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Meeting	<b>CABINET</b>
Time/Day/Date	5.00 pm on Tuesday, 24 February 2026
Location	Abbey Room, Stenson House, London Road, Coalville, LE67 3FN
Officer to contact	Democratic Services (01530 454512)

### AGENDA

Item	Pages
<b>1. APOLOGIES FOR ABSENCE</b>	
<b>2. DECLARATION OF INTERESTS</b>	
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.	
<b>3. PUBLIC QUESTION AND ANSWER SESSION</b>	
<b>4. MINUTES</b>	
To confirm the minutes of the meeting held on 3 February 2026	<b>3 - 8</b>
<b>5. 2023/24 PROVISIONAL FINANCIAL OUTTURN - HOUSING REVENUE ACCOUNT (HRA)</b>	
Report of the Strategic Director of Resources Presented by the Finance and Corporate Portfolio Holder	<b>9 - 14</b>
<b>6. 2023/24 PROVISIONAL FINANCIAL OUTTURN - GENERAL FUND</b>	
Report of the Strategic Director of Resources Presented by the Finance and Corporate Portfolio Holder	<b>15 - 28</b>
<b>7. 2024/25 PROVISIONAL FINANCIAL OUTTURN - HOUSING REVENUE ACCOUNT (HRA)</b>	
Report of the Strategic Director of Resources Presented by the Finance and Corporate Portfolio Holder	<b>29 - 34</b>

<b>8.</b>	<b>2024/25 PROVISIONAL FINANCIAL OUTTURN - GENERAL FUND</b>	
	Report of the Strategic Director of Resources Presented by the Finance and Corporate Portfolio Holder	<b>35 - 46</b>
<b>9.</b>	<b>REVIEW OF CORPORATE GOVERNANCE POLICIES - INFORMATION GOVERNANCE FRAMEWORK</b>	
	Report of the Strategic Director of Resources Presented by the Finance and Corporate Portfolio Holder	<b>47 - 86</b>
<b>10.</b>	<b>EXCLUSION OF PRESS AND PUBLIC</b>	
	The officers consider that the press and public should be excluded during consideration of the following items in accordance with Section 100(a) of the Local Government Act 1972 as publicity would be likely to result in disclosure of exempt or confidential information. Members are reminded that they must have regard to the public interest test and must consider, for each item, whether the public interest in maintaining the exemption from disclosure outweighs the public interest in making the item available.	
<b>11.</b>	<b>AWARD OF PAYROLL AND HUMAN RESOURCES (HR) SYSTEM CONTRACT</b>	
	Report of the Strategic Director of Resources Presented by the Finance and Corporate Portfolio Holder	<b>87 - 94</b>
<b>12.</b>	<b>WOLSEY ROAD REGENERATION AREA (COALVILLE) – PROVISION OF GRANT FOR CONSTRUCTION OF EXTENSION TO LINDEN WAY AND ASSOCIATED MATTERS</b>	
	Report of the Strategic Director of Communities Presented by the Community and Climate Change Portfolio Holder	<b>95 - 110</b>
<b>13.</b>	<b>AWARD OF CONTRACTS</b>	
	Report of the Strategic Director of Communities Presented by the Housing, Property and Customer Services Portfolio Holder	<b>111 - 118</b>
<b>14.</b>	<b>EE SMARTPHONE AND VOICE CONTRACT RENEWAL</b>	
	Report of the Strategic Director of Resources Presented by the Finance and Corporate Portfolio Holder	<b>119 - 122</b>

Circulation:

Councillor R Blunt (Chair)  
Councillor M B Wyatt (Deputy Chair)  
Councillor T Gillard  
Councillor K Merrie MBE  
Councillor N J Rushton  
Councillor A C Saffell  
Councillor A C Woodman

MINUTES of a meeting of the CABINET held in the Abbey Room, Stenson House, London Road, Coalville, LE67 3FN on TUESDAY, 3 FEBRUARY 2026

Present: Councillor R Blunt (Chair)

Councillors M B Wyatt, T Gillard, K Merrie MBE, N J Rushton, A C Saffell and A C Woodman

In Attendance: Councillors A Barker, D Cooper, J Legrys and P Moulton

Officers: Mrs A Thomas, Mr J Arnold, Mr A Barton, Ms B Leonard, Mr Z Fazil, Mr P Stone, Mrs C Hammond and Ms H Panter

#### **101. APOLOGIES FOR ABSENCE**

There were no apologies for absence.

#### **102. DECLARATION OF INTERESTS**

There were no interests declared.

#### **103. PUBLIC QUESTION AND ANSWER SESSION**

There were no questions received.

#### **104. MINUTES**

Consideration was given to the minutes of the meeting held on 13 January 2026.

It was moved by Councillor K Merrie, seconded by Councillor N Rushton and

RESOLVED THAT:

The minutes of the meeting held on 13 January 2026 be approved and signed by the Chair as an accurate record of proceedings.

**Reason for decision:** The Cabinet (Executive) Procedure Rules required that the minutes of the previous meeting are considered and confirmed as a correct record.

#### **105. MINUTES OF THE COALVILLE SPECIAL EXPENSES WORKING PARTY - 7 OCTOBER 2025 AND 2 DECEMBER 2025**

It was agreed with the Chair that items 5 and 6 were adjoined and presented as one item.

The Business and Regeneration Portfolio Holder presented the reports.

A member commented that as there was a slight increase in the number of reserves for the Working Party, Coalville ward members hoped to put positive projects forward and additional events, particularly around Christmas time.

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

RESOLVED THAT:

- 1) The minutes of the Coalville Special Expenses Working Party from the 7 October and 2 December 2025 be noted.

- 2) The recommendation of the Coalville Special Expenses Working Party detailed at section 3.2 within the report be approved.

**Reason for decision:** As a non-decision making body, the role of the working party is to consider budget and financial issues, and possible project options which affect the Coalville special expenses area, and to make recommendations to Cabinet. Cabinet is asked to consider the recommendations on that basis.

## 106. 2026/27 ROBUSTNESS OF BUDGET ESTIMATES

The Finance and Corporate Portfolio Holder presented the report.

Comments from Corporate Scrutiny Committee on the report were considered and acknowledged in turn.

It was moved by Councillor K Merrie, seconded by Councillor N Rushton and

RESOLVED THAT:

- 1) The S151 Officer's advice set out in section 7 of the report and carefully considered the content of the report as part of approving the General Fund budget report 2026/27, the Housing Revenue Account budget 2026/27 report and the Capital strategy and Treasury Management Strategy 2026/27 be noted
- 2) The Corporate Scrutiny Committee comments and Officer responses as detailed in appendix A were considered.

**Reason for decision:** The requirement for local authorities to produce a robustness of budget estimates report, as stated in Section 25 of the Local Government Act 2003, directly supports the Council's Constitution by upholding principles of sound financial governance and accountability. The Constitution sets out the framework for financial management, including budget preparation, monitoring, and control. By ensuring that the Section 151 Officer formally reports on the adequacy of reserves and the robustness of budget estimates, this statutory obligation reinforces the constitutional duty for transparency, informed decision-making, and prudent stewardship of public funds. It enables Cabinet members to comply with their responsibilities under the Constitution to maintain the Council's financial sustainability and to act in the best interests of residents.

## 107. CAPITAL STRATEGY, TREASURY STRATEGY AND PRUDENTIAL INDICATORS 2026/27

The Finance and Corporate Portfolio Holder presented the report.

Comments from Corporate Scrutiny Committee on the report were considered and acknowledged in turn. The Finance and Corporate Portfolio Holder ensured that actions that arose from C2 and C6 would be completed.

The recommendations were amended to include an allocation of £250,000 per year for play park improvements across North West Leicestershire.

A member spoke in support of the allocation of funds to play park improvements across North West Leicestershire, citing that it was a really good idea.

It was moved by Councillor K Merrie, seconded by Councillor N Rushton and

RESOLVED THAT:

- 1) The attached strategies (appendix 1-4) be endorsed and recommended to Council for approval at its meeting on 19 February 2026.
- 2) Authority be delegated to the Section 151 officer, in consultation with the Finance and Corporate Portfolio Holder to make amendments to the strategies prior to consideration at Council on 19 February 2026 in response to any requests from Portfolio Holders in respect of their portfolios.
- 3) The Corporate Scrutiny Committee comments and officer responses as detailed in appendix 5 were considered.
- 4) £250,000 per year be allocated for play park improvements across North West Leicestershire.

**Reason for decision:** To meet the requirements of the Chartered Institute of Public Finance and Accountancy (CIPFA) Prudential Code for Capital Finance in Local Government.

#### **108. 2026/27 GENERAL FUND BUDGET AND COUNCIL TAX**

The Finance and Corporate Portfolio Holder presented the report.

Comments from Corporate Scrutiny Committee on the report were considered and acknowledged in turn.

In response to C1, the Finance and Corporate Portfolio Holder informed Cabinet that there would be a temporary 2 hours of free car parking at Money Hill, Ashby until completion of the car parking review. He also ensured that actions that arose from C3 and C6 would be completed. In response to comments from R4, the Finance and Corporate Portfolio Holder informed Cabinet that the business case for Ashby Canal would go into the development pool, upon completion.

The recommendations were amended to include the approval of 2 hours free car parking at Money Hill car park in Ashby, temporarily, until the end of the car parking review.

It was moved by Councillor K Merrie, seconded by Councillor N Rushton and

RESOLVED THAT:

- 1) The proposed General Fund budget as detailed in this report and attached appendices be endorsed and recommended to Council for approval at its meeting on 19 February 2026.
- 2) The contribution to a contingency budget as detailed in appendix 1 be approved and responsibility delegated to the Chief Executive in consultation with the Strategic Director of Resources (Section 151 officer) and the relevant portfolio holder to incur expenditure under that budget.
- 3) The fees and charges as set out in appendix 3 be approved.

- 4) Authority be delegated to the Section 151 Officer, in consultation with the Finance and Corporate portfolio holder to make amendments to the budget prior to its consideration at Council on 19 February 2026 in response to any requests from portfolio holders in respect of their portfolio.
- 5) The creation of a £2m legacy fund to support communities with capital and revenue projects be approved.
- 6) The Corporate Scrutiny Committee comments and recommendations as detailed in appendix 7 were considered.
- 7) Temporary provision of two hours of free car parking be put in place at Ashby Money Hill Car Park until the completion of a district wide car parking review.

**Reason for decision:** Under the Constitution Cabinet is responsible for drawing up budget proposals for consideration by Full Council. Cabinet is also responsible for setting fees, charges and concession policies.

#### **109. HOUSING REVENUE ACCOUNT BUDGET AND RENTS 2026/27**

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

Comments from Corporate Scrutiny Committee on the report were considered and acknowledged in turn.

It was moved by Councillor A Woodman, seconded by Councillor N Rushton and

RESOLVED THAT:

- 1) The Housing Revenue budget be endorsed and recommended to Council for approval at its meeting on 19 February 2026;
- 2) The fees and charges as set out in appendix 3 be approved;
- 3) Authority be delegated to the Section 151 Officer, in consultation with the portfolio holder to make amendments to the budget prior to consideration at Council on 19 February 2026 in response to any requests from portfolio holders in respect of their portfolios;
- 4) The Corporate Scrutiny Committee comments and officer responses as detailed in appendix 5 were considered.

**Reason for decision:** Under the Constitution Cabinet is responsible for drawing up budget proposals for consideration by Full Council. Cabinet is also responsible for setting fees, charges and concession policies.

#### **110. EXCLUSION OF PRESS AND PUBLIC**

RESOLVED THAT:

In pursuance of Section 100A(4) of the Local Government Act 1972, the press and public be excluded from the remainder of the meeting on the grounds that the business to be

transacted involves the likely disclosure of exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A to the Act and that the public interest in maintaining this exemption outweighs the public interest in disclosing the information.

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

#### **111. AWARD OF CONTRACT - AGENCY UMBRELLA SERVICE**

The Infrastructure Portfolio Holder presented the report.

It was moved by Councillor N Rushton, seconded by Councillor K Merrie and

RESOLVED THAT:

The recommendations in the report be approved.

**Reason for decision:** The Contract Procedure Rules require that a contract of this value be awarded by Cabinet.

#### **112. AWARD OF OUT OF HOURS REPAIRS HOUSING CONTRACT**

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

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

RESOLVED THAT:

The recommendations in the report be approved.

**Reason for decision:** In accordance with the Council's Contract Procedure Rules, specifically Section G CPR 10.1–10.3 governing the use of frameworks and award thresholds, the total value of the contract requires a Cabinet decision

#### **113. ACQUISITIONS AND DISPOSALS - SCOTLANDS PARK**

The report was presented by the Community and Climate Change Portfolio Holder.

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

RESOLVED THAT:

The recommendations in the report be approved.

**Reason for decision:** The required length of the lease to provide security of tenure for the club, allowing them to access funding is typically 10 years. A 15-year lease will provide the club with the required time to apply for funding before the length of lease drops below 10 years. A lease above seven years is considered an asset disposal. An asset disposal requires Cabinet approval.

The meeting commenced at 5.00 pm

The Chair closed the meeting at 5.35 pm

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## NORTH WEST LEICESTERSHIRE DISTRICT COUNCIL

CABINET – TUESDAY, 24 FEBRUARY 2026



<b>Title of Report</b>	<b>2023/24 FINANCIAL OUTTURN - HOUSING REVENUE ACCOUNT (HRA)</b>	
<b>Presented by</b>	Cllr Andrew Woodman Housing, Property and Customer Services portfolio holder  PH Briefed <input type="checkbox"/> Yes	
<b>Background Papers</b>	<b>Cabinet – 26 March 2024</b> <a href="#">2023/24 Quarter 3 Housing Revenue Account (HRA) Update</a>	<b>Public Report:</b> Yes
	<b>Published draft accounts</b> <a href="#">Statement of Accounts 2023-24.pdf</a> (p.95-101)	<b>Key Decision:</b> Yes
<b>Financial Implications</b>	The outturn position on the Housing Revenue Account is a deficit of £2.5m, an overspend of £5.5m compared to budget. This was offset against a reduction in appropriations of £5.3m resulting in a surplus of £189k, Further detail is included in the body of the report.	
	<b>Signed off by the Section 151 Officer:</b> Yes	
<b>Legal Implications</b>	No legal implications arising from this report.	
	<b>Signed off by the Monitoring Officer:</b> Yes	
<b>Staffing and Corporate Implications</b>	Any staffing implications are detailed in the body of the report.	
	<b>Signed off by the Head of Paid Service:</b> Yes	
<b>Purpose of Report</b>	To update Members on the Housing Revenue Account (HRA) outturn position for 2023/24, including income, expenditure and capital programme performance, and to highlight significant variances from the approved budget.	
<b>Reason for Decision</b>	To enable Cabinet to consider the outturn position and ensure appropriate oversight of the financial performance of the HRA.	
<b>Recommendations</b>	<b>THAT CABINET:</b>  <b>1. NOTES THE UNDERSPEND OF £189K ON THE HOUSING REVENUE ACCOUNT FOR 2023/24; AND</b>	

**2. NOTES THE UNDERSPEND OF £3.5m ON THE HOUSING REVENUE ACCOUNT CAPITAL PROGRAMME, AS DETAILED IN TABLE 2.**

**1.0 BACKGROUND**

- 1.1 The Council must produce annual financial statements that accurately reflect the financial position and performance of the Housing Revenue Account (HRA). The HRA is legally ringfenced, meaning that its income and expenditure must be used solely for housing services.
- 1.2 This report presents the final outturn position for the Housing Revenue Account (HRA) for 2023/24. The HRA delivered an overspend of £5.5m. The position was primarily driven by higher-than-expected costs within Repairs and Maintenance and Supervision and Management. The overspend was offset against a reduction in appropriations of £5.3m, which are used to fund the capital programme, resulting in an overall surplus of £189k. The report outlines the key factors contributing to this variance and provides an overview of performance against both the revenue and capital budgets.
- 1.3 The purpose of this report is to provide members with an update on the Housing Revenue Account (HRA) including the Capital Programme for the period 1 April 2023 to 31 March 2024. It sets out the progress made against the approved programme and highlights any significant variations.
- 1.4 The report also outlines the level of capital resources available to support the programme. In doing so, it enables members to consider the adequacy of available resources, assess the financial sustainability of the programme, and support effective decision-making in relation to future capital investment within the HRA.

**2.0 HRA INCOME AND EXPENDITURE**

2.1 Table 1 below shows the outturn and variance for the HRA for 2023/24.

**Table 1 – HRA 2023/24 Outturn Position**

	<b>Budget</b>	<b>Outturn</b>	<b>Variance</b>
	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>
Net (Income) from Operations	(3,061)	2,474	(5,535)
Appropriations	7,541	2,195	5,346
<b>NET (SURPLUS)/DEFICIT</b>	<b>4,480</b>	<b>4,669</b>	<b>(189)</b>

2.2 The main variances are summarised below:

- Repairs and maintenance costs were £4.0m over budget (£7.6m budgeted, £11.6m actual). A new Housing Management System was installed in the year. Initially, the system experienced difficulties in correctly recovering costs from capital schemes. This resulted in an under-recovery of costs from capital projects resulting in the variance seen. The service has implemented measures to prevent these issues continuing into future years.

- Supervision and Management costs were £0.4m below budget (£4.0m budgeted, £3.6m actual) due to staff vacancies.
- The increase in provision for doubtful debts was £0.4m over budget (£0.1m budgeted, £0.5m actual). The increase in the provision was higher than budgeted due to fluctuations in tenant arrears and changes in the ageing of rent debts, which can vary throughout the year and are inherently difficult to forecast with precision.
- Income of £20.3m was broadly in-line with the £20.1m budgeted. Most of the income is derived from individual dwelling rents, which generated £19.2m in the year.
- Appropriations were reduced by £5.3m to fund the above higher-than-expected operational costs, which reduced the cash available to support the capital programme and transfer to reserves.

### 3.0 HRA CAPITAL PROGRAMME

3.1 Table 2 below shows the summary outturn on the Capital Programme for 2023/24.

**Table 2 – HRA 2023/24 Capital Programme Position**

Schemes	Revised Budget	Outturn	Variance	(Slippage) / Accelerated Spend
	£ '000	£ '000	£ '000	£ '000
Housing Improvement Programme	4,500	2,327	(2,173)	(2,173)
Estate Improvement	1,266	592	(674)	(674)
Zero Carbon	850	412	(438)	(438)
Other Capital Projects including Compliance	1,740	1,501	(239)	(239)
Acquisition and New Builds	55	68	13	13
<b>Total</b>	<b>8,411</b>	<b>4,900</b>	<b>(3,511)</b>	<b>(3,511)</b>

3.2 The total HRA capital expenditure for the year was £4.9m against a revised budget of £8.4m. The spend represents 58% of the revised budget.

3.3 Projects delivered during the year included:

- **Home Improvement Programme:** During the year, £2.3m was invested in maintaining the council's housing stock. This included the installation of new kitchens and bathrooms across a number of properties. Additional works were undertaken to upgrade heating systems, windows, and roofing alongside major fire safety improvements.
- **Estate Improvement:** The Council spent £0.6m on various estate improvements projects such as footpaths and adopted roads, and off-street parking schemes.
- **Other Capital Projects including Compliance:** £0.5m was spent on Passive Fire Safety, £0.1m on electrical upgrades and £0.5m on housing aids.

3.4 The programme had variances; the budget underspends have been carried forward to future years to deliver the HRA capital programme. Extensive budget review sessions have been undertaken with departments to ensure that underspends are robustly profiled and reallocated to the appropriate future financial years. The table above details the profiled budgets.

3.5 The schemes with significant slippage include:

- **Home Improvement Programme:** The project budget has incurred slippage of £2.2m into 2024/25 due to contractors' delay.
- **Estate Improvement** project budget has experienced slippage of £0.7m due to resourcing challenges within the teams responsible for delivering elements of the maintenance programme - such as sheltered housing improvements, electrical upgrades and off-street parking. These pressures resulted in delays and slippage into future years.
- **Zero Carbon budget** has incurred slippage of £0.4m due to delays in the programme to retrofit existing dwellings to improve their environmental performance. These delays resulted in expenditure slipping into future years.
- **Other Capital Projects** had a total slippage of £0.2m due to resourcing delays.

#### 4 HRA RESERVES

4.1 The HRA holds earmarked reserves set aside for specific purposes and to meet known or anticipated future expenditure.

4.2 Table 3 below shows the movements on HRA Reserves during 2023/24. HRA reserves decreased by £1.8m. This position reflects higher-than-anticipated operational costs, resulting in a net operational cost of £2.5m. In addition, there were £2.2m of appropriations. These combined impacts of £4.7m were partly offset by contributions from Capital Receipts (£1.5m) and from the Major Repairs Reserve (£1.3m).

**Table 3 – HRA Reserves as at 31 March 2024**

Reserves	Balance at 31/03/2023 £m	In Year changes £m	No longer required £m	Balance at 31/03/2024 £m
<u>Housing Revenue Account</u>				
Earmarked Reserves	0.00	0.00	(0.00)	0.00
HRA Medium Term Financial Plan Reserve	0.11	0.00	(0.00)	0.11
HRA Balance	7.26	(4.67)		2.59
	7.37	(4.67)	(0.00)	2.70
HRA Capital Receipts	10.33	1.53	(0.00)	11.86
Major Repairs Allowance	2.91	1.33	(0.00)	4.24
	<b>20.61</b>	<b>(1.81)</b>	<b>(0.00)</b>	<b>18.80</b>

<b>Policies and other considerations, as appropriate</b>	
Council Priorities:	The spending from the budget allows the council to deliver against its housing priorities.
Policy Considerations:	There are no specific policy considerations arising from this report.
Safeguarding:	No direct implications identified.
Equalities/Diversity:	There are no direct equalities implications.
Customer Impact:	No direct implications identified.
Economic and Social Impact:	The Council is investing in developing additional affordable housing to support residents.
Environment, Climate Change and Zero Carbon:	As part of the capital programme, the Council plans to apply retrofitting to Council homes to make them carbon neutral.
Consultation/Community/Tenant Engagement:	None.
Risks:	<p>The Council has borrowing relating to the development of social housing. Whilst much of this is not due to be repaid for a number of years, there is an interest rate risk arising should be choice be taken to refinance rather than repay debt at maturity.</p> <p>The Council is required to follow the government's Rent Standard in relation to rent increases. Historically there have been some periods where rents have had to be reduced or increases capped below inflation, which has caused financial pressure to the HRA with costs rising at a faster rate than revenues. There is a risk that this may reoccur in future.</p>
Officer Contact	Anna Crouch Head of Finance and Deputy S151 Officer <a href="mailto:anna.crouch@nwleicestershire.gov.uk">anna.crouch@nwleicestershire.gov.uk</a>

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## NORTH WEST LEICESTERSHIRE DISTRICT COUNCIL

CABINET – TUESDAY, 24 FEBRUARY 2026



<b>Title of Report</b>	<b>2023/24 FINANCIAL OUTTURN - GENERAL FUND</b>	
<b>Presented by</b>	Councillor Keith Merrie Finance and Corporate Portfolio Holder PH Briefed <input type="checkbox"/> Yes	
<b>Background Papers</b>	<b>Cabinet – 26/03/2024</b> <a href="#">2023/24 Quarter 3 General Fund Finance Update</a>	<b>Public Report:</b> Yes
	<b>Published draft accounts</b> <a href="#">Statement of Accounts 2023-24 (28Aug25).pdf</a>	<b>Key Decision:</b> No
<b>Financial Implications</b>	The final outturn position on the General Fund is an underspend of £340k which is an improvement from that which was forecast at Quarter 3 of an £333k overspend.	
	<b>Signed off by the Section 151 Officer:</b> Yes	
<b>Legal Implications</b>	There are no direct legal implications arising from the report.	
	<b>Signed off by the Monitoring Officer:</b> Yes	
<b>Staffing and Corporate Implications</b>	There are no direct implications arising from the report.	
	<b>Signed off by the Head of Paid Service:</b> Yes	
<b>Purpose of Report</b>	To present an updated overview of the Council's General Fund financial outturn for 2023/24.	
<b>Reason for Decision</b>	As required under Financial Procedure Rule A19.	
<b>Recommendations</b>	<b>THAT CABINET:</b> <ol style="list-style-type: none"> <li><b>1. NOTES THE UNDERSPEND OF £340K IN RESPECT OF THE GENERAL FUND.</b></li> <li><b>2. NOTES THE UNDERSPEND IN THE CAPITAL PROGRAMME OF £3 MILLION.</b></li> </ol>	

**1.0 BACKGROUND**

- 1.1 It is considered good practice for local authorities to publish the General Fund outturn position, as this promotes transparency and accountability in the management of public finances. Providing a clear and timely summary of the financial outturn enables councillors, stakeholders, and the public to scrutinise how resources have been utilised

against the approved budget. Furthermore, this openness helps build trust in the authority's financial stewardship and supports informed decision-making regarding future spending priorities and resource allocation.

- 1.2 The Council is required to produce Financial Statements each year that 'give a true and fair view' of the financial position and transactions of the Council. The draft accounts for 2023/24 were published on the Council's website in August 2025. This report presents the final outturn position for the General Fund 2023/24. The General fund reported a surplus of £340k for the financial year. This position reflected a combination of adverse and favourable variances across services. This surplus contributes to increasing the Council's reserves position.

## 2.0 REVENUE OUTTURN

- 2.1 The updated and final outturn position for the General Fund is set out in **Appendix 1** and summarised in **Table 1** below. The final position shows an underspend of £340k for the financial year. Further detail on the significant variances contributing to this position is provided in Section 2.2 of this report.

**Table 1 General Fund Revenue Outturn 2023-24**

Directorate & Service Area	Revised Budget	Outturn	Outturn Variance
	£'000	£'000	£'000
Chief Executive Directorate	2,754	2,715	(39)
Place Directorate	2,569	3,416	847
Community Services Directorate	8,297	8,840	543
Resources Directorate	3,524	3,703	179
Corporate & Democratic Core (CDC) & Other Budgets	245	360	115
<b>NET COST OF SERVICES</b>	<b>17,389</b>	<b>19,035</b>	<b>1,646</b>
Net Recharges from General Fund	(1,694)	(1,954)	(260)
<b>NET COST OF SERVICES AFTER RECHARGES</b>	<b>15,695</b>	<b>17,081</b>	<b>1,386</b>
Corporate Items & Financing	1,444	(305)	(1,749)
<b>NET REVENUE EXPENDITURE</b>	<b>17,139</b>	<b>16,776</b>	<b>(363)</b>
Contribution Reserves - Business Rates	(52)	8,412	8,464
<b>NET EXPENDITURE (AFTER RESERVE CONTRIBUTIONS)</b>	<b>17,087</b>	<b>25,187</b>	<b>8,100</b>
<b>TOTAL FUNDING AVAILABLE</b>	<b>(17,087)</b>	<b>(25,527)</b>	<b>(8,440)</b>
<b>UNDERSPEND / (OVERSPEND) 2023/2024</b>	<b>0</b>	<b>340</b>	<b>340</b>

- 2.2 The significant variances comparing the revised budget to outturn:

### Place Directorate – Financial Performance

The Place Directorate has reported an overspend of £847k for the financial year. This position is primarily driven by higher-than-budgeted repair and maintenance costs across the commercial property portfolio, alongside reduced rental income arising from vacant units.

In addition, the Directorate experienced elevated agency staffing costs due to ongoing recruitment challenges. Income from planning application fees was also lower than anticipated, further contributing to the overall overspend.

#### Community Services Directorate– Financial Performance

The Community Services Directorate reported an overspend of £543k for the financial year. This position reflects several adverse variances across the Directorate, notably in staffing budgets, where increased salary, overtime, and agency costs were incurred to maintain service delivery during periods of sickness and vacancies.

Waste Services reported significant pressures, including an overspend of £264k on vehicle hire arising from delays in the procurement of new refuse vehicles. In addition, recharges to the Housing Revenue Account (HRA) for Cleansing and Fleet services were £310k lower than budgeted. These pressures were partly mitigated by a favourable variance of £121k due to higher recycling income.

Within Leisure Services, the Sports and Leisure Management Ltd contract recorded an overspend of £139k, driven primarily by increased utility costs and reclaimed business rates.

Strategic Housing reported a net underspend of £443k, largely due to the receipt of £632k in additional grant funding. This favourable position was partially offset by higher staffing costs, including additional salary and agency expenditure totalling £163k.

#### Resources Directorate– Financial Performance

The Resources Directorate is reporting an overspend of £179k for the financial year. This position is largely driven by salary pressures totalling £261k, arising above the budgeted pay award and not covered by earmarked reserves. These additional costs were partially mitigated by reduced expenditure and increased summons income within Revenues and Benefits, generating a combined favourable variance of £216k.

An additional pressure of £172k arose within Procurement, relating to consultancy support.

#### Corporate and Democratic Core– Financial Performance

The Corporate and Democratic Core is reporting an overspend of £115k for the financial year. This pressure arises primarily from non-distributed costs associated with surplus assets.

#### Corporate Items and Financing Costs

##### **Investment Income**

Investment income exceeded the budgeted level for the financial year. This favourable variance of £1.4m reflects higher than anticipated returns generated from excess cash balances, arising from slippage within the capital programme, the temporary retention of grant balances pending repayment to Central Government, and stronger performance across several income generating streams. This additional investment income was used to offset against the above adverse variances and enabled a surplus outturn for 2023/24.

### Financing Costs

Financing costs were lower than budgeted. During the year, £5m was used to repay two loans, reducing the Council's overall borrowing requirement and consequently lowering associated financing costs.

### Funding

Business Rates income received during the year was higher than budgeted. As a result, additional funds were transferred to General Reserves, strengthening the Council's overall financial position.

A significant proportion of this increase, £5.2m, was subsequently applied to support the 2023/24 capital programme.

## 3.0 CAPITAL OUTTURN

3.1 The table below details the outturn for the year on the Council's general fund capital programme.

**Table 2 – 2023/24 General Fund Capital Programme Outturn**

Schemes	Revised Budget	Outturn	Variance	(Slippage)/ Accelerated Spend
	£'000	£'000	£'000	£'000
Coalville Regeneration Projects	3,678	3,444	-234	-234
UK Shared Prosperity Fund Investment Plan Programme (UKSPF)	356	188	-168	-168
Carbon Zero	208	202	-6	-6
Systems/ICT Schemes	208	164	-44	-44
Vehicle, Plant and Equipment	3,898	2,112	-1,786	-1,786
New Construction or Renovation	2,558	1,785	-773	-773
<b>Total</b>	<b>10,906</b>	<b>7,895</b>	<b>-3,011</b>	<b>-3,011</b>

3.2 General Fund capital expenditure for the year amounted to £7.9m, compared with a revised budget of £10.9m, representing 72.4% of the approved programme. The Coalville Regeneration Project accounted for the highest level of expenditure during the year. Significant spend was incurred on the Marlborough Square Development, associated accommodation projects, and the purchase and renovation of the Marlborough Centre.

3.3 Schemes with significant expenditure during the year included:

**The Accommodation Programme** covering the refurbishment and modernisation of the Council's office portfolio — including Whitwick Business Centre, Stenson House, and the new Customer Centre — recorded expenditure of £1.8m in 2023/24. The project was completed within the financial year.

**Marlborough Square Improvement** - expenditure of £1.6m was incurred on the Marlborough Square Improvement scheme in 2023/24. This forms a major element of the Council's regeneration programme. Current forecasts indicate that the project is likely to overspend at completion.

**Fleet Replacement Programme** covering refuse collection vehicles, planning fleet, and on/off-street enforcement vehicles, recorded expenditure of £1.7m during the year.

**New Leisure Centre** - expenditure of £1m was incurred on the new Coalville Leisure Centre, which is now fully completed.

**Kegworth Project** - a further £0.7m was spent on the Kegworth public realm scheme during the year.

3.4 The capital programme experienced several significant variances during the financial year, with the majority of underspends being requested for carry forward into future years. Extensive budget review sessions have been undertaken with service departments to ensure that all carried forward budgets are robustly profiled and allocated to the appropriate future financial years. Table 2 (above) presents the revised profiling of the budgets carried forward within the General Fund capital programme.

3.5 Schemes with significant carried-forward budgets include:

- **Fleet replacement programme:** Long lead times for vehicle procurement, coupled with ongoing challenges in sourcing suitable low emission and environmentally compliant vehicles, resulted in expenditure falling short of the approved budget for the year. As a consequence, £1.7m of the allocated budget has been carried forward into 2024/25 to enable the completion of the programme.
- **Marlborough Square improvements:** Section 278 approval under the Highways Act 1980, required from the County Council for the scheme to progress, was delayed during 2022/23. As a result, the scheme was reprofiled into 2023/24. Due to the continued delay, £0.4m of the approved budget has now been carried forward into 2024/25 to enable delivery of the scheme once the necessary approvals are in place.
- **Kegworth Project:** The project experienced a slow start during the financial year, resulting in £0.6m of the approved budget being carried forward into 2024/25 to support continued delivery of the scheme.

#### 4.0 RESERVES

4.1 The Council holds several earmarked reserves that are set aside for specific purposes to meet known or anticipated future expenditure commitments. These reserves are monitored alongside the wider budget as part of the Council's monthly financial monitoring arrangements.

4.2 As part of the year-end closedown process, services submit requests for the use or establishment of earmarked reserves. These requests may relate either to the carry forward of unspent reserves from previous years or the creation of new reserves funded from in year underspends, where the underspend aligns with the intended purpose of the proposed reserve. All reserve requests are subject to review and validation by the Finance Team to ensure accuracy, appropriateness, and compliance with accounting requirements. Following this review, the proposed reserves are presented to the Section 151 Officer for approval.

- 4.3 A comprehensive review of earmarked reserves has been undertaken with the objective of releasing appropriate service-based reserves for transfer to the Medium Term Financial Plan (MTFP) Reserve. The purpose of this approach is to strengthen the Council's financial resilience by creating a dedicated funding source to support service improvement, business efficiency initiatives, and wider organisational transformation required to meet the financial challenges identified within the MTFP.
- 4.4 Provided that reserves are utilised within the timescales agreed at the point of approval, they represent an effective mechanism for deploying in year surpluses and underspends. This approach supports the timely delivery of projects and ensures that financial resources are aligned to agreed priorities and outcomes.
- 4.5 Table 4 below provides a summary of the Council's current reserves position. Full details of reserves by service area are set out in Appendix 2, and a schedule of newly approved reserves is provided in Appendix 3.

**Table 4: Usable Reserves as at 31<sup>st</sup> March 2024**

Reserves	Balance at 1/4/2023 £m	In Year changes £m	No longer required £m	Balance at 31/03/2024 £m
<u>General Fund</u>				
General Fund Earmarked Reserves	5.76	(0.40)	(0.01)	5.35
General Fund General Reserves (agreed minimum balance)	1.54	0.00	0.00	1.54
Medium Term Financial Plan (MTFP) Reserve	6.39	1.87	0.01	8.27
	13.69	1.47	0.00	15.16
<u>Other</u>				
S106	2.29	0.22		2.51
	<b>15.98</b>	<b>1.69</b>	<b>0.00</b>	<b>17.67</b>

- 4.6 In 2023/24, £2.6 million of the £5.8m General Fund earmarked reserves brought forward has been utilised, as shown in Appendix 2. It should be noted that these figures exclude the Business Rates Reserve, where additional income received during the year has been used to fund much of the capital programme.
- 4.7 For 2023/24, £8.9m of earmarked reserve requests has been approved by the Section 151 Officer as set out in Appendix 3. Of this total, £8.4m relates specifically to the Business Rates Reserve.
- 4.8 The MTFP Reserve is maintained separately and now stands at £8.3m. This balance incorporates the following movements: a £300k surplus from 2023/24, £100k transferred from the release of earmarked reserves, and £100k approved for transfer to earmarked reserves. This reserve provides funding for service improvements and business efficiency initiatives that will support the Council in delivering the transformation required to meet the financial challenges set out in the MTFP.

## 5.0 SPECIAL EXPENSES

- 5.1 The outturn for Special Expenses in 2023/24 is £609k, representing an overspend of £18k against the approved budget of £591k. The budget included a planned £11k contribution from Special Expense reserves; however, the outturn position requires a reduced contribution of £7k from reserves.
- 5.2 The overspend was primarily driven by reduced income, including a shortfall in burial fees (£20k) and other fees and charges (£6k), alongside increased expenditure on legal fees (£7k) and consultancy (£4k). These pressures were partly offset by lower than budgeted spending on Planned Preventative Maintenance (PPM) (£8k), events (£8k) and electricity (£6k). Further detail is provided in **Table 5** below.

**Table 5: Special Expenses Revenue Outturn**

	Approved Budget	Outturn	Variance
	£'000	£'000	£'000
<b>SPECIAL EXPENSES</b>			
Special Expenses	609	629	20
Net Financing Costs	(18)	(30)	(12)
Contribution to Earmarked Reserves	0	10	10
Expenditure Requirement	591	609	18
Precept	586	586	0
Localisation of Council Tax Support Grant	16	16	0
Transfer from/(to) reserves	(11)	7	18

- 5.3 As shown in Table 6, the opening balance on the Special Expenses Reserve was £36k. This increased by £16k due to the release of earmarked reserves back to balances. After allowing for the £7k required to fund the 2023/24 deficit, the reserve now stands at £45k.

**Table 6: Special Expenses Reserves**

	Outturn
	£'000
<b>SPECIAL EXPENSES</b>	
Special Expenses Reserves 01.04.23	36
Earmarked Reserves - returned to balances	16
Contribution from Reserves 2023/24	(7)
<b>Special Expenses Reserves 31.03.24</b>	<b>45</b>

- 6.1 During 2023/24, Special Expenses required a drawdown of £7k from reserves. Significant work was undertaken as part of the 2023/24 budget process to ensure that Special Expenses operate within their approved budgets and remain financially sustainable. Further work during the year included a review of the Special Expenses Policy, which confirmed the requirement to maintain a minimum balance of 10% for each of the ten Special Expense areas.
- 6.2 As at 31 March 2024, two of the Special Expense accounts were in a deficit position, two were below the minimum required balance, and the remaining six accounts held balances above the minimum requirement. For those Special Expense accounts in deficit, precepts will be increased through the annual budget process to recover the shortfall.

<b>Policies and other considerations, as appropriate</b>	
Council Priorities:	Insert relevant Council Priorities: <ul style="list-style-type: none"> <li>- Planning and regeneration</li> <li>- Communities and housing</li> <li>- Clean, green and Zero Carbon</li> <li>- A well-run council</li> </ul>
Policy Considerations:	None
Safeguarding:	None
Equalities/Diversity:	None
Customer Impact:	None
Economic and Social Impact:	None
Environment, Climate Change and Zero Carbon:	None
Consultation/Community/Tenant Engagement:	None
Risks:	None
Officer Contact	Anna Crouch Head of Finance <a href="mailto:anna.crouch@nwleicestershire.gov.uk">anna.crouch@nwleicestershire.gov.uk</a>

## 2023/2024 GENERAL FUND REVENUE OUTTURN POSITION

Directorate & Service Area	Revised Budget	Outturn	Outturn Variance
	£'000	£'000	£'000
<b>Chief Executive</b>			
Chief Executive	288	203	(85)
Human Resources	760	699	(61)
Legal & Support Services	1,706	1,813	107
<b>Total Chief Executive Directorate</b>	<b>2,754</b>	<b>2,715</b>	<b>(39)</b>
<b>Place</b>			
Strategic Director of Place	354	172	(182)
Property & Economic Regeneration	1,168	1,452	284
Planning & Infrastructure	1,034	1,797	763
Joint Strategic Planning	13	(5)	(18)
<b>Total Place Directorate</b>	<b>2,569</b>	<b>3,416</b>	<b>847</b>
<b>Community Services</b>			
Community Services	6,628	7,602	974
Strategic Housing	686	243	(443)
Strategic Director of Communities (incl. Customer Services)	983	995	12
<b>Total Community Services Directorate</b>	<b>8,297</b>	<b>8,840</b>	<b>543</b>
<b>Resources</b>			
Strategic Director of Resources	117	244	127
Finance	1,019	1,259	240
Revenues & Benefits	1,164	942	(222)
ICT	1,224	1,258	34
<b>Total Resources</b>	<b>3,524</b>	<b>3,703</b>	<b>179</b>
<b>Corporate &amp; Democratic Core (CDC) &amp; Other Budgets</b>			
Corporate & Democratic Core	70	46	(24)
Non Distributed Costs	175	314	139
<b>Total CDC &amp; Other Budgets</b>	<b>245</b>	<b>360</b>	<b>115</b>
<b>NET COST OF SERVICES</b>	<b>17,389</b>	<b>19,034</b>	<b>1,645</b>
Net Recharges from General Fund	(1,694)	(1,954)	(260)
<b>NET COST OF SERVICES AFTER RECHARGES</b>	<b>15,695</b>	<b>17,080</b>	<b>1,385</b>
<b>Corporate Items &amp; Financing</b>			
Net Financing Costs	1,763	1,458	(305)
Investment Income	(335)	(1,779)	(1,444)
Localisation of CT Support Grant - Parish & Special Expenses	16	16	0
<b>Total Corporate Items &amp; Financing</b>	<b>1,444</b>	<b>(305)</b>	<b>(1,749)</b>
<b>NET REVENUE EXPENDITURE</b>	<b>17,139</b>	<b>16,775</b>	<b>(364)</b>
Contribution Reserves - Business Rates	(52)	8,412	8,464
<b>NET EXPENDITURE (AFTER RESERVE CONTRIBUTIONS)</b>	<b>17,087</b>	<b>25,187</b>	<b>8,100</b>
<b>Financed By</b>	<b>Revised Budget</b>	<b>Outturn</b>	<b>Outturn Variance</b>
	£'000	£'000	£'000
New Homes Bonus	(1,220)	(1,220)	0
Transfer from/(to) Collection Fund - CT Prev Yrs Surplus/(Deficit)	(25)	(25)	0
Council Tax	(5,771)	(5,771)	0
Business Rates Income	(8,716)	(17,128)	(8,412)
Services Grant	(97)	(97)	0
Minimum Funding Guarantee	(1,168)	(1,168)	0
Revenue Support Grant	(90)	(90)	0
Other Grants	0	(28)	(28)
<b>TOTAL FUNDING AVAILABLE</b>	<b>(17,087)</b>	<b>(25,527)</b>	<b>(8,440)</b>
<b>UNDERSPEND / (OVERSPEND) 2023/2024</b>	<b>0</b>	<b>340</b>	<b>340</b>

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**North West Leicestershire District Council**  
**Reserves at 31/3/24**

TEAM	Balance as at 1/4/23 £	Contributions to fund 23/24 £	Contributions from fund/ commitments 23/24 £	Transfers (to)/from other reserves 23/24 £	No longer required £	Balance as at 31/3/24 £
<b>Earmarked Reserves:</b>						
Chief Exec	334,000	0	0	0	0	334,000
Human Resources	30,000	0	0	0	0	30,000
Legal & Support Services	144,707	0	(132,790)	0	0	11,917
Community Services	1,112,599	141,427	(248,249)	62,200	(4,237)	1,063,740
Planning	810,039	205,815	(129,287)	0	0	886,566
Property & Economic Regeneration	2,405,177	62,691	(1,755,882)	45,000	0	756,986
Joint Strategic Planning	91,017	41,700	0	0	0	132,717
Strategic Housing	404,158	0	(10,308)	0	0	393,850
Director of Resources	142,645	0	(46,066)	0	0	96,579
Business Change	141,610	0	(35,595)	0	0	106,015
ICT	5,500	0	0	0	(5,500)	0
Revenues & Benefits	0	0	0	0	0	0
Customer Services	16,273	0	(1,235)	0	0	15,038
Finance	127,268	54,329	(227,268)	200,000	0	154,329
MTFP Reserve	6,389,693	340,068	0	1,531,040	9,737	8,270,539
Business Rates Reserve	0	8,412,178	(5,201,531)	(1,838,240)	0	1,372,406
<b>Total Earmarked Reserves - General Fund</b>	<b>12,154,684</b>	<b>9,258,208</b>	<b>(7,788,210)</b>	<b>0</b>	<b>0</b>	<b>13,624,681</b>
<b>Total Earmarked Reserves - Special Expenses</b>	<b>130,807</b>	<b>9,530</b>	<b>(21,595)</b>	<b>0</b>	<b>(16,283)</b>	<b>102,459</b>
<b>TOTAL EARMARKED RESERVES</b>	<b>12,285,490</b>	<b>9,267,738</b>	<b>(7,809,805)</b>	<b>0</b>	<b>(16,283)</b>	<b>13,727,140</b>
<b>Other reserves General Fund:</b>						
General Balance (minimum level of reserves)	1,544,493	0	0	0	0	1,544,493
<b>Total other Reserves - General Fund</b>	<b>1,544,493</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,544,493</b>
<b>Other reserves Special Expenses:</b>						
General Balance	35,899	0	(7,382)	0	16,283	44,800
<b>Total other Reserves - Special Expenses</b>	<b>35,899</b>	<b>0</b>	<b>(7,382)</b>	<b>0</b>	<b>16,283</b>	<b>44,800</b>
<b>TOTAL ALL RESERVES - GENERAL FUND &amp; SPECIAL EXPENSES</b>	<b>13,865,882</b>	<b>9,267,738</b>	<b>(7,817,187)</b>	<b>0</b>	<b>0</b>	<b>15,316,433</b>

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**North West Leicestershire District Council**  
**Reserves approved from 23/24 budget**

TEAM	Amount £	Grant (Y/N)	Ringfenced (Y/N)	Purpose of reserve
<b>GENERAL FUND</b>				
<b><u>Community Services</u></b>				
NWL Sport/LRS	16,048	Y	Y	Unspent 23/24 ring fenced grant
Ukraine	105,747	Y	Y	Extend temporary contracts for Technical Support Officer and EHO posts
Domestic Abuse Link Worker	19,632	Y	N	Domestic abuse link worker contract
<b><u>Planning</u></b>				
Neighbourhood Plans	20,000	Y	N	Neighbourhood Referendums
Local Plan Review	76,836	N	-	
Nutrient Neutrality	100,000	Y	Y	Unspent 23/24 ring fenced grant
Biodiversity Net Gain	8,979	Y	Y	Unspent 23/24 ring fenced grant
<b><u>Economic Regen</u></b>				
Rural England Prosperity Fund	62,691	Y	Y	Unspent 23/24 ring fenced grant
<b><u>Joint Strategic Planning</u></b>				
JSPM Post	41,700	N	Y	Balance of Partner & NWL Contributions for JSPM Post
<b><u>Finance</u></b>				
Feasibility for capital projects	54,329	N	N	Returned contribution from LCC for Ashby Road works
<b><u>Business Rates</u></b>				
Business Rates	8,412,178	N	N	Additional Business Rates income received in year to be used to fund 23/24 and future year's capital programme.
<b>Total New Earmarked Reserves</b>	<b>8,918,140</b>			
<b><u>Corporate</u></b>				
MTFP Reserve	340,068	N	-	Transfer to reserve of in year budget surplus
<b>Total Earmarked Reserves - General Fund</b>	<b>9,258,208</b>			
<b>SPECIAL EXPENSES</b>				
<b><u>Community Services</u></b>				
Broomleys Cemetery	4,130	N	-	Path repairs - sealing pathways
Coalville Park	4,500	N	-	Refurbishment of disabled toilets
St Faiths Road Play Area	900	N	-	Removal/collection of rubber surface
<b>Total Earmarked Reserves - Special Expenses</b>	<b>9,530</b>			

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## NORTH WEST LEICESTERSHIRE DISTRICT COUNCIL

CABINET – TUESDAY, 24 FEBRUARY 2026



<b>Title of Report</b>	<b>2024/25 FINANCIAL OUTTURN - HOUSING REVENUE ACCOUNT (HRA)</b>	
<b>Presented by</b>	Cllr Andrew Woodman Housing, Property and Customer Services portfolio holder  PH Briefed <input type="checkbox"/> Yes	
<b>Background Papers</b>	<p><b>Published draft accounts</b>  <a href="#">Statement of Accounts 2024-25 (unaudited) v2.pdf</a> (p.96-102)</p> <p><b>Cabinet – 25/03/2025</b>  <a href="#">Quarter 3 Housing Revenue Account Finance Update</a></p>	<p><b>Public Report:</b> Yes</p> <p><b>Key Decision:</b> Yes</p>
<b>Financial Implications</b>	<p>The outturn position on the Housing Revenue Account is an underspend of £4,901k compared to budget which is an improvement from the £1,653k underspend forecast at Quarter 3 2024/25. Any financial implications are detailed in the body of the report.</p> <p><b>Signed off by the Section 151 Officer:</b> Yes</p>	
<b>Legal Implications</b>	<p>No legal implications arising from this report.</p> <p><b>Signed off by the Monitoring Officer:</b> Yes</p>	
<b>Staffing and Corporate Implications</b>	<p>Any staffing implications are detailed in the body of the report.</p> <p><b>Signed off by the Head of Paid Service:</b> Yes</p>	
<b>Purpose of Report</b>	<p>To update Members on the Housing Revenue Account (HRA) outturn position for 2024/25, including income, expenditure and capital programme performance, and to highlight significant variances from the approved budget.</p>	
<b>Reason for Decision</b>	<p>To enable Cabinet to consider the outturn position and ensure appropriate oversight of the financial performance of the HRA.</p>	
<b>Recommendations</b>	<p><b>THAT CABINET:</b></p> <ol style="list-style-type: none"> <li><b>1. NOTES THE UNDERSPEND OF £4.9m ON THE HOUSING REVENUE ACCOUNT FOR 2024/25; AND</b></li> <li><b>2. NOTES THE UNDERSPEND OF £13.2m ON THE HOUSING REVENUE ACCOUNT CAPITAL PROGRAMME, AS DETAILED IN TABLE 2.</b></li> </ol>	

## 1.0 BACKGROUND

- 1.1 The Council must produce annual financial statements that accurately reflect the financial position and performance of the Housing Revenue Account (HRA). The HRA is legally ringfenced, meaning that its income and expenditure must be used solely for housing services. The purpose of this report is to provide members with an update on the Housing Revenue Account (HRA) including the Capital Programme for the period 1 April 2024 to 31 March 2025. It sets out the progress made against the approved programme and highlights any significant variations.
- 1.2 At Quarters 2 and 3, an underspend of £1.0m (Q2) and £1.7m (Q3) was forecast. This was primarily driven by £0.6m higher-than-expected rental income and £0.4m additional investment income. In addition, rental vacancies contributed to reduced repairs and maintenance expenditure.
- 1.3 This report presents the final outturn position for the Housing Revenue Account (HRA) for 2024/25. The HRA delivered an underspend of £4.9m, representing an improvement compared with the £1.7m underspend forecast at Quarter 3. The position was primarily driven by a reduction in planned appropriations, with budgeted contributions from revenue to capital and transfers to reserves not being required due to delays in the capital programme. The report outlines the key factors contributing to this variance and provides an overview of performance against both the revenue and capital budgets.
- 1.4 The report also outlines the level of Council capital resources available to support the programme. In doing so, it enables members to consider the adequacy of available resources, assess the financial sustainability of the programme, and support effective decision-making in relation to future capital investment within the HRA.

## 2.0 HRA INCOME AND EXPENDITURE

- 2.1 Table 1 below shows the outturn and variance for the HRA for 2024/25.

**Table 1 – HRA 2024/25 Outturn Position**

	Budget £'000	Outturn £'000	Variance £'000
Income	(21,327)	(21,719)	(392)
Operating Expenditure	18,325	18,656	331
<b>Operating (surplus)/deficit</b>	<b>(3,002)</b>	<b>(3,063)</b>	<b>(61)</b>
Interest Payable	1,901	1,753	(149)
Interest Receivable	(286)	(973)	(687)
<b>Net Cost of services after financing</b>	<b>(1,386)</b>	<b>(2,283)</b>	<b>(897)</b>
Appropriations	4,005	-	(4,005)
<b>Net (surplus)/deficit</b>	<b>2,619</b>	<b>(2,283)</b>	<b>(4,902)</b>

- 2.2 Income exceeded the budget by £392k. Lower-than-expected dwelling rent (£565k below budget) was more than offset by increases in other income streams, comprising higher service charges (+£735k) and higher other income (+£222k).

- 2.3 Operating Expenditure was £331k over budget. This included:
- an underspend of £438k on Repairs and Maintenance (4.5% of budget)
  - an underspend of £843k on Bad and Doubtful debts because debt recovery has been better than originally anticipated, reducing the level of provision required,
  - an overspend of £100k on Supervision and Management charges (2% of budget),
  - an overspend of £852k on Depreciation and Impairment of Fixed Assets,
  - an overspend of £465k in relation to recharged Corporate and Democratic costs,
  - an unbudgeted loss of £187k on the sale of HRA fixed assets and £8k in unbudgeted debt management expenses.
- 2.4 Interest Payable was £149k underspent, primarily due to slippage in the capital programme which resulted in lower borrowing requirements during the period.
- 2.5 Interest Receivable income was £687k above budget, driven by the continuation of elevated market interest rates throughout the period.
- 2.6 Appropriations were £4.0m lower than budgeted with a £2.5m transfer to reserves and a £1.5m revenue contribution towards capital spending not taking place. Contributions to capital spend were not required due to capital slippage, resulting in lower-than-anticipated expenditure during the financial year.

### 3.0 HRA CAPITAL PROGRAMME

3.1 Table 2 below shows the summary outturn on the Capital Programme for 2024/25.

**Table 2 – HRA 2024/25 Capital Programme Position**

Scheme	Revised budget £'000	Outturn £'000	Slippage £'000	Overspend £'000	Net Variance £'000	Outturn to Revised Budget %
Home Improvement	12,598	5,322	8,248	(972)	(7,276)	42.2%
Estate Improvements	1,344	400	944	0	(944)	29.8%
Other HRA Capital Projects	2,107	1,113	1,381	(387)	(994)	52.8%
New Supply	3,387	751	2,636	0	(2,636)	22.2%
<b>Total</b>	<b>19,436</b>	<b>7,586</b>	<b>13,209</b>	<b>(1,359)</b>	<b>(11,850)</b>	<b>39.0%</b>

- 3.2 The Home Improvement Programme had variances of £7,275k across a variety of projects. This included 2024/25 specific slippages of £6,075k such as:
- £390k on Asbestos Works,
  - £550k on Roof Works,
  - £68k on Commercial Boilers
  - £1,644k on Zero Carbon works and
  - £3,423k across all other projects due to capacity constraints within the in-house team.
- 3.3 Historical slippages from 2023/24 of £2.2m have increased the total slippage to £8.3m. Offset against this slippage, there were also overspends of £547k on stock condition surveys and £426k of unbudgeted capital expenditure. An external contractor has been subsequently engaged to enhance overall delivery capacity.

- 3.4 The Estate Improvements Programme had total slippage of £944k. This included £674k of historical slippage and additional slippage in-year including £72k on Footpaths and Unadopted Roads, £64k on Garage Demolitions and Replacements and £134k across other projects.
- 3.5 Other HRA Capital Projects had total slippage of £1.4m; reflecting £677k of historical slippage and slippage in-year of £704k. This included slippage of:
- £350k on Sheltered Housing Improvements,
  - £250k slippage on Scheme Lighting and
  - slippage of £104k on the Housing Management IT System.
- 3.6 Set against this, there were overspends totalling £387k which included £223k on Major Housing Aids and Adaptations, £87k on the Tunstall (supported living alarm) system programme, £71k on Passive Fire Safety and others £6k.
- 3.7 New Supply relating to the building and acquisition of additional properties had slippage of £2.6m in the year. A number of developments, including Main Street, Oakthorpe and Standard Hill, experienced delays in finalising contract agreements, resulting in slippage.
- 3.8 Slippage across the HRA capital programme in 2024/25 reflects a combination of delivery constraints, project specific delays and the impact of historical programme backlogs. Capacity challenges limited progress on several planned workstreams, while recruitment and procurement delays further affected the timing of major projects. In addition, several projects were carried forward from 2023/24, increasing overall slippage in the current year. The Council has reviewed the backlog of maintenance and works within the HRA capital programme, assessing the causes of historic under delivery and refocusing the programme on priority, deliverable schemes aligned to current capacity and resource.

#### 4.0 HRA RESERVES

- 4.1 The HRA holds earmarked reserves set aside for specific purposes and to meet known or anticipated future expenditure.
- 4.2 HRA reserves increased by £323k during the year, primarily due to a higher-than-budgeted revenue surplus and additional capital receipts. The Major Repairs Reserve reduced as planned, reflecting its use to fund the capital programme.
- 4.3 Table 3 below shows the movements on HRA Reserves during 2024/25.

**Table 3 – HRA Reserves as at 31/03/25**

<b>Reserves</b>	<b>Balance at 01/04/2024</b>	<b>Receipts In Year</b>	<b>Payments In Year</b>	<b>Balance at 31/03/2025</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
HRA - Earmarked Reserves	114,535	-	-	114,535
HRA - General Balance	1,277,332	1,985,945	-	3,263,277
	<b>1,391,867</b>	<b>1,985,945</b>	<b>-</b>	<b>3,377,812</b>
HRA Capital Receipts	11,856,477	2,134,443	(736,978)	13,253,942
Major Repairs Reserve	4,235,289	3,789,219	(6,850,254)	1,174,254
<b>Total</b>	<b>17,483,633</b>	<b>7,909,607</b>	<b>(7,587,232)</b>	<b>17,806,009</b>

<b>Policies and other considerations, as appropriate</b>	
Council Priorities:	The spending from the budget allows the council to deliver against its housing priorities.
Policy Considerations:	There are no specific policy considerations arising from this report.
Safeguarding:	No direct implications identified.
Equalities/Diversity:	There are no direct equalities implications.
Customer Impact:	No direct implications identified.
Economic and Social Impact:	The Council is investing in developing additional affordable housing to support residents.
Environment, Climate Change and Zero Carbon:	The Council plans to spend up to £2.5m in retrofitting Council homes to make them carbon neutral.
Consultation/Community/Tenant Engagement:	None.
Risks:	<p>The Council has borrowing relating to the development of social housing. Whilst much of this is not due to be repaid for a number of years, there is an interest rate risk arising should be choice be taken to refinance rather than repay debt at maturity.</p> <p>The Council is required to follow the government's Rent Standard in relation to rent increases. Historically there have been some periods where rents have had to be reduced or increases capped below inflation, which has caused financial pressure to the HRA with costs rising at a faster rate than revenues. There is a risk that this may reoccur in future.</p>
Officer Contact	Anna Crouch Head of Finance and Deputy S151 Officer <a href="mailto:anna.crouch@nwleicestershire.gov.uk">anna.crouch@nwleicestershire.gov.uk</a>

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## NORTH WEST LEICESTERSHIRE DISTRICT COUNCIL

CABINET – TUESDAY, 24 FEBRUARY 2026



<b>Title of Report</b>	<b>2024/25 FINANCIAL OUTTURN - GENERAL FUND</b>	
<b>Presented by</b>	Councilor Keith Merrie MBE Finance and Corporate Portfolio Holder PH Briefed	<input type="checkbox"/> Yes
<b>Background Papers</b>	<b>Published draft accounts</b> <a href="#">Statement of Accounts 2024-25 (unaudited) v2.pdf</a>	<b>Public Report:</b> Yes
	<b>Cabinet – 26/03/2024</b> <a href="#">2023/24 Quarter 3 General Fund Finance Update</a>	<b>Key Decision:</b> No
<b>Financial Implications</b>	The outturn position on the General Fund is an underspend of £966k which is an improvement from the previous forecast at Quarter 3 of an £977k overspend. <b>Signed off by the Section 151 Officer:</b> Yes	
<b>Legal Implications</b>	There are no direct legal implications arising from the report. <b>Signed off by the Monitoring Officer:</b> Yes	
<b>Staffing and Corporate Implications</b>	There are no direct implications arising from the report.	
	<b>Signed off by the Head of Paid Service:</b> Yes	
<b>Purpose of Report</b>	To present an overview of the Council's General Fund financial outturn for 2024/25.	
<b>Reason for Decision</b>	As required under Financial Procedure Rule A19.	
<b>Recommendations</b>	<b>THAT CABINET:</b> <ol style="list-style-type: none"> <li><b>1. NOTES THE UNDERSPEND OF £966K ON THE GENERAL FUND FOR 2024/25.</b></li> <li><b>2. NOTES THE UNDERSPEND OF £13.2M ON THE CAPITAL PROGRAMME</b></li> </ol>	

**1.0 BACKGROUND**

- 1.1 It is considered good practice for local authorities to publish the General Fund outturn position, as this promotes transparency and accountability in the management of public finances. Providing a clear and timely summary of the financial outturn enables councillors, stakeholders, and the public to scrutinise how resources have been utilised against the approved budget. Furthermore, this openness helps build trust in the authority's financial stewardship and supports informed decision-making regarding future spending priorities and resource allocation.

1.2 The Council is required to produce Financial Statements each year that 'give a true and fair view' of the financial position and transactions of the Council. The draft accounts for 2024/25 were published on the Council's website on 22 January 2026. This report presents the final outturn position for the General Fund 2024/25. The General fund reported a surplus of £980K for the financial year. This position reflected a combination of adverse and favourable variances across services. This surplus contributes to increasing the Council's reserves position.

## 2.0 REVENUE OUTTURN

2.1 The outturn position on the General Fund is summarised in Table 1 below. The outturn position shows an underspend of £966k for the year. Details on the significant variances are detailed below in section 2.2.

**Table 1 2024-25 General Fund Revenue Outturn**

Directorate & Service Area	Revised Budget	Outturn	Outturn Variance
	£'000	£'000	£'000
Chief Executive Directorate	2,737	2,910	173
Place Directorate	2,579	2,229	(350)
Community Services Directorate	7,432	7,610	178
Resources Directorate	5,498	5,068	(430)
Corporate & Democratic Core (CDC) & Other Budgets	278	356	78
<b>NET COST OF SERVICES</b>	<b>18,524</b>	<b>18,173</b>	<b>(351)</b>
Net Recharges from General Fund	(1,859)	(2,012)	(153)
<b>NET COST OF SERVICES AFTER RECHARGES</b>	<b>16,665</b>	<b>16,161</b>	<b>(504)</b>
Corporate Items & Financing	1,497	775	(722)
<b>NET REVENUE EXPENDITURE</b>	<b>18,162</b>	<b>16,936</b>	<b>(1,226)</b>
Contribution Reserves - Business Rates	(751)	15,346	16,097
<b>NET EXPENDITURE (AFTER RESERVE CONTRIBUTIONS)</b>	<b>17,411</b>	<b>32,282</b>	<b>14,871</b>
<b>TOTAL FUNDING AVAILABLE</b>	<b>(17,411)</b>	<b>(33,248)</b>	<b>(15,837)</b>
<b>UNDERSPEND / (OVERSPEND) 2024/2025</b>	<b>0</b>	<b>966</b>	<b>966</b>

2.2 The significant variances comparing the revised budget to outturn are set out below:

### Chief Executive

The Chief Executive's Section reported an overspend of £173k in 2024/2025. This adverse variance was driven primarily by staffing and operational pressures, most notably higher-than-budgeted agency costs within Legal arising from recruitment difficulties that required the continued use of temporary specialist support throughout the year. Although there were salary savings from vacancies, these were not sufficient to offset the additional agency expenditure.

Further pressures also emerged within Human Resources, where agency staffing was required to maintain service delivery, and the section experienced unachievable vacancy savings, adding to the overall variance.

These combined staffing pressures outweighed the in-year mitigations available and contributed to the overall overspend position for the Chief Executive's Section.

#### Place Directorate

The Place Directorate delivered an underspend of £350k in 2024/2025. This positive position was primarily driven by higher-than-budgeted income from planning application fees of £376k and reduced consultancy expenditure relating to the Coalville regeneration programme £200k.

The underspends were offset by the Directorate incurring higher-than-budgeted agency staffing costs due to ongoing recruitment challenges, alongside increased repair and maintenance expenditure across the commercial property portfolio. These pressures were further compounded by reduced rental income resulting from vacant units.

#### Community Services Directorate

The Community Services Directorate reported an overspend of £178k in 2024/2025. This position reflects several adverse variances, including increased staffing, overtime and agency costs within Waste Services to cover sickness and vacancies of £333k, additional vehicle hire costs arising from delays in procuring new refuse vehicles of £104k, and higher-than-budgeted fleet maintenance costs of £126k. These pressures were partially offset by reduced fuel costs of £181k and recharges to the Housing Revenue Account for Cleansing and Fleet services were also lower than expected at £333k.

On Leisure Services, there was an underspend of £243k on the Sports and Leisure Management Ltd contract, primarily due to lower-than-anticipated utility costs being reclaimed.

Strategic Housing reported an underspend of £113k, driven by homelessness and asylum seeker grant income exceeding budget by £365k, partially offset by higher staffing and agency expenditure of £199k.

#### Resources Directorate

The Resources Directorate reported an underspend of £430k. While staffing and agency costs within Finance were £257k above budget (after the use of earmarked reserves), these pressures were more than offset by reduced salary costs within Business Change £570k and additional summons income generated by Revenues and Benefits £83k.

#### Corporate and Democratic Core

Corporate and Democratic Core reported an overspend of £78k, primarily due to increased audit fees.

#### Corporate Items and Financing

Investment income exceeded the budgeted level for the financial year. This favourable variance reflects higher than anticipated returns generated from excess cash balances, arising from slippage within the capital programme.

#### Funding

Business rates income exceeded expectations during the year, resulting in a higher-than-planned transfer to General Reserves.

### 3.0 CAPITAL OUTTURN

3.1 The table below details the outturn for the year on the Council's general fund capital programme.

**Table 2 – 2024/25 General Fund Capital Programme Outturn**

General Fund Capital Programme	Revised Budget	Final (Under) / over Outturn	(Slippage) spend	
	£ '000	£ '000	£ '000	£ '000
<b>Schemes</b>				
Coalville Regeneration Projects	2,298	1,462	(836)	(836)
UK Shared Prosperity Investment Plan Programme (UKSPF) & REPF	1,722	963	(759)	(758)
Carbon Zero	617	236	(381)	(352)
Systems/ICT Schemes	227	57	(170)	(155)
Vehicle, Plant and Equipment	7,950	633	(7,317)	(7,317)
New Construction or Renovation	4,466	924	(3,542)	(3,542)
Special Expenses	34	-	(34)	(34)
Contingency	170	-	(170)	(170)
<b>General Fund Total Capital Programme</b>	<b>17,483</b>	<b>4,275</b>	<b>(13,208)</b>	<b>(13,165)</b>

3.2 The revised General Fund capital budget for 2024/2025 was £17.5m, with a final outturn of £4.3m, representing 24% of the approved programme. This resulted in an underspend of £13.2m, of which most is proposed to be reprofiled into future years.

3.3 The primary factors contributing to the underspend and associated budget slippage are summarised:

- The Fleet Replacement Programme had an approved budget of £5.7m, with actual expenditure of £400k. A total of £5.3m has been reprofiled into future years due to delays in the procurement process.
- The Food Waste Rollout Programme slipped its full budget allocation of £1.2m into future years due to delays in the procurement process which are due to the long lead in times on vehicle purchases.
- The Disabled Facilities Grant programme had an approved budget of £3m, with actual expenditure of £0.6m. A total of £2.4m is proposed for reprofiling into future years. Delivery of the programme is demand-led, as grants are awarded to support essential adaptations that enable residents to maintain independence within their homes. The grant cannot be used to support investment in the Council's own properties.
- The UKSPF and Rural England Prosperity Fund programmes had an approved budget of £1.7m, with actual expenditure of £1m. As a result, £0.7m has been reprofiled into 2025/26. Two major schemes: the Memorial Workspace and Moira Furnace projects, were ongoing at the end of the financial year and were subsequently completed in 2025/2026, with the remaining funds fully utilised.
- Kegworth Public realms with a revised budget of £0.8m, with actual expenditure of £18k is proposing to slip £0.8m into future years. The slippage is due to retention

payable to the contractor, which will not be due until the defect-liability period is completed, resulting in expenditure being reprofiled into subsequent financial years.

- Coalville regeneration projects had a total budget of £2.3m. This scheme is made up of Marlborough Square improvement which had a budget of £1.6m, actual expenditure £1.m, Marlborough Centre purchase and renovation with a budget of £29k and actual expenditure of £28k and Stenson square garden project with a budget of £150k. Other smaller projects made up the balance of £200k. This scheme is proposing to slip £0.8m into future years.

#### **4.0 RESERVES**

- 4.1 The Council holds earmarked reserves which are set aside for known or predicted future spending needs. These are monitored alongside the budget as part of budget monitoring.
- 4.2 Earmarked reserves are requested at year-end by departments to carry forward unspent balances. Requests may relate to retaining existing reserves or creating new ones where an underspend aligns with the reserve's intended purpose. All requests are reviewed by the Finance Team before being submitted to the Section 151 Officer.
- 4.3 There has been a robust review of reserves with the aim of freeing up service earmarked reserves for transfer to the Medium-Term Financial Plan (MTFP) reserve. The MTFP reserve is to provide resources that support service improvement and enhance business efficiency but was also set up to smooth any budget fluctuations. This reserve enables the Council to implement the necessary transformation and changes required to meet its funding objectives over the period covered by the MTFP. By maintaining this reserve, the Council ensures it has the flexibility and financial capacity to manage future challenges, invest in key projects, and adapt to changing circumstances, ultimately supporting the delivery of its strategic priorities.
- 4.4 When utilised in accordance with their agreed timescales, reserves provide an effective mechanism for utilising surpluses and underspends to support the delivery of projects.
- 4.5 Table 4 below summarises the Council's reserve position. A detailed breakdown by service is provided in Appendix 1 and newly approved reserves are listed in Appendix 2.

**Table 4: Usable Reserves as at 31 March 2025**

Reserves	Balance at 1/4/2024 £m	In Year changes £m	No longer required £m	Balance at 31/03/2025 £m
<u>General Fund</u>				
General Fund Earmarked Reserves	5.35	13.71	(0.01)	19.06
General Fund General Reserves (agreed minimum balance)	1.54	0.00	0.00	1.54
Medium Term Financial Plan (MTFP) Reserve	8.27	(0.12)	0.01	8.16
	15.16	13.59	0.00	28.76
<u>Other</u>				
S106	2.51	(0.73)	0.00	1.78
	<b>17.67</b>	<b>12.86</b>	<b>0.00</b>	<b>30.54</b>

- 4.6 In 2024/25, £1.59m of the £5.35m General Fund earmarked reserves brought forward was utilised, as detailed in Appendix 1. (This excludes the Business Rates reserve, where additional in-year income was used to fund some of the capital programme).
- 4.7 In 2024/25, £16.47m of earmarked reserve requests were approved by the Section 151 Officer, of which £15.35m related to the business rates reserve. This is illustrated in appendix 2.
- 4.8 The MTFP reserve is maintained separately and now stands at £8.16m. This reflects transfers comprising of a £1m surplus from 2024/25, £100k released from earmarked reserves and £1.1m approved for transfer to earmarked reserves. This reserve provides funding for service improvements and business efficiency initiatives that will support the Council in delivering the transformation required to meet the financial challenges set out in the Medium-Term Financial Plan.

## 5.0 SPECIAL EXPENSES

- 5.1 The outturn for Special Expenses is £590k, representing an overspend of £32k against the approved budget of £558k. The budgeted contribution to Special Expenses reserves was £39k; however, the final outturn delivered a reduced contribution of £7k.
- 5.2 The overspend was primarily driven by increased expenditure on parks and recreation grounds repairs and maintenance of £12k, backdated unmetered electricity costs for Christmas lights £13k, and lower-than-budgeted burial fee income £13k. These pressures were partly mitigated by reduced electricity costs across parks and recreation grounds (£5k). Further details are provided in Table 5.

**Table 5: Special Expenses Revenue Outturn**

	Approved Budget	Outturn	Variance
	£'000	£'000	£'000
<b>SPECIAL EXPENSES</b>			
Special Expenses	576	538	(38)
Net Financing Costs	(18)	(33)	(15)
Contribution to Earmarked Reserves	0	85	85
Expenditure Requirement	558	590	32
Precept	597	597	0
Transfer from/(to) reserves	(39)	(7)	32

- 5.3 As shown in Table 6, the Special Expenses Reserve opened at £45k and increased by £32k from earmarked reserves released back to balances, along with a further £7k contribution from the 2024/25 outturn. The reserve now stands at £84k.

**Table 6: Special Expenses Reserves**

	Outturn
	£'000
<b>SPECIAL EXPENSES</b>	
Special Expenses Reserves 01.04.24	45
Earmarked Reserves - returned to balances	32
Contribution to Reserves 2024/25	7
<b>Special Expenses Reserves 31.03.25</b>	<b>84</b>

- 5.4 During 2024/25, Special Expenses contributed £7k to reserves. Significant work in previous years has strengthened financial sustainability across the Special Expenses accounts to ensure compliance with the requirement to maintain minimum balances of 10% for each area. As at 31 March 2025, two accounts were in deficit, while the remaining four held balances above the minimum threshold. For those Special Expense accounts in deficit, precepts will be increased through the annual budget process to recover the shortfall.

<b>Policies and other considerations, as appropriate</b>	
Council Priorities:	A well-run council
Policy Considerations:	Council Delivery Plan Treasury Management Strategy Capital Strategy
Safeguarding:	None.
Equalities/Diversity:	None.
Customer Impact:	None.
Economic and Social Impact:	None.
Environment, Climate Change and Zero Carbon:	None.
Consultation/Community/Tenant Engagement:	None.
Risks:	In relation to this report, potential risks include the possibility of budgetary allocations not achieving the intended outcomes, unforeseen financial pressures impacting service delivery, and compliance risks associated with the implementation of approved investment decisions. Additionally, there may be reputational risks if the measures outlined in the report are not effectively communicated or executed. The Council will continue to monitor these risks and put appropriate mitigation strategies in place as part of its ongoing risk management and corporate governance processes.
Officer Contact	Anna Crouch Head of Finance <a href="mailto:anna.crouch@nwleicestershire.gov.uk">anna.crouch@nwleicestershire.gov.uk</a>

**North West Leicestershire District Council**  
**Reserves at 31/3/25**

TEAM	Balance as at 1/4/24 £	Contributions to fund 24/25 £	Contributions from fund/ commitments 24/25 £	Transfers (to)/from other reserves 24/25 £	No longer required £	Balance as at 31/3/25 £
<b>Earmarked Reserves:</b>						
Chief Exec	334,000	0	0	(234,000)	0	100,000
Human Resources	30,000	0	0	0	0	30,000
Legal & Support Services	7,865	45,000	(46,187)	97,320	0	103,998
Community Services	1,063,740	262,149	(322,317)	39,004	(252)	1,042,323
Strategic Housing	393,850	0	0	0	0	393,850
Planning	886,566	791,275	(103,085)	54,800	0	1,629,557
Property & Economic Regeneration	756,986	0	(439,484)	180,000	0	497,502
Joint Strategic Planning	132,717	20,635	(6,486)	0	0	146,866
Director of Resources	96,579	0	(17,594)	1,275	0	80,260
Customer Services	15,038	0	(1,365)	0	(6,273)	7,400
Business Change	106,015	0	(56,946)	500,000	0	549,070
ICT	0	0	(26,633)	26,633	0	0
Internal Audit	4,052	0	0	0	(4,052)	0
Finance	154,329	0	(566,173)	757,539	0	345,695
Business Rates Reserve	1,372,406	15,346,498	(2,247,508)	(336,764)	0	14,134,633
MTFP Reserve	8,270,539	965,533	0	(1,085,807)	10,577	8,160,841
<b>Total Earmarked Reserves - General Fund</b>	<b>13,624,681</b>	<b>17,431,090</b>	<b>(3,833,776)</b>	<b>0</b>	<b>0</b>	<b>27,221,995</b>
<b>Total Earmarked Reserves - Special Expenses</b>	<b>102,459</b>	<b>84,772</b>	<b>(56,267)</b>	<b>0</b>	<b>(31,824)</b>	<b>99,140</b>
<b>TOTAL EARMARKED RESERVES</b>	<b>13,727,140</b>	<b>17,515,862</b>	<b>(3,890,043)</b>	<b>0</b>	<b>(31,824)</b>	<b>27,321,135</b>
<b>Other reserves General Fund:</b>						
General Balance (minimum level of reserves)	1,544,493	0	0	0	0	1,544,493
<b>Total other Reserves - General Fund</b>	<b>1,544,493</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,544,493</b>
<b>Other reserves Special Expenses:</b>						
General Balance	44,800	7,314	0	0	31,824	83,939
<b>Total other Reserves - Special Expenses</b>	<b>44,800</b>	<b>7,314</b>	<b>0</b>	<b>0</b>	<b>31,824</b>	<b>83,939</b>
<b>TOTAL ALL RESERVES - GENERAL FUND &amp; SPECIAL EXPENSES</b>	<b>15,316,433</b>	<b>17,523,176</b>	<b>(3,890,043)</b>	<b>0</b>	<b>0</b>	<b>28,949,567</b>

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**North West Leicestershire District Council**  
**Reserves approved from 24/25 budget**

TEAM	Amount £	Grant (Y/N)	Ringfenced (Y/N)	Purpose of reserve
<b>GENERAL FUND</b>				
<u><b>Legal &amp; Democratic Services</b></u>				
Election Fund	45,000	N	-	To fund the next Council Election
<u><b>Community Services</b></u>				
Community Lottery Scheme	11,470	N	Y	To provide grants to local community groups
Food Waste Rollout	231,207	Y	Y	To fund one off costs for food waste rollout
Domestic Abuse Link Worker	17,672	Y	N	Domestic abuse link worker contract
Safe Guarding - Staff Training	1,800	N	N	To provide staff training
<u><b>Planning</b></u>				
Neighbourhood Plans	8,382	Y	N	Neighbourhood Referendums
Local Plan Review	227,963	Y	Y	For work on the Local Plan review
Planning income	370,000	N	Y/N	£70k - to fund the newly created Senior Planning officer post. £300k - transfer of in year planning application income budget surplus
Planning Training	1,551	N	Y	To fund Planning Enforcement qualification training modules
Nutrient Neutrality	100,000	Y	Y	Unspent 24/25 ring fenced grant
Biodiversity Net Gain	26,807	Y	Y	Unspent 24/25 ring fenced grant
River Mease	56,573	Y	Y	Unspent 24/25 ring fenced grant
<u><b>Joint Strategic Planning</b></u>				
JSPM Post	20,635	N	Y	Balance of Partner & NWL Contributions for JSPM Post
<u><b>Business Rates</b></u>				
Business Rates	15,346,498	N	N	Additional Business Rates income received in year to be used to fund 24/25 and future year's capital programme.
<b>Total New Earmarked Reserves</b>	<b>16,465,557</b>			
<u><b>Corporate</b></u>				
MTPF Reserve	965,533	N	-	Transfer to reserve of in year budget surplus
<b>Total Earmarked Reserves - General Fund</b>	<b>17,431,090</b>			
<b>SPECIAL EXPENSES</b>				
<u><b>Community Services</b></u>				
Broomleys Cemetery	1,505	N	-	Path repairs - sealing pathways
Coalville Play Areas	5,400	N	-	Painting of equipment
Western Ave Recreation Ground	42,970	N	-	Improvements
Planning Application 96/0808	33,238	N	-	Ongoing grounds maintenance
Donisthorpe Play Areas	1,660	N	-	Painting of equipment
<b>Total Earmarked Reserves - Special Expenses</b>	<b>84,772</b>			

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## NORTH WEST LEICESTERSHIRE DISTRICT COUNCIL

CABINET – TUESDAY, 24 FEBRUARY 2026



<b>Title of Report</b>	<b>REVIEW OF CORPORATE GOVERNANCE POLICIES - INFORMATION GOVERNANCE FRAMEWORK</b>	
<b>Presented by</b>	Councillor Keith Merrie Finance and Corporate Portfolio Holder PH Briefed <input type="checkbox"/>	
<b>Background Papers</b>	Audit and Governance Committee report 4 February 2026	<b>Public Report:</b> Yes
	Audit and Governance Committee minutes 4 February 2026	<b>Key Decision:</b> No
<b>Financial Implications</b>	The annual refresh and update of the policies is good practice and will enhance financial management within the Council.	
	<b>Signed off by the Section 151 Officer:</b> Yes	
<b>Legal Implications</b>	The policies are reviewed annually to ensure any updates in the law are noted so that the Council acts in accordance with the law.	
	<b>Signed off by the Deputy Monitoring Officer:</b> Yes	
<b>Staffing and Corporate Implications</b>	The suite of Corporate Governance Policies is regularly reviewed to ensure the Council operates effectively, in line with the appropriate standards.	
	<b>Signed off by the Head of Paid Service:</b> Yes	
<b>Purpose of Report</b>	To seek Cabinet's comments on and approval of the Council's updated corporate governance policies (Information Governance Framework), following review and approval by the Audit and Governance Committee.	
<b>Reason for Decision</b>	To ensure that the Council has an up-to-date suite of governance policies in place reflecting the law and best practice	
<b>Recommendations</b>	<b>THAT CABINET APPROVES THE CORPORATE GOVERNANCE POLICIES LISTED IN PARAGRAPH 1.2 OF THE REPORT.</b>	

## 1.0 BACKGROUND

1.1 The Council is responsible for ensuring that its business is conducted in accordance with the law and appropriate standards. In discharging this responsibility, the Council has in place arrangements for the governance of its affairs and staff.

1.2 The following documents constitute the Council's suite of Corporate Policies:

Policy	Last Reviewed
Anti-Fraud and Corruption Policy	2025
Anti-Money Laundering Policy	2025
Confidential Reporting (Whistleblowing) Policy	2025
Risk Management Policy	2025
RIPA Policy	2025
Local Code of Corporate Governance	2025
<b>Information Governance Framework</b>	<b>2024</b>
<b>Data Protection Policy</b>	<b>2024</b>
<b>Information Security Policy</b>	<b>2024</b>
<b>Information Rights Policy</b>	<b>2024</b>
<b>Records Management Policy</b>	<b>2024</b>

1.3 Cabinet considered six of the policies within the Council's suite of Corporate Policies at its meeting on 23 September 2025. At that meeting, it was advised that the documents comprising the Information Governance Framework were undergoing a more thorough review, which had taken longer than expected due to the fact it involved cross-working between various services, including Information Governance and IT. For that reason, the Information Governance Framework documents were brought to the meeting of the Audit and Governance Committee on 4 February 2026 for the Committee's views ahead of consideration by Cabinet. The Committee did not have any comments on the policies.

## 2.0 POLICY REVIEW

2.1 The policies have been reviewed by the relevant officers responsible for them. The main changes to each policy are summarised below. It is also noted that not all sections of the Data (Use and Access) Act 2025 have come into force, and further updates may be required when the remaining parts of the Act are enacted. The policies have, therefore, been updated to acknowledge that the policy owner has authority to make minor changes as a result of any changes in legislation and/or guidance.

### **Information Governance Framework**

The Framework has been updated to include reference to the Privacy and Electronic Communications Regulations 2003 and the Data (Use and Access) Act 2025 as relevant legislation. Reference to the Surveillance Camera System Senior Responsible Officer has been removed, as this will now separately form part of the Surveillance Camera Technologies Procedure, with reference to this being made in the Policies and Procedures section.

## **Data Protection Policy**

The policy has been updated to include reference to the Data (Use and Access) Act 2025, and has undergone a substantial update in respect of CCTV and Surveillance Camera Technologies at Paragraph 7, to refer to the Council's Procedure which will deal with the use and management of surveillance cameras and is to be read in conjunction with the Data Protection Policy.

## **Information Security Policy**

This policy has undergone a substantial review, and an entirely new version has accordingly been produced, to ensure the Council's information security is as up to date and robust as possible. The Introduction is expanded to reference evolving threats, interconnections with suppliers and cloud complexity, and the Scope/Responsibilities are tidied (e.g., Senior Information Risk Owner (SIRO) and IT Manager roles retained and employee duties clarified). It subsumes several standalone sections from the previously approved policy (e.g., detailed Information Classification levels, Data Retention, Password Management, Encryption, Physical Security, Third-Party Vendors) into broader controls (e.g., Access Control, IT Software and Equipment, and Incident Response pointing to the Council's procedures). It adds explicit items on acceptable use (linking to Internet and Email Conditions), remote access, third-party system access, software licensing, cloud hosting security, backups, malware monitoring, and fraud-mitigation controls, while simplifying incident reporting to follow the Data Breach and Information Security Incident Procedure. Overall, the new version consolidates guidance, removes granular "how-to" content, and strengthens governance/operational controls, reflecting a cleaner policy-level document with current ownership and publication details.

## **Information Rights Policy**

The policy has been updated to include reference to the Data (Use and Access) Act 2025, including updating the timescale for data subject rights requests being responded to by the Council no later than one month from the date of the request (rather than as soon as possible, as previously). The policy has also been updated to make it clear that Freedom of Information Act requests and Environmental Information Regulations requests must be responded to within the statutory timescales of 20 working days.

## **Records Management Policy**

The policy has been updated to include reference to the Data (Use and Access) Act 2025. Amendments have been made to the Information Asset Owners' roles and responsibilities.

<b>Policies and other considerations, as appropriate</b>	
Council Priorities:	A well-run council.
Policy Considerations:	As detailed within the report.
Safeguarding:	Protecting people's data is considered to be safeguarding our community.
Equalities/Diversity:	N/A.
Customer Impact:	Policies will assist to protect the customer from Information Security incidents.
Economic and Social Impact:	Policies will assist to protect the customer from any negative economic impacts.
Environment, Climate Change and Zero Carbon:	N/A
Consultation/Community/Tenant Engagement:	N/A
Risks:	As part of its Corporate Governance arrangements, the Council must ensure that Risk management is considered and satisfactorily covered in any report put before elected Members for a decision or action. The purpose of this report is to set out the review undertaken by Information Governance Framework authors and detail the changes made. As part of this, the Framework is reviewed annually.
Officer Contact	Paul Stone Strategic Director of Resources  <a href="mailto:Paul.stone@nwleicestershire.gov.uk">Paul.stone@nwleicestershire.gov.uk</a>



# Information Governance Framework

Item	Details
Reference:	Information Governance -1-IGF
Status:	Final
Originator:	Head of Legal and Support Services
Owner:	Data Protection Officer
Version No:	1:2
Date:	24 September 2024

## Key policy details

### Approvals

Item	Date of Approval	Version No.
Consulted with N/A		
Reviewed by Audit and Governance Committee	7 August 2024	1:1
Approved by Cabinet	24 September 2024	1:1
Consulted with Internal Audit	October 2025	1:2

The policy owner has the authority to make the following minor changes without approval.

- **Operational Changes** - any modification in data protection procedures or required alignments with other documents within the Information Governance Framework.
- **Regulatory Decisions** - when Court or regulatory decisions impact information security practices.
- **Legislation and Guidance Changes** - If there are changes in regulatory guidance related to data protection the policy owner should review and update this policy accordingly.

### Policy Location

This policy can be found at the Council's website and Sharepoint page under current policies tab.

### Equality Impact Assessment (EIA)

Completed by	Completion date
Fay Ford	1 June 2024
Laurent Flinders	14 October 2025

### Revision History

Version Control	Revision Date	Summary of Changes
1:1	July 2024	Creation of Document
1:2	October 2025	<ul style="list-style-type: none"> <li>• Update to Surveillance Camera Technologies Responsible Officers</li> <li>• Inclusion of the following legislation: Privacy and Electronic Communications 2003 (PECR) Data (Use and Access) Act 2025</li> <li>• Amendment to the Policies and Procedure section under the Information Governance Framework</li> </ul>

		<ul style="list-style-type: none"> <li>Amendment to the Surveillance Camera System Senior Responsible Officer. This information is covered in the Surveillance Camera Technologies Procedure</li> </ul>
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**Policy Review Plans**

This policy is subject to a scheduled review once every year or earlier if there is a change in legislation or local policy that requires it.

**Distribution**

Title	Date of Issue	Version No.
Distributed to Cabinet	24 September 2024	1:1
Published on NWLDC website	27 September 2024	1:1

**Information Governance Framework**

**1. Introduction**

North West Leicestershire District Council (the “Council”) processes information in a variety of ways in order to effectively and efficiently deliver services to its customers. The Council recognises that good information management is key to ensuring that information is used appropriately and that the relevant legislation and guidance is complied with. It is of paramount importance that information is efficiently managed and that appropriate accountability, standards, policies and procedures provide a robust governance framework for effective information management.

This Information Governance Framework captures the Council's approach to holding, obtaining, recording, using and sharing information, as well as how the Council ensures that sufficient technical and organisational measures are in place to safeguard it. It includes the principles of information governance, policies and procedures, roles and responsibilities and training requirements.

**2. Scope**

This Information Governance Framework and the documents within it apply to all staff including employees, councillors, agency staff, contractors, volunteers or any other persons who have access to, or use the Council’s information. It applies to all types of information and data, both electronic and manual, which is held, processed or transmitted by the Council.

Information includes all paper and electronic records, whether that be raw or analysed data, informal or formal documents, customer or other records and any other type of content.

Non-compliance with this Framework and associated policies could potentially expose the Council and/or its customers to unacceptable risk.

**3. Principles**

Information governance spans a variety of activities that the Council undertakes. The following principles apply to all information held by the Council and form the foundation of good information governance:

1. Information Rights - the Council has legal obligations to provide information when requested.
2. Records Management - the Council must retain information for an appropriate period of time and manage records effectively.
3. Data Protection - the Council is required to have appropriate safeguards in place to protect our information, especially personal data.
4. Information Security - the Council must ensure that it has technical measures in place to ensure that the handling of its information is secure.



It is important that staff understand what information they need to do their job and how these principles apply to the information they handle.

#### 4. Policies and Procedures

In line with the above principles, this Information Governance Framework includes four key policies:

1. Information Rights Policy
2. Records Management Policy
3. Data Protection Policy
4. Information Security Policy

Underpinning these policies are internal standards, procedures and guidance that set out how the policy requirements will be achieved.

# Information Governance Framework

## Policies

These set out why requirements are in place

Our key policies are:

Information Rights Policy

1. Records Management Policy

2. Data Protection Policy

3. Information Security Policy

## Standards

These set out what the requirements are

These include:

Retention Schedule  
Information Asset Register

Data Sharing Register

Acceptable Use

## Procedures and Guidance

These set out how requirements are met

These include:

Date Breach and Information Security Incident Procedure

Information Requests Guidance

Procedure for Information Sharing

Subject Access Requests Guidance

Surveillance Camera Technologies Procedure

## 5. Roles and Responsibilities

The **Senior Information Risk Owner (“SIRO”)** is the Head of Legal and Support Services.

The SIRO has the following responsibilities:

- To be accountable for risk management in relation to information governance at the Council;
- To take overall ownership of the organisation's information risk approach, including the information governance framework; and
- To oversee the Data Breach and Information Security Incident Procedure and the Council's compliance in relation to dealing with information security incidents (data breaches).

The SIRO is supported by the Council's **Data Protection Officer (“DPO”)**, who has the following key responsibilities:

- To monitor compliance across the organisation to ensure that the Council meets its obligations under data protection legislation and applicable guidance;
- To ensure that the Council develops, implements, reviews and updates measures to comply with data protection legislation;
- To ensure that the Council has an appropriate training programme to make members of staff aware of their responsibilities in relation to information governance and data protection;
- To deal with any complaints in relation to the processing of personal data;
- To be responsible for the Council's approach to dealing with information security incidents and ensure that any personal data breaches are fully investigated and reported through the appropriate channels if appropriate; and
- To act as the contact point for the ICO on issues relating to the processing of personal data and to co-operate with the ICO in relation to any enquires and/or investigations.

The DPO is part of the **Information Governance Team** that manages information governance on a day-to-day basis across the organisation and supports staff in how they handle information.

### Information Asset Owners

Information Asset Owners are team managers with responsibilities for service areas. Team managers in their capacity as Information Asset Owners are responsible for ensuring that staff and contractors know of their responsibilities, understand and follow procedures for handling, releasing and disposing of information. They will consult with the DPO as required.

## **IT Security**

The IT team manager is responsible for Information security for the Council.

## **6. Training and Guidance**

All staff must complete annual training on data protection. This training is delivered electronically via an e-module for the majority of staff. Where members of staff do not have IT access, alternative arrangements are in place.

Training specific to managers will be delivered to Team Managers and Corporate Leadership Team (CLT) as part of the Council's annual Corporate Governance Programme, as and when required.

Training for specific service areas will also be delivered on an ad hoc basis, as and when circumstances demand.

The Council has an internal information governance toolkit for staff to use to access the documents within the framework, including relevant procedures and guidance.

In addition to the above, the Information Governance Team promote good information governance via a variety of methods, including internal blogs, bulletins and where necessary, corporate emails.

## **7. Monitoring and Review**

This Information Governance Framework will be reviewed each year to coincide with the review of the Council's Corporate Governance policies. It will also be updated and/or amended as necessary to reflect changes in legislation and best practice.

## **8. Relevant Legislation**

The following legislation is relevant to this Information Governance Framework:

- The UK General Data Protection Regulation
- Data Protection Act 2018
- Human Rights Act 1998
- Protection of Freedoms Act 2012
- Freedom of Information Act 2000
- Environmental Information Regulations 2004
- Local Government Acts
- Computer Misuse Act 1990
- Privacy and Electronic Communications 2003 (PECR)
- Data (Use and Access) Act 2025

APPENDIX 2



# Data Protection Policy

Item	Details
Reference:	Information Governance-1 DPP
Status:	Final
Originator:	Head of Legal & Support Services
Owner:	Data Protection Officer
Version No:	1:2
Date:	24 September 2024

## Key policy details

### Approvals

Item	Date of Approval	Version No.
Consulted with N/A		
Reviewed by Audit and Governance Committee	7 August 2024	1:1
Approved by Cabinet	24 September 2024	1:1
Consulted with Internal Audit	October 2025	1:2

The policy owner has the authority to make the following minor changes without approval.

- **Operational Changes** - any modification in data protection procedures or required alignments with other documents within the Information Governance Framework.
- **Regulatory Decisions** - when Court or regulatory decisions impact information security practices.
- **Legislation and Guidance Changes** - If there are changes in legislation or regulatory guidance related to data protection the policy owner should review and update this policy accordingly.

### Policy Location

This policy can be found at NWLDC's website and the Sharepoint page under current policies tab.

### Equality Impact Assessment (EIA)

Completed by	Completion date
Fay Ford	1 June 2024
Laurent Flinders	14 October 2025

### Revision History

Version Control	Revision Date	Summary of Changes
1:1	July 2024	Creation of Document
1:2	October 2025	Update to include the Data (Use and Access) Act 2025 Implementation of CCTV and Surveillance Camera Technologies Update to the Data Protection Principles to include Accountability Update to Data Subject rights to include automated decision making

### Policy Review Plans

This policy is subject to a scheduled review once every year or earlier if there is a change in legislation or local policy that requires it.

**Distribution**

Title	Date of Issue	Version No.
Distributed to Cabinet	24 September 2024	1:1
Published on NWLDC Website	27 September 2024	1:1

**Data Protection Policy**

**1. Introduction**

North West Leicestershire District Council ('the Council') has responsibilities under the Data Protection Act 2018(DPA 2018), UK General Data Protection Regulation (UK GDPR), Data (Use and Access) Act 2025 (DUAA), Local Government Acts and the Human Rights Act 1998 to protect rights of privacy and ensure that personal data is sufficiently protected when it is being processed.

The Council is required as part of its overall information governance structure to ensure that appropriate controls are implemented and maintained in the collection and use of personal information pertaining to its customers, clients and staff and that these are in accordance with the requirements of the current data protection law (the DPA 2018 and the UK GDPR along with other legislation).

In most cases the Council will be the data controller for the personal data it processes. A data controller is the organisation or person who determines and controls the purpose for the processing of personal data. In some cases, the Council may be a joint data controller with another organisation.

There may also be circumstances in which the Council has appointed a third party to process data on its behalf and in such circumstances that party will be a data processor but the Council will remain the data controller.

This policy sets out the Council's approach to complying with the above legislation in relation to data protection and forms part of the Council's Information Governance Framework, which applies to all staff including employees, councillors, agency staff, contractors, volunteers or any other persons who have access to, or use the Council's information concerning personal data.

**2. Scope**

This policy forms part of the Council's Information Governance Framework, which applies to all staff including employees, councillors, agency staff, contractors, volunteers or any other persons who have access to, or use the Council's information.

The scope of this policy requires compliance with the principles defined in law.

**Personal data** is defined as:

Any information related to an identified or identifiable living natural person ('data subject'). An identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identifications number,

location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person (Article 4 UK GDPR).

**Special category personal data** is defined as personal data relating to any of the following (Article 9 UK GDPR):

- Racial or ethnic origin.
- Political opinions.
- Religious or Philosophical beliefs.
- Trade Union membership.
- Genetic or biometric data for the purpose of uniquely identifying a natural person.
- Data concerning health.
- Sex life or sexual orientation.

**Criminal Offence data** is personal data relating to criminal convictions and offences or related security measures (Article 10 UK GDPR).

Section 10 of the Data Protection Act provides the framework for processing data relating to criminal convictions and offences.

Criminal offence data can only be processed:

- Under the control of official authority, or
- If authorised by domestic law - this means that one of the conditions in schedule 1 of the DPA is met.

All personal data must be protected. Special category personal data and criminal offence data may require special protection measures.

### 3. Principles of Good Practice

The UK GDPR includes seven key principles outlined in Article 5, which must be adhered to whenever personal data is processed. Processing includes obtaining, recording, using, holding, disclosing and deleting personal data.

All employees processing personal data must ensure they adhere to the principles as defined in the data protection law which require that personal data is:

- Used fairly lawfully and transparently.
- Used for specified, explicit and legitimate purposes.
- Used in a way that is adequate, relevant and limited to only what is necessary.
- Accurate and where necessary kept up to date.
- Kept for no longer than is necessary for the purposes for which it was collected.
- Handled in a way that ensures appropriate security including protection against unlawful or unauthorised processing, access, loss destruction or damage.
- Accountability- As a data controller the Council is responsible for complying with the above principles and must be able to demonstrate compliance.

### 4. Access and use of Personal Data

This policy applies to everyone that has access to personal data and includes any third party or individual who conducts work on behalf of North West Leicestershire District Council or who has access to personal data for which the council is responsible and who

will be required contractually or otherwise to comply with this policy.

The Policy is also applicable to Members who create records in their capacity as representatives of the Council.

It is an offence for any person to knowingly or recklessly obtain, procure or disclose personal data, without the permission of the data controller.

All data subjects are entitled to:

- Be informed about how data is being used.
- Access personal data.
- Have incorrect data updated.
- Have data erased.
- Stop or restrict the processing of data.
- Data portability (allow data subjects to get and reuse data for different services).
- Object to how data is being processed in certain circumstances.
- Not be subject to a decision based solely on automated processing, including profiling, which produces legal or similarly significant effects.

The above rights are not absolute and only apply in certain circumstances

The Council will process all personal data in accordance with the relevant legislation. Where the Council is seeking to pursue a new project or process that involves the use of personal data, a data protection impact assessment will be carried out to assist the Council in systematically analysing, identifying and minimising the data protection risks.

The Council will only process personal data where it complies with the data protection principles under the legislation and in doing so will only process the minimum personal data required for the intended purpose. The Council will also seek to use anonymised data where appropriate to do so in order to avoid the retention of personal data where it is not necessary to retain it.

In the collection and retention of personal data, the Council will take reasonable steps to ensure that the personal data held is accurate, up-to-date and not misleading. All personal data will be retained in accordance with the Council's retention schedule.

The Council holds an information asset register, which includes information about data processing activities and any systems that process personal information.

Personal data will be processed and stored by the Council in accordance with the Council's IT Security Policy. Where the Council appoints a third party to process personal data on its behalf, it will enter into a data processing agreement with the third party to ensure that the personal data is sufficiently protected. The Council will ensure that information processed by third parties is done so in line with legal requirements and good practice.

The Council has privacy notices which explain why it collects personal data, how that personal data is used and shared (if applicable), and the rights that people have over their personal data.

## **5. Sharing Personal Data**

There may be a need for the Council to share personal data that it holds with another

party, in which case it will only do so where it has a legal obligation, power or permission to do so. Where appropriate, individuals will be informed that their personal data is being shared and any personal data shared will be undertaken confidentially and securely.

The Council will ensure that data sharing agreements are in place (where appropriate) to set out the terms on which personal data will be shared with another party. The Council also maintains a register of data sharing arrangements.

Where personal data is being transferred, the Council will endeavour not to transfer personal data outside of the European Union, to third countries or international organisations unless there is a legal requirement to do so or it can be evidenced that appropriate safeguards are in place as required by data protection legislation. In the event that international transfers are being considered, a data protection impact assessment will be undertaken.

Personal data within the Council will only be accessed by those employees that need to access the information for their role and business need. There may be circumstances in which it is appropriate to limit access to certain personal data to specific members of staff, due to the sensitive nature of the personal data and/or how it is being used.

## **6. Information Security Incidents**

The Council has a procedure for reporting, logging and investigating information security incidents. Where such information security incidents indicate that there has been a breach of data protection legislation, the Council will consider whether it is appropriate and necessary to report the breach to the Information Commissioner's Office in accordance with the Council's procedure.

All incidents of a personal data breach must be reported to the Data Protection Officer via the [staff portal](#). As much information as possible should be provided and reported as soon as or within '24hrs' of the incident being identified.

An information security incident includes but is not restricted to the following:

- The loss or theft of data or information.
- The transfer of data or information to those who are not entitled to receive that information.
- Attempts (either failed or successful) to gain unauthorised access to data or information storage or a computer system.
- Changes to information or data or system hardware, firmware or software characteristics without the Council's knowledge.
- The unauthorised use of a system for the processing or storage of any data by any person.

## **7. CCTV and Surveillance Camera Technologies**

Surveillance Cameras Systems are recognised as all forms of technology that are able to capture, record and process images of persons and/or other forms of personal data.

The Council has a Surveillance Camera Technologies Procedure that sets out the deployment, use and management of Surveillance Camera System to ensure that all legal, regulatory and ethical frameworks are compiled with.

This Policy in conjunction with the Surveillance Camera Technologies Procedure will ensure the key principles of surveillance are adhered to including, but not limited to:

- Surveillance must be necessary, proportionate and justified.
- Systems must have a defined purpose (e.g crime prevention, public safety)
- Data Protection Impact Assessments (DPIAs) must be completed before deployment and reviewed annually.
- Clear signage and public awareness for overt systems.

This Data Protection Policy and the Surveillance Camera Procedure shall apply to all forms of Surveillance Camera Technologies operated by the Council, including the following:

- CCTV
- Automatic Number Plate Recognition (ANPR)
- Body worn cameras.
- Unmanned aerial systems (UAS)
- Vehicle mounted CCTV systems
- Mobile CCTV systems
- Facial Recognition Systems
- CCTV algorithms/analytics

If the Council introduces, or seeks to introduce, new forms of surveillance technology that capture Personal Data but are not listed above, the provisions of this Data Protection Policy will apply, and the Council will consider whether this policy requires amendments to take account of the specifics of the new technology.

The operation of Surveillance Camera Systems will be undertaken with regards to the following legislation:

- Data Protection Act 2018 (DPA 2018)
- UK General Data Protection Regulation (UK GDPR)
- The Human Rights Act 1998
- The Regulation of Investigatory Powers Act 2000
- Freedom of Information Act 2000 (FOIA)
- The Surveillance Camera Code of Practice under the Protection of Freedoms Act 2012 (Popham 2012)

A central register of all surveillance systems will be held by the Councils Data Protection Officer and IT Team Manager to oversee compliance.

### **Further Information**

The Information Commissioner's Office (ICO) is the independent authority set up to monitor compliance with the Data Protection Act and General Data Protection Regulation. It also issues guidance and good practice notes. You can contact the ICO here [Information Commissioner's Office \(ICO\)](#).

The ICO can consider complaints about an organisations failure to comply with the Act and regulations following the initial reply from that organisation.

Official



# Information Security Policy

Item	Details
Reference:	Information Governance-1-ISP
Status:	Final
Originator:	Head of Legal and Support Services
Owner:	ICT Manager
Version No:	1:1
Date:	5 January 2026

## Key policy details

### Approvals

Item	Date of Approval	Version No.
Consulted with N/A		
Reviewed by Audit and Governance Committee	7 August 2024	1:1
Approved by Cabinet	24 September 2024	1:1

The policy owner has the authority to make the following minor changes without approval.

- **Operational Changes** - any modification in information security or technology procedures or required alignments with other documents within the Information Governance Framework.
- **Regulatory Decisions** - when Court or regulatory decisions impact information security practices.
- **Guidance Changes** - If there are changes in regulatory guidance related to information security the policy owner should review and update this policy accordingly.

### Policy Location

This policy can be found on the Council's website.

### Equality Impact Assessment (EIA)

Completed by	Completion date
Fay Ford	August 2024

### Revision History

Version Control	Revision Date	Summary of Changes
1:1	24 September 2024	Creation of Document
1.2	5 January 2026	Revised

### Policy Review Plans

This policy is subject to a scheduled review once every year or earlier if there is a change in legislation or local policy that requires it.

This policy will be reviewed annually, or sooner should significant events or developments necessitate an update.

### Distribution

<b>Title</b>	<b>Date of Issue</b>	<b>Version No.</b>
Distributed to Cabinet	24 September 2024	1:1
Published on NWLDC Website	27 September 2024	1:1

## Information Security Policy

### 1. Introduction

This Information Security Policy outlines the Council's commitment to protect North West Leicestershire District Council's ("The Council") information assets against all internal, external, accidental or deliberate threats and minimise risks related to information security. Information is a critical asset for the Council. The security of information assets, as well as the supporting processes, systems and networks, is essential to maintaining operational effectiveness, reputation, financial accuracy and legal compliance.

The Council is subject to a wide variety of sophisticated security threats, including malware, hackers and computer-assisted fraud. The dependence on data, information systems and services means that the Council is vulnerable to these threats.

The requirement to interconnect the Council's network with suppliers and partners, alongside the growing use of Cloud services, makes security increasingly complex.

Information security is characterised as the preservation of:

- Confidentiality - ensuring that information is only available to those who have authorisation to have access.
- Integrity - safeguarding the accuracy and completeness of information and processing methods.
- Availability - ensuring that authorised users have access to information and associated assets when required.

The confidentiality, integrity and availability of Council data are vital to its operations and public trust.

Information security management is an ongoing cycle of activity aimed at continuous improvement in response to changing threats and vulnerabilities. It can be defined as the process of protecting information from unauthorised access, disclosure, modification or destruction and is vital for the protection of information and the Council's reputation.

The Council has a statutory obligation to have sound information security arrangements in place. The Data Protection Act 2018 emphasises the importance of technical and organisational measures to ensure secure processing of personal data. The security principle under the UK GDPR emphasises processing personal data securely through appropriate technical and organisational measures.

This document should be read in conjunction with the Council's ICT and Security Procedure.

### 2. Scope

This policy forms part of the Council's Information Governance Framework, which applies to all staff including employees, councillors, agency staff, contractors, volunteers or any other persons who have access to, or use the Council's information systems and data. It applies to all information assets as defined in the Council's Records Information Management Policy.

Application of this policy applies throughout the information lifecycle from acquisition/creation, through to utilisation storage and disposal. It should be read in conjunction with the Council's internal procedures, including the ICT Cyber and Security Procedure.

### **3. Responsibilities**

#### **The Senior Information Risk Owner (SIRO)**

- is responsible for managing Information Security within the authority.

#### **The IT Manager**

- is responsible for the implementation of this policy.

#### **All employees**

- must adhere to this policy and report any security incidents promptly
- are responsible for protecting information assets and following security best practices.

### **4. Authorised Use**

Access to information for which the Council is responsible is permitted in support of the Council's areas of business or in connection with a service utilised by the Council. Authorised users are defined as Council employees, elected members, authorised contractors, temporary staff and partner organisations.

### **5. Acceptable use**

All users of ICT systems and information for which the Council is responsible must agree to, and abide by, the terms of the Council's Internet and Email Access – Conditions of Use policy document.

### **6. Information Classification**

All information must be handled in a way appropriate to its sensitivity, in accordance with the Information Classification Procedure.

### **7. Access Control**

The Council will ensure that:

- Users are only granted access to the IT systems and data necessary to fulfil their role;
- Remote access services are configured to minimise opportunities for unauthorised access or denial of service;
- All IT equipment is adequately secured to prevent theft and critical IT infrastructure is physically secured to prevent unauthorised access;
- All IT systems are designed, configured and managed to minimise opportunities for unauthorised access or denial of service;
- The use of passwords is managed to minimise the risk of unauthorised

- access to IT systems or data;
- Controls are applied to prevent unauthorised access to information stored on removeable media; and
- Third party access to Council systems is authorised and controlled and third parties with such access must adhere to the Information Governance Framework, including other information governance policies.

## **8. IT Software and Equipment**

The Council will ensure that:

- All hardware and software is kept up to date to minimise the likelihood of security vulnerabilities being exploited;
- IT equipment is properly configured and managed to reduce the risk of malware and other security threats;
- Resources are hosted in cloud computing environments that are maintained to an acceptable level of security as deemed by the ICT Team Manager;
- All software is licenced and only installed by IT staff;
- Controls are implemented to reduce the risk to the confidentiality, integrity and availability of IT systems and data caused by malicious software (malware);
- Systems are monitored to ensure malicious activity is detected; and
- Controls are implemented to minimise the impact of any system unavailability;
- Procedures are implemented to minimise the Council's exposure to fraud, theft or disruption of its systems such as segregation of duties, dual control, peer review or staff rotation in critical susceptible areas; and
- Data protection is integrated into the Council's processing activities and business practices from the design stage right through the lifecycle (data protection by design and by default); and
- Data is held on a network directory where possible and that routine backup processes capture the data.

## **9. Incident Response**

Breaches of this policy and/or security incidents can be defined as events which could have, or have resulted in, loss or damage to Council assets, or an event which is in breach of the Council's security procedures and policies. All Council employees, councillors, agency staff, contractors, volunteers or any other persons who have access to, or use the Council's information systems and data have a responsibility to report security incidents and breaches of this policy as quickly as possible through the Council's Data Breach and Information Security Incident Procedure. The Council will take appropriate measures to remedy any breach of the policy and its associated procedures and guidelines through the relevant frameworks in place. In the case of an individual then the matter may be dealt with under the disciplinary process and advice will be sought from the Council's Human Resources team.

## **10. Security Training and Awareness**

The Council is committed to promoting safe working practices. All employees will receive security awareness training commensurate with the classification of information and systems to which they have access. Staff working in specialised roles will receive

appropriate training relevant to their role. Relevant information security policies, procedures and guidelines will be accessible and disseminated to all users. It remains the employees' responsibility to ensure they are adequately informed of information security policies and procedures.

## **11. Compliance with Legal and Contractual Obligations**

The Council will abide by all UK legislation relating to information storage and processing including:

- Data Protection Act 2018
- UK General Data Protection Regulation 2018
- The Freedom of Information Act 2000
- The Environmental Information Regulations 2004
- The Computer Misuse Act 1990
- The Human Rights Act 1998
- The Copyright Designs and Patents Act 1988

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# Information Rights Policy

Item	Details
Reference:	Information Governance -1-IRP
Status:	Final
Originator:	Head of Legal and Support Services
Owner:	Data Protection Officer
Version No:	1:2
Date:	24 September 2024

## Key policy details

### Approvals

Item	Date of Approval	Version No.
Consulted with N/A		
Reviewed by Audit and Governance Committee	<b>7 August 2024</b>	<b>1:1</b>
Approved by Cabinet	<b>24 September 2024</b>	<b>1:1</b>
<b>Consulted with Internal Audit</b>	<b>20 October 2025</b>	<b>1:2</b>

The policy owner has the authority to make the following minor changes without approval.

- **Operational Changes** - any modification in information rights procedures or required alignments with other documents within the Information Governance Framework.
- **Regulatory Decisions** - when Court or regulatory decisions impact information rights practices.
- **Legislation and Guidance Changes** - If there are changes in regulatory guidance related to information rights the policy owner should review and update this policy accordingly.

### Policy Location

This policy can be found on the Council’s website and the Sharepoint page under current policies tab.

### Equality Impact Assessment (EIA)

Completed by	Completion date
Fay Ford	1 June 2024
Laurent Flinders	14 October 2025

### Revision History

Version Control	Revision Date	Summary of Changes
1:1	July 2024	Creation of Document
1:2	October 2025	Update to include Data (Use and Access) Act 2025 Inclusion of timescales under Data Protection rights Inclusion of timescales under the FOI & EIR

### Policy Review Plans

This policy is subject to a scheduled review once every year or earlier if there is a change in legislation or local policy that requires it.

**Distribution**

Title	Date of Issue	Version No.
Distributed to Cabinet	24 September 2024	1:1
Published on website	27 September 2024	1:1

**Information Rights Policy**

**1. Introduction**

Under the Data Protection Act 2018 individuals have various rights in relation to the information that North West Leicestershire District Council (the “Council”) processes about them.

Members of the public can also request information from the Council under the Freedom of Information Act 2000(FOI) The Environmental Information Regulations 2004 apply to all information which relates to the environment, in its broadest sense, including land, air, water, soil, buildings, animals and people, pollution of all kinds, waste, health and safety. This also includes reports, measures and analysis of environmental information. Whereas the Freedom of Information Act 2000 applies to all other information.

This policy sets out the Council’s approach to complying with this legislation in relation to information rights.

**2. Scope**

This policy forms part of the Council’s Information Governance Framework, which applies to all staff including employees, councillors, agency staff, contractors, volunteers or any other persons who have access to, or use the Council’s information.

It covers:

- Requests from the public (FOI, EIR).
- Data Protection and privacy rights (UK GDPR & Data Protection Act).

**3. Principles**

**Transparency**

- The Council will be transparent about its information holding and processes.
- Privacy Notices will be made available to individuals.

**Access to information**

- The Council will respond promptly to requests for information under FOI and EIR.
- Requests for personal data will be handled in accordance with the UK GDPR and the Data Protection Act.

**4. Collection, Use and Retention of Information**

The Council collects information, including personal information, in order to operate as a local authority and to deliver services to members of the public. Where it is appropriate for information to be made publicly available, the Council will seek to do so by publishing

it on its website and/or making it available by other means. In the case of some information, it will not be appropriate to share the information publicly e.g. where the information is confidential and/or there is a right to privacy.

In accordance with the legislation, the Council will only retain information for as long as necessary and will ensure that all information is held with appropriate levels of security. The Council maintains a retention schedule that sets out how long it will keep each type of information for.

## **5. Personal Information**

The Council processes personal data only where necessary, proportionate and the requirements of data protection legislation are met. It handles all personal data in accordance with its Data Protection Policy.

Individuals that the Council holds personal data about have the following rights:

- The right to be informed about how and why their data is being used.
- The right of access to their own personal information held by the Council.
- The right of rectification where their data is inaccurate or not up to date.
- The right to erasure of their data.
- The right to restrict the processing of their data by the Council.
- The right to object to processing of their data by the Council.
- The right to have their data 'ported' to another organisation.
- Rights in relation to automated decision making and profiling.

The rights of individuals in relation to their personal data will depend on the purposes for which the Council is processing that data, which are set out in the Council's privacy notice(s).

Requests in relation to data subject rights can be made via the Council's website and the Council will respond to such requests as soon as possible. This should be no later than one calendar month, from the date the request is received. Sometimes we may need to extend the timeframe for response where the request is large and/or complex, in which case we will advise the requestor as soon as possible. In some cases, we may ask the requestor to clarify or refine their request to enable us to provide an appropriate response.

The Council will endeavour to provide any information in the format requested, where it is reasonable and practicable to do so.

## **6. Other Information**

The Council holds a range of information that any member of the public can submit a request to obtain a copy of, under either the Freedom of Information Act 2000 or the Environmental Information Regulations 2004 (or both). Information requests for such information can be made via the Council's website.

Where reasonable and practical to do so, information will be made publicly available on the Council's website or by other means.

If there are any charges or restrictions on use in relation to the information requested, then the requestor will be notified accordingly.

The Council will seek to respond to requests for information as soon as possible but in any event within the statutory timescales. The statutory timescales for requests made under the Freedom of Information Act 2000 and Environmental Information Regulations 2004 is 20 working days. Should there be a need to extend a deadline for any reason, the requestor will be notified.

Where a requestor is dissatisfied with the outcome of their request, it is open to them to request an internal review. Internal reviews will be carried out by another member of staff, independent to the officer that provided the initial response.

A requestor has the right to complain the Information Commissioner's Office if they remain dissatisfied with the outcome following an internal review.

## **7. Relevant Legislation**

The following legislation is relevant to this policy:

- The UK General Data Protection Regulation
  - Data Protection Act 2018
  - Human Rights Act 1998
  - Freedom of Information Act 2000
  - Environmental Information Regulations 2004
  - Local Government Acts
  - Data (Use and Access) Act 2025
8. This Policy will be updated and or amended as necessary to reflect the changes in legislation and best practice.

Official



# Records Management Policy

Item	Details
Reference:	Information Governance -1-RMP
Status:	Final
Originator:	Head of Legal & Support Services
Owner:	Data Protection Officer
Version No:	1:2
Date:	24 September 2024

## Key policy details

### Approvals

Item	Date of Approval	Version No.
Consulted with N/A		
Reviewed by Audit and Governance Committee	7 August 2024	1:1
Approved by Cabinet	24 September 2024	1:1
Consulted with Internal Audit	October 2025	1:2

The policy owner has the authority to make the following minor changes without approval.

- **Operational Changes** - any modification in data protection procedures or required alignments with other documents within the Information Governance Framework.
- **Regulatory Decisions** - when Court or regulatory decisions impact information security practices.
- **Legislation and Guidance Changes** - If there are changes in regulatory guidance related to data protection the policy owner should review and update this policy accordingly.

### Policy Location

This policy can be found at NWLDC’s website and on the Sharepoint page under current policies tab.

### Equality Impact Assessment (EIA)

Completed by	Completion date
Fay Ford	August 2024
Laurent Flinders	October 2025

### Revision History

Version Control	Revision Date	Summary of Changes
1:1	July 2024	Creation of Document
1:2	October 2025	Updated Legislation Data (Use and Access) Act 2025 Amendment made to the Information Asset Owners (IAO) roles and responsibilities.

### Policy Review Plans

This policy is subject to a scheduled review once every year or earlier if there is a change in legislation or local policy that requires it.

### Distribution

Title	Date of Issue	Version No.
Distributed to Cabinet	24 September 2024	1:1
Published on NWLDC Website	27 September 2024	1:1

## Records Management Policy

### 1. Introduction

North West Leicestershire District Council's ("The Council") records support effective service delivery, provide evidence of its activities and decisions, helps the Council to make informed decisions, comply with relevant legislation, meet business and regulatory requirements and maintain the corporate memory. It is important that the Council manages its records appropriately to ensure that it complies with data protection legislation and is able to locate information when required. Systematic management of records protects the Council's most important information and improves business resilience and efficiency.

This policy establishes guidelines for the management, retention and disposal of data records within the Council. It sets out the Council's lifecycle approach to records management and the expectations for all employees in managing information effectively.

### 2. Scope

This policy forms part of the Council's Information Governance Framework, which applies to all staff including employees, councillors, agency staff, contractors, volunteers or any other persons who have access to, or use the Council's information.

This policy applies to all records that the Council holds, including the following:

- Documents (including hand-written, typed, and annotated copies).
- Paper based files.
- Computer files (including word processed documents, databases, spreadsheets and presentations).
- Maps and plans.
- Electronic mail messages (email).
- Web pages (on either the intranet and internet).
- Faxes.
- Brochures and reports.
- Forms.
- Audio and video tapes including CCTV and voicemail / voice recording systems.

### 3. Use

All information must be used consistently, only for the intentions for which it was intended and never for an individual employee's personal gain or purpose. If in doubt employees should seek guidance from the Data Protection Officer.

**Disclosure** - only specific information required should be disclosed to authorised parties and always in accordance and with strict adherence to the Data Protection Act. There are a range of statutory provisions that limit, prohibit or set conditions in respect of the disclosure of records to third parties and similarly arrange of provisions that require or permit disclosure.

### 3.1 Storage of Records

There is an Information Asset Register/ Record of Processing Activities.

The Council has an Information Asset Register/ Record of Processing Activities that identifies the assets owned by the Council and location of the same. It is subject to annual review and any risk found will be reported to the Senior Information Risk Owner (SIRO).

### 3.2 Retention

The retention period varies dependant on the type of information being stored. All NWLDC Records retention periods should be detailed in the Information Asset Register and can be checked in the Corporate Retention Schedule available as part of the Council's Information Governance Framework.

The information must be relevant, fit for purpose it was intended and only retained for as long as it is genuinely required.

**3.3 Disposal** - It is particularly important under Data Protection legislation that the disposal of records, which is defined as the point in their lifecycle when they are either transferred to an archive or destroyed, is undertaken in accordance with clearly established policies which have been formally adopted by the Council.

**3.4 Transfer** - The mechanisms for transferring information from one organisation to another should be tailored to the sensitivity of the material contained within the records and the media on which they are held. The DPO can advise on appropriate safeguards.

## 4. Relevant Legislation

The Council is committed to continuously improving the way it responds to information requests that fall under specific statutory regimes.

The UK General Data Protection Regulation  
The Data Protection Act 2018  
The Freedom of Information Act 2000  
The Environmental Information Regulations 2004  
The Data (Use and Access) Act 2025

The following legislation is also relevant to this policy:

- Human Rights Act 1998
- The Local Government (Records) Act 1962 - this gave Local Authorities limited discretionary power to hold their records in local archives
- The Local Government Act 1972 - sets out the basic requirement for local authorities to 'make proper arrangements' to keep good records

## 5. Information Management Framework

The Council has implemented a framework of processes, procedures, standards and training materials together with defined roles and responsibilities that has been established, in order to support compliance with this policy so that:

- i) Appropriate information and documents are captured as records;
- ii) Records can be easily accessed by those who need them;
- iii) Records are available for as long as they are required in accordance with legislation and listed;
- iv) Records are disposed of appropriately when no longer required in line with legal and regulatory obligations;
- v) Records will be appropriately marked and kept securely and protected from accidental loss or destruction.

## **6. Roles And Responsibilities**

### **The Senior Information Risk Owner (SIRO)**

The Council has appointed the Monitoring Officer as the SIRO. The SIRO has responsibility for ensuring that effective systems and processes are in place to address the Information Governance agenda.

The SIRO is the overall owner of the information risk within the Council and acts as the focal point for information risk management within the Council including resolution of any risk issues raised by IAO. The SIRO will report annually to the Audit and Governance Committee on the content of the SIRO Report regarding information risks.

### **Information Asset Owners (IAO)**

Each Information Asset will have a relevant team manager as an Information Asset Owner.

The information asset includes records associated with the operation of the directorate function. Key decisions about the management of information will be made by the IAO.

### **Data Protection Officer (DPO)**

The DPO appointed under statutory General Data Protection Regulation (GDPR) obligations, is responsible for monitoring the Council's compliance with data protection legislation and its compliance with its own policies in relation to the protection of personal data. Monitoring of this policy will be overseen by the DPO. In the event of identification of high risks, the DPO will escalate to the appropriate level of management.

### **All Staff**

All Council employees are responsible for any records that they create or use in the course of their duties. It is the responsibility of all employees to adhere to this policy when handling all types of Council information.

Official

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

Agenda Item 11.

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