necessary to enable the Transfer of Undertakings (Protection of Employment) (TUPE) process of the remaining staff to take place.

Policies and other considerations, as appropriate	
Council Priorities:	Planning and regeneration Communities and housing Clean, green and Zero Carbon A well-run council
Policy Considerations:	As detailed on each report that was considered by Cabinet.
Safeguarding:	As detailed on each report that was considered by Cabinet.
Equalities/Diversity:	As detailed on each report that was considered by Cabinet.
Customer Impact:	As detailed on each report that was considered by Cabinet.
Economic and Social Impact:	As detailed on each report that was considered by Cabinet.
Environment, Climate Change and zero carbon:	As detailed on each report that was considered by Cabinet.
Consultation/Community/Tenant Engagement:	As detailed on each report that was considered by Cabinet. Chair of the relevant Scrutiny Committee Chair of the Council
Risks:	To comply with Special Urgency Rule 15 of Part 3, Section C of the Council's Constitution, the decisions made by Cabinet are to be reported to Council and Rule 15 (call-in urgency) of Part 3, Section D of the Council's Constitution that suspensions of Call-In in relation to urgent decisions made by Cabinet are to be reported to Council.
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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.

Agenda Item 21.

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