

**NORTH WEST LEICESTERSHIRE DISTRICT COUNCIL**

**COUNCIL – TUESDAY, 4 NOVEMBER 2025**



| Title of Report                     | CAPITAL UPDATE   |                    |
|-------------------------------------|--|--------------------|
| Presented by                        | Councillor Keith Merrie MBE<br>Finance and Corporate Portfolio Holder  |                    |
| Background Papers                   | <p><b>Council – 20 February 2025</b><br/> <a href="#">General Fund and Council Tax 2025/26</a></p> <p><b>Council – 16 September 2025</b><br/> <a href="#">Supplementary Estimates, Virements and Capital Approvals</a></p> <p><b>Cabinet – 28 October 2025</b><br/> <a href="#">Supplementary Estimates, Virements and Capital Approvals</a></p>   | Public Report: Yes |
| Financial Implications              | The report is to ensure the Council is following good financial governance in line with its Financial Procedure Rules and capital governance arrangements. The financial implications are set out in the report.   |                    |
|                                     | Signed off by the Section 151 Officer: Yes   |                    |
| Legal Implications                  | <p>S151 of The Local Government Act (1972) states that every Local Authority shall make arrangements for the proper administration of the financial affairs.</p> <p>The Local Government Act (2000) requires Full Council to approve the Council's budget and NW Leicestershire District Council did so in February 2025.</p> <p>S151 of the Local Government Act (1972) makes clear that the Council is responsible for the overall financial administration of the Council and the S151 Officer is responsible for the administration of those affairs.</p> <p>Councils are required to ensure that there is clear separation between capital and revenue budgets.</p> |                    |
|                                     | Signed off by the Monitoring Officer: Yes  |                    |
| Staffing and Corporate Implications | The Council is managing its capital budgets in a co-ordinated and effective way since the Capital Strategy Group was introduced, and changes were made to introduce the development pool and programme of active projects.   |                    |
|                                     | Signed off by the Head of Paid Service: Yes  |                    |

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| <b>Purpose of Report</b> | The Financial Procedure Rules in the Constitution describes the procedure in respect of new capital projects as set out in Financial Regulation B: Financial Planning, paragraphs B8 to B9. |
| <b>Recommendations</b>   | <b>THAT COUNCIL APPROVES THE REVISED CAPITAL PROGRAMME AS DETAILED IN APPENDIX A.</b>   |

## 1.0 BACKGROUND

- 1.1 Annually, the Council approves its Budget and Capital Programmes in February ahead of the subsequent financial year. The Budget is based on the best available intelligence at that point in time.
- 1.2 However, the external environment within which the Council operates is constantly evolving and during the financial year there can be changes in funding, for example the Council being successful in a grant bid for additional funding or by securing extra resources through partnership working.
- 1.3 These changes in funding, and therefore spending, are required to be managed in line with the Council's Financial Procedure Rules which form part of the Constitution. The delegation levels provide clarity regarding the inclusion of additional resources secured during the financial year that were not included when the Council sets its annual Budget in February.
- 1.4 This report provides an update for a new scheme for inclusion into the Capital Programme as set out in Section 2.0 below. This is in line with the requirements set out in the Financial Procedure Rules.

## 2.0 CAPITAL

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

### New Schemes (For Approval)

- 2.2 There is one new General Fund scheme that require approval to be added onto the capital programme:

- **New Print and Post Room – Whitwick Business Centre**

The business case proposes allocating an additional £23,000 to create a new, health and safety-compliant post room at Whitwick Business Centre, following an accident caused by insufficient space in the current shared post/print room. The plan involves converting a vacant unit into a dedicated post room, a small meeting space, and a lettable unit, which will improve staff safety, provide additional income opportunities, and better alignment with current demand for smaller units. The works are expected to take approximately four weeks to complete once funding is secured. The scheme will be funded from the business rates reserve.

| <b>Policies and other considerations, as appropriate</b> |  |
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| 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:                                   | The Council's Financial Procedure Rules, sections A24 – A28, set out the details of the virement and supplementary estimates.  |
| Safeguarding:  | N/A  |
| Equalities/Diversity:                                    | N/A  |
| Customer Impact:   | N/A  |
| Economic and Social Impact:                              | N/A  |
| Environment, Climate Change and zero carbon:             | N/A  |
| Consultation/Community Engagement:                       | Cabinet – 28/10/25   |
| Risks:   | Not addressing the Health and Safety issues of our current post room could place us in breach of the law should a further accident occur.  |
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